

**ENDERBY AND DISTRICT SERVICES COMMISSION**

**Brad Case  
Roxanne Davyduke**

**Herman Halvorson  
Denis Delisle**

**AGENDA**

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**DATE:** Friday, November 6, 2015  
**TIME:** 11:00 a.m.  
**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 2, 2015](#) pg 2-3

**3. REPORTS**

[Recreation Inventory / Analysis and Survey Report](#) pg 4-30

[Parks and Recreation Services 3<sup>rd</sup> Quarter Report](#) pg 31-56

[Enderby and District Recreation Services 2015 Annual Report](#) pg 57-67

**4. NEW BUSINESS**

[Recreation Services Proposed New Logo](#) – Correspondence from Parks and Recreation Services dated October 14, 2015 pg 68-69

[Curling Rink Entrance Sign](#) – Memo from Chief Administrative Officer dated October 26, 2015 pg 70-71

[Location of Outdoor Green Gym Equipment in Barnes Park](#) – Memo from Assistant Corporate Officer and Planning Assistant dated November 3, 2015 pg 72-82

[Enderby-Splatsin Riverwalk Extension and Enhancement Plan](#) – Memo from Assistant Corporate Officer and Planning Assistant dated November 4, 2015 pg 83-146

Belvidere Hand Launch Improvements – 2016 Budget Approval – Memo from Assistant Corporate Officer and Planning Assistant dated November 2, 2015 pg 147-149

**5. PUBLIC QUESTION PERIOD**

**6. CLOSED MEETING RESOLUTION**

Closed to the public, pursuant to Section 90 (1) (k) of the *Community Charter*

**7. ADJOURNMENT**

## ENDERBY AND DISTRICT SERVICES COMMISSION

MINUTES of a regular meeting of the **ENDERBY AND DISTRICT SERVICES COMMISSION** held on Friday, August 14, 2015 at 8:30 a.m. in the Council Chambers of Enderby City Hall.

**Members:** Brad Case City of Enderby  
Herman Halvorson Electoral Area F  
Denis Delisle Electoral Area F

**Staff:** Tate Bengtson – Chief Administrative Officer, City of Enderby  
Kurt Inglis – Assistant Corporate Officer and Planning Assistant, City of Enderby  
Bettyann Kennedy – Recording Secretary

**Others:** Press

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### **APPROVAL OF AGENDA**

Moved by Brad Case, seconded by Denis Delisle that the agenda be approved as circulated.  
Carried

### **ADOPTION OF MINUTES**

Regular Meeting Minutes of August 14, 2015

Moved by Denis Delisle, seconded by Brad Case the minutes of the regular meeting of August 14, 2015 be adopted as presented.

Carried

### **REPORTS**

Dog Control Update – Report from Assistant Corporate Officer and Planning Assistant dated September 9, 2015

Moved by Brad Case, seconded by Denis Delisle that the report be received and filed.

Carried

The Assistant Corporate Officer and Planning Assistant responded to queries from the Commission:

- Voluntary compliance is the goal before escalating to ticketing. This approach seems to be working well.
- 1 hour per week is dedicated to patrolling parks.
- Regarding picking up waste, this is difficult to catch “in the act”. The dog control officer does provide education during her park patrols.
- The MTI tickets that were issued were due to non-compliance.
- Good results with returning lost dogs to owners.

Shuswap River Ambassadors – 2015 Year End Report

Moved by Brad Case, seconded by Denis Delisle that the report be received and filed.

Carried

Discussions:

- Funding of the program comes from the City, Electoral Director, Credit Union, Chamber of Commerce, and others. Approximately \$17 – 20,000 per year.
- Makes sense to have them start earlier in the season to target schools.
- Excellent work being done by the Ambassadors.
- Will be taken to budget process once info regarding funding needs is received.

### **PUBLIC QUESTION PERIOD**

None

### **CLOSED MEETING RESOLUTION**

Moved by Denis Delisle, seconded by Brad Case 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) and (f) of the *Community Charter*.

Carried

### **ADJOURNMENT**

The regular meeting re-convened at 10:20 a.m.

The following item was released from In-Camera:

*Re: Eby's Hand Launch*

*Moved by Denis Delise, seconded by Brad Case that the Commission encourages the Enderby and District Chamber of Commerce to bring forward specific recommendations to address the effective management of Eby's Hand Launch for which it would be willing to partner in order to advance its tourism objectives;*

*AND THAT the Commission direct Staff to send letters to the Ministry of Transportation and Infrastructure and the RCMP inquiring if they have solutions or best practices that may be applied to promote safety at Eby's Hand Launch;*

*AND FURTHER THAT this resolution be released from in-camera.*

Carried

Moved by Denis Delisle, seconded by Brad Case that the meeting adjourn at 10:20 a.m.

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CHAIR

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CHIEF ADMINISTRATIVE OFFICER



Commission  
Agenda

## Recreation Inventory/Analysis and Survey Report

Prepared by Sheryl Hay  
October 2015

### **Introduction**

An inventory of the recreation programs and opportunities in Enderby and Area F commenced mid February. The first part of the research entailed a survey / interview of current recreation programs and organizations to determine the following:

- what available programs are or have been in our area;
- where gaps in programming exist;
- what challenges of current programs and organizations face, and;
- what direction the future of Recreation Services should take.

The second part implemented a society survey that looked at many factors involved in community recreation including; community groups, age groups, facilities, registration process, barriers to participation, and activity interest. Early research led to trial recreation programs offered in the spring and supported many of the fall and winter program ideas. All of the research supports that recreation is more than organized sports and programs; it is a commitment to community health, to social and economic development, and towards citizen physical, mental and emotion wellbeing.

### **Inventory Analysis**

The first step was to research and interview current programmers and organizations. An inventory worksheet was completed (by phone or e-mail) with program information compiled on: age, cost, season, sessions per week, time of day, minimum and maximum attendance, facility location, and registration process. Groups were also asked to provide feedback and comments on their successes and challenges. Worksheets were completed for 26 different groups or facilities and the process opened up many productive connections with recreation contacts.

Participating groups included hockey, fastball, soccer, pickle ball, volley ball, basketball, slow pitch, curling, skating, swimming, golf, karate, girl guides, cadets, fitness classes and senior center programs. Also interviewed were Splatsin Recreation; Grindrod, Mara and Kingfisher Halls; the Community Resource Center; after-school programs and the local gym.

Some key information compiled from this process is included in the following figures;

Figure 1 demonstrates the breakdown of programs offered in Enderby & Area F by age group. The highest percentage of programming is for Adults (31%) and Youth 13-18yrs (28%), which is unusual in comparison to other communities where the uppermost quantity of programming is for younger youth. Concerning is that only 9% of programming involved pre-school children aged 0-4yrs.

The information in Figure 1 supported the introduction of pre-school physical literacy programming in early spring 2015. The outcome was very positive with 3 out of 4 offered classes running. Each of the 3 was filled to capacity. The class cancelled involved the younger age group of 24-36months.

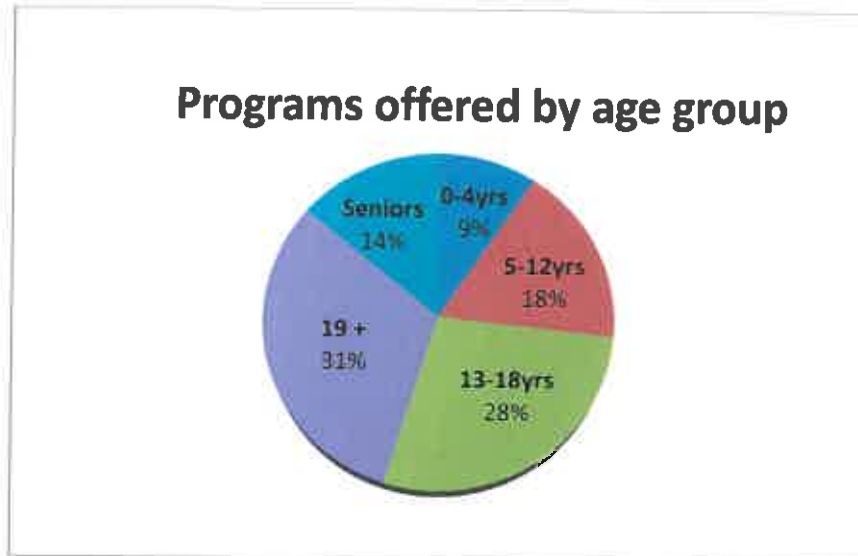


Figure 1

Figure 2, (along with Appendix A and B facility usage); breaks down the facilities in which local programs are being offered. This information was collected based on a combination of published community calendars and communication with facility or program coordinators. The data reflects organizations interviewed and must be interpreted recognizing that some statistics are based on number of programs and others on number of teams.

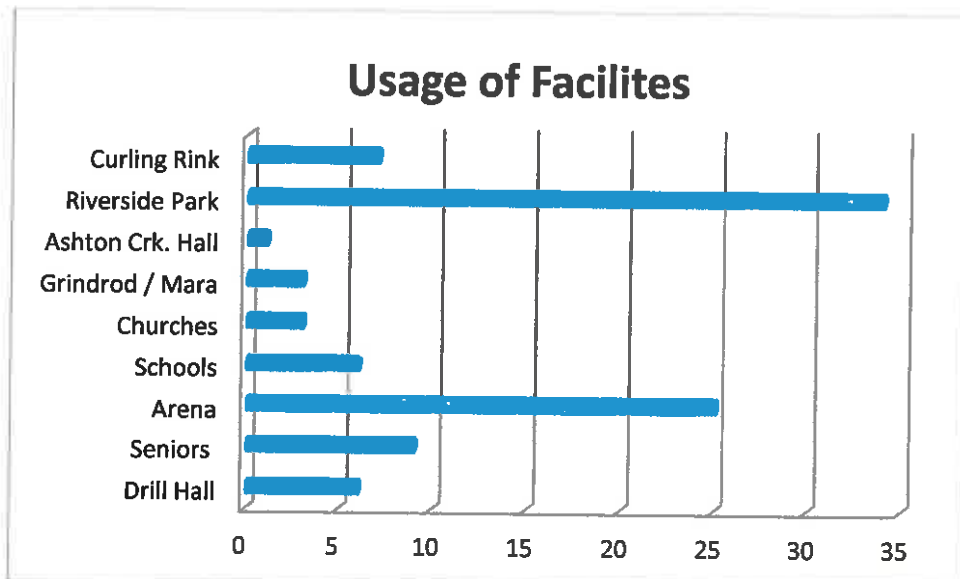


Figure 2

Based on the information above and a weekly Calendar of Recreation Events (**Spring** -Appendix A and **Fall** - Appendix B), it is noticeable that certain facilities could be available for more programming and others are considerably underused.



Other important information derived from the inventory survey was:

- Registration Process for programs:
  - 44% pre-registered;
  - 37% drop-in;
  - 19% offering both options.
- 49% of programs happen in the “Prime Time” hours between 4-8pm.
- Break down for programs offered in:
  - Winter 32%
  - Spring 21%
  - Summer 10%
  - Fall 27%
  - Year Round 10%
- The cost variance for the different activities ranged between “free” Drop-in Programs, to pre-registered seasonal activities like hockey with fees ranging from \$300- \$400 or more. Over 60% of programs researched were under \$50, and 9 programs (most of them through the Community Resource Center) were Free.
- Program participation was difficult to track and compare due to the diversity in formats. Organizations like soccer and hockey have seen a large decline in registration as compared to 10years ago; however they have observed a gradual increase in numbers the past couple of years. Most drop-in programs convey the challenge of initially attracting participation, then being able to maintain consistent numbers.

**User Group Analysis**

Gaining an understanding of how recreation works in Enderby and Area F provides a deeper appreciation of the successes and challenges of each group, business and organization. Forty-nine comments, were received from user groups

The challenges for the user groups can be broken down into the following categories:

**Challenges**

- |                           |       |                              |      |
|---------------------------|-------|------------------------------|------|
| - Marketing or Promotions | 18.4% | - Fundraising                | 6.1% |
| - Volunteers / Leaders    | 14.3% | - Equipment, Accessibility   | 4.1% |
| - Times or scheduling     | 14.3% | - Weather, Policies, & Costs | 4.1% |
| - Commitment in programs  | 12.2% | - Programming                | 4.1% |
| - Space or facilities     | 10.2% |                              |      |

Each of the user groups also proposed specific ideas that would assist them to alleviate the challenges mentioned above. Many of these requests have been completed (in green), while other ideas will be evaluated and incorporated into Recreation Services 3-year strategic plan as appropriate.



**Requests**

<b>Hockey</b>	<p>more face to face communication with facility booking</p> <p>better scheduling software = better communication of ice time bookings</p> <p>more ice time slots for local organization vs. outside communities</p>
<b>Schools</b>	<p>Programs for camps for kids during holiday breaks (Christmas, Spring Break and Summer)</p> <p>More sport choices for Fall</p>
<b>Youth Ball</b>	<p>another ball diamond</p> <p>remove 5yr contracts as they don't allow flexibility for growth or change</p> <p>booking / scheduling meeting in winter to determine needs of all user groups</p> <p>hosting of umpire or coaching clinics in our community</p>
<b>Adult Ball</b>	<p>another ball diamond or lights</p> <p>Break down of league fees available to board</p> <p>user meeting to determine needs for field season</p> <p>more communication on field bookings</p>
<b>Skating</b>	<p>see skating program develop ladies hockey as well</p> <p>better time slot for lessons</p> <p>consistency with instructors and investment in instructor development</p> <p>more lead time for advertising programs and cross promo with summer programs</p> <p>online registration for programs</p> <p>get high school students involved in leadership</p>
<b>Volleyball</b>	<p>new, safer volleyball equipment (nets, poles, balls)</p> <p>set up a volleyball league to follow drop-in time</p> <p>more notice from schools on cancelled nights</p> <p>provide volleyball camps in summer to excite school students to play during school year</p> <p>have easier access to hwy sign for advertising and promotion</p>
<b>Soccer</b>	<p>have easier access to hwy sign for advertising and promotion</p>
<b>Pickle ball</b>	<p>outside courts (preferably in Barnes Park) for year round accessibility to growing sport</p>
<b>EDRC</b>	<p>access and more simplified process to advertising on City hwy sign</p>
<b>Pool</b>	<p>internet at pool office</p> <p>online registration (many patrons go outside community based on ease of registration)</p> <p>New pool with tot "shallow" area, hot tub / sauna for therapy and better accessibility</p> <p>an indoor pool accommodates all ages, all abilities (very fit to very frail) 12 months a year</p>



In recognition of a common challenge of “getting the word out”, priority was placed on creating a **Recreation Directory**. This Directory was published in the Spring & Summer Recreation Guide. An updated version, with even more contacts, was included in the Fall & Winter Recreation Guide. Many positive comments have been received regarding this addition to recreation programming. The value of the Recreation Guide was further enhanced with extra pages doubling publication doubled to 500 copies.

An additional community awareness project included offering a time and place where families could get information on all of the recreation opportunities in Enderby & Area F. A **Community Recreation Information and Registration Day** was held on September 10, 2015 at the Lions Gazebo. Over 18 organizations and groups were represented, which offer activities and programs for people of all ages. Table registration fees to participate were donated to a draw prize of two \$50 credits towards program registration. Many groups provided demonstrations or the opportunity to try their activities.

Priority was also placed on creating positive working relationships with facility user groups. This included creating a time and place to have face-to-face communications, share information and collaborate on common goals.

Meetings were set up with ball field user groups in May, with a follow up meeting completed in October. Input from these meetings is being evaluated and included in the strategic planning process. An annual meeting is now scheduled for mid February of each year to connect and confirm schedules for the upcoming season.

Arena user groups were invited to a meeting in July and follow-up communication has continued through season start-up. Arena schedule adjustments have allowed for flexibility in providing more public program opportunities and greater overall use of the facility. Increased communication with arena staff has resulted in minor booking policy changes and better insight to schedule conflicts. This season the arena schedule facilitates added drop-in public times, higher registration in skating lessons, increased prime time bookings, and more interest in non-prime time ice slots.

## Community Participation Analysis

The second part of the Recreation Inventory / Analysis was to offer a **Survey** to community members. Between May and August 2015, 81 Surveys were completed involving 281 people. Surveys were distributed at Enderby City Hall, Enderby Lions Pool, at 2 ball tournaments, and the Enderby & District Chamber of Commerce. Surveys were also circulated by e-mail to all Chamber Directors and members, to recreation guide directory contacts, and to recreation program participants. The North Okanagan Minor Hockey Executive and School District #83 principals were sent surveys to distribute to their members and students, respectively. Lower participation from outlying areas may be a result of the time of year. Many attempts were made to make contact with Area F community groups for increased circulation in those areas.



Surveys came from the following areas:

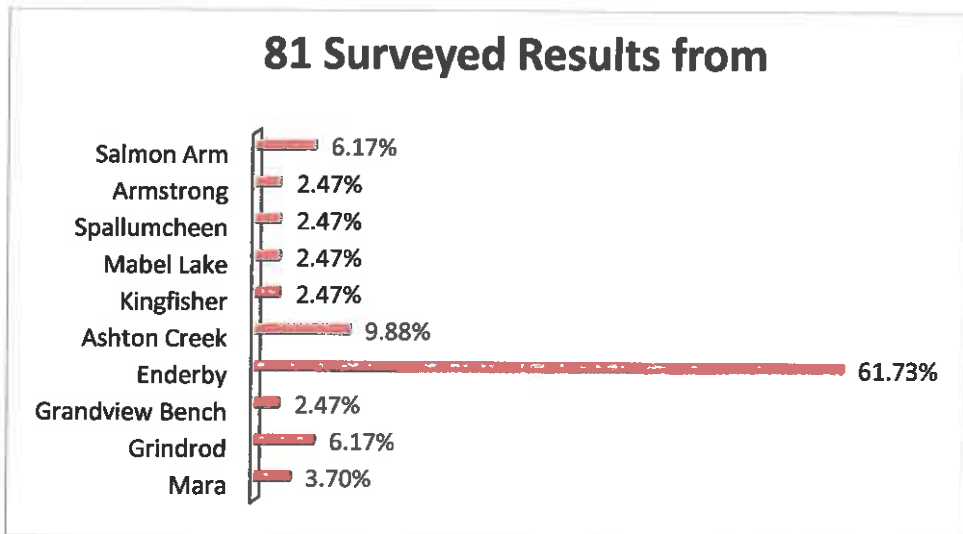
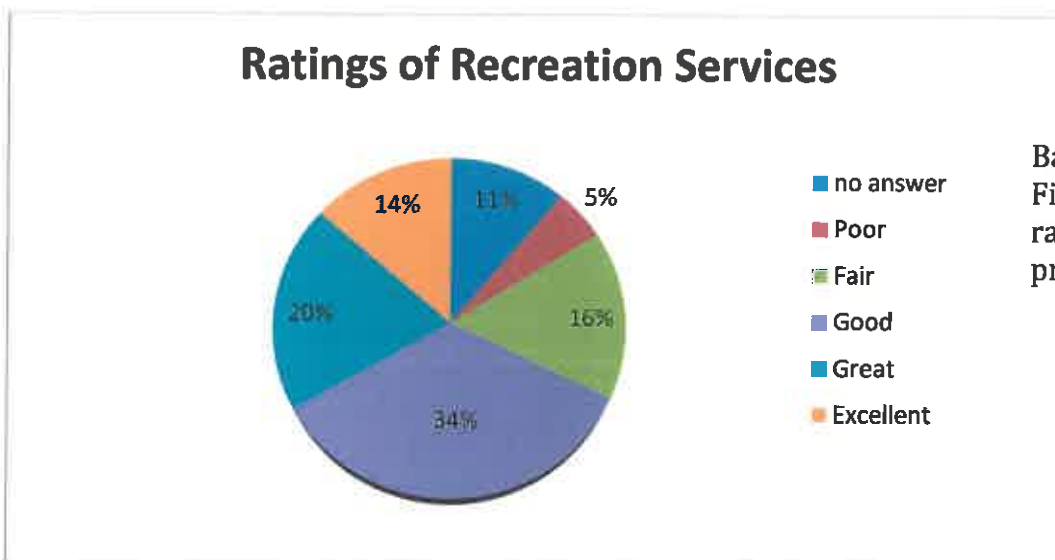


Figure 3

Survey Questions asked included:

- How would you rate our current recreation programs and opportunities?
- How would you rate the individual Recreation Facilities
- Does anyone in the family participate in Recreation Programs outside of Enderby & District?
- What Program or Recreation Activities would you like to see offered in Enderby & District?
- Does anyone in your household have interest in instructing, leading, coaching or teaching recreational programs or activities?
- Are there any barriers that prevent you from participating in recreation activities?
- Checking off listed programs that interest you.



Based on Surveys collected, Figure 4 demonstrates the rating of recreation programming.

Figure 4



Results of facility quality ratings (including the Enderby Memorial Arena, Enderby Curling Rink, Enderby Drill Hall, Riverside Ball Park, Barnes Park /Lions Pool and Grindrod Park) show that:

- Riverside Ball Park, Enderby Arena and the Curling Rink (in that order) are the highest rated facilities.
- Drill Hall was the lowest rated facility.
- Barnes Park (including the Lions Pool) as well as Grindrod Park had a wide range of ratings.

When asked if families participated in Recreation programs outside of Enderby and Area:

- 63% answered **YES**
- 34% answered **NO** and
- 3% had no comment

When asked for a list of programs participated in “out of our area”, the highest participation was:

- Indoor swimming pool (19)
- Gymnastics (9)
- Aqua fit (6)

These results are consistent with activities that the survey respondents would like to see offered in Enderby and Area F:

- Gymnastics (8)
- Indoor Pool (7)
- Pre-school Programs / Dance (5)
- Yoga, Music, Fitness, Kids Camps (3)

Out of 81 surveys completed, 28% (20 people) indicated interest in instructing, leading or coaching programs in our community. These individuals provided their names and phone numbers for future contact considerations.

In response to the enquiry on barriers to participation in recreation programs, the results indicated the following challenges, in descending order:

1. Cost (program or registration fees)
2. Work schedules
3. Child minding, travel, programming and schedules were all tied for third.
4. Age
5. Access
6. Shade – specifically mentioning Barnes Park

The last survey question asked respondents which programs would be of greatest interest to household members. The results of this question are shown in Figure 5

## Program Interest

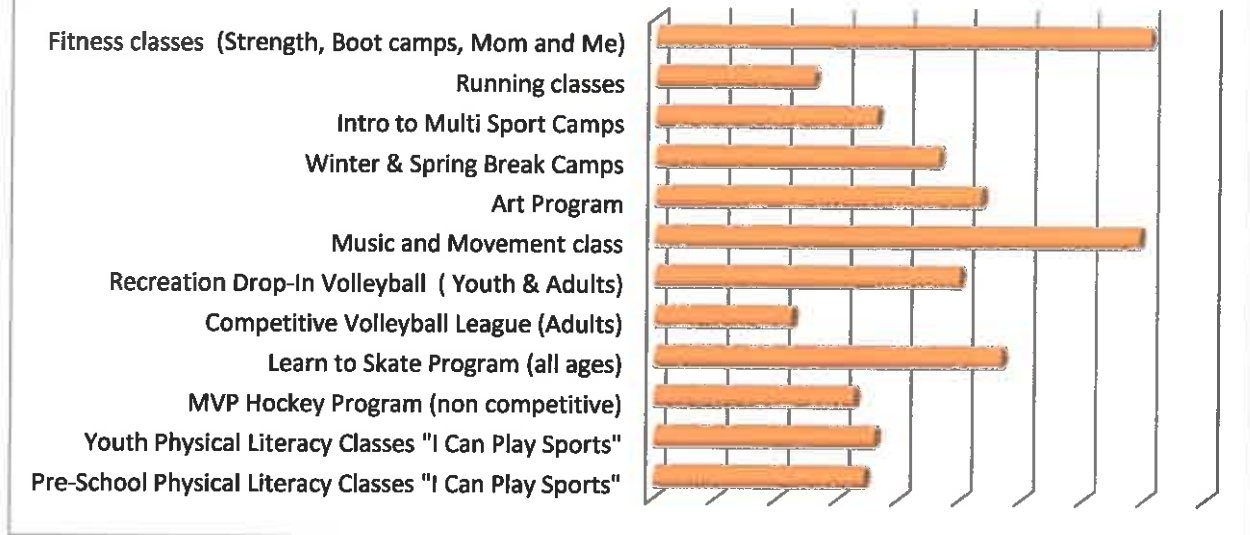


Figure 5

The results of the Recreation Inventory and Survey will help ascertain the needs and challenges of our community and target program development based on expressed interest. The Fall & Winter Recreation Guide offers many fitness classes, Holiday and Pro-D Day Kids Camps, skating lessons on a new day and time, a non-competitive hockey program, and pre-school and youth physical literacy classes in appreciation of the survey results.

### Current Progress and Next Steps

While the survey results were being analyzed, Enderby & District Recreation Services adapted its approach to respond to identified demands. The following are highlights of progress so far:

- More than 30 programs are being offered by Enderby & District Recreation Services this fall and winter
- To date, only 3 programs have been cancelled due to low registration
- 4 of the 16 fall programs are full
- The MVP hockey program filled to capacity in 5 days and now has a wait list. MVP hockey is a new, non-competitive hockey program offered for the first time this season.
- 5 Fitness programs are running with the option of drop-in passes
- 5 program staff have been hired to deliver programs including 4 youth leaders
- Prime time ice bookings are over 90% scheduled which is an increase over past seasons.
- A Tim Horton's sponsored Family Holiday Skate has been scheduled for December 20
- New Arena Birthday Party Packages have been developed with options for games leaders
- More adult Shinny hockey times have been added to the arena schedule, with the option of a convenient 10x pass
- More public skate and shinny hockey times have been added to Non-school days and holiday schedules.



Future recreation programming includes music, theatre, yoga and gymnastics programs. One of the most important objectives will be attempting to minimize or eliminate barriers to participation. Involvement on both the Inter-Agency Committee and Early Years Committee has created connections and opportunities to work with other groups to deliver services with fewer barriers. Research into grant applications and recreation sponsorships is ongoing to support the expansion of recreation opportunities in our area.

Objectives or processes which will be informed by the inventory include:

- ✓ A S.W.O.T analysis of all facilities
- ✓ A 3 year strategic plan for Recreation Services
- ✓ To maximize current recreation facility usage
- ✓ To continue to develop open communication and strong working relationships with facility user groups, organizations, sponsors and stake holders
- ✓ To develop connections and working relationships with the School Board (Joint Use Agreement), School Administrators, local business, and community groups
- ✓ Updated administration for programs including applications, waivers, hiring, budgets, revenue and cost tracking, and evaluation
- ✓ Reviewed and updated fees and policies
- ✓ Improved marketing, advertising, and communication practices
  - Branding Recreation Services with a logo (*see page header & Appendix C*)

## Conclusion

The inventory analysis and survey process identified a number of opportunities to grow and support recreation in Enderby and Area F. Our community is composed of a vast diversity of interest and demographic groups. There is a large population of **Baby Boomer Seniors** who are active and want recreation opportunities to keep them busy. There is a **Working Adult** population who requires extracurricular activities to balance work, family and play. There are a large number of **Young Families** living in Enderby or Area F, or wishing to return to the area to raise their children. Very recently a new **Baby Boom** has been observed in Enderby and Area F, which opens a great opportunity to target programs to young families.

Building on recreation is a pro-active way to develop a strong and healthy community, keep local dollars in our local economy, and save money on medical and health expenses in the long term. Information and results from the survey and analysis of recreation in Enderby and Area F has proven beneficial to improving current practices and procedures of Recreation Services; and providing direction in future strategic planning objectives.



**Appendix A**

**Spring Recreation Schedule - Enderby & Area**

Facility	Drill Hall	Seniors Centre	Arena	Schools	United Church	Maud Str.
		Grindrod Hall	Kingfisher Hall	Library		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			8am-12pm Family Place			
	9-10am Tia Chi	9-10am Fun & Fit		9-10am Fun & Fit	9-10am Tia Chi Family Place	
	9am-12pm Strong Start (MVB)	9am-12pm Strong Start (MVB)	9am-12pm Strong Start (MVB)	9am-12pm Strong Start (MVB)	9am-12pm Strong Start (MVB)	10:30am Story Time
	11am-12pm Dancercise	10:15- 12:15pm Physical Literacy	11:30am-1pm Wheels to Meals	9-11:30am Kids & Company	10am-2pm Art	
2:30pm Road Hockey		12-1pm Noon Fit	1:45pm Walking	12:30-1:30pm Dancercise	1:45pm Walking	
		12-1pm Public Skate		12:30pm Bridge	2-4pm Seniors Dance	
		12:30-1:30pm Mother Goose		*2-4pm Brownies (MVB)		
		1pm-? Crib		*2-4 pm Sparks @ HOJO		
	3-4pm Karate (Tim)	2:30-3:30 Karate (Holly)	3-4pm Karate (Tim)	2:30-3:30 Karate (Holly)		
	5:30-6:30pm Belly Fit			2:45-3:45pm Sticks & Pucks		
5:45-7:15pm Public Skate	6-7 Zumba - (MVB)	3-4:30 Skate Lessons	6-8 Pickle Ball (A&F)	3:45-4:45pm Public Skate	7pm 1x month Public Dance	
	6:45-9pm Bingo			6:30-8:30pm Rocky Mnt Rangers	8-9pm Public Skate	
	7-8:30pm Rec VB (A&F)	6-9pm Rocky Mnt Rangers		7pm Crib 2x month		
				7:30pm Badminton		



**Appendix B**

**Fall / Winter Recreation Schedule 2015- Enderby & Area**

Facility	Drill Hall	Seniors Centre	Arena	Schools	United Church	Maud Str.
	Riverside Hall	Grindrod Hall	Kingfisher Hall	Legion	Library	Lions Gazebo
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Family Place 8am-12pm			
	Billiards 9-10am	Billiards 9-10am	Billiards 9-10am	Billiards 9-10am	Billiards 9-10am	Billiards 9-10am
	Tia Chi 9-10am	Fun & Fit 9-10am	EDRS Fitness 8-9am	Fun & Fit 9-10am	Tia Chi 9-10am	
	Strong Start 9am-12pm (MVB)	Strong Start 9am-12pm (MVB)	Strong Start 9am-12pm (MVB)	Strong Start 9am-12pm (MVB)	Strong Start 9am-12pm (MVB)	Story Time 10:30am
	Dancercise 11am-12pm	EDRS Fitness 9-10am		Kids & Company 9:30-12pm	Art 10am-2pm	
Road Hockey 2:30pm		Physical Literacy 10am-12pm	Adult Shinny 11:30-12:30	Dancercise 12:30-1:30pm		
			Wheels to Meals 11:30am-1pm	Bridge 12:30pm	Seniors Dance 2-4pm	
		Mother Goose 12:30-1:30pm	Public Skate 12:45-1:45pm	*2-4 pm Sparks @ HOJO		
		Crib 1pm	Skating Lessons 2:30-4pm	Karate (Holly) 2:30-3:30		
	MVP Hockey 3:30-4:30pm	Karate (Holly) 2:30-3:30		Sticks & Pucks 2:45-3:45pm		
	Karate (Tim) 3:30-8pm	Sticks & Pucks 3:30-4:30pm	Karate (Tim) 3:30-8pm	Public Skate 3:45-4:45pm		
				Physical Literacy 4-5pm		
Public Skate 5:45-7:15pm	Zumba II 5:15-6:00 (MVB)		Pickle Ball 6-8pm (AIF)	EDRS Fitness 5:15-6:15pm	4-H 7-9pm 1x month	
	Zumba 6:15-7:15pm (MVB)		SG Boot Camp 6-7pm	Girl Guides 5:30-7:30pm	Public Dance 7pm 1x month	
	Belly Fit 5:30-6:30pm	Brownies *6-6:30pm (MVB)	Ladies Darts 7-10pm	Rocky Mt Rangers 6:30-8:30pm	Badminton 7:30pm	
	SG Boot Camp 6-7pm	Rocky Mt Rangers 6-9pm		Crib 1x month 7pm	Public Skate 8-9pm	
	Bingo 6:45-9pm	Toast Masters 7:30-9pm		Badminton 7:30pm		
	Rec VB 7-8:30pm (AIF)			Adult Shinny 9:30-10:30pm		



## **Appendix C**

This logo represents:

- our vision of being "Active" and "in constant motion" as a community and as a Service
- The bright colors can represent our seasons, or our facilities, or the diverse environment
- The Green Swoosh links the active concept to ownership of Enderby & District Recreation Services as "Our Place to Play"



Attached is a proposal letter to the Joint Services Commission to approve the logo so we can move forward with branding Recreation in Enderby & Area and increase marketing and advertising value.



# Recreation Inventory/Analysis and Survey Report

Prepared by Sheryl Hay  
October 2015

## **Introduction**

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- what available programs are or have been in our area;
- where gaps in programming exist;
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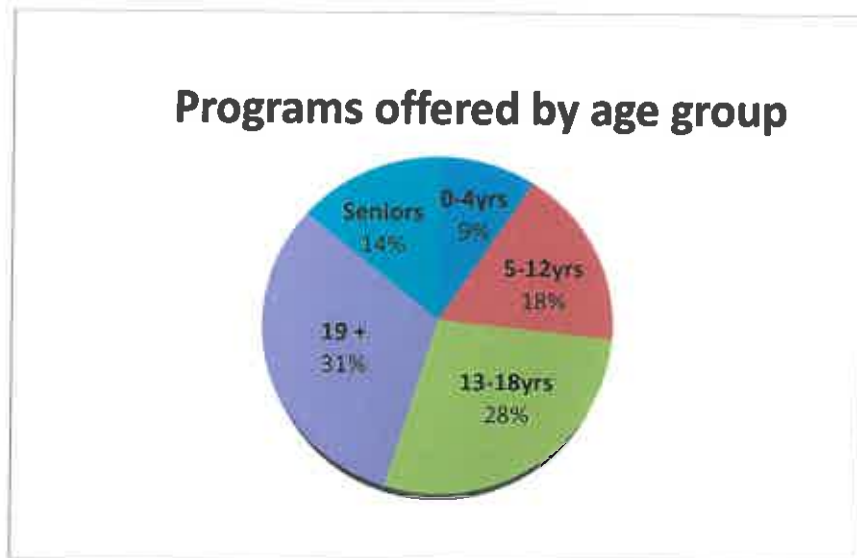


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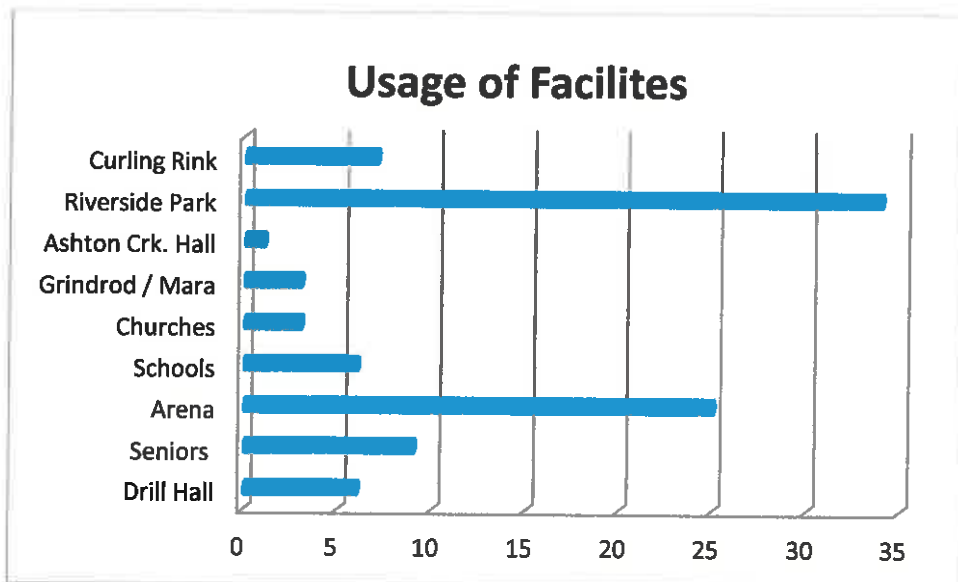


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- 49% of programs happen in the “Prime Time” hours between 4-8pm.
  
- Break down for programs offered in:
  - Winter 32%
  - Spring 21%
  - Summer 10%
  - Fall 27%
  - Year Round 10%
  
- The cost variance for the different activities ranged between” free” Drop-in Programs, to pre-registered seasonal activities like hockey with fees ranging from \$300- \$400 or more. Over 60% of programs researched were under \$50, and 9 programs (most of them through the Community Resource Center) were Free.
  
- Program participation was difficult to track and compare due to the diversity in formats. Organizations like soccer and hockey have seen a large decline in registration as compared to 10years ago; however they have observed a gradual increase in numbers the past couple of years. Most drop-in programs convey the challenge of initially attracting participation, then being able to maintain consistent numbers.

**User Group Analysis**

Gaining an understanding of how recreation works in Enderby and Area F provides a deeper appreciation of the successes and challenges of each group, business and organization. Forty-nine comments, were received from user groups

The challenges for the user groups can be broken down into the following categories:

**Challenges**

- |                           |       |                              |      |
|---------------------------|-------|------------------------------|------|
| - Marketing or Promotions | 18.4% | - Fundraising                | 6.1% |
| - Volunteers / Leaders    | 14.3% | - Equipment, Accessibility   | 4.1% |
| - Times or scheduling     | 14.3% | - Weather, Policies, & Costs | 4.1% |
| - Commitment in programs  | 12.2% | - Programming                | 4.1% |
| - Space or facilities     | 10.2% |                              |      |

Each of the user groups also proposed specific ideas that would assist them to alleviate the challenges mentioned above. Many of these requests have been completed (in green), while other ideas will be evaluated and incorporated into Recreation Services 3-year strategic plan as appropriate.



**Requests**

<b>Hockey</b>	<p>more face to face communication with facility booking          better scheduling software = better communication of ice time bookings          more ice time slots for local organization vs. outside communities</p>
<b>Schools</b>	<p>Programs for camps for kids during holiday breaks (Christmas, Spring Break and Summer)          More sport choices for Fall</p>
<b>Youth Ball</b>	<p>another ball diamond          remove 5yr contracts as they don't allow flexibility for growth or change          booking / scheduling meeting in winter to determine needs of all user groups          hosting of umpire or coaching clinics in our community</p>
<b>Adult Ball</b>	<p>another ball diamond or          lights          Break down of league fees available to board          user meeting to determine needs for field season          more communication on field bookings</p>
<b>Skating</b>	<p>see skating program develop ladies hockey as well          better time slot for lessons          consistency with instructors and investment in instructor development          more lead time for advertising programs and cross promo with summer programs          online registration for programs          get high school students involved in leadership</p>
<b>Volleyball</b>	<p>new, safer volleyball equipment (nets, poles, balls)          set up a volleyball league to follow drop-in time          more notice from schools on cancelled nights          provide volleyball camps in summer to excite school students to play during school year          have easier access to hwy sign for advertising and promotion</p>
<b>Soccer</b>	
<b>Pickle ball</b>	<p>outside courts (preferably in Barnes Park) for year round accessibility to growing sport</p>
<b>EDRC</b>	<p>access and more simplified process to advertising on City hwy sign</p>
<b>Pool</b>	<p>internet at pool office          online registration (many patrons go outside community based on ease of registration)          New pool with tot "shallow" area, hot tub / sauna for therapy and better accessibility          an indoor pool accommodates all ages, all abilities (very fit to very frail) 12 months a year</p>



In recognition of a common challenge of “getting the word out”, priority was placed on creating a **Recreation Directory**. This Directory was published in the Spring & Summer Recreation Guide. An updated version, with even more contacts, was included in the Fall & Winter Recreation Guide. Many positive comments have been received regarding this addition to recreation programming. The value of the Recreation Guide was further enhanced with extra pages doubling publication doubled to 500 copies.

An additional community awareness project included offering a time and place where families could get information on all of the recreation opportunities in Enderby & Area F. A **Community Recreation Information and Registration Day** was held on September 10, 2015 at the Lions Gazebo. Over 18 organizations and groups were represented, which offer activities and programs for people of all ages. Table registration fees to participate were donated to a draw prize of two \$50 credits towards program registration. Many groups provided demonstrations or the opportunity to try their activities.

Priority was also placed on creating positive working relationships with facility user groups. This included creating a time and place to have face-to-face communications, share information and collaborate on common goals.

Meetings were set up with ball field user groups in May, with a follow up meeting completed in October. Input from these meetings is being evaluated and included in the strategic planning process. An annual meeting is now scheduled for mid February of each year to connect and confirm schedules for the upcoming season.

Arena user groups were invited to a meeting in July and follow-up communication has continued through season start-up. Arena schedule adjustments have allowed for flexibility in providing more public program opportunities and greater overall use of the facility. Increased communication with arena staff has resulted in minor booking policy changes and better insight to schedule conflicts. This season the arena schedule facilitates added drop-in public times, higher registration in skating lessons, increased prime time bookings, and more interest in non-prime time ice slots.

## Community Participation Analysis

The second part of the Recreation Inventory / Analysis was to offer a **Survey** to community members. Between May and August 2015, 81 Surveys were completed involving 281 people. Surveys were distributed at Enderby City Hall, Enderby Lions Pool, at 2 ball tournaments, and the Enderby & District Chamber of Commerce. Surveys were also circulated by e-mail to all Chamber Directors and members, to recreation guide directory contacts, and to recreation program participants. The North Okanagan Minor Hockey Executive and School District #83 principals were sent surveys to distribute to their members and students, respectively. Lower participation from outlying areas may be a result of the time of year. Many attempts were made to make contact with Area F community groups for increased circulation in those areas.



Surveys came from the following areas:

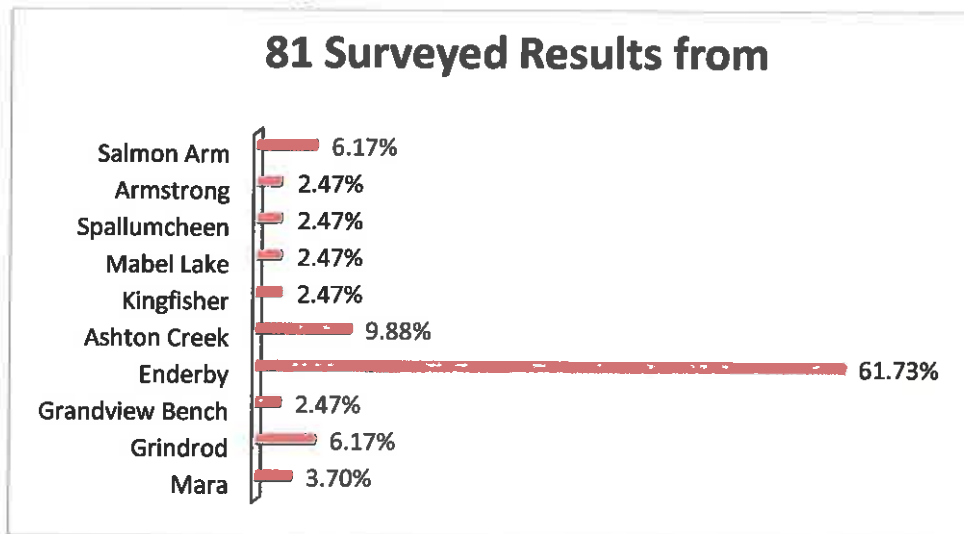
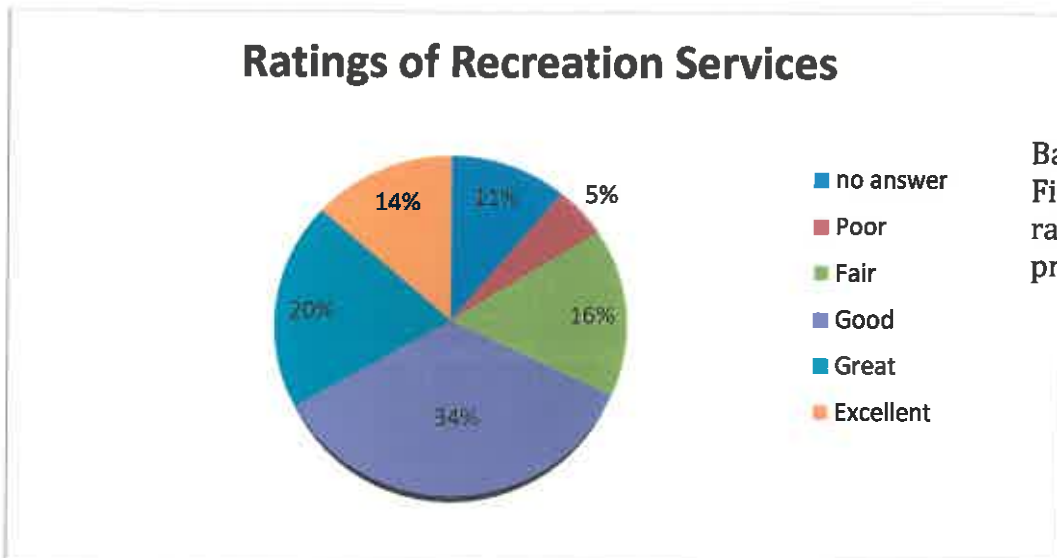


Figure 3

Survey Questions asked included:

- How would you rate our current recreation programs and opportunities?
- How would you rate the individual Recreation Facilities
- Does anyone in the family participate in Recreation Programs outside of Enderby & District?
- What Program or Recreation Activities would you like to see offered in Enderby & District?
- Does anyone in your household have interest in instructing, leading, coaching or teaching recreational programs or activities?
- Are there any barriers that prevent you from participating in recreation activities?
- Checking off listed programs that interest you.



Based on Surveys collected, Figure 4 demonstrates the rating of recreation programming.

Figure 4



Results of facility quality ratings (including the Enderby Memorial Arena, Enderby Curling Rink, Enderby Drill Hall, Riverside Ball Park, Barnes Park /Lions Pool and Grindrod Park) show that:

- Riverside Ball Park, Enderby Arena and the Curling Rink (in that order) are the highest rated facilities.
- Drill Hall was the lowest rated facility.
- Barnes Park (including the Lions Pool) as well as Grindrod Park had a wide range of ratings.

When asked if families participated in Recreation programs outside of Enderby and Area:

- 63% answered **YES**
- 34% answered **NO** and
- 3% had no comment

When asked for a list of programs participated in “out of our area”, the highest participation was:

- Indoor swimming pool (19)
- Gymnastics (9)
- Aqua fit (6)

These results are consistent with activities that the survey respondents would like to see offered in Enderby and Area F:

- Gymnastics (8)
- Indoor Pool (7)
- Pre-school Programs / Dance (5)
- Yoga, Music, Fitness, Kids Camps (3)

Out of 81 surveys completed, 28% (20 people) indicated interest in instructing, leading or coaching programs in our community. These individuals provided their names and phone numbers for future contact considerations.

In response to the enquiry on barriers to participation in recreation programs, the results indicated the following challenges, in descending order:

1. Cost (program or registration fees)
2. Work schedules
3. Child minding, travel, programming and schedules were all tied for third.
4. Age
5. Access
6. Shade – specifically mentioning Barnes Park

The last survey question asked respondents which programs would be of greatest interest to household members. The results of this question are shown in Figure 5

## Program Interest



Figure 5

The results of the Recreation Inventory and Survey will help ascertain the needs and challenges of our community and target program development based on expressed interest. The Fall & Winter Recreation Guide offers many fitness classes, Holiday and Pro-D Day Kids Camps, skating lessons on a new day and time, a non-competitive hockey program, and pre-school and youth physical literacy classes in appreciation of the survey results.

### Current Progress and Next Steps

While the survey results were being analyzed, Enderby & District Recreation Services adapted its approach to respond to identified demands. The following are highlights of progress so far:

- More than 30 programs are being offered by Enderby & District Recreation Services this fall and winter
- To date, only 3 programs have been cancelled due to low registration
- 4 of the 16 fall programs are full
- The MVP hockey program filled to capacity in 5 days and now has a wait list. MVP hockey is a new, non-competitive hockey program offered for the first time this season.
- 5 Fitness programs are running with the option of drop-in passes
- 5 program staff have been hired to deliver programs including 4 youth leaders
- Prime time ice bookings are over 90% scheduled which is an increase over past seasons.
- A Tim Horton's sponsored Family Holiday Skate has been scheduled for December 20
- New Arena Birthday Party Packages have been developed with options for games leaders
- More adult Shinny hockey times have been added to the arena schedule, with the option of a convenient 10x pass
- More pubic skate and shinny hockey times have been added to Non-school days and holiday schedules.



Future recreation programming includes music, theatre, yoga and gymnastics programs. One of the most important objectives will be attempting to minimize or eliminate barriers to participation. Involvement on both the Inter-Agency Committee and Early Years Committee has created connections and opportunities to work with other groups to deliver services with fewer barriers. Research into grant applications and recreation sponsorships is ongoing to support the expansion of recreation opportunities in our area.

Objectives or processes which will be informed by the inventory include:

- ✓ A S.W.O.T analysis of all facilities
- ✓ A 3 year strategic plan for Recreation Services
- ✓ To maximize current recreation facility usage
- ✓ To continue to develop open communication and strong working relationships with facility user groups, organizations, sponsors and stake holders
- ✓ To develop connections and working relationships with the School Board (Joint Use Agreement), School Administrators, local business, and community groups
- ✓ Updated administration for programs including applications, waivers, hiring, budgets, revenue and cost tracking, and evaluation
- ✓ Reviewed and updated fees and policies
- ✓ Improved marketing, advertising, and communication practices
  - Branding Recreation Services with a logo (*see page header & Appendix C*)

## Conclusion

The inventory analysis and survey process identified a number of opportunities to grow and support recreation in Enderby and Area F. Our community is composed of a vast diversity of interest and demographic groups. There is a large population of **Baby Boomer Seniors** who are active and want recreation opportunities to keep them busy. There is a **Working Adult** population who requires extracurricular activities to balance work, family and play. There are a large number of **Young Families** living in Enderby or Area F, or wishing to return to the area to raise their children. Very recently a new **Baby Boom** has been observed in Enderby and Area F, which opens a great opportunity to target programs to young families.

Building on recreation is a pro-active way to develop a strong and healthy community, keep local dollars in our local economy, and save money on medical and health expenses in the long term. Information and results from the survey and analysis of recreation in Enderby and Area F has proven beneficial to improving current practices and procedures of Recreation Services; and providing direction in future strategic planning objectives.





**Appendix A**

**Spring Recreation Schedule - Enderby & Area**

Facility	Drill Hall	Seniors Centre	Arena	Schools	United Church	Maud Str.
		Grindrod Hall	Kingfisher Hall	Library		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			8am-12pm Family Place			
	9-10am Tia Chi	9-10am Fun & Fit		9-10am Fun & Fit	9-10am Tia Chi Family Place	
	9am-12pm Strong Start (MVB)	9am-12pm Strong Start (MVB)	9am-12pm Strong Start (MVB)	9am-12pm Strong Start (MVB)	9am-12pm Strong Start (MVB)	10:30am Story Time
	11am-12pm Dancercise	10:15-12:15pm Physical Literacy	11:30am-1pm Wheels to Meals	9-11:30am Kids & Company	10am-2pm Art	
2:30pm Road Hockey		12-1pm Noon Fit	1:45pm Walking	12:30-1:30pm Dancercise	1:45pm Walking	
		12-1pm Public Skate		12:30pm Bridge	2-4pm Seniors Dance	
		12:30-1:30pm Mother Goose		*2-4pm Brownies (MVB)		
		1pm-? Crib		*2-4 pm Sparks @ HOJO		
	3-4pm Karate (Tim)	2:30-3:30 Karate (Holly)	3-4pm Karate (Tim)	2:30-3:30 Karate (Holly)		
5:45-7:15pm Public Skate	5:30-6:30pm Belly Fit		6-8 Pickie Ball (ALF)	2:45-3:45pm Sticks & Pucks		
	6-7 Zumba + (MVB)	3-4:30 Skate Lessons		3:45-4:45pm Public Skate	7pm 1x month Public Dance	
	6:45-9pm Bingo	6-9pm Rocky Mnt Rangers		6:30-8:30pm Rocky Mnt Rangers	8-9pm Public Skate	
	7-8:30pm Rec VS (ALF)			7pm Crib 2x month		
				7:30pm Badminton		



**Appendix B**

**Fall / Winter Recreation Schedule 2015- Enderby & Area**

Facility	Drill Hall	Seniors Centre	Arena	Schools	United Church	Maud Str.
	Riverside Hall	Grinutrod Hall	Kingfisher Hall	Legion	Library	Lions Gazebo
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Family Place 8am-12pm			
	Billiards 9-10am	Billiards 9-10am	Billiards 9-10am	Billiards 9-10am	Billiards 9-10am	Billiards 9-10am
	Tia Chi 9-10am	Fun & Fit 9-10am	EDRS Fitness 8-9am	Fun & Fit 9-10am	Tia Chi 9-10am	
	Strong Start 9am-12pm (MVB)	Strong Start 9am-12pm (MVB)	Strong Start 9am-12pm (MVB)	Strong Start 9am-12pm (MVB)	Strong Start 9am-12pm (MVB)	Story Time 10:30am
	Dancercise 11am-12pm	EDRS Fitness 9-10am	Adult Shinny 11:30-12:30	Kids & Company 9:30-12pm	Art 10am-2pm	
Road Hockey 2:30pm		Physical Literacy 10am-12pm	Wheels to Meals 11:30am-1pm	Dancercise 12:30-1:30pm		
		Mother Goose 12:30-1:30pm	Public Skate 12:45-1:45pm	Bridge 12:30pm	Seniors Dance 2-4pm	
		Crib 1pm	Skating Lessons 2:30-4pm	*2-4 pm Sparks @ HOJO		
	MVP Hockey 3:30-4:30pm	Karate (Holly) 2:30-3:30		Karate (Holly) 2:30-3:30		
	Karate (Tim) 3:30-8pm	Sticks & Pucks 3:30-4:30pm	Karate (Tim) 3:30-8pm	Sticks & Pucks 2:45-3:45pm		
				Public Skate 3:45-4:45pm		
				Physical Literacy 4-5pm		
Public Skate 5:45-7:15pm	Zumba II 5:15-6:00 (MVB)		Pickle Ball 5:30pm (ALF)	EDRS Fitness 5:15-6:15pm	4-H 7-9pm 1x month	
	Zumba 6:15-7:15pm (MVB)		SG Boot Camp 6-7pm	Girl Guides 5:30-7:30pm	Public Dance 7pm 1x month	
	Belly Fit 5:30-6:30pm	Brownies *1-6:30pm (MVB)	Ladies Darts 7-10pm	Rocky Mt Rangers 6:30-8:30pm	Badminton 7:30pm	
	SG Boot Camp 6-7pm	Rocky Mt Rangers 6-9pm		Crib 1x month 7pm	Public Skate 8-9pm	
	Bingo 6:45-9pm	Toast Masters 7:30-9pm		Badminton 7:30pm		
	Rec VB 7:30-9pm (ALF)			Adult Shinny 9:30-10:30pm		



## **Appendix C**

This logo represents:

- our vision of being “Active” and “in constant motion” as a community and as a Service
- The bright colors can represent our seasons, or our facilities, or the diverse environment
- The Green Swoosh links the active concept to ownership of Enderby & District Recreation Services as “Our Place to Play”



Attached is a proposal letter to the Joint Services Commission to approve the logo so we can move forward with branding Recreation in Enderby & Area and increase marketing and advertising value.

*We are looking to gather information to continue to grow and improve Recreation in Enderby & District.  
Thank you for taking the time to complete this survey and share your opinions and ideas with us.*

**What area do you live**

- Mara
- Enderby
- Mabel Lake
- Grindrod
- Ashton Creek
- Grandview Bench
- Kingfisher

Other (please specify)

**How long have you resided in the area?**

**How many people, by age, currently live in your household?**

- 0 to 4 years
- 5 to 12 years
- 13 to 18 years
- Adults
- Seniors

**What local Recreation activities does your family participate in?**

**How would you rate the current programs offered in Enderby & District?**

- Poor
- Fair
- Good
- Great
- Excellent

Comments

**How would you rate our Recreation Facilities?**

	Poor	Fair	Good	Great	Excellent
Arena	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Curling Rink	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Riverside Ball Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grindrod Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Barnes Park (Pool)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drill Hall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

**Do any of your family members participate in recreation programs outside of Enderby & District?**

- Yes
- No

If yes, list programs/ activities

**What programs or activities would you like to see offered in Enderby & District ?**

**Do any members of your household have interest in instructing, leading, coaching, or teaching recreational programs or activities?**

- Yes
- No
- If yes, please list programs/ activities

**Contact for leadership opportunities**

Name

City/Town

Email Address

Phone Number

**Are there any barriers that prevent you or your family from participating in Recreation activities?**

**We are currently working on our Fall & Winter Recreation Programming and considering some of the following programs and activities. Please check off the activities you and your family would be interested in.**

	Yes	No
Pre-School Physical Literacy Classes "I Can Play Sports"	<input type="radio"/>	<input type="radio"/>
Youth Physical Literacy Classes "I Can Play Sports"	<input type="radio"/>	<input type="radio"/>
MVP Hockey Program (non competitive)	<input type="radio"/>	<input type="radio"/>
Learn to Skate Program (all ages)	<input type="radio"/>	<input type="radio"/>
Competitive Volleyball League (Adult)	<input type="radio"/>	<input type="radio"/>
Recreation Drop-In Volleyball (Youth & Adults)	<input type="radio"/>	<input type="radio"/>
Music and Movement Classes	<input type="radio"/>	<input type="radio"/>
Art Program	<input type="radio"/>	<input type="radio"/>
Winter & Spring Break Camps	<input type="radio"/>	<input type="radio"/>
Intro to Multi-Sport Camps	<input type="radio"/>	<input type="radio"/>
Running Classes	<input type="radio"/>	<input type="radio"/>
Fitness Classes (Strength, Booth Camps, Mom and Me)	<input type="radio"/>	<input type="radio"/>

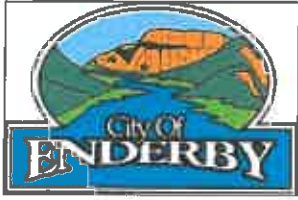
Suggested Programs

**New Programs we are offering this Summer**

- Dash n' Splash (ages 4 to 7)
- Sports & Adventure Day Camps (4 weeks to choose from)
- Aqua Zumba (Thursdays 7 to 8 pm)
- Barnes Park Mini Biathlon ( Sunday August 23<sup>rd</sup>)

*Registration at the Enderby Lions Pool*

For more information contact Enderby & District Recreation Services at **250.838.2665**  
 or by email at [recreation@enderbychamber.com](mailto:recreation@enderbychamber.com)  
 Check us out on Facebook at **Enderby Recreation Services**



**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, 2015  
**To:** Enderby/Area F Joint Services Commission  
**From:** Kaylee Wells, Recreation Administration  
**Subject:** Third Quarter Report, 2015

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.

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## **Advertising**

Online advertising is ongoing. Program and scheduling information is regularly posted to both Enderby & District Recreation Services and the Enderby Outdoor Pool Facebook pages. The Enderby Outdoor Pool Facebook page went from 361 to 459 likes in the past year and the Enderby & District Recreation Services page currently has 156 likes. An online calendar has been added to the Chamber of Commerce web page ([www.enderbychamber.com/recreation](http://www.enderbychamber.com/recreation)) under Recreation Services to show programs and events. On the Chamber of Commerce website there is also skating schedules, facility information, and booking request forms for ice, park, and ball diamond rentals.

The 2015/2016 Fall/Winter Recreation Guide is now in circulation. The Fall winter Recreation Guide highlights the new programs offered by Recreation Services and other community groups, booking information, an arena schedule, directory, and advertising to aid in off-setting some of the guide costs. A PDF copy of the Fall Winter Recreation Guide is posted on social media, the Chamber of Commerce website, and the City of Enderby website.

Program flyers have been emailed to parents through the schools.

A community recreation registration and information day was held September 10<sup>th</sup> which brought out a diverse crowd of both organizations and attendees. 18 different recreation groups came to represent their organizations. The recreation day generated over 25 registrations for Recreation Services programs.

Flyers were constantly distributed at the pool, have been posted at the arena, and have been circulated around town on bulletin boards and to local businesses. New free online software [www.canva.com](http://www.canva.com) has aided in the creation of more eye catching posters and social media postings.

Many pictures have been taken at the pool to use in advertisements in the spring of 2016.

## **Administration**

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

A final report for the 2015 Pool Season is attached.

Inquiries have been made for additional grant funding to support recreation programs through viasport British Columbia.

New policies and procedures for bookings have been implemented.

Pricing changes have been made to the By Law. In the arena the Drop-in Shinny Hockey Ice Rental for \$20.00 has been removed and replaced with a Non-Prime rate of \$40.00 per hour, School District Ice Rental of \$46.00 and School District Dry Floor rental of \$21.00 is no longer written into the bylaw.



When changing the By Law the Fitness Class pricing was removed, fitness programs will be priced according to the costs acquired to run the class.

The pool had more price changes than the arena, Public Adult 10 visit passes increased from \$32.50 to \$33.75, Adult Public Swim 1 month passes decreased from \$49.50 to \$41.25, Youth / Senior Public Swim 10 visit passes increased from \$30.50 to \$31.50, Youth/ Senior Public Swim 1 month decreased from \$44.00 to \$38.50, Pre-school Public Swim rate per swim decreased from \$3.00 to \$2.50, Pre-school Public Swim 10 visit passes decreased from \$27.00 to \$22.50, and Pre-school Public Swim 1 month passes decreased from \$39.25 to \$27.50. The pool pricing now reflects a equal cost break down for Adults, Youth/ Seniors, and Pre-School rates.

Fee	Previous Price	New Price
<b>Adult Public Swim - 10 visit</b>	\$32.50	\$33.75
<b>Adult Public Swim - 1 month</b>	\$49.50	\$41.25
<b>Youth/ Senior Public Swim – 10 Visit</b>	\$30.50	\$31.50
<b>Youth/ Senior Public Swim – 1 month</b>	\$44.00	\$38.50
<b>Pre-School Public Swim – Per Swim</b>	\$3.00	\$2.50
<b>Pre-School Public Swim – 10 Visit</b>	\$27.00	\$22.50
<b>Pre-School Public Swim – 1 month</b>	\$39.25	\$27.50

New accident and incident report forms have been created and dispersed to all facilities to ensure proper documentation.

Waivers for Adult Drop-in Shiny have been created, along with changes made to the existing Youth Drop-in Shiny waivers.

Cash-out sheets have been created for Recreation Services’ programs.

Two arena user group meetings were held on July 21<sup>st</sup>, one at 12:00pm and 6:00pm. A ball user group meeting set for October 6<sup>th</sup> at 6:00 pm.

A survey was created to aid in determining the programs people in the community want. A total of 81 surveys were returned. An inventory was also done to determine the gaps in what the community has to offer, and to better be able to direct people to programs. Both the surveys and inventory has given us insight on what to introduce in the future. A complete report has been submitted to the Joint Services Commission.

Increased communication with parks staff to ensure discussion is on a minimum of a weekly basis.

Staff interviews for recreation programs were held in the beginning of September. Daniel Derksen was hired to coach our MVP Hockey Program and Brooklyn Hay as the assistant coach. Brooklyn Hay, Molly Crandlemire, Bailey Berndt, and Chelsea McCaig have been hired for other programs and classes. Amie Alward has been hired as the Zumba and Zumba Jr. Instructor. Stacey Larsen held skating instructor training September 20<sup>th</sup>. All new staff has signed a new employment agreement outlining job expectations.

## Facility Reports

### *Arena*

The Arena opened on Saturday September 19<sup>th</sup>, 2015.

Consistent weekly bookings range from 13.5 to 15 hours per week for adults, 36 to 38 hours per week for youth, and 10 hours per week public drop in times. There have been increases in the ice times used by all groups from the 2014/2015 season to the 2015/2016 season.

Group	2014/2015	2015/2016	Increase
Adults	7 hours	13.5 hours	6.5 hours
Youth	31.75 hours	36 hours	4.25 hours
Public	<u>6.5 hours</u>	<u>10 hours</u>	<u>3.5 hours</u>
<b>Total</b>	45.25 hours	59.5 hours	14.25 hours

The increase from 2014/2015 to 2015/2016 is due to North Okanagan Minor Hockey expanding, new teams using our arena, and an increase of arena programs offered by Recreation Services. In the average week from Monday to Friday 3:30 to 10.30 pm there is 1.5 hours of available ice on Fridays. Saturdays are generally booked from 9:00 am to 9:00 pm and Sundays are mainly booked from 9:00am to 9:00 pm with 1 hour available ice from 4:15 to 5:15 pm.

From the suggestions that came forward in the user group meetings we had improvements made to the player's benches

We are working with North Okanagan Minor Hockey to determine an advertising profit share for the advertising on the arena boards.

We have changed the box office at the arena into a recreation office.

Drop-in bookings will no longer be done at the arena by rink attendance, all ice bookings will be done by Recreation Services.

The new chiller has been installed.

Change rooms have been painted.

Half of the arena boards have been replaced.

Available non-prime time ice is now posted to Facebook on a weekly basis.

### **Ball Fields**

From July 7<sup>th</sup> to August 24<sup>th</sup> the Summer Slo-pitch league used all four diamonds Tuesdays 6:00 to 9:00 pm. The Summer Slo-pitch League held their tournament August 29<sup>th</sup> and 30<sup>th</sup>. They had a total of eight teams with a totaling \$2,181.00.

██████████ rented diamond #1 for a family reunion on July 10<sup>th</sup>, with diamond rental and insurance the total was \$140.05.

Honeymooners Tournament booked all four ball diamonds from September 11<sup>th</sup> to 13<sup>th</sup>. The total of this tournament was \$1,171.14.

Ball diamond rentals from July 1<sup>st</sup> to October 1<sup>st</sup> total \$3,492.19

### **Gazebo**

New procedures were implemented at the gazebo regarding kitchen cleaning records and key sign out.

The gazebo was had only one available weekends between July 1<sup>st</sup> and September 1<sup>st</sup>.

July 1<sup>st</sup> 7:00 to 11:00 am the Lions Club held a pancake breakfast.

July 9<sup>th</sup> 6:00 to 11:00 am the Lions Club held a community dinner to celebrate the U14 girls ball provincial championship.

July 17<sup>th</sup> to 19<sup>th</sup> the Enderby and District Fire Department held Enderbeer and Wine Festival.

July 24<sup>th</sup> to 26<sup>th</sup> ██████████ held a family reunion her total including insurance was \$313.10 with the kitchen and insurance.

August 1<sup>st</sup> and 2<sup>nd</sup> the class of 1980 held their graduation reunion with the insurance and kitchen cost their total was \$423.10.

August 8<sup>th</sup> and 9<sup>th</sup> ██████████ and ██████████ held her wedding reception totaling \$450.60 with insurance and the kitchen.

August 14<sup>th</sup> and 15<sup>th</sup> ██████████ and ██████████ held their wedding totaling \$335.10 with the kitchen and insurance.

August 16<sup>th</sup> the class of 67-69 held their graduation reunion with the kitchen and insurance totaling \$277.50.

August 22<sup>nd</sup> the graduation class of 1995 held their school reunion with the kitchen and insurance totaling \$277.50.

September 10<sup>th</sup> Recreation Services held a community wide recreation information and registration day.

Gazebo total rental revenue from July 1<sup>st</sup> to October 1<sup>st</sup> with six rental fees totaled \$2,076.90.

### ***Lions Pool***

Please See Attached Pool Report

### ***Parks***

#### **Barnes Park**

June 27<sup>th</sup> Shuswap Minor Lacrosse held a barbeque.

July 25<sup>th</sup> [REDACTED] hosted a wedding shower.

July 26<sup>th</sup> [REDACTED] hosted a wedding shower.

August 5<sup>th</sup>, 12<sup>th</sup>, and 19<sup>th</sup> Pro-Formance held Pee Wee Hockey training.

Play is the Park was held every Wednesday from July to September through the Enderby and District Community Resource Center.

#### **Belvidere Park**

Music by the River was held June 21<sup>st</sup> and August 23<sup>rd</sup>.

### **Programs Report**

Please see Attached Programs Report.

### **Appendix**

#### ***Lions Pool Report***

#### ***Programs Report***

#### ***Booking Policies and Procedures***

#### ***Arena Schedule Example***

**2015**

**ENDERBY OUTDOOR POOL FINAL REPORT**



Steryl Hay  
Enderby & District Chamber of Commerce  
Recreation Services  
8/30/2015

The Enderby & District Chamber of Commerce is pleased to have managed the operations of the Enderby Outdoor Pool for the 2015 season. The season went well, staff and facilities ran smoothly, and programming had many positive outcomes.

Preparation began early in 2015 to ensure that staff, paperwork, and procedures were in place prior to the pool opening. Sheryl Hay updated the Pool Safety plan to meet requirements of the Provincial and Health & Safety Regulations. Seven candidates completed the interview process and were hired as part time employees for the season.

From May 13<sup>th</sup> – 23<sup>rd</sup>, Pool and Parks / Recreation staff completed a number of opening procedures. On Sunday, May 24<sup>th</sup>, all aquatic staff participated in a 4 hour in-service training session which covered the policies and procedures of the Pool Safety Plan, NLS fitness standards and first aid and evacuation simulations. Program registration was begun early this year and offered at the Chamber Building until the pool opened for the season. The Season Grand Opening was held on May 29<sup>th</sup> with over 60 people in attendance.

The School Swim Program made a total of \$3,336.25 and included 3 bookings dates from A.L. Fortune Secondary school. Other Schools that participated were Grindrod Elementary, M.V. Beattie Elementary, Shihya School, Splatsin Daycare and South Canoe Alternate School. Elementary students took part in a five day swimming and water safety program lead by 3 instructors, while the Secondary students participated in water fitness and lifesaving skills.

A spring swimming lesson set was offered with a total of 44 participants. Three summer lessons sets were held with a total of 144 participants. Alongside the group lessons, private and semi-private lessons were offered with a total of 58 participants. In total 246 children took part in Red Cross Swim lessons this summer, an increase of 34 registrations over last year.

Other programs offered this season included Dash & Splash (37 participants), Jr. Lifeguard (8 participants), Adventure Camps (10 participants) and our most popular program – Aqua Fit (record breaking 1,415 participants).

Program evaluations were handed out during the swim lesson sets, and overall swimming instruction was evaluated as excellent. There were numerous positive comments on instructor professionalism, patience and enthusiasm. Constructive comments handed in were regarding

cracks in the deck, slippery change room floors, and difficulty in registering and minimal payment options (many requests for on-line registration and payment were made).

Public Swim times were slightly adjusted this season to improve staff scheduling and create busier swims. A total of 1,497 people attended public swims and 484 attended toonie swims. Aqua fit recorded a total of 1,415 participants between June and August. Total numbers for public swims increased in both categories over the 2014 season and aqua fit participation doubled. Public swim attendance in mid July until the end of the season was still low as we compete with the nearby river. More than 15 public swim times were cut short due to low or no attendance.

Our season was extended 1 week this year due to the later Labour Day weekend. The final day of operation was Friday September 4<sup>th</sup> and the staff hosted a Free Swim, sponsored by the Enderby Lions Club from 1-4pm. During the final week, pool staff completed year end stats, inventory, and general cleaning. After closing on September 4<sup>th</sup>, Parks staff began procedures to neutralize the water before draining the pool and completed all other closing procedures such as clean-up, shut downs, and winterizing of the facilities.

Revenues this season were over the expectations by more than \$5,300. A total from deposits, including school revenue, came to \$25,807.25. Even with an increase in program registration, an extended season (by 1 week) and more hands on hours by Pool manager; staff wages were on budget, and Marketing, Program Office Supplies and Training were under budget expectations.

## **PARKS AND RECREATION STAFF**

Parks and Recreation staff, Sheldon and Tom, provided support and assistance to the pool staff throughout the 2015 season. Daily, Parks staff completed the morning water tests and adjusted chemicals as needed. Pool staff completed 2 other water tests daily and reported any concerns or incidents to Parks staff. Public works did weekly CARO water tests and reported results to Enderby Recreation Services. Water quality was deemed very good this season with all testing completed on time.

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

***Recommendation – that a new testing kit be budgeted for and purchased at the beginning of each season to record more exact pool tests (shelf life of the testing reagents in kit is 1year).***

## PRE-SEASON PREPARATION

Pre-season preparation began early in 2015 due to a warm spring and early snow melt. It is recommended that a similarly structured timeline be implemented for 2016.

- ☺ Submit pool budget to City – *December*;
- ☺ Prepare summer pool schedule and programs – *Late February*;
- ☺ Post supervisor and assistant supervisor job position to local newspapers and online job bank sites – *March 3<sup>rd</sup>*
- ☺ Close pool supervisors position posting – *End of March*;
- ☺ Post Part time staff job position to local newspapers and online job bank sites – *April 1<sup>st</sup>*;
- ☺ Call local schools to set up school lesson – *Early April*;
- ☺ Interview and hire pool supervisor and assistant supervisor – *Late April*;
- ☺ Drop off paperwork to schools for lessons – *May 2<sup>nd</sup>*;
- ☺ Begin Part Time 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 – *Date TBA*:
  - ☺ Staff introductions
  - ☺ Employee packages
  - ☺ Time sheets
  - ☺ Employee schedules
  - ☺ Introduction to the pool
  - ☺ Registration information
  - ☺ Office information
  - ☺ Public relations
  - ☺ Programs
  - ☺ Pool Safety Plan Procedures
  - ☺ First aid review
  - ☺ Fitness Skills
  - ☺ Emergency Evacuation Drills



## POOL STAFF

**Sheryl Hay** – 25 years of experience in the Aquatic Field; manage pool staff, program development and evaluation, scheduling, budgets and reports. *Current in NLS– pool Option, LSI, Red Cross CPR, WSI, WSIT , BCRPA certified Aqua Fit, Older Adult, Water Art Aquatic Personal Trainer and Aquatic Re-habilitation Specialist and Pool Operators I & II (combined course with pool management) from Lethbridge College;*

**Kaylene Albert** –returned as Pool Supervisor. *Current in NLS, WSI, LSI, NLS Water park, BCRPA Aqua fit & Older Adult, Pool Operators Level 1, Occupational First Aid Level 3 and CPR;*

**Brooklyn Hay** –hired this season as Assistant Supervisor. *Current in NLS, 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, WSI, Standard First Aid and CPR), **Jaden** (NSL, WSI, and Standard First Aid & CPR), **Angela** (NSL, WSI, and Standard First Aid & CPR) and **Ellen** (NLS, WSI, Standard First Aid and CPR).

**Recommendation – all staff recommended for re-hire. Would like to see mid season in-service training date scheduled at beginning of season. Incorporate a volunteer program for Jr. Lifeguards or up and coming aquatic staff.**

## SPRING

### OPENING PROCEDURES

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

May 1<sup>st</sup> – May 23<sup>rd</sup>, Parks and Recreation Staff completed the following:

- ☺ Draining and pressure washing pool basin
- ☺ \* Pool basin and gutter's were painted (contract work -Mike)
- ☺ Deck cracks were partially filled (contract work -Mike)
- ☺ Deck cracks finished by City Works employees
- ☺ Pumps and filters start up; Filling pool then adding and balancing chemicals
- ☺ Slide was inspected and sent away to be refinished. (Re-installed June 9<sup>th</sup>)

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

- ☺ Pressure washing and cleaning change rooms;
- ☺ Painting outside chemical room, benches and trim;
- ☺ Pressure washing pool deck and patio areas;
- ☺ Weeding and cleaning old spray park;
- ☺ 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.

***Recommendation –repair work in pool basin and decks be determined early and scheduled using City Employees to complete rather than Mike. This would result in better quality work on time and likely less money. Also recommend Gutter Trim be re-done in a darker color to hide black staining over the season.***

## SPRING STAFF TRAINING

Six of the Seven staff members attended a pre season in-service session in May. (Ellen completed her orientation upon arriving to BC the end of June.) All Staff were supplied with 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 summer availability calendar and a uniform agreement. The Staff were required to complete all forms and submit them to the Recreation Services Pool Manager.

On May 24<sup>th</sup>, Aquatic staff participated in an orientation to the pool which included a review of job expectations, pool and office tour, first aid review, rescue and evacuation 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. In the water, staff completed their National Lifeguard fitness standard skills, emergency evacuation procedures, and major first aid rescue skills. Staff also participated in an orientation to the new Aqua Zumba fitness program with Amie Alward.

## SCHOOL SWIM PROGRAM

The following schools participated in the 2015 Red Cross Swim @ School program:

School	Hours Used	Total
<b>Grindrod Elementary</b>	10 hours with 3 instr.@ \$17/hour	<b>\$510.00</b>
<b>Splatsin Daycare</b>	5.5 hours with 2 instr. @ \$17/hour	<b>\$187.00</b>
<b>M.V. Beattie Elementary</b>	36.25hrs with 3 instr. +1 rental @ \$17 /hour	<b>\$1,882.785</b>
<b>Shihiya School</b>	10 hours with 3 instr.@ \$17/hour  +rental	<b>\$527.00</b>
<b>South Canoe</b>	3.75 hrs with 2 instr.@ \$17/hour	<b>\$127.50</b>
<b>A.L. Fortune</b>	3hrs with 2 instr. @\$17/hour	<b>\$102.00</b>
<b>Total revenue from school swim program</b>		<b>\$3,336.25</b>

Communication with school administrators started earlier this year to accommodate busy spring schedules and work around class field trips. Contact was made with the Physical Education department at the A.L Fortune Secondary to provide water fitness sessions for student's grade 9-12. This was well received and it is recommended that a similar program be offered in the 2016 season. Elementary age classes participated in a 5 day Red Cross Swim @ School Program. All participants received a progress card at the end of their week that recorded their skills and gave a swim level

recommendation for placement in the Red Cross swimming lessons held in the summer. The school lessons ran for three weeks in June with great weather. Our Supervising Team also visited Elementary Schools to do Drowning Prevention Presentations and create awareness around National Lifejacket Day (May 14<sup>th</sup>). 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.

The total revenue from the Swim at School lessons was \$3,336.25, up from previous years.

## SUMMER

### RED CROSS LESSONS

The Enderby Outdoor Pool offered one set of after school lessons in June. These lessons ran from June 15<sup>th</sup> -26<sup>th</sup> from 3:45pm to 6:00pm with 3 instructors. Registration for this set was down slightly from last year, the totals this year are 44 versus 47 in 2014. It is a recommendation to start registration for all summer programs at the beginning of May at the Chamber building and offer early registration incentives.

Three more Red Cross lesson sets were offered over the summer months including private and semi-private lessons. The first lesson set ran from July 6<sup>th</sup> – 17<sup>th</sup>, the second set ran July 20<sup>th</sup> - 31<sup>st</sup>, and the third set ran August 10<sup>th</sup> – 21<sup>st</sup>. All sets ran between 9am and 12:00pm. There was a significant increase in registration this year over the previous 3 years due in part to extra “open” office hours to receive registration. The added Parent Participation Day on Class #6 was well received and brought more interest into the water safety education part of lessons. July and August after work lessons were offered as either private or semi-private classes. This provided an alternative for working parents who could not arrange for their children to participate in lessons during the day. Group lessons were created in this time frame if there was sufficient interest to run them. The biggest challenge with swim lesson was the difficulty for families to register. Over 95 requests came in for easier payment options other than cheque or cash and on-line registration.

**Recommendation - provide on-line registration with more payment options (debit or credit card) for a more convenient process. Start registration earlier using Chamber building as registration office until pool is open with regular hours.**

Here is a breakdown of “summer” registration in swim lessons as compared over the last 3 years. \*Note this does not include the Spring Set.

LESSON SET	2013 REGISTRATION	2014 REGISTRATION	2015 REGISTRATION
Summer 1	26	39	53
Summer 2	44	40	56
Summer 3	28	68	72
Summer 4	37	N/A	N/A
<b>Total</b>	<b>135</b>	<b>147</b>	<b>181</b>

Total Swim lesson registration breakdown by levels and private and semi-private options:

Program	Spring	Session I	Session II	Session III	After Work	Totals
Parented	3	0	4	4		11
Sea Otter	6	10	4	4		24
Salamander	7	5	4	6		22
Sunfish	0	4	6	4		14
Croc / Whale	0	2	2	3		7
Level 1	4	5	6	10		25
Level 2	6	5	4	8		23
Level 3	3	3	2	2		10
Level 4	3	3	4	4		14
Level 5	5	2	1	3		11
Level 6	1	1	3	3		8
Level 7	2	1	2	7		12
Level 8-10	4	0	2	1		7
Private Lessons		10	6	6	5	27
Semi Private Lessons		2	6	7	16	31
<b>Totals</b>	<b>44</b>	<b>53</b>	<b>56</b>	<b>72</b>	<b>21</b>	<b>246</b>

**Recommendation –a small increase in Red Cross lesson registration fees to accommodate the increasing materials cost – (passed by commission in Aug. 2015 and placed in by-laws)**

## OTHER AQUATIC PROGRAMS

A couple of new programs were introduced this season and minor adjustments were made to public swim times and older programs to attract more interest. **Dash 'n' Splash** replaced Swim and Play and built on the land program offered in the spring that focussed on physical literacy and fundamental movements. The 5 day camp filled to capacity and the summer Drop-In (D.I.) program was popular when weather was good. Our 4 day **Adventure Camps** were a recommendation that came from the Recreation inventory report, however camps in July and August were cancelled due to lack of registration. More marketing before the end of school is a recommendation for next year. The **Jr. Life guard Club** has always sparked interest in our community and we were finally able to get the program off the ground in August. The participants were very active in the community, participated in leadership roles during aquatic special events, and were already planning ideas for next season.

Program	May	June	July	August	Totals
Dash 'n' Splash (week)	5	n/a	n/a	n/a	5
Dash 'n' Splash (D.I.)	n/a	n/a	21	11	32
Jr. Lifeguard				8	8
Adventure Camps	I	II	III	IV	Totals
	5	5			10
	May	June	July	August	Totals
Aqua Fit	n/a	426	513	476	1415
Public Swim	92	294	547	564	1497
Toonie Swim	86	218	110	70	484
Youth Night	n/a	n/a	51	44	95

**Aqua Fit** was our biggest success this season bringing in the most program revenue. Morning classes began in June this year to accommodate requests last season for more classes. Aqua Zumba was introduced as a new program and was delivered by Zumba instructor – Amie Alward. Space limitations in an overcrowded class resulted in 2 instructors being scheduled to teach the Mon /Wed/ Fri morning classes. This offered a deep or shallow water option for participants. Aqua fit instructors this season were Kaylene Albert, Brooklyn Hay, and Sheryl Hay. Angela Froess co-taught some evening classes earning hours towards her BCRPA practicum. Many positive comments were expressed regarding the Aqua Fit program this season as supported by the 1,497 participants this season. This total was double the total in 2014 of 716 participants.

**Public and Toonie** managed average participation this season. Weekends were very slow meaning early closer due to less than 5 swimmers arriving in the first hour. The adjusted weekend schedule did lead to a small increase in participation and easier staff scheduling. The river, which is our biggest competitor, was even more inviting this year with the low water levels earlier in the season. Public swimming numbers totaled 1,497 for the summer; this is up from 1,351 swimmers in 2014. On July 1<sup>st</sup>, Aquatic Staff participated in the parade promoting water safety and program participation. The Enderby Pool also hosted a free swim to coincide with the Canada Day celebrations in the park. Attendance was just over 100 swimmers with 0 incidents. This event should continue to be provided in the future.

**Youth Nights** participation grew over the last couple of seasons with 95 kids participating in 5 events scheduled between June and August. Increase in attendance was credited to more advertising and bigger themes with games and prizes to match.

***Aquatic Program Recommendations:***

- 1. Continue to offer Dash & Splash and Youth Nights with Drop-In rate, as well as offer punch pass or pre-registration option for convenience and guaranteed registration.***
- 2. Instead of offering week long Adventure Camps, offer more specialized aquatic based programs like swim club, water sports or triathlon training.***
- 3. Continue to offer 2 instructors for M/W/F Aqua Fit classes in July & Aug, and add Tuesday & Thursday am fitness to June schedule.***
- 4. Advertise Aqua Fit passes for sale before Mother's Day as a gift option for families.***
- 5. Reduce to 1 Public Swim time on Saturday that is guaranteed open and offer more rental time on either side. Advertise that last 60min of any Public swim is only \$2.***
- 6. Offer a Birthday Party Package with Themes and games leader.***

**Private Pool Rentals** were offered throughout the season with an average amount of bookings. This season saw 3 non-profit bookings using cost of staffing / swimmer ratio (\$17.50/hr per guard), and 10hrs of recreational rentals at \$67/hr.

	1hr @ \$67	2hr @ \$134	Non-Profit	Total \$
<b>Rentals</b>	6	4	3	<b>\$1,040</b>

## LIFEGUARDING/SAFETY

The lifeguarding team was diligent in meeting all expectations of their job description. Whistles, fanny packs, a buoyant aid, and a lifeguard identification t-shirt were worn at all times. Guards used appropriate guarding positions around the deck, executed good scanning skills, and rotated every 15-20 minutes to keep a fresh perspective on the pool. 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 administrative work in the office. During events where patron numbers were high, two guards were positioned on deck.

All incidents this season were dealt with quickly and professionally. There were 13 minor Accidents involving 3 nosebleeds; 2 bee stings; and 8 cuts or scrapes. Most of the cuts were a result of scraping the pool bottom or rough deck area. Only 2 Major Accidents were recorded, both in July, and involving a non-swimmer rescue in the shallow end of the pool. Each rescue had a single guard enter the pool with back up right behind; a complete patient check and follow-up with parent or caregiver. There were 6 Incident Reports this season; 3 Fecal Matter, 2 behavioral, and 1 vandalism outside the pool area. Staff responded to all incidents quickly and efficiently following all precautionary measures.

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## SUPPLIES AND EQUIPMENT

The pool was supplied with the following items this season:

- 🌀 More resistance bands and hand bars for Aqua fit classes;
- 🌀 Aqua Flex Paddles and a 20lb weighted brick;
- 🌀 Green Aquatic Discs and stop watch for lesson instruction;
- 🌀 New noodles;
- 🌀 An equipment net for storage;
- 🌀 I-pod for storing music for Aqua fit and special events
- 🌀 New Tablet for use as till

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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 staff and patron safety.



## CLOSING PROCEDURES

During the last week of operation (with a reduced schedule), the supervisor and assistant supervisor worked on site to start shutdown tasks of inventory, reports, and evaluations. Following the last swim on September 4<sup>th</sup>, the change rooms were scrubbed clean, the office was cleaned and organized, and the equipment was dried and put away for the season.

Parks and Recreation Staff completed the remainder of the shut down actions 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 and basketball hoop;
- Adding antifreeze to pumps;
- Winterizing and organizing the guard room and equipment rooms; and
- Creating materials and items needed list for 2016.

***Maintenance Recommendations: to re-painting the gutters in a darker color to hide water stains that accumulate over the season.***

***-Check all ladders for cracks and replace parts as needed***

***- repair or replace door on filter room and lock on staff room door***

***-repair bent bar on fence near equipment room area***

## ENDERBY LIONS POOL BUDGET 2015

### REVENUE

The Enderby Pool revenue was as follows:

School Swim Program	\$3,336.25
Swimming Lessons	\$13,099.00
Public Swim	\$9,372.00
<b>Total Revenue</b>	<b><u>\$25,807.25</u></b>
Anticipated Revenue	\$20,500.00
Over Expectations	\$5,307.25

### EXPENSES

#### Staff Wages

Wages	\$37,012.81
Criminal Record Check	\$30.00
ROEs & Run Fees	\$159.66
<b>Total Expenses</b>	<b><u>\$37,202.47</u></b>
Budgeted Expenses	\$43,326.94
Under Expectations	\$6,124.47

#### Staff Benefits

Benefits	\$2,277.08
<b>Total Expenses</b>	<b><u>\$2,277.08</u></b>
Budgeted Expenses	\$3,500.00
Under Expectations	\$1,222.92

#### Marketing & Advertising

Marketing & Advertising	\$295.20
<b>Total Expenses</b>	<b><u>\$295.20</u></b>
Budgeted Expenses	\$1,500.00
Under Expectations	\$1,204.80

## Training

Training	<u>\$360.62</u>
Total Expenses	<u>\$360.60</u>
Budgeted Expenses	\$600.00
Under Expectations	\$239.38

## Programs & Office Supplies

Petty Cash	\$150.00
Program Supplies	\$992.36
Canadian Red Cross	\$102.48
First Aid Supplies	\$147.45
Signage	-
Office Supplies	\$Petty cash
Uniforms	-
Total Expenses	<u>\$1,392.29</u>
Budgeted Expenses	\$3,000.00
Under Expectations	\$1,607.71

## BUDGET PROPOSAL 2016

<b>Staff Wages</b>	Budgeted Expenses	<b>\$43,362.00</b>
<b>Staff Benefits</b>	Budgeted Expenses	<b>\$3,500.00</b>
<b>Marketing &amp; Advertising</b>	Budgeted Expenses	<b>\$1,200.00</b>
<b>Training</b>	Budgeted Expenses	<b>\$850.00</b>
<b>Programs and Supplies</b>	Budgeted Expenses	<b>\$4,000.00</b>

## EQUIPMENT SUGGESTIONS FOR 2016

Below is a list of equipment and supplies

- ☺ New handle for reaching pole;
- ☺ New time of day clock or Pace clock / Time clock
- ☺ Updated signed on East building and sandwich board on highway for Public Swims;
- ☺ Walkie Talkies for better guard communication and outside of pool first aids;
- ☺ More music selection on i-pod;
- ☺ Weighted deck umbrella bases;
- ☺ Float mats for lessons and public swim;
- ☺ Replaced Lifejackets (5 each of 30-60lbs and 60-90lbs;
- ☺ Hand resistance bands for Aqua fit;
- ☺ Instructor Deck mats for Aqua fit
- ☺ White lesson barbells;
- ☺ Updating the first aid supplies;
- ☺ Storage bins with labels;
- ☺ Toddler slide in shallow end;
- ☺ More large interactive toys; and

## CAPITAL IMPROVEMENT SUGGESTIONS

### 2016

- ☺ 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. OR
- ☺ Replace Spray Park area with a Peanut Pool
- ☺ Deck concrete needs to be patched or resurfaced as the crumbling continues and worsens
- ☺ Re-finish Change room floors to remove slip hazard

# Recreation Programming Report – Third Quarter

## **PROGRAM DEVELOPMENT**

The Enderby and District Recreation Services department started fall and winter programming in late July. Several program ideas were based on results from the Recreation Analysis / Inventory Report while other classes were created relying on access to facilities, equipment, and instructor availability. Overall, more than 30 programs were offered in the Fall & Winter Recreation Guide.

A breakdown of programs include:

- 8 Kids Camps scheduled on Pro-D days and school holidays (ages 7-11 years)
- 6 Physical Literacy Development Programs (ages 2-8 years)
- 11 Fitness Classes (ages 7 years to 65+)
  - 1 additional class was added to fall schedule and 2 more classes in winter schedule based on participant interest
- 4 Skating lessons classes (ages 3yrs to adult)
- 1 Non competitive hockey program (ages 6-11years)
- 4 Public Skating times per week (all ages)
- 2 Adult Drop-in Shinny hockey times (18+years)
- 2 Youth Drop-in Shinny times (ages 8 to 18 years)
- 1 Sponsored Family Holiday Skate

This is a significant increase in programming options over previous years which consisted of skating lessons (4 sessions), public and shiny times and a holiday family skate.

New program creation resulted in building or updating administrative efforts. A new interview and hiring process was implemented with more detailed employee contracts. Registration fees were created and minimum registration numbers were in place based on covering program expenses. New deposit sheets were formed to track revenue by program type and budget sheets in place to track costs. Waivers and liability forms were updated for drop-in sports programs and PAR-Q (Physical Activity Readiness Questionnaires) were created for all fitness class participants.

## **REGISTRATION**

Sign up for all programs started August 24, 2015. Registration was accepted at the Enderby Chamber of Commerce building and at the Enderby Lions Pool until their last day on September 4. Enderby and District Recreation Services hosted a Community Recreation Information Day on September 10<sup>th</sup> at the Lions Gazebo. This event was to create awareness of recreational opportunities in Enderby and Area F as well as provide a single stop for families to register for fall and winter programs. 18 organizations were present at the event and demonstrations by different groups provided opportunity for participants to “try” a new sport or activity. Over 20 registrations were accepted for upcoming Recreation Services programs at this event.

By the end of September, more than \$7,880 in registration revenue was collected. Our new MVP hockey program filled to capacity in 1 week with 20 skaters. A waitlist was created for this program in case of cancellations or a new class. Five out of the seven fitness classes

had enough registration to run, and 2 out of 3 kids fundamental movement classes filled. The success in registration allowed Recreation Services to offer 5 x drop-in passes for fitness classes as a more flexible option to participate. For adult and youth shinny times, 10x drop-in passes were made available for purchase.

Registration has been ongoing at the Enderby & District Chamber of Commerce building as well as on site at certain programs. There is still a gap in the registration process as many families and participants find it difficult to make it into the Chamber office during office hours (10am-3pm). The limited options for payment, either cash or cheque, create an inconvenience for those who plan on using debit or credit card. It is a standard request to upgrade the registration process with on line payment as well as debit and credit card options.

## **STAFFING**

Interviews for recreation leaders, coaches, babysitting staff, skating, and fitness instructors took place in early September. Hired as Recreation Staff for the fall and winter programs were Amy Alward, Sheryl Hay, Daniel Derksen, Brooklyn Hay, Molly Crandlemire, Bailey Berndt and Chelsea McCaig. Those staff with skating experience took part in a 4 hour skating instructor session facilitated by Stacey Larson. This training introduced them to teaching methods and drills along with the skills and format of the Learn to skate program offered at the Enderby Arena. The skating instructors can also be hired out as leaders for birthday party packages and the school skating program. Wages for recreation staff were created based on the skills and qualifications required for activity they were leading.

## **ADVERTISING AND MARKETING**

Fall and winter programs were advertised in the Recreation guide that was circulated in the middle of August. Digital copies of this guide were positioned on the City of Enderby and Enderby & District Chamber of Commerce websites. Separate flyers, posters and schedules have been posted around town including the updated recreation information board at the Enderby Arena. Promotion has been ongoing on the Chamber of Commerce and Enderby Recreation face book pages as well as reporting upcoming events to community group board of directors. A new recreation logo (see below) is awaiting approval and will be used to brand and market recreation services in Enderby and Area F.



## **Booking Policies**

### **Purpose**

To utilize our facility as much as possible while, supporting and encouraging a variety of recreation programs and user groups. This policy will endeavor to provide a fair booking procedure and accommodate requests.

### **Procedures**

User groups will require a Liaison to be the contact with Recreation Services on behalf of their association. This individual will speak on behalf of the group's wants and needs, with an understanding of the expectations and objections of the group. This individual must communicate with Recreation Services in a polite and professional manor.

1. User groups must submit requested booking times to Recreation Services by July 15<sup>th</sup> deadline.
2. Regularly scheduled ice times will be booked as close to the previous year's time as possible.
3. Scheduling conflicts between user groups will be determined by the following criteria:
  - a. Type of group (Youth vs Adult)
  - b. Type of event (Competition vs Practice)
  - c. Location of user group (Local vs Out of town)
  - d. History of consistency
  - e. Outstanding payments due
4. Changes can be made by Recreation Services for any of the following reasons:
  - a. Operational Ice staff schedule
  - b. Ice maintenance
  - c. Equipment malfunction
  - d. Major events
  - e. Discretionary reasons determined by Recreation Services

### **Cancellation Policy**

All cancellations are subject to a 10% cancellation fee. Rental may be cancelled 30 days prior to event receiving a full refund less the 10% administration fee.

As per contract #10, the renter will not assign this agreement in whole or in part. No re-sale, subletting, or assignment of premises will be permitted.

# October 18, 2015 - October 24, 2015

October 2015

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

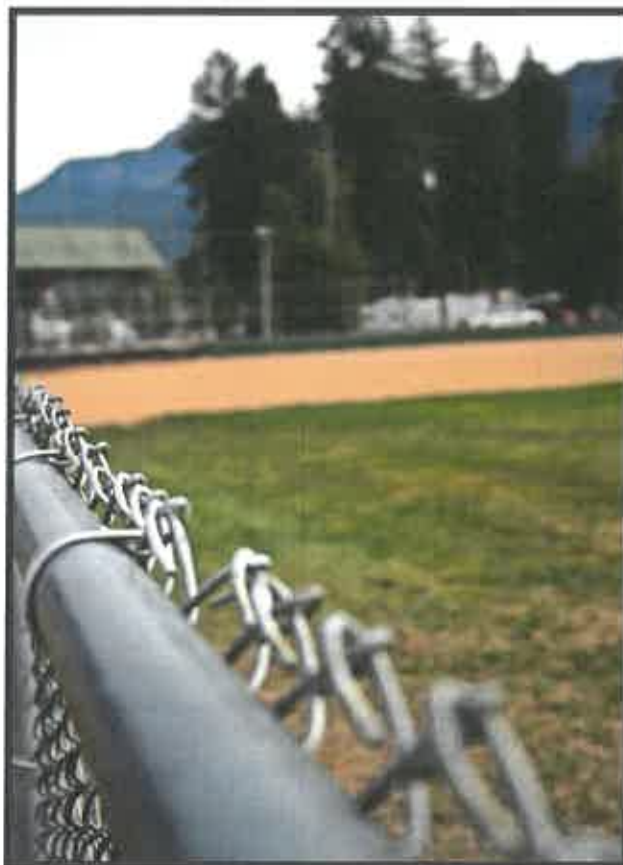
November 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

	18 Sunday	19 Monday	20 Tuesday	21 Wednesday	22 Thursday	23 Friday	24 Saturday
8 am							
9:00	<b>NOMHA</b> 9:00am- 2:00pm			<b>A.L. Fortune Hockey Academy</b> 9:30 am - 11:00 am			<b>Thompson Okanagan Ringette</b> 9:00 am - 11:00 am
10:00							<b>NOMHA</b> 11:15am- 4:30pm
11:00				<b>Adult Shinny</b> 11:30 - 12:30			
12 pm					<b>Public Skate</b> 12:45 - 1:45		
1:00		<b>A.L. Fortune Secondary Hockey Academy</b> 1:30 pm - 3:00 pm					
2:00				<b>Skating Lessons Ice Puppy</b> 2:30 - 4:00	<b>Sticks &amp; Pucks Jr.</b> 2:45 pm - 3:45 pm		
3:00		<b>MVP</b> 3:30 pm - 4:30 pm	<b>Sticks &amp; Pucks</b> 3:30 pm - 4:30 pm		<b>Public Skate</b> 3:45 pm - 4:45 pm		
4:00				<b>SAMHA</b> 4:15 pm - 5:30 pm	<b>NOMHA</b> 5:00 pm - 8:00 pm	<b>NOMHA</b> 5:15 pm - 7:45 pm	
5:00		<b>NOMHA</b> 5:00 pm - 6:00pm	<b>NOMHA</b> 4:45 pm - 8:30 pm				
6:00	<b>Public Skate</b> 5:45 pm - 7:15 pm	<b>SAMHA</b> 6:15 pm - 7:15 pm		<b>NOMHA</b> 5:45 pm - 6:45 pm			
7:00				<b>Drop-in adult shinny</b> 7:00-8:00			<b>Home School Group</b> 7:00 pm - 9:30 pm
8:00	<b>Chinooks</b> 7:30 pm - 9:00 pm	<b>NOMHA</b> 7:30 pm - 8:30 pm		<b>Shuswap Storm Ladies</b> 8:15 pm - 9:15 pm	<b>SAMHA</b> 8:15 pm - 9:15 pm	<b>Public Skate</b> 8:00 pm - 9:00 pm	
9:00		<b>Gary's Monday Night Hockey</b> 8:45 pm - 10:15 pm	<b>Enderby Old Timers</b> 8:45 pm - 10:15 pm				
10:00				<b>Little Mountain Youth Outreach</b> 9:30 pm - 11:00 pm	<b>North Ok Jr Knights</b> 9:30pm - 10:45 pm	<b>ASHL</b> 9:15 - 10:30	



# ENDERBY & DISTRICT RECREATION SERVICES ANNUAL REPORT 2015



*Friday  
October 30th, 2015*

Recreation Services review October 1<sup>st</sup>, 2014 to  
October 1<sup>st</sup>, 2015

Recreation Services Administration, Kaylee Wells

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TB

## *INTRODUCTION*

The Enderby & District Chamber of Commerce is pleased to have managed the operations of Recreation Services for 2014/2015. The past six months there has been staffing changes within the Chamber of Commerce and Recreation Service. Madison Giesbrecht has stepped down as Recreation Manager, replacing her is Sheryl Hay Recreation Coordinator and Kaylee Wells Recreation Administration.

Bookings, scheduling, and programming have gone well, with an increased number of programs and bookings in the 2015 season.

This report will cover the period of time between October 1<sup>st</sup>, 2014 and October 1<sup>st</sup>, 2015. This time is a reflection of Enderby & District Recreation Services under its previous manager Madison Giesbrecht until the cross over period, from March to June, then under the current operations of Sheryl Hay and Kaylee Wells.

This report will summarize the past four quarters, with the previous year's quarterly reports attached. A review of functions and accomplishments is broken down by category. This report covers administration, advertising, arena bookings, programming, ball diamond, gazebo and park rentals, Lions Pool scheduling and programming, and special reports on projects or initiatives.

## *MANAGEMENT SUMMARY*

Recreation Services has seen many changes in the 2015 season, largely due to the change in management. An increase in programs and marketing has aided in increased utilization of the facilities. There has been growth in all areas of Recreation Services, including increased pool and arena use with more development to come. As seen in the Second and Third quarterly reports attached we have implemented; price changes, updated booking policies and procedures, and created recreation instructor and staff contracts with expectations listed.

Having more staff working in Recreation Services has aided with the expansion of programs, increased marketing, and communication with user groups and parks staff. Many changes have already been made with many more visions of growth to come. We will be looking into the gaps in the programs both we offer and that are offered in the community. We want our programs to flourish and aid in helping other community organizations succeed as well.

This report shows the initial steps we have taken in our new positions of Recreation Coordinator and Recreation Administration, and it shows in the Strategic Plan and Recommendations the direction we are moving with Recreation Services.

## *ADVERTISING*

Two recreation guides were created and distributed a spring/summer guide in May and a fall/winter guide in late August. A new tag line was featured in these guides “Our Play to Play”. Both these guides had an increase in number of pages. Guides are distributed at our facilities, Schools, the Chamber of Commerce, City Hall, and local businesses. These guides include community event, programs, a directory, facility schedules, and some advertising to offset the printing cost. 500 copies of each of these guides were dispersed.

A quarter page advertisement was placed in the Exploring Enderby guide. 6000 Exploring Enderby guides were distributed across British Columbia.

A new winter Recreation ad was created to match the summer ad.

Flyers have been made throughout the year for all programs and facilities. A new online program [www.canva.com](http://www.canva.com) is now being used to create more eye-catching flyers. An increased number of photos have been taken to use in advertising in 2016 and to use for flyers.

Online advertising has continued, with all flyers and posters being uploaded to Enderby and District Recreation Services Facebook page. Both the spring/summer and fall/winter Recreation Guides are available in a downloadable version on the Chamber of Commerce website [www.enderbychamber.com/recreation](http://www.enderbychamber.com/recreation) and the fall/winter guide is available on The City of Enderby’s website <http://www.cityofenderby.com/city-hall/parks-and-recreation/> . Facility information is available on the Chamber of Commerce website, The City of Enderby’s website, and Recreation Services Facebook page. Enderby and District Recreation Services Facebook page went from 23 to 158 likes and the Enderby Outdoor Pools page went from 361 to 459 likes, the growth of followers on social media increases the number of people we are reaching with our advertising and spreads program awareness.

Advertisements have been placed in The River Talk for public skate times, skating lessons, skate with Santa, drop-in hockey times, Community Registration Day, and job openings. Advertisements have also been put on the digital highway sign in Enderby informing people of new programs.

## *ADMINISTRATION*

Staff interviews for the pool and recreation services both went well, gaining a good team of staff.

Meetings have been held with facility user groups, two for ball user groups and two for arena users.

New booking policies and procedures were implemented.

Inquiries into sources of additional grant funding through viasport have been explored. Deadlines for these applications are not due until May and June of 2016.

Price changes were made to the bylaw to ensure we are covering costs.

New incident and accident report forms have been created and dispersed to all facilities. New drop-in hockey waivers have been created for the arena.

A new cash-out sheet and revenue tracking system for Recreation Services programs is in place.

A survey was created and distributed, along with a recreation inventory of the community.

Meetings were held to better understand the Joint Use Agreement with School District 83. All parties now have a clear understanding of the roles and procedures of all involved.

A 2016 budget has been written and 3 year strategic plan is currently being written.

## *FACILITY REPORTS*

### ARENA

Due to an issue with the chiller the 2014 season start date was later than usual not opening until October instead of September. The late start to the arena season cost the arena the loss of two regular user groups. The chiller has been replaced and has had no further issues.

The arena dry floor was rented for Lacrosse from April to July and AL Fortune graduation ceremony took place in June.

The arena opened September 19<sup>th</sup> 2015. Regular weekly bookings have increased from 2014 to 2015. For the 2015/2016 season the arena is close to capacity for weekday prime time ice with very little available ice weekdays after 3:30 pm.

Improvements to the players' benches have been made; the box office is being utilized as a recreation office; and half of the arena boards have been replaced.

North Okanagan Minor Hockey has been in cooperation to work on profit sharing for arena board advertising, they have also agreed to allow Recreation Services to offer the office area for birthday party rentals.

Non-prime ice drop-ins will no longer be done at the arena; all bookings will come through Recreation Services.

### GAZEBO

New procedures were put in place at the gazebo to ensure keys are not going missing and to ensure renters are responsible for damages. Keys are now given to renters at the gazebo following a walkthrough of the facility.

The gazebo was again used for all annual events and rented for all weekends from July to September 2015 except two.

The 2016 season bookings are already underway, currently from May to September there are 3 weekends still vacant.

### BALL DIAMONDS

Bookings have been consistent with previous years. In 2015 there were 7 men's, 11 ladies, 11 mixed, 8 summer mixed, and 4 youth teams, plus 2 non-league bookings. 10 tournaments were held including league tournaments, Funtastics, and Honeymooners.

U14 youth ball held districts in Enderby which lead to them being Provincial Champions.

## LIONS POOL

Many of our previous staff members returned to the pool along with hiring some new staff. Sheryl Hay managed the pool this season.

The pool safety plan was revised and updated.

The pool basin was repainted

School lessons took place in May and June, with regular lesson sets throughout the season.

Aquafit classes were very successful with some classes exceeding 30 participants.

## PARKS

Barnes Park was booked for two wedding showers, a lacrosse team barbeque, hockey training, a fundraiser, Canada Day celebration, and a play program through Enderby and District Community Resource Center.

Belvidere Park was booked for a wedding and 2 Music by the River concerts.

Riverside Park was used for the Gold Panning Championships.



## *PROGRAM REPORTS*

All 2014 skating went well, with more success in the second skating lesson sessions than the first.

Spring of 2015 31 new programs were offered by Recreation Services, with 3 being cancelled due to lack of registration. 4 of the fall classes are at capacity. A Community Recreation Registration and Information Day held at the Lions Club Gazebo brought in over 25 registrations putting the total number of people registered for Recreation Services Programs is over 90 people.

New pool programs included Spring Dash 'n' Splash, Dash 'n' Splash, and Sports and Adventure Camps.

New Fall Programs include Pro-D Day and Spring Break Camps, Physical Literacy Active Youth Programs, Fitness Classes, Hockey Programs, additional Skating Lessons, Arena Birthday Parties, and Drop-in Shiny Hockey.

## *BEST PRACTICES AND LESSONS LEARNT*

There has been a lot of growth in 2015 and with growth there have been many road blocks and hurdles to overcome. This year has been a learning year for the staff in Recreation Services. Lessons have been learnt on procedures and policies, operations, and through trial and error. The support that has been received has made this season successful and allowed for future growth.

An internal review of lessons learnt provided useful recommendations on how to maximize the impact of the programs and utilize our facilities.

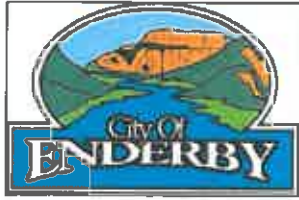
The 2014 Report did not outline any recommendations to be implemented in 2015 however some highlights over the past year are:

1. Connections with user groups, and community groups through user group meetings.
2. Development of current programs and increasing available programs.
3. Increasing marketing efforts.
4. Fee changes at the arena and pool
5. New booking policies and procedures

## *STRATEGIC PLAN AND RECOMMENDATIONS*

A full three year strategic plan is in the process of being written. From the 2015 season the recommendations to be implemented in the 2016 season are as follows:

1. New time of day clock and scoreboard in the arena. We are currently waiting for approval since obtaining funding from North Okanagan Minor Hockey.
2. Introduce more new programming to Enderby and Area F.
3. Implement a new logo and branding strategy. A new recreation logo has been created free of charge and is waiting for approval.
4. Improve registration process by offering online registration and payment. We are looking to have a PayPal option available for program registration.
5. Ball team fee increase to improve maintenance of ball diamonds.
6. Increase dry floor usage at the arena. Introduce programs such as ball hockey and pet agility to utilize the facility more.
7. Extension of both pool and arena seasons. Opening the pool from mid May to mid September, extending the season by 4 weeks. Opening the Arena in mid August until March, extending the season 4 weeks
8. Do SWOT analysis for all facilities. Determining strengths, weaknesses, opportunities, and threats can better assess the areas we need to focus on improving.
9. Create mission, vision, and value statements.
10. Apply for additional recreation funding. Viasport offers some funding options that may apply to Recreation Services'.



**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)



October 14, 2015

Joint Services Commission  
C/O Tate Bengtson  
City of Enderby

Re: Recreation Services Proposal of Logo

*Joint Services Commission,*

We are looking to receive approval on the Enderby and District Recreation Services logo created by Mark McMahon. This logo was created at no cost to Recreation Services. This Logo would be used in advertisement such as social media, flyers, arena signage, an arena board ad, the Chamber of Commerce website, along with any further marketing efforts. This logo would also be used on business cards and all communication.

This logo would aid Enderby and District Recreation Services in the marketing, branding, and promotion of programs and facilities. By ensuring there is consistency in all of our promotional efforts, participants would come to know the programs offered by Enderby and District Recreation Services.

Sincerely,

Kaylee Wells  
Recreation Administration

Sheryl Hay  
Recreation Coordinator

Enclosure



**THE CORPORATION OF THE CITY OF ENDERBY**

Commission  
Agenda

**MEMO**

To: Enderby & District Services Commission  
From: Tate Bengtson, CAO  
Date: October 26, 2015  
Subject: Curling Rink Entrance Sign

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**RECOMMENDATION**

THAT the Enderby & District Services Commission supports the installation of the Enderby & District Curling Club entrance sign at Commission expense, on condition that the Club is responsible for associated repair or replacement costs.

**ALTERNATE RECOMMENDATION #1**

THAT the Enderby & District Services Commission approves the installation of the Enderby & District Curling Club entrance sign at the Curling Club's expense, on condition that the Club is responsible for associated repair or replacement costs.

**ALTERNATE RECOMMENDATION #2**

THAT the Enderby & District Services Commission does not approve the installation of the Enderby & District Curling Club entrance sign.

**BACKGROUND**

The Enderby & District Curling Club recently inquired about installing an entrance sign to the Curling Rink. Attached is the letter of request from the Club, which includes a photograph showing the design of the sign. The above recommendations detail the different options for installation. There should not be significant labour or equipment costs associated with the installation. Staff recommend that the Commission's resolution, should it approve the sign, comes with a provision that clarifies that ongoing costs associated with repair and replacement of the sign itself would be the responsibility of the Club. Notwithstanding this clarification, the Club could request a grant for such expenses in the future, which the Commission could evaluate at that time.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer

September 22, 2015

Steve Campbell  
Enderby and District Curling Club  
1605 Kate St  
Enderby, BC  
V0E 1V2  
250-550-4321 (Steve's cell)

City of Enderby - Delivered by hand

Attention: Tate Bengsten

Dear Tate and decision makers for The City of Enderby,

The Enderby & District Curling Club board has discussed for several years that our Club is not easily identified on the outside of the building. All that really exists is a sign saying Curling Entrance.

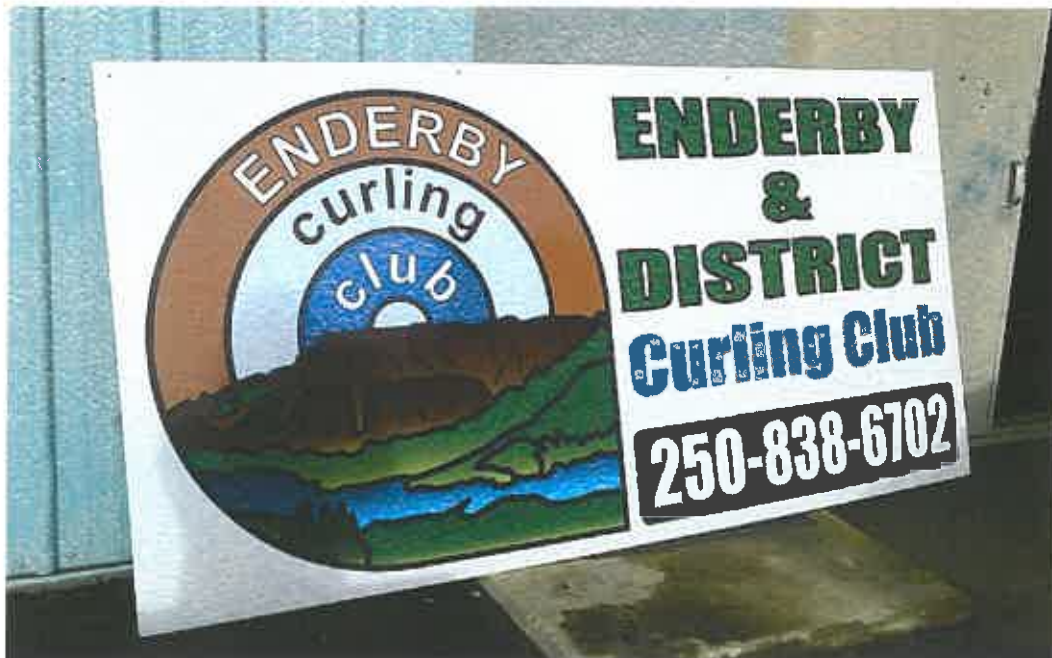
In early September we were in need of a banner for a booth that we set up and rather than get a simple banner made we decided to get it made on proper sign board in the hopes that we could then use it on the wall above the Curling Club entrance. The attached photo shows what the sign looks like. It's made of special aluminum faced plastic sign board and it's size is 4 Ft x 8 Ft.

We would like permission from you to have it attached to the side of the building above or in some fashion near the Curling Club entrance. Ideally we would like to have a city work crew hang it for us.

Thank you in advance for your consideration,

Sincerely,

  
Steve Campbell  
Club President



THE CORPORATION OF THE CITY OF ENDERBY

Commission  
Agenda

MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant  
Date: November 3, 2015  
Subject: Location of Outdoor Green Gym Equipment in Barnes Park

---

**Recommendation**

THAT the Enderby & District Services Commission approves the proposed location for the outdoor green gym equipment in Barnes Park, as shown on the attached site plan.

**Background**

In 2014, the Enderby & District Services Commission directed Staff to submit a grant application under the New Horizons for Seniors grant program in order to fund the purchase and installation of outdoor green gym equipment in Barnes Park; this would provide a free, safe area for seniors and persons of all ages to stay physically active and enable the local population to 'age in place'. The grant application specified Barnes Park as the preferred location for the outdoor green gym equipment as it is located across the highway from Enderby's 'campus of care' which includes a supportive housing complex, a health centre, and Red Cross office. The Commission was ultimately successful in receiving a \$25,000 grant under the New Horizons for Seniors grant program with \$20,000 funding the purchase of equipment and \$5,000 funding base preparation for the site.

To engage the local seniors population in the initiative, Staff hosted a public feedback session at the October 21, 2015 Meals to Wheels Event in order to gather feedback on the preferred fitness package. Consistent with the outcomes of this public feedback session and the direction of the Commission, a preferred fitness package has been identified (attached) and Staff will be placing the order shortly.

While the outdoor green gym equipment is being manufactured and shipped, Staff will engage a contractor to complete the base preparation works; this will enable a quick and efficient install once the equipment arrives, while ensuring that the grant deadlines are met. Prior to engaging a contractor to complete the works, Staff are seeking approval from the Commission regarding the proposed location of the equipment in the south east corner of Barnes Park (please see attached site plan); this proposed location is consistent with the Barnes Park Conceptual Plan and it is not anticipated that this location would interfere or conflict with any existing or future park amenities.

Respectfully Submitted,

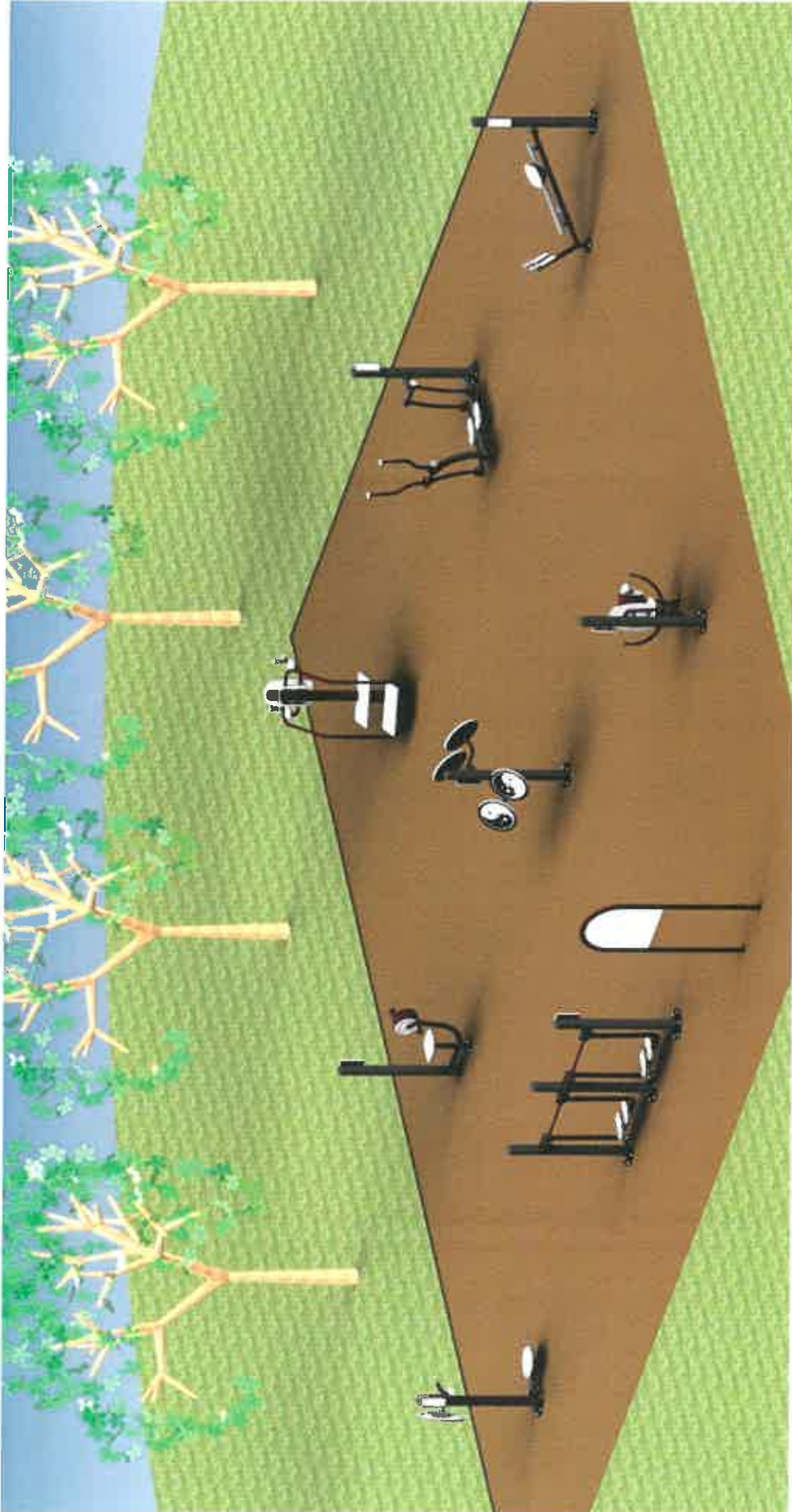


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Kurt Inglis  
Assistant Corporate Officer and Planning Assistant







**3D**

**Project ID:** City of Enderby - AF2 - Rev C  
**Design ID:** COEAF-C-AF-0  
**Date:** November 2, 2015  
**Designer:** Bill Fuller  
**Drawn By:** Blair Willis

**CSA Age Category:** N/A  
**CSA Fall Height:** N/A  
**Use Zone Area:** 2808 Sq. Ft.  
**Use Zone Perimeter:** 212 Ln. Ft.  
**Footings:** Concrete Footings

**Steel:** Grey Fleck & Cranberry Juice  
**Panels:** White/Black/White & Black/White/Black



Active Playground Equipment Inc. 124 Kendall St, Unit B, Pt. Edward, Ontario Canada N7V 4G5 1.800.463.2361 www.ApePlayground.com

## Leg Press - Single

The ActiveFit Leg Press unit is essential for developing leg strength, by using a portion of your body weight as resistance.



**Dimensions:** 80" length x 24" width x 63" height 150 lbs.  
2030mm length x 600mm width x 1600mm height

**Materials:** Powder coated, galvanized steel  
Tamperproof, 316 grade, stainless steel fasteners.  
Seat and foot pads are 3/4" (19mm) anti-static, high density polyethylene (HDPE), with UV stabilizers

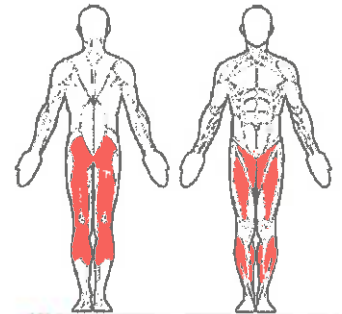
**Features\*:** Also available in double or combination units

**Installation Options:**

- ✓ Surface Mount
- ✓ Footing Mount
- ✓ Stringer Mount

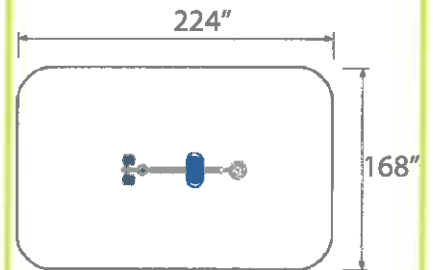


Difficulty

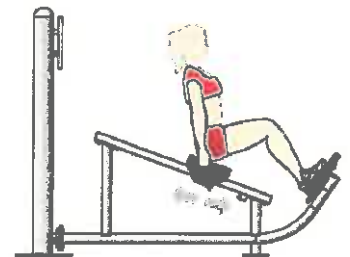


♥ Primary Muscles    ♥ Secondary Muscles

Targeted Muscles



Training Envelope



\*Active Playground Equipment has a policy of continuous product improvement for the benefit of our customers. We reserve the right to re-design, change specifications or discontinue products without written notice. Products on our website, in our printed literature and detailed in our quotations may differ from what is available at the time an order is placed. Please check with your Active Playground representative to confirm that what you will receive is what you are expecting.

## Tai Chi - Single

The ActiveFit Tai Chi unit is a relaxing, low intensity exercise used to create synergy within the body and mind by controlling the movements of your upper and lower body while focusing on your breathing. This unit can be wheelchair accessible.



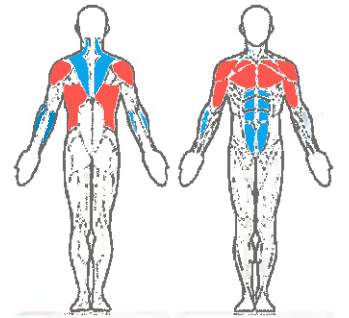
**Dimensions:** 48" length x 30" width x 63" height 110 lbs.  
1220mm length x 765mm width x 1600mm height

**Materials:** Powder coated, galvanized steel  
Tamperproof, 316 grade, stainless steel fasteners.  
Spinning disks is 3/4" (19mm) anti-static, high density polyethylene (HDPE), with UV stabilizers

**Features\*:** Also available in double units

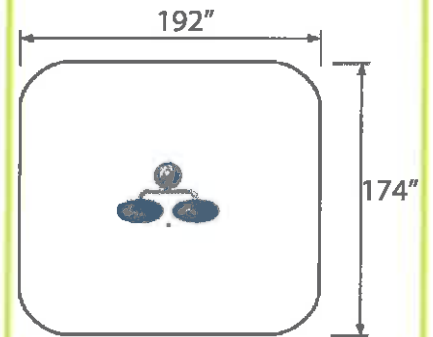
**Installation Options:**

- ✓ Surface Mount
- ✓ Footing Mount
- ✓ Stringer Mount

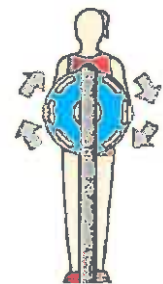


♥ Primary Muscles    ♥ Secondary Muscles!

**Targeted Muscles**



**Training Envelope**



\*Active Playground Equipment has a policy of continuous product improvement for the benefit of our customers. We reserve the right to re-design, change specifications or discontinue products without written notice. Products on our website, in our printed literature and detailed in our quotations may differ from what is available at the time an order is placed. Please check with your Active Playground representative to confirm that what you will receive is what you are expecting.

## Recumbent Bike - Single

The ActiveFit Recumbent Bike gives the cardio benefits of cycling with full back support. This equipment offers a low-impact, ease-of-use pedaling action for strengthening thighs, glutes, calves, and abs.



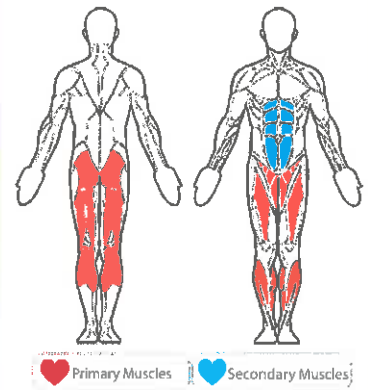
**Dimensions:** 65" length x 40" width x 63" height 135 lbs.  
1650mm length x 1015mm width x 1600mm height

**Materials:** Powder coated, galvanized steel  
Tamperproof, 316 grade, stainless steel fasteners.  
Seat and backrest pads are 3/4" (19mm) anti-static, high density polyethylene (HDPE), with UV stabilizers

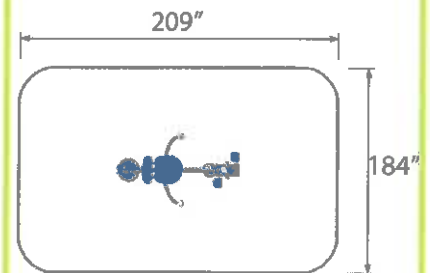
**Features\*:** Also available in double or combination units

**Installation Options:**

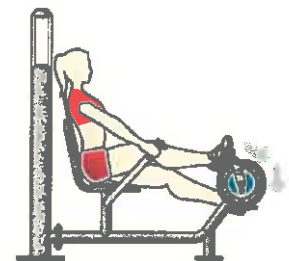
- ✓ Surface Mount
- ✓ Footing Mount
- ✓ Stringer Mount



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## Hand Bike - Single

The ActiveFit Hand Bike provides the user with strength and endurance building for both the arms and shoulders. This piece of equipment mimics the movements of the speed bags boxers use when training and provides a great cardio workout without involving the legs. This unit is wheelchair accessible.



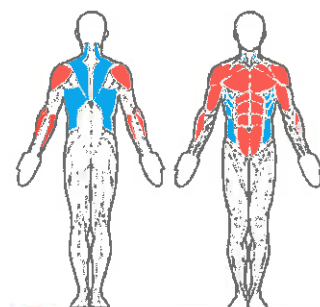
**Dimensions:** 50" length x 22" width x 63" height 135 lbs.  
1270mm length x 560mm width x 1600mm height

**Materials:** Powder coated, galvanized steel  
Tamperproof, 316 grade, stainless steel fasteners.  
Bike seat is 3/4" (19mm) anti-static, high density polyethylene (HDPE), with UV stabilizers

**Features\*:** Also available in double and combination units

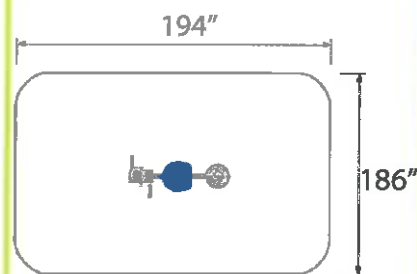
**Installation Options:**

- ✓ Surface Mount
- ✓ Footing Mount
- ✓ Stringer Mount

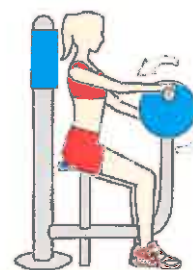


Primary Muscles Secondary Muscles

**Targeted Muscles**



**Training Envelope**



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## Air Walker - Single

The ActiveFit Air Walker unit offers a low-impact, fun and effective cardio workout as you swing your way into shape. It features internal safety stops to prevent injury on this free-swinging apparatus.



**Dimensions:** 64" length x 21" width x 63" height 293 lbs.  
1625mm length x 535mm wide x 1600mm height

**Materials:** Powder coated, galvanized steel  
Tamperproof, 316 grade, stainless steel fasteners.  
Foot pads are 3/4" (19mm) anti-static, high density polyethylene (HDPE), with UV stabilizers

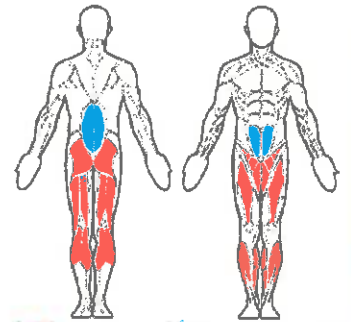
**Features\*:** Also available in double or combination units

**Installation Options:**

- ✓ Surface Mount
- ✓ Footing Mount
- ✓ Stringer Mount

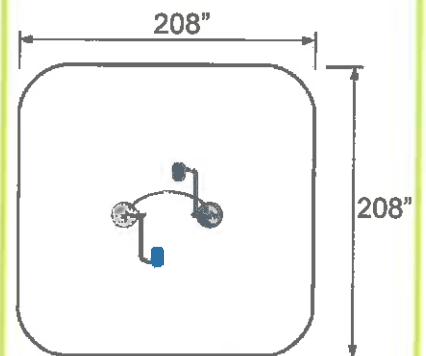


Difficulty

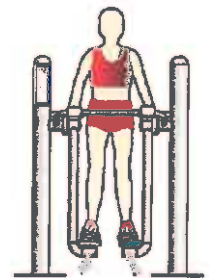


Primary Muscles Secondary Muscles

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## Knee Lift / Stepper - Combo

The ActiveFit Knee Lift / Stepper unit is a multi-purpose piece of equipment used to perform: step-ups, dips, leg lifts and stretching exercises.



**Dimensions:** 70" length x 28" width x 63" height 295 lbs.  
1780mm length x 710mm width x 1600mm height

**Materials:** Powder coated, galvanized steel  
Tamperproof, 316 grade, stainless steel fasteners.  
Steps, backrest and arm pads are 3/4" (19mm) anti-static, high density polyethylene (HDPE), with UV stabilizers

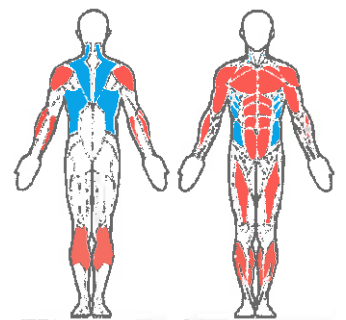
**Features:** Also available as single units

**Installation Options:**

- ✓ Surface Mount
- ✓ Footing Mount
- ✓ Stringer Mount

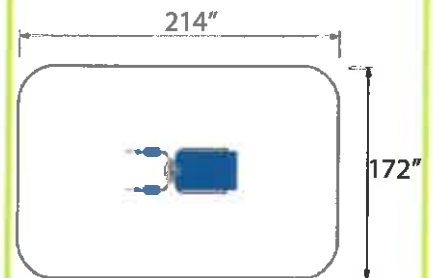


Difficulty

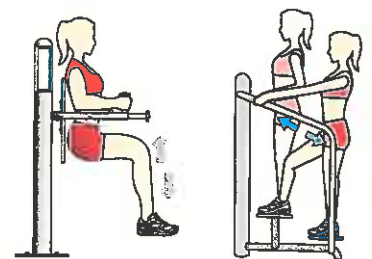


Targeted Muscles Secondary Muscles

Targeted Muscles



Training Envelope



For your benefit, ActiveFIT Fitness products are frequently redesigned. The versions of the products shown on our website and in our printed catalogue may slightly differ from those that we have available. Please contact an ActiveFIT sales representative to ensure that you will receive the version that you expect.

ActiveFit! by Active Playground Equipment Inc.



steel

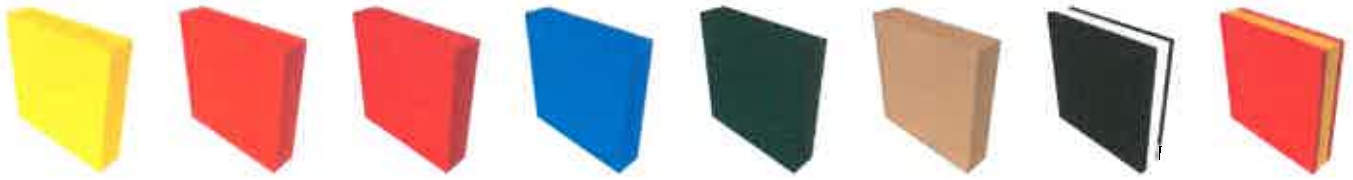


MOCHA CREAM MELLOW YELLOW SUNRISE ORANGE FERRARI RED CRANBERRY RASPBERRY LIGHTNING BLUE DENIM BLUE SUMMER BLUE WHITE



OPAL TROPICAL LAGOON RAINFOREST GREEN LIZARD GREEN SANDLEWOOD SAHARA BROWN SILVER TEXTURED GREY FLECK TEXTURED ANTHRACITE TEXTURED BLACK

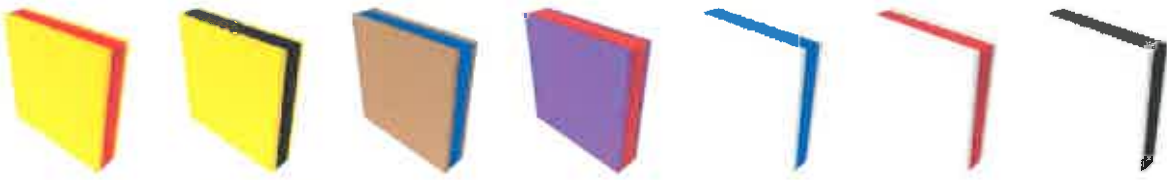
panel



YELLOW ORANGE RED BLUE GREEN TAN BLACK/WHITE/BLACK RED/YELLOW/RED



RED/WHITE/RED BLUE/YELLOW/BLUE BLUE/WHITE/BLUE GREEN/WHITE/GREEN GREEN/TAN/GREEN TAN/RED/TAN TAN/GREEN/TAN YELLOW/BLUE/YELLOW



YELLOW/RED/YELLOW YELLOW/BLACK/YELLOW TAN/BLUE/TAN\* PURPLE/ORANGE/PURPLE\* WHITE/BLUE/WHITE\* WHITE/RED/WHITE\* WHITE/BLACK/WHITE\*

COLOURS MAY VARY DUE TO PRINTING. PLEASE REFER TO SAMPLE SWATCHES FOR CLOSEST MATCH

\*LIMITED QUANTITIES - PLEASE CHECK FOR AVAILABILITY

plastic



MOCHA CREAM MELLOW YELLOW BUTTERSCOTCH SUNRISE ORANGE PUMPKIN ORANGE FERRARI RED DARK RED BURGUNDY CRANBERRY BUMBLEBERRY GRAPE



LIGHTNING BLUE DENIM SUMMER BLUE SILVER BLUE OPAL TROPICAL LAGOON RAINFOREST GREEN LIZARD GREEN GECKO GREEN SANDSTONE GRANITE SILVER BLUE W/BLACK

## Upper / Lower Body Stretcher - Combo

The ActiveFit Upper/Lower Body Stretcher promotes flexibility in the shoulders, arms, and wrists as well as improving hip and back flexibility. This piece is great for warming up before a routine or to stretch your obliques and exercise your abdominals.



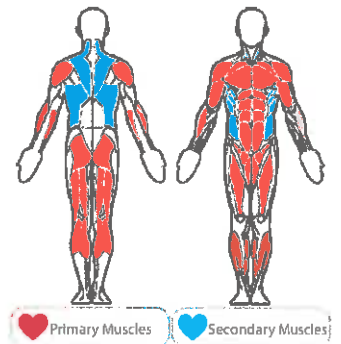
**Dimensions:** 36" length x 25" width x 63" height 120 lbs.  
915mm length x 635mm width x 1600mm height

**Materials:** Powder coated, galvanized steel  
Tamperproof, 316 grade, stainless steel fasteners.  
Rotator disks are 3/4" (19mm) anti-static, high density polyethylene (HDPE), with UV stabilizers

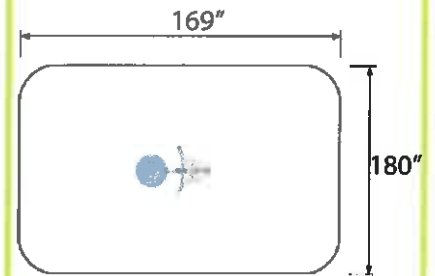
**Features\*:** Also available in single units

**Installation Options:**

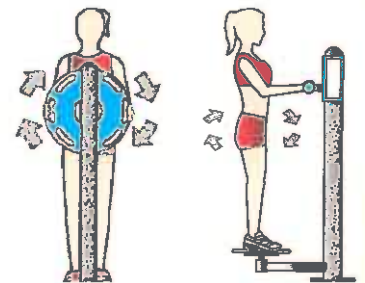
- ✓ Surface Mount
- ✓ Footing Mount
- ✓ Stringer Mount



Targeted Muscles



Training Envelope



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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 4, 2015  
Subject: Enderby-Splatsin Riverwalk Extension and Enhancement Plan

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**RECOMMENDATION**

THAT the Enderby & District Services Commission endorses the *Enderby-Splatsin Riverwalk Extension and Enhancement Plan*;

AND THAT the Enderby & District Services Commission identifies a preferred lighting option and recommends that this option be integrated into the *Enderby-Splatsin Riverwalk Extension and Enhancement Plan*;

AND THAT the Enderby & District Services Commission recommends that Enderby City Council adopts the *Enderby-Splatsin Riverwalk Extension and Enhancement Plan* once the preferred lighting option has been integrated into the Plan.

**BACKGROUND**

In July of 2013, the City of Enderby and Splatsin received a grant under the Healthy Communities Capacity Building Fund in order to initiate an Active Transportation Planning process which would encompass the Enderby and Splatsin communities. An Active Transportation Project Team was subsequently formed which included representation from the City of Enderby, Splatsin, Interior Health, and the Shuswap Trail Alliance.

The purpose of the process was to develop a framework upon which active transportation opportunities could be implemented throughout the Enderby and Splatsin communities in order to foster healthier, active lifestyles for residents and help achieve environmental, social, and economic sustainability. The planning process utilized a grassroots approach to public consultation which included a survey, two community workshops, community comment maps at key Enderby and Splatsin facilities, and a class project with Steve Rodwell's Grade 7 class at MV Beattie Elementary School.

The outcomes of the process were represented within the *Enderby-Splatsin Active Transportation Plan* which was adopted by both Councils in late 2014.

In 2014, the City of Enderby and Splatsin were successful in receiving a grant under Phase II of the BC Healthy Communities Capacity Building Fund. This grant funded Phase II of the Enderby-Splatsin Active Transportation Planning process which will involve developing an Implementation Strategy for an active transportation project which connected the Enderby and Splatsin communities and spanned both

jurisdictions; as per the recommendation of the Splat-sin-Enderby Joint Committee, the Enderby and Splat-sin Councils resolved to select the enhancement and southern extension of the Riverwalk as the project focus for Phase II of the Active Transportation Planning process.

When the project focus of a Riverwalk enhancement and southern extension was initially evaluated, it was determined that it was consistent with Section 11.3.1 of the *Enderby & Area 'F' Services Master Parks Plan* which stated that the extension of the Riverwalk Trail to the south to Splat-sin First Nation was a medium-term priority relative to park additions and improvements. In the context of this project between the City of Enderby and Splat-sin, it is providing a value-added, design component for a medium-term priority of the Commission, at no cost to the Commission. Furthermore, this design component could be used by the Commission in pursuing grant funding, if it so wishes.

Two Councillors from the Enderby and Splat-sin Councils (Councillors Baird, Case, Brown, and Joe) were appointed to the Phase II Steering Committee which was tasked with guiding the development of the *Enderby-Splat-sin Riverwalk Extension and Enhancement Plan*, in conjunction with City of Enderby and Splat-sin staff and the Shuswap Trail Alliance who was engaged to facilitate the project; Councillor Case represented both the City of Enderby and the Enderby & District Services Commission on the Steering Committee. The Steering Committee provided guidance with regards to issues such as the preferred southern extension alignment and construction standards for the trail; Lawson Engineering and Development Services Ltd. was engaged to complete the engineering component of the project.

The Shuswap Trail Alliance has completed the *Enderby-Splat-sin Riverwalk Extension and Enhancement Plan* and is now advancing it to the Enderby & District Services Commission for endorsement. Key elements of the Implementation Strategy include:

- An inventory of the amenities along the existing portion of the Riverwalk;
- An overview of the preferred alignment for the southern extension of the Riverwalk;
- An environmental review and site survey for the southern extension alignment;
- Engineered drawings and cross-sections for the southern extension;
- A detailed lighting plan for the existing portion of the Riverwalk and the proposed southern extension;
- An Opinion of Probable Cost for the lighting of the existing portion of the Riverwalk; and
- An Opinion of Probably Cost for the proposed southern extension of the Riverwalk (including lighting).

The one outstanding component which has yet to be integrated into the *Enderby-Splat-sin Riverwalk Extension and Enhancement Plan* is the detailed lighting plan. Prior to the development of the detailed lighting plan, Staff are requesting that the Commission identify a preferred lighting option as the installation and maintenance of lighting along the Riverwalk is the jurisdiction of the Commission, and each option has different implications with regards to cost, maintenance, and performance.

Lawson Engineering and Development has submitted a high-level report (attached) which identifies a number of options for lighting along the Riverwalk with a breakdown of advantages/disadvantages and costs for each; furthermore, Lawson Engineering provided the following recommendation:

*Our recommendation for lighting is to stick with a wired system, and for esthetic and financial reasons we would recommend to install a bollard style / post top style combination. We would recommend to stay with a wired system for two reasons, the first being that electrical connections are readily available throughout the existing and proposed extension of the Riverwalk, making a wired system a cheaper option. The second reason being that a wired system will remain functional no matter where it is placed, if a solar system is installed, there may be areas, or pockets, where the panel does not get enough sunlight and a wired system may not be an option as power has not been extended to it.*

The enhancement and southern extension of the Riverwalk was identified as a key priority through Phase I of the Active Transportation Planning process; the *Enderby-Splatsin Riverwalk Extension and Enhancement Plan* developed through Phase II of the planning process provides a shovel-ready plan which will enable local jurisdictions to actively pursue grant funding and ultimately streamline the implementation of the project once funding has been secured.

Respectfully Submitted,



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Kurt Inglis  
Assistant Corporate Officer and Planning Assistant

Type of Lighting	Advantages/Disadvantages	Estimated Cost Per Light	Estimated Cost Per KM
Bollard Style – Wired	<ul style="list-style-type: none"> <li>• Lower initial cost as compared to solar style lighting.</li> <li>• Closer spacing to provide adequate lighting.</li> <li>• Requires trenching, rehabilitation and electrical infrastructure.</li> <li>• Produces less glare than post top style light as the light is focused closer to the ground level.</li> <li>• Bollard style lighting can be problematic due to their easy access for vandalism. However, bollards and guards are now available to better protect them.</li> </ul>	\$1,500.00	\$270,000.00
Bollard /Post Top Style Combination - Wired	<ul style="list-style-type: none"> <li>• This option is presented to allow an option that provides the benefits of the bollard style lighting in high density areas / intersections; and the financial benefits of the post top street lights in the longer more open stretches of trail.</li> </ul>	\$1,500.00 \$3,500.00	\$200,000.00
Post Top Style - Wired	<ul style="list-style-type: none"> <li>• As compared to bollard style lighting, less lights will be required due to a wider spread of light.</li> <li>• Lower initial cost as compared to solar style lighting.</li> <li>• Requires trenching, rehabilitation and electrical infrastructure to install.</li> <li>• May produce more glare towards neighboring properties and lighting of the night sky.</li> </ul>	\$3,500.00	\$175,000.00
Post Top Style - Solar	<ul style="list-style-type: none"> <li>• Avoids trenching and connections to the grid, electrical infrastructure and</li> </ul>	\$5,000.00	\$250,000.00

	<p>rehabilitation in around existing trails.</p> <ul style="list-style-type: none"> <li>• May minimize the impact to environmentally sensitive areas.</li> <li>• Higher initial cost.</li> <li>• May be less visually appealing due to solar panels.</li> <li>• Require open sunlight in order to provide enough energy to light regularly. Most areas within extension are open enough; however, some areas through existing may not.</li> </ul>	
LED Lighting	<ul style="list-style-type: none"> <li>• No matter the type of lighting, LED bulbs are a strong option.</li> <li>• In comparison to standard incandescent bulbs, they produce much more light with very little power.</li> <li>• In addition, LEDs need to be replaced far less frequently thanks to their efficiency and durability. LEDs can last over 15 years or 70,000 hours.</li> <li>• LEDs provide a precise lighting pattern to reduce light trespass onto neighboring property.</li> <li>• LEDs turn on and off instantly with no warm up period.</li> <li>• LEDs do have a greater initial cost, the bulbs typically cost about 1.5 – 2 times that of an incandescent bulb.</li> <li>• Some complaints occur regarding the LED bulbs including uneven or unnatural lighting, flickering and change in color over time.</li> </ul>	

\*Costs per km are based on manufacturers recommended spacing for desired lux, as a general guideline spacing to be at 4 times the height of the fixture.

# Low Level Luminaires

## B30 Traditional Bollards

LOW LEVEL

B30



### FEATURES

- New energy efficient 20 LED module now available for the B30 Bollard
- The exclusive Kim optical louver system on the B30 bollard achieves a broad light distribution with low glare
- The B30's clean, simple unobtrusive form looks good up close as well as at a distance
- Battery back-up, emergency battery pack and houseside shield options available

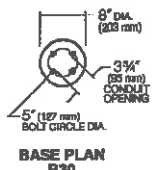
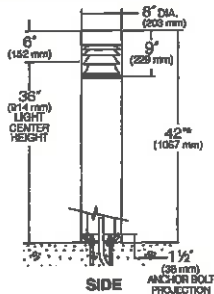
### ORDERING INFORMATION (Example)

<b>B30</b>	<b>20L3KUV</b>	<b>DB</b>	<b>EM</b>
<b>FIXTURE</b>		<b>FIXTURE FINISH</b>	<b>OPTIONS</b>
B30 Traditional Bollard		<b>BL</b> Black <b>DB</b> Dark Bronze <b>LG</b> Light Gray <b>SG</b> Stealth Gray™ <b>PS</b> Platinum Silver <b>WH</b> White <b>CC</b> Custom Color* *Consult representative	<b>HS</b> Houseside Shield <b>EM</b> Battery Back-up*
<b>ELECTRICAL MODULE</b>			
<b>LED</b>			

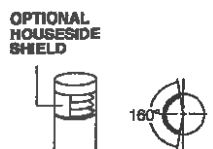
Color Temperature	Color Temperature	Voltages
<b>10L</b> 10 LEDs (IES Type 1)	<b>2K</b> Amber	<b>UV</b> Universal Voltage (120 thru 277)
<b>15L</b> 25 LEDs (IES Type 3)	<b>3K</b> 3000K	
	<b>4K</b> 4200K	
	<b>5K</b> 5100K	
<b>20L</b> 20 LEDs (IES Type 5)		

### B30 TRADITIONAL BOLLARD

Maximum weight: 30 lb



**BASE PLAN B30**  
 \*30" OR 36" OVERALL HEIGHT AVAILABLE - CONTACT KIM REPRESENTATIVE







GE  
Lighting

# Evolve™ LED Post Top

Salem (EPST)



imagination at work

## Product Features

The Evolve™ LED Salem Post Top offers energy efficiency and quality of light in a classic, utility carriage look and style. The advanced LED optical system provides improved horizontal and vertical uniformity, reduced glare and improved lighting control. GE's unique optical ring technology effectively aims the light where you need it, while eliminating the unsightly shadow circles commonly seen under other LED post top fixtures.

The Salem post top can yield up to a 60-percent reduction in system energy compared with standard HID systems, depending on applications. This reliable system operates well in cold temperatures and offers more than 11 years of service life to reduce maintenance frequency and expense, based on a 50,000 hour life and 12 hours of operation per day. Containing no mercury or lead, this environmentally responsible product is RoHS compliant.

### Applications

- Roadway, site, area, and general lighting utilizing advanced LED optical system providing high uniformity, excellent vertical illuminance, reduced offsite visibility, and reduced on-site glare.

### Housing

- Die-cast aluminum housing.
- Traditional utilitarian "carriage" design incorporates the heat sink directly into the unit ensuring maximum heat transfer and long LED life.
- Meets 2G vibration standards per ANSI C136.31-2001. For 3G rating contact factory.

### LED & Optical Assembly

- Structured LED array for optimized Roadway/walkway photometric and distribution.
- Evolve light engine consisting of nested concentric directional reflectors designed to optimize application efficiency and minimize glare.
- Utilizes high brightness LEDs, 65 CRI at 4100K typical.
- LM-79 tests and reports are performed in accordance with IESNA standards.

### Lumen Maintenance

- System rating is 50,000 hours at L85. Contact factory for L rating (Lumen Depreciation) beyond 50,000 hours.

### Ratings

- UL/cUL listed, suitable for wet locations.
- IP 65 rated optical enclosure per ANSI C136.25-2009.
- Temperature rated at -40° to 50°C.

### Mounting

- Post top mounting 3-inch (76mm) OD held in place with three black squarehead set screws.

### Finish

- Corrosion resistant polyester powder painted, minimum 2.0 mil. thickness.
- Standard colors: Black & Dark Bronze.
- RAL & custom colors available.

### Electrical

- 120-277 volt and 347-480 volt available.
- System power factor is >90% and THD <20%.
- Class "A" sound rating.
- Integral surge protection non-dimming:
  - For 120-277VAC per IEEE/ANSI C62.41.-1991, 4kV/2kA Location Category B2 (120 Events)
  - For 347-480VAC per IEEE/ANSI C62.41.-1991, 6kV/3kA Location Category B3 (120 Events)
- Integral surge protection GE dimming:
  - For 120-480VAC per IEEE/ANSI C62.41.2-2002, 6kV/3kA Location Category B (120 Events)
- Optional high capability surge protection per IEEE/ANSI C62.41.2-2002.
  - Rating 1 - 10kV/5kA Location Category (120 events)
  - Rating 2 - 6kV/3kA Location Category C-Low (5000 events)
- EMI: Title 47 CFR Part 15 Class A
- Photo electric sensors (PE) available for all voltages.

# Ordering Number Logic

## Salem Post Top (EPST)



**E P S T**

**41**

**N**

**P**

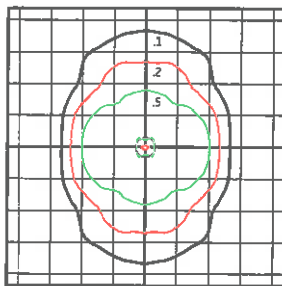
PROD ID	VOLTAGE	OPTICAL CODE	LED COLOR TEMP	OPTICAL SIDE PANELS	PE FUNCTION	MOUNTING ARM	COLOR	OPTIONS
E = Evolve	0 = 120 - 277 H = 347 - 480		41 = 4100K	N = None	1 = None 2 = PE Rec. 4 = PE Rec. with Shorting Cap 5 = PE Rec. with Control	P = Pole Mounted	BLCK = Black DKBZ = Dark Bronze Contact manufacturer for other colors.	F = Fusing P = Prewire with 6" of 14/3 cable T = Extra Surge Protection* XXX = Special Options *Contact manufacturer for availability.
P = Post Top	1 = 120* 2 = 208*				PE control not available for 347-480V. Must be a discrete voltage.			
S = Salem	3 = 240* 4 = 277*							
T = Traditional	5 = 480* D = 347*							

\*Specify single voltage only if fuse option is selected

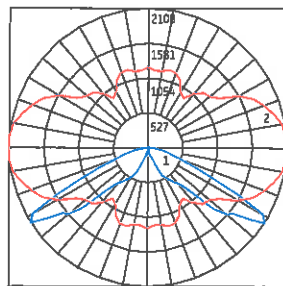
TYPE III TYPE V	OPTICAL CODE	TYPE	TYPICAL INITIAL LUMENS			TYPICAL SYSTEM WATTAGE			BUG RATINGS 4100K			IES FILE NUMBER	
			4100K	120-277V	347-480V	7-4 LANES	B	U	G	120-277V	347-480V		
	C5	Symmetric	5,700	84	90	5:1	B3	U2	G1	EPST_C5_41A_-120-277V	EPST_C5_41A_-347-480V		
	E5	Symmetric	2,900	48	52	5:1	B2	U2	G1	EPST_E5_41A_-120-277V	EPST_E5_41A_-347-480V		
	C3	Asymmetric Wide	5,700	84	90	5:1	B1	U2	G2	EPST_C3_41A_-120-277V	EPST_C3_41A_-347-480V		
	E3	Asymmetric Wide	2,900	48	52	5:1	B1	U2	G1	EPST_E3_41A_-120-277V	EPST_E3_41A_-120-277V		

## Photometrics

**EPST Type V – Symmetric (C5)**  
5,700 Lumens, 4100K

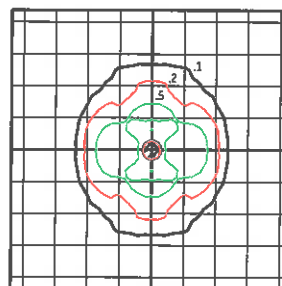


Grid Distance in Units of Mounting Height at 16'  
Initial Footcandle Values at Grade

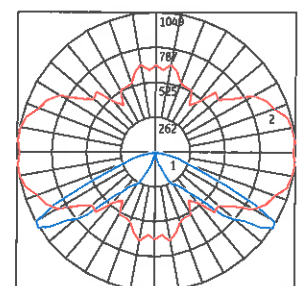


Polar Trace Vertical and Horizontal Plane through Horizontal Angle of Maximum Candlepower

**EPST Type V – Symmetric (E5)**  
2,900 Lumens, 4100K

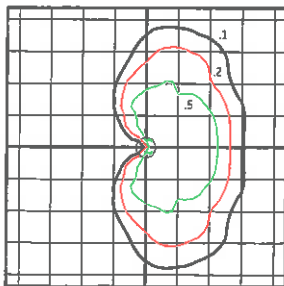


Grid Distance in Units of Mounting Height at 16'  
Initial Footcandle Values at Grade

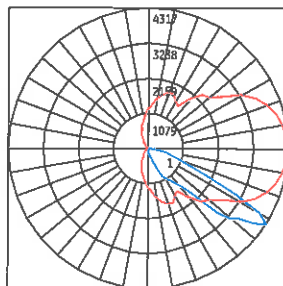


Polar Trace Vertical and Horizontal Plane through Horizontal Angle of Maximum Candlepower

**EPST Type III – Asymmetric Wide (C3)**  
5,700 Lumens, 4100K

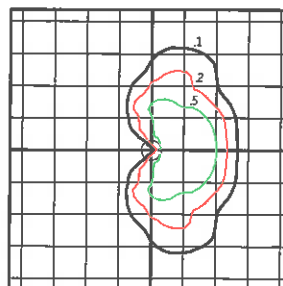


Grid Distance in Units of Mounting Height at 16'  
Initial Footcandle Values at Grade

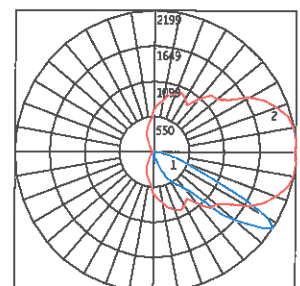


Polar Trace Vertical and Horizontal Plane through Horizontal Angle of Maximum Candlepower

**EPST Type III – Asymmetric Wide (E3)**  
2,900 Lumens, 4100K

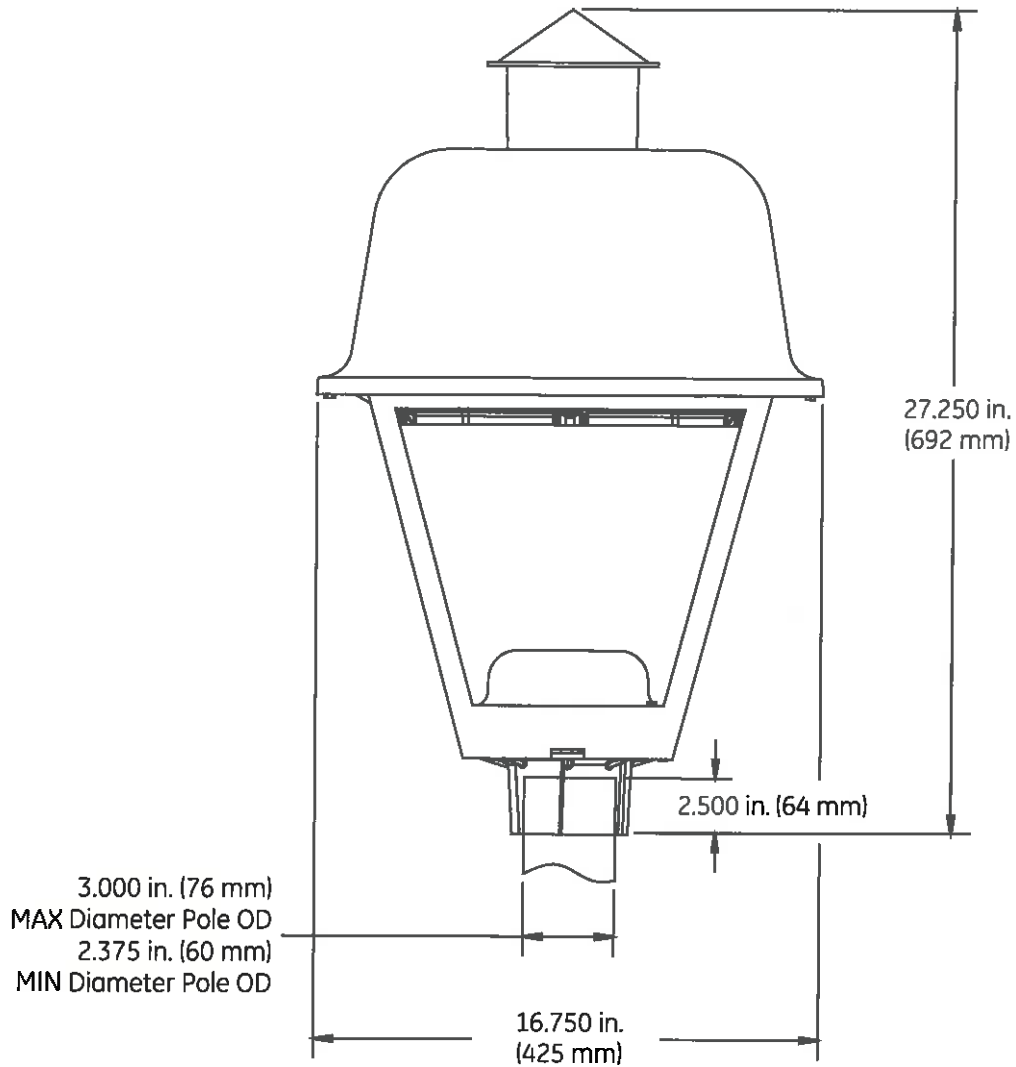


Grid Distance in Units of Mounting Height at 16'  
Initial Footcandle Values at Grade



Polar Trace Vertical and Horizontal Plane through Horizontal Angle of Maximum Candlepower

## Product Dimensions



- DATA**
- Approximate Net Weight: 27 lbs (12 kgs)
  - Suggested Mounting Height: 8-16 ft max (2.5-5 m)
  - Effective Projected Area (EPA): 1.6 sq ft max (0.15 sq m)



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#### Grid Connected Light Installation

Grid Connect	Count	Extended
Lights & Poles	55	\$ 57,400
Trenching & Wiring (feet)	5580	\$211,200
Electrical Service & Equipment	1	\$ 15,000
<b>Grid Connected Total:</b>		<b>\$283,600</b>

#### Solar Light Installation

Solar Light	Count	Extended
Lights & Poles	63	\$229,950
Installation	63	\$ 40,950
<b>Sol Inc. Solution:</b>		<b>\$270,900</b>

Save 93,499 lbs. of CO<sub>2</sub> a year!

Solar lighting saves you \$12,700 on your path today.

Annual Electrical Savings \$4,472





## WHY SOL?

Sol designs its lighting systems for each application. Whether your trail is unlit, poorly lit or plagued with failing underground electrical wiring, solar lights are a great solution. Why select lights from Sol?

- **FivePlus™ Warranty provides peace of mind**
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- **Easy to install since lights arrive as a complete system ready to install with click-together connectors**
- **Quality assured with lights 100% function tested and inspected at the factory**
- **Never change a light bulb with Sol's 70,000 hour life (L70) LED light engine, over 15 years of illumination**
- **Efficiently delivers light for most applications via available Type II, III, and V beam patterns**
- **Design assistance for lighting layouts/templates and photometrics**
- **Reliable light every night with at least 5 nights of energy reserve**



Systems available in a variety of colors and fixture styles. Other solar light systems available to suit your needs.

## GREENWAY® IS THE OBVIOUS CHOICE FOR PATHWAYS AND TRAILS

Ideal for providing solar powered security lighting for pathways, walkways, and trails. GreenWay is aesthetic, off-grid, and environmentally friendly. With optic packages for a variety of applications, there are many other reasons to choose GreenWay solar lighting for your natural setting.

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- **IDA approved luminaires, minimizing light trespass and light pollution**

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Sol was one of the first solar lighting companies to use High Flux LEDs for several reasons:

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- Bright (5,000K) white light increases nighttime visual acuity
- Dimming LEDs extends the life of the LEDs

## WHAT CUSTOMERS ARE SAYING

*I want to take the opportunity to comment on the recent solar lighting project on Charleston Air Force Base and specifically, your company's involvement. The installation of the lighting along the jogging trail went very smoothly and the results have been well received. All comments I have received thus far have been very favorable, and I anticipate this to be the case for many years to come.*

– **Larry A. Turner, Colonel, Commander, USAF Charleston AFB, SC**

*A decision was made by the Town of Fowler to use solar powered LED lighting in their newly rehabilitated Park in an effort to conserve energy for the future. We installed GreenWay solar lights in several locations throughout the Park because they are easy to install, provide a long lasting LED light and are a renewable energy source. We are very satisfied with the lights and highly recommend Sol Inc. to any City looking to reduce energy bills with high quality solar powered LED lights.*

– **Wayne Snider, Town Administrator, Town of Fowler**

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Photo: Southern end of the existing Riverwalk Pathway next to the Shuswap River Oxbow and Fortune Creek drainage

## Enderby-Splatsin Riverwalk Extension & Enhancement Plan

Updated Version: November 3<sup>rd</sup>, 2015

**Prepared for:**  
Splatsin and the City of Enderby



**Prepared by:**  
The Shuswap Trail Alliance  
Lawson Engineering & Development Services Ltd.  
High Country Consulting



**Under direction of:**  
The Splatsin/Enderby Joint Steering Committee  
Splatsin Title & Rights Department  
City of Enderby Planning Department



**This plan was made possible through a grant from:**  
BC Healthy Communities



**BC Healthy Communities**  
People. Place. Potential.

## **Acknowledgements**

The Enderby-Splatsin Riverwalk Extension and Enhancement plan acknowledges of title and rights of the Secwepemc Nation and the traditional territory of the Splatsin people. The plan was developed under the direction of the Government-to-Government Working Committee of the Splatsin Chief and Council and the City of Enderby Mayor and Council (as per the Memorandum of Agreement terms established for the Working Committee under the Protocol Agreement signed on June 21, 2011.)

The project steering committee would like to thank all who contributed to the development of this plan helping to strengthen the health and well-being of the Splatsin and Enderby Communities.

The project steering committee included the Government-to-Government Working Committee together with technical staff support from both the Splatsin and the City of Enderby, with project coordination support provided by the Shuswap Trail Alliance. The Steering Committee included Councilor Jean Brown (Splatsin), Councilor Daniel Joe (Splatsin), Councilor Tundra Baird (City of Enderby), Councilor Brad Case (City of Enderby), Jack Andrews (Project Manager, Splatsin Title and Rights Department), Kurt Inglis (Assistant Corporate Officer and Planning Assistant, City of Enderby), and Phil McIntyre-Paul (Executive Director, Shuswap Trail Alliance).

Additional technical staff direction was provided by Ray Cormier (Director, Splatsin Title and Rights), Stuart Lee (Fisheries Technician, Splatsin Title and Rights), Adam Neil (Operations Manager/Environmental Scientist, Splatsin Title and Rights), Shawn Wiebe (Director, Splatsin Housing, Infrastructure & Lands), and Tate Bengston (Chief Administrative Officer, City of Enderby).

Professional consultation and design work was provided by Jeremy Ayotte MSc RPBio (High Country Environmental), Blake Lawson P. Eng. (Project Engineer, Lawson Engineering and Development Services Ltd.), and Alistair Waters (Engineering Assistant, Lawson Engineering and Development Services Ltd.).

Oversight, direction, and approval for the plan were provided by Splatsin Chief and Council and City of Enderby Mayor and Council, as well as the City of Enderby Services Commission. Further work to develop interpretive content for the trail sign plan will continue forward from this project under Splatsin Chief and Council and City of Enderby Mayor and Council together with community leadership.

The Riverwalk Extension plan grew out of the Enderby-Splatsin Active Transportation Plan developed in 2014, thanks to funding support through BC Healthy Communities. Once again, thanks goes out to BC Healthy Communities for funding this project and continuing to support the Enderby and Splatsin communities in their journey towards sustainability.

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## Glossary

(Reference: Enderby-Splatsin Active Transportation Plan, October 2014)

- **Accessible:** Accessible facilities and infrastructure are those that can be reached, used and traversed by people of all ages and abilities without difficulty.
- **Active transportation:** Active transportation is any form of human-powered transportation. It is any trip made for the purposes of getting oneself, or others, to a particular destination – to work, to school, to the store or to visit friends. Walking and cycling are the most popular forms of active transportation and are often combined with other modes, notably public transit.
- **Active transportation infrastructure:** Active transportation infrastructure includes those elements that support active transportation, such as improved sidewalks, dedicated bike lanes, pedestrian-bicycle signals and safer crossing points, bike racks, and greenways for walking and cycling.
- **Connectivity:** Connectivity is the measure of the efficiency of a transportation network. It refers to the directness of transportation links and the number of connections in the path or road network.
- **Comprehensive Community Plan (CCP):** A strategic planning process that enables First Nations, Inuit and Northern communities to deal with current issues and prepare for future ones while taking a holistic approach to managing community resources. It provides a framework for the integrated management of land, natural resources and the environment, while incorporating and addressing the social, economic and governance elements of a community.
- **Crossings:** Refer to any walking/cycling route crossing of a vehicle road right of way.
- **Crosswalk:** Also known as a pedestrian crossing, a crosswalk is a point on a roadway that employs some means of assisting pedestrians or other non-motorized transportation modes to safely cross the road. Crosswalks usually consist of some combination of on-road paint, a crossing signal for pedestrians, and signage warnings motorists of the presence of pedestrians. Crosswalks are most commonly located at signalized intersections but can be located anywhere along a roadway.
- **Cycle Routes:** refer to any connected bicycle corridor, and may include shared walking/cycling pathways, dedicated bicycle paths, roadside bicycle lanes, and shared road/bicycle routes.
- **Greenway:** A corridor of undeveloped land, usually including some kind of trail or pathway that emphasizes the linkage between human development and natural areas while also providing recreational opportunities and/or environmental protection.
- **Integrated Community Sustainability Plan (ICSP):** Any existing or new long-term plan, developed in consultation with community members, to help the community realize sustainability objectives within environmental, cultural, social and economic dimensions of its identity.
- **Multi-use Path:** An off-road path, paved or unpaved, intended for use by pedestrians, bicyclists, joggers, skaters, and others for recreational or transportation purposes.
- **Official Community Plan (OCP):** A statement of community development objectives and policies to guide land use management and development within a given area. Most cities and towns have such a plan, but they go by different names across Canada (e.g., Official Plan, Land Use Plan, Municipal Development Plan, etc.).
- **Paths and Trails:** Refer to all walking/cycling routes that fall outside of a formal road right of way, and may include paved, aggregate, or natural surface pathways.
- **Roadside Pathway:** Refer to all parallel walking/cycling routes within a road right of way, and may include attached sidewalks, separated pathways, and in some cases dedicated bicycle paths.
- **Wayfinding Signs:** Informational signs that provide navigation directions along routes and to destinations. They mark intersections, indicate directions of travel, and locate where users are. (i.e. they help in finding one's way)

**Purpose:** the purpose of the Enderby-Splatsin Riverwalk Extension and Enhancement plan is to prepare a shovel-ready plan for a southern extension of the Riverwalk Greenway connecting Splatsin and Enderby, and enhancements to the existing Riverwalk that can be used to leverage funding and secure appropriate approvals for implementation.

**Background:** In July of 2013, the City of Enderby received a grant under the Healthy Communities Capacity Building Fund in order to initiate an Active Transportation Planning process which would encompass the Enderby and Splatsin communities. An Active Transportation Project Team was subsequently formed which included representation from the City of Enderby, Splatsin, Interior Health, and the Shuswap Trail Alliance.

The Active Transportation Planning process developed a framework upon which active transportation opportunities could be implemented throughout the Enderby and Splatsin communities in order to foster healthier, active lifestyles for residents and the environmental, social, and economic sustainability of both communities. The Active Transportation Plan was completed in October 2014. It complimented and built on priorities in both the City of Enderby's Official Community Plan and Integrated Community Sustainability Plan, and the Splatsin Comprehensive Community Plan.

The Enderby-Splatsin Active Transportation Plan identifies five primary goals as top priorities and three secondary goals as having significant importance.

#### Primary Goals

1. To promote connectivity
2. To remove barriers and improve accessibility
3. To design for safety
4. To enhance recreation
5. To attract visitors

#### Secondary Goals

1. To improve signage and wayfinding
2. To promote active transportation
3. To enhance social, cultural, and natural connections (Note: these include educational objectives)

In follow-up, the City of Enderby was able to secure a second PlanH Stream Two Grant through BC Healthy Communities allowing the Splatsin and City of Enderby communities to develop the first shovel-ready plan ready for implementation based on one of the strategic priorities identified in the Active Transportation Plan. The Riverwalk Extension and Enhancement Plan was chosen because of its broad scope and importance to both communities that met a number of strategic priorities in the Active Transportation Plan, and addressed all of the primary and secondary goals of the plan. These included:

1. The desire to improve community connections between Splatsin and Enderby neighbourhood to the Enderby downtown by installing a pathway along Old Vernon Road from Fortune Road to Cliff Avenue, including the desire to link Old Vernon Road to the new Splatsin Community Centre.
2. The desire to improve and link a greenway trail circuit for both active travel and recreational pedestrian and cycling use by turning the discontinued CP Rail line into a cycling/walking trail, as well as enhancing safety at the Riverwalk crossing at the bridge on Cliff Avenue

**Overview of the Corridor and Intended Use:**

The existing Jim Watt Heritage Riverwalk is an approximately 1.5 kilometre 6-foot wide concrete surfaced greenway pathway (Type 1 Provincial/Shuswap Design Standard) designed for pedestrian and wheel chair/mobility-assisted use. It functions both as a pedestrian transportation corridor and important recreational greenway corridor for the Enderby community. It links the Enderby Riverside RV Park, Campground, Arena, Boat Launch, and Ball Diamonds to the north with the Belvedere Park and the Chamber of Commerce Visitor's Centre and hand launch to the south.

The Riverwalk was designated a heritage walkway in 1998 through the Enderby Heritage Commission working with the City of Enderby and Chamber of Commerce. Historic interpretive signs were added along with benches and picnic benches. The pathway was named after resident, City worker, and community leader, Jim Watt.

The Enderby-Splatsin Active Transportation Plan identifies extensions to the existing Riverwalk path both to the north and south. This plan addresses the southern extension connecting the Splatsin community.

Currently no bicycle use is allowed on the existing Riverwalk pathway. While generally accepted and obeyed, some conflicts are reported, and community feedback suggests finding a way to link bicycle use along the corridor would be desirable. As well, there is a desire to extend the seasonal use of the pathway corridor in the winter months through improved lighting.

(Reference: See Enderby-Splatsin Active Transportation Plan strategic objectives, pages 37 and 38.)

**Scope of the Plan:** the Riverwalk Extension & Enhancement Plan addresses the following:

- a) Conceptual plan development through a joint steering group of Splatsin and Enderby Councils & staff
- b) Applicable environmental/riparian, Traditional Use, Archeological, and technical site reviews
- c) Consultation with adjacent property, businesses, and applicable land owners, licensees, and managers
- d) Engineering design drawings and mapping
- e) Signage concept plan (in development)
- g) A final planning document ready for approval and funding

As part of the plan, the Riverwalk Extension addresses:

- 1. Location, alignment, and Right of Way standards
- 2. Design scale and specifications
- 3. Technical requirements
- 4. Budget Cost Estimates

In addition, the plan addresses enhancements to the existing Riverwalk that include:

- 1. Overall vision and goals for the Riverwalk Greenway, including long-term direction options
- 2. Enhanced signage objectives, including Secwepemc interpretation (in development)
- 3. Amenities (benches, garbage, trail access and road crossings, interpretive viewing locations)
- 4. Lighting Options, including concept standards and budget options for both existing and new sections
- 5. Landscaping standards and potential improvements
- 6. Budget Cost Estimates



**Riverwalk Extension and Enhancement Plan Objectives** – Based on the Enderby-Splatsin Active Transportation Plan and direction from the Steering Committee, the following objectives were identified for this plan:

1. To improve connectivity within the Splatsin community and between Splatsin and the Enderby town centre by connecting the Riverwalk south to the Splatsin Community Centre and Quilkwa Centre;
2. To encourage a balance of uses by planning for both pedestrian and bicycle travel on the new extension, and explore the option to add a parallel bicycle path along the existing Riverwalk trail corridor without impacting the current pedestrian and wheelchair/mobility-assisted use;
3. To use a hard-surfaced path design that ensures full accessibility for wheelchair/mobility-assisted use and safety remains consistent throughout both the existing Riverwalk and extension;
4. To include showcasing the river and area's natural beauty, encouraging walking for leisure as well as travel between locations; and for interpretive signage to include natural & cultural education;
5. To extend use of the Riverwalk, especially during winter months, and improve safety through the addition of lighting along both the existing path and extension.

**Construction Standards: Type 1 Trail, hard surface tread.**

All work is to adhere to Ministry of Transportation Standards and municipal standards, where applicable, and/or the Shuswap and Provincial Trail Design Standards and Best Practices (Shuswap Trail Design Standards, STA, 2008. aka Provincial/Whistler/IMBA Standards, 2003). Further design best practices are drawn from the *Geometric Design Guide for Canadian Roads* (Transportation Association of Canada, 1999), especially with regard to shared use measurements and standards.

Design specifications are outlined briefly below and in detail in the engineering designs and notes attached.

**Characteristics:**

- Hard surface separated pathway (separation from motorized vehicles preferred to encourage high use)
- Easier/Beginner trail user; designed for high use
- Existing Riverwalk trail: 2-way separated pedestrian/mobility-accessible use
- Extension: 2-way separated pedestrian/bicycle/mobility-accessible use
- Existing Riverwalk with Parallel Bicycle Option: 2-way separated bicycle path

**Finish:**

- **Extension:** Recommend asphalt surface finish; 3 metres (10 feet) width. Rationale: the hard surface is required to maintain consistency of use with the existing Riverwalk and meet overall pedestrian/bicycle/accessibility objectives. The surface must also be able to integrate into an extended rail-trail greenway system, as it develops, and be cost effective.
- **Existing Riverwalk surface finish** – maintain existing sectioned concrete surfacing; 1.8 – 2.0 metres (6 feet) width
- **Parallel bicycle path** – asphalt surface finish; separated 2.0 metre (6 feet) width
- All trails: grade maximum 5%; surface crown 2% cross-fall to prevent pooling water  
(See engineering designs attached for detailed specifications.)



**Enderby-Splatsin Riverwalk Extension and Enhancement Plan: ALIGNMENT**  
 Summary of concept route & options:

- Existing Riverwalk: 6 ft width
- Option: parallel bicycle path alignment next to existing path
- Narrow pinch-point at Regency on the River – is there an option for bicycle route to loop to west?
- Option: parallel bicycle path alignment next to existing path
- Narrow pinch-point at River Rocks – loop bicycle route to west
- Utilize rail-bed for shared pedestrian/bicycle route – existing Riverwalk through Belvedere Park stays pedestrian-only
- Pedestrian connector to rail-bed
- Riverwalk extension continues along rail-bed as shared pedestrian/bicycle/mobility accessible pathway
- Riverwalk connector to Old Vernon Road
- Riverwalk extension crosses Old Vernon Road and becomes separated parallel shared use pedestrian/bicycle/mobility accessible pathway connecting the Splatsin Community Centre and the Quilkwa Centre at the Hwy 97 crossing

*See the attached Engineering Drawings, maps, and specification notes for full plan details, including options for bicycle pathway.*

**Signage:** (Reference: Splatsin and City of Enderby Sign Standards, MoTI, and Shuswap Trail Sign Standards)

- **MoTI Sign Standards:** Where required, Ministry of Transport sign standards are utilized (i.e. road crossings) – see the Engineering Design Drawings attached.
- **Secwepemc Language and Names:** Utilize Secwepemc language signs, where possible (e.g. Stop/Est'il)
- **Wayfinding Signs:** Where possible, it is recommended a hybrid design for trail wayfinding signs are adopted using the Shuswap Trail Sign Standards (arrows and icons). And that these be combined with the City of Enderby and Splatsin brand design. Rationale: to provide consistency of basic information for both visitors and local trail users, and to integrate the basic language of direction finding (wayfinding) into the wider Shuswap Trail Standards. These wayfinding standards are based on the Provincial trail standards which assure a high level of consistency and recognition throughout the region. As well, this leaves the signs open for integration into an extended rail-trail system, as it develops.



- **Interpretive Signage:** work is underway between Splatsin and Enderby leadership to develop interpretive content and application of Secwepemc names, where appropriate. An interpretive design template has been prepared based on the existing heritage signs currently installed on the existing Jim Watt Heritage Walk. A joint Splatsin/Enderby working group will finalize placement and content.



Historic interpretive signs on existing Riverwalk trail.

**Trail to Trail Junctions:**



Where a junction or transition of trails occurs, especially where the existing Riverwalk meets the new multi-use Extension along the rail grade, a series of bollard posts is used to slow, stop, and/or filter users. This is accompanied by applicable signage. See engineering designs for details.

(Sample shown: Galloping Goose trail, Victoria)

**Trail to Road Junctions:**



Where a crossing with a road occurs, clear and appropriate signage and use of bollard posts will be used to stop and warn trail users as well as motorists. Ministry of Transport standards will be used for road crossings. Pedestrians and Cyclists will be concentrated at one single crossing point to increase safety. See Engineering Design Drawings for detailed notes.

(Bollard Sample Shown: Galloping Goose Trail, Victoria.)

### Parallel Bicycle/Pedestrian Trails (option for existing Riverwalk Trail)



Sections of the existing Riverwalk can accommodate alignment of a parallel bicycle path to compliment but not impact the existing pedestrian pathway.

Where pinch-points exist (River Rock Café, Regency on the River) alternate routes will need to be established. The concept designs and mapping demonstrates how this might work, but acknowledges a statutory right of way would be required from property owners.

At Belvedere Park, there is room to accommodate a parallel bike path. However, reflection with the steering committee noted a number of other challenges, including location of benches, picnic tables, and businesses. For this section, extending the multi-use path north along the rail bed to Cliff Avenue seemed to make the most sense, leaving Belvedere Park as a pedestrian route.

(See Engineering Design Drawings attached for complete overview alignment.)

## Curvilinear Trail Design



Where possible, curvature in the trail alignment is desired as a design standard, accompanied by positive alternating visual anchors along the trail corridor. Gentle meander and anchors like benches, trees, and even garbage cans, and gateway transition points like hedgerows and disappearing corners help to curb bicycle speed and make for a more attractive pathway corridor.

(Sample photo: Galloping Goose Trail, Victoria. Note desirable green separation of pedestrian and bicycle paths.)

### A Note about Centre Lines

The sample photos above from the Galloping Goose trail in Victoria all show the use of a centre line to assist with separating two-way flow of traffic. On multi-use trails with higher user volumes it is recommended separated trails and/or provision of a centerline should be considered, if possible. (See engineering design notes attached.)

## Trailheads:



The scope of this plan utilizes existing trailhead entry, staging, and parking locations throughout the Splatsin and Enderby communities, including the new Splatsin Community Centre. No new trailhead parking areas are identified for development. (Photo: trailhead parking at north end of existing Jim Watt Riverwalk trail, Enderby)

**Lighting Plan:** Four options for lighting along with approximate costs were explored for the entire Riverwalk trail and extension. These included a wired bollard style, a wired Bollard/Post Top Style combination, a wired Post Top Style, and a Solar Post Top Style. Of the four options, the wired Bollard/Post Top Style combination was recommended by Lawson Engineering and Development Services. Their rationale is:

*Our recommendation for lighting is to stick with a wired system, and for esthetic and financial reasons we would recommend to install a bollard style / post top style combination. We would recommend staying with a wired system for two reasons, the first being that electrical connections are readily available throughout the existing and proposed extension of the Riverwalk, making a wired system a cheaper option. The second reason being that a wired system will remain functional no matter where it is placed, if a solar system is installed, there may be areas, or pockets, where the panel does not get enough sunlight and a wired system may not be an option as power has not been extended to it. (Correspondence, October 26, 2015)*

A table comparing the advantages and disadvantages and estimated costs of each style, along with background information, is attached. As well, a detailed lighting design plan is included for the preferred option.

**Re: water in underground conduit** – because of high water flooding of the Shuswap River, the concern for water affecting wiring was raised. Consultation with Lawson Engineering’s electrical engineer suggested it was common to have water in underground conduit. The insulation on the wires is waterproof, and the splices are typically kept dry, but are also water resistant. It is also common practice to put drains on conduit so that they can dry out after a potential flood event. (Correspondence, October 27, 2015)



**Additional Amenities (Benches, Trash Bins, Dog Bag Dispensers):** additional amenities to consider within the trail design include benches, bag dispensers for dog walkers, and trash bins. The engineering designs identify potential bump out locations along the trail corridor to consider for benches which also factor in high-value natural viewing areas. Currently several different bench styles are utilized along the existing Riverwalk. It is suggested a review of the options weighing cost, structural resilience, and user feedback be conducted and a preferred design be chosen for the extension.



**Bag dispensers for dog walkers and trash bins** – trash bins and bag dispensers at key trail entry points and rest points should be considered, but weighed against community capacity to pay for upkeep and collection. As well, suitability of receptacle type within the riparian corridor should be assessed for animal interface. Generally, the open barrel style is not suitable where bears are present.



**Landscaping Standards and Potential Improvements:** Overall, it is recommended landscape enhancements be minimal and the existing natural habitat features along the Riverwalk extension be maintained. This best meets the environmental objectives of the project. Planting of privacy vegetation is recommended along the private Splitsin land between the rail bed and Old Vernon road. Where landscaping such as is this is warranted, it is recommended natural plant species be utilized wherever possible. (See Environmental Context summary below and review notes attached.)

**Jurisdictional Notes:** the existing and proposed Riverwalk extension all fall within the traditional territory of the Secwepemc Nation and the primary area of care of the Splitsin. Several other jurisdictions also carry responsibility for ensuring appropriate management of lands along the corridor. Much of the existing Riverwalk pathway is within City of Enderby boundary, but also within the riparian zone of the Shuswap River. Hence, it also falls under Ministry of Environment and Department of Fisheries and Oceans jurisdiction. The proposed section along the abandoned Rail bed is still under Canadian Pacific Railway ownership, and will require acquisition in order to proceed. The southern section crosses onto Splitsin IR#2 Reserve Lands and then travels within the road right-of-way managed through the Provincial Ministry of Transport. MoT approval will be required, as well as Splitsin commitment to include an additional meter to the existing Right-of-Way along

sections of the Road ROW to make up the 3 meter pathway width required to accommodate 2 way pedestrian and bicycle traffic.

**Environmental Context and Preliminary Review:** The existing Riverwalk trail and proposed extension follow the Shuswap River along the riparian boundary. The fisheries habitat values are very high. A preliminary environmental screening was conducted under direction of Adam Neil (Operations Manager/Environmental Scientist, Splitsin Title and Rights) by Jeremy Ayotte (MSc RPBio) in consultation with Splitsin Fisheries staff to assess the feasibility and best location for a trail extension.

Initially, the trail concept included the idea of constructing a new trail tread or elevated boardwalk within the low-lying riparian area of the Shuswap River just south of the existing trail. But given the historical industrial impacts along the west bank of the channel, the slow re-establishment of riparian vegetation, and the opportunity to use the Riverwalk extension as “an opportunity to increase public awareness, control invasive plants, and restore the natural values of this impacted area” (J. Ayotte MSc RPBio, Screening Report, July 14, 2015), it was recommended the extension alignment within the low-lying riparian area be avoided in favour of using the already impacted and existing rail bed. It was acknowledged this would have the lowest environmental impact, meet the objectives of the greenway trail project, and provide opportunity for education and improved restoration of the riparian area.

Although unlikely, it was recommended a survey for habitats used by species at risk should be completed before final trail layout. See the full environmental review attached.



**Cultural/Traditional/and Archeological Review:** Splitsin staff, in reviewing the proposed alignment of the pathway extension, determined a formal traditional use and archeological review was not necessary given the primary alignment was within either the existing rail bed or road corridor.

**Private Landowner Consent:** the section of path between the rail bed and Old Vernon Road along the Splitsin and City of Enderby boundary will require formal permission from the land owners. Privacy vegetation and installation of a memorial bench have been recommended.

**Approvals/Notifications:** A Riparian Areas Regulation (RAR) Review will be required prior to final design and construction for the alignment of trail along the City of Enderby/Splitsin boundary to Old Vernon Road. An application to the Ministry of Transportation will be required for approval to build within the road right-of-way. Final approval for development on Splitsin and City of Enderby lands will be required through each community’s respective development offices. As well, a Section 9 Notification to the Ministry of Environment and Department of Fisheries and Oceans will be required prior to commencement of work.

**Costing Summary: (see detailed Class 'C' Opinion of Probably Costs attached)**

Section	Trail Construction	Cost per Meter
Riverwalk Extension – Existing Riverwalk to Railbed	\$23,071.70	\$549.33
Riverwalk Extension – Railbed	\$106,477.35	\$253.52
Riverwalk Extension – Railbed to Old Vernon Connector	\$31,829.70	\$353.66
Riverwalk Extension – Old Vernon Road	\$237,122.81	\$359.28
<b>Total Preliminary Construction Cost</b>	<b>\$389,501.57</b>	

Section	Trail Construction	Cost per Meter
Riverwalk Extension – Lighting	TBD	TBD
Riverwalk Existing – Lighting	TBD	TBD
<b>Total Preliminary Construction Cost</b>	<b>TBD</b>	

**Attachment A: Environmental Review**

**Attachment B: Technical design reference notes**

**Attachment C: Engineering design drawings, site mapping, and specifications package**

**Attachment D: Class 'C' Opinion of Probable Costs**

**Attachment E: Lighting Options, Advantages/Disadvantages Comparison, and Costs**

**Attachment F: Lighting Notes**

**Attachment G: Inventory of Existing Trail and Amenities**

**Jeremy Ayotte MSc RPBio**  
168 Larch Hills, Salmon Arm BC, V1E 2Y4  
Tel. 250-804-3513  
Jeremy.Ayotte@gmail.com



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July 14, 2015

Phil McIntyre-Paul  
Shuswap Trail Alliance  
PO Box 1531  
Salmon Arm BC V1E 4P6

**Subject:** Environmental screening overview for proposed Enderby-Splatsin Riverwalk Extension Trail

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I assessed the potential environmental impacts of extending the City of Enderby Riverwalk Trail approximately 0.75 km along the Shuswap River to connect with the Splatsin Conference Center.

The two trail location options considered were: 1. Construct new trail tread or elevated boardwalk within the low-lying riparian area of Shuswap River or, 2. Align new trail tread within the existing rail bed.

The fisheries habitat values of this section of Shuswap River shoreline are very high. This channel provides key rearing habitat for salmonids off the main river channel. There are Provincial Fisheries Database records here confirming use of this area by Chinook salmon, Coho salmon, and Rainbow Trout (among other species). The slow moving backchannel is actually the confluence of Fortune Creek (south), Leduc Creek (east) and the Shuswap River. The reed grass and overhanging vegetation along the channel banks provide critical shade and nutrient inputs for teeming young salmon that are rearing in this backchannel during high water conditions.

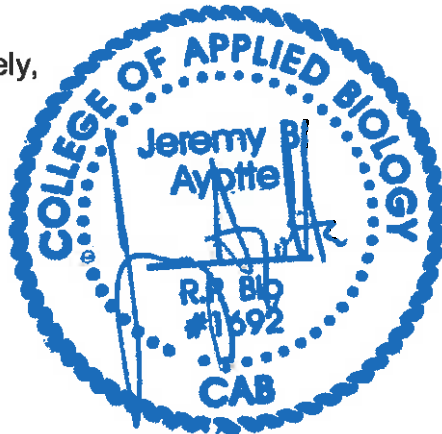
I walked the proposed trail extension area with Stuart Lee (Splatsin Fisheries Technician) who provided historical context on the area. This west bank of the channel has been highly impacted in the past from industrial development as a mill site, and as the edge of the railway right of way. Riparian vegetation is slowly re-establishing between the rail bed and the channel, although several invasive plant species are prevalent and will impact the colonization of native plants. The undisturbed cottonwood forest on the opposite (east) side of the channel provides an excellent example of what this riverbank would develop into if restored. Extension of the Riverwalk trail could be an opportunity to increase public awareness, control invasive plants, and restore the natural values of this impacted area.

Avoiding new trail construction within the low-lying riparian area and instead extending the Riverwalk trail within the existing rail bed would have the lowest environmental impact. It is my understanding that the existing rock ballast of the rail bed has been tested negative for contaminants and if structurally appropriate, could be left in place. Even if the rock ballast must be removed, there would be less impact on existing riparian vegetation than constructing new trail within the low-lying riparian area. The final section of trail connecting to the Splatsin Conference Center would leave the rail bed and travel through a previously disturbed industrial area. Although unlikely, a survey for habitats used by species at risk should be completed before final trail layout.

If examined in more detail and deemed low-impact, a short section of elevated boardwalk extending from the rail bed to a viewing platform on the edge of the channel could be considered. The viewing platform may provide further opportunity for public education on the fisheries values, the historic degradation of the channel bank, and the restoration provided by converting the rail bed to public trail.

Please contact me if you have any further questions.

Sincerely,



Jeremy Ayotte MSc RPBio

Monday, September 28, 2015

Attn: Phil McIntyre-Paul  
Shuswap Trail Alliance  
141 Shuswap Street SW  
Salmon Arm, B.C. V1E 4H8

RE: Preliminary *Enderby-Splats'n Riverwalk Extension & Enhancement Plan* Design

Dear: Mr. Phil McIntyre-Paul & Involved Stakeholders.

Lawson Engineering and Development Services Ltd. (LEDS) was retained by Mr. Phil McIntyre-Paul of the Shuswap Trail Alliance in the matter of supplying engineering and consulting services in regards to the *Enderby-Splats'n Riverwalk Extension & Enhancement Plan*. After an initial site assessment and topographic survey LEDS has progressed to the next step of designing site-specific multi-use *shared* and *separate* laneway paths to in end, deliver possible options that best fit physical circumstances and involved stakeholders of the project. The purpose of this memorandum is to provide reference and insight into the design of a multi-use *shared* and *separate* path.

The Geometric Design Guide for Canadian Roads, 1999 is published by the Transportation Association of Canada. The recommended practices in the guide will be used throughout this project. The major relevant points from this guide related to route planning and design are list below:

- Bike routes must have adequate space, a smooth surface, the ability to maintain bike speed, and connectivity.
- Bicycle trails intended for use by commuters should follow a direct route to popular destinations. Rail corridors can offer an opportunity to provide a high quality commuter trail.
- While trails shared between cyclists and pedestrians offer benefits, conflicts between users can occur. Segregated trail, separate facilities, and/or provision of a centerline should be considered, if possible.
- The recommended widths for bicycle lanes are provided in TABEL A.2 – Bike Trail Lane Width. **The minimum recommended width for a two-way trail shared with pedestrians in 3.0 meters.**
- A horizontal clearance of 600mm is generally maintained between a bikeway and any lateral obstruction (i.e. lights).

**TABLE A.2 BIKE TRAIL LANE WIDTH**

CLASSIFICATION		LANE WIDTH (m) Design Domain
DIRECTION	USE	
Two-Way	Cycling Only	2.5 to 3.5
	Shared With Pedestrians	3.0 to 4.0
One-Way	Cycling Only	1.5 to 2.0
	Shared With Pedestrians	2.0 to 3.0

Source: Geometric Design Guide for Canadian Roads, Table 3.4.6.1.

**Multi-use Trails:**

Multi-purpose trails provide a single bi-directional trail that can either be on one side of a road right-away or can be completely removed from road networks altogether. Multi-use trails are wide, hard-surfaced pathways connecting to or through the city greenbelt, right-of-way, or parkland. There are primarily 3 different options for multi-use trail surfaces: (1) granular (hard packed fine granular), (2) paved (asphalt only), and (3) paved divided (asphalt with a clearly delineated painted center-line). In order to keep consistent with the existing trail corridor options 2 & 3 are recommended in this preliminary design. Across different references a median trail and shoulder width for a multi-use trail should consist of a trail-width of 3-4m (wider in sections with higher traffic) and shoulder width of 0.4-1m. Because trails are shared between many different types of users, grades should never exceed 5% as to promote safe accessibility while to also not deter inexperienced users. It should likewise be noted that multi-use trails should have approximately 2% cross-fall on surfaces to prevent pooling of water on trail surface and the possibility of creating hazardous conditions. Trail design should also incorporate numerous path specific signage (etiquette, length, services, direction) benches, shaded rest areas, bag dispensers for dog walkers, trash bins, and water fountains if/where appropriate.

For the section of *Riverwalk Extension* that parallels the Old Vernon Road and Quilakwa Crescent there are two major options based on: (1) both cyclists and walkers occupying the same shared surface, or (2) cyclists occupying a paralleled 1.0m wide extension of the road right-of-way and walkers occupying a separated pathway. In the case of a *shared multi-use path* (cyclists and walkers), the path would be separated from the road right-of-way by a 2m wide drainage ditch. In the case of the cyclists paralleling the road right-of-way on a 1.0m extension, the path for walkers would be similarly separated by a 2m wide drainage ditch. Both methods propose trade-offs, but are both viable options [dwg R6].

For the section of *Riverwalk Extension* that will not parallel any road right-of-way the decision is much more straightforward as the path is proposed to consist of one single asphalt surface with a clear-of-obstacles shoulder (0.5m) and to be either delineated by a painted/marked dividing line between cyclists and walkers, or to have no separation



between different users [dwg R3].

### **Trail Lighting:**

There are several options for lighting the proposed trail and a number of different options that have been used across the province. Factors that influence lighting choices include the soil conditions, the overhead clearance, trail location, trail features and types of trail users. Options available include:

**Wired** – Wired lighting can be expensive to install and the most difficult to repair, however with a good design and quality components it can be the easiest to operate and maintain. It is likely that in this scenario the wires will be placed underground within a conduit.

**Battery Powered** – Battery powered lights are the cheapest to install and repair, but they are very difficult to maintain. Depending on the brightness of the lighting, batteries may need frequent replacement. If dead batteries go unnoticed, it presents a danger to trail users who must face a completely dark section of trail. Lights of this kind are usually only practical on trails with high traffic where a dead battery is likely to receive notice before an emergency.

**Solar** – Solar lights power themselves and are the most environmentally conscious option. There are no interconnecting wires with solar lights, which means repairs are contained to a single fixture at a time. However, solar-powered lights are not recommended in places with a significant tree canopy or where natural light is limited. The units can be very costly upfront, however in comparison to a wired system may be an option if the natural light can keep up to the solar needs.

**LED** – No matter what the power source, LED bulbs are a very strong option and are recommended. In comparison to standard incandescent bulbs, they produce much more light with very little power. In addition, LED's need to be replaced far less frequently thanks to their efficiency and durability. LEDs do have a greater initial cost than standard bulbs. Some common complaints about LED bulbs include uneven or unnatural lighting, flickering, and change in color over time.

Lighting fixtures on trails should be shorter and closer together than street-lights. They should be at an appropriate scale for the trails users while still providing an appropriate amount of horizontal and vertical clearance. Light fixtures in general shall be 25 – 35m apart, depending on the tree placement and the curve of the path.

Lights on a trail should, at the very least, be installed at the following locations according to AASHTO guidelines:

- Trailheads
- Public gathering places
- Along streets

- Cross-walks
- Where the path crosses another path or sidewalk
- On signage

This document is meant to shed light on the premises through which the development of the preliminary design plan for the *Enderby-Splats'n Riverwalk Extension & Enhancement Plan* is comprised. We would be pleased to meet with you and discuss any concerns with the project and address any concerns that may arise. Please contact us to discuss further.

Best Regards,

Lawson Engineering and Development Services Ltd.

**DRAFT**

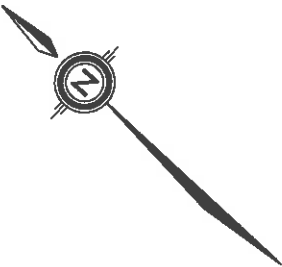
Blake Lawson, P.Eng  
Project Engineer  
[blake@lawsondevelopments.com](mailto:blake@lawsondevelopments.com)

[www.lawsondevelopments.com](http://www.lawsondevelopments.com)



# ENDERBY-SPLATS'N RIVER-WALK EXTENSION AND ENHANCEMENT PLAN

DRAWING INDEX:

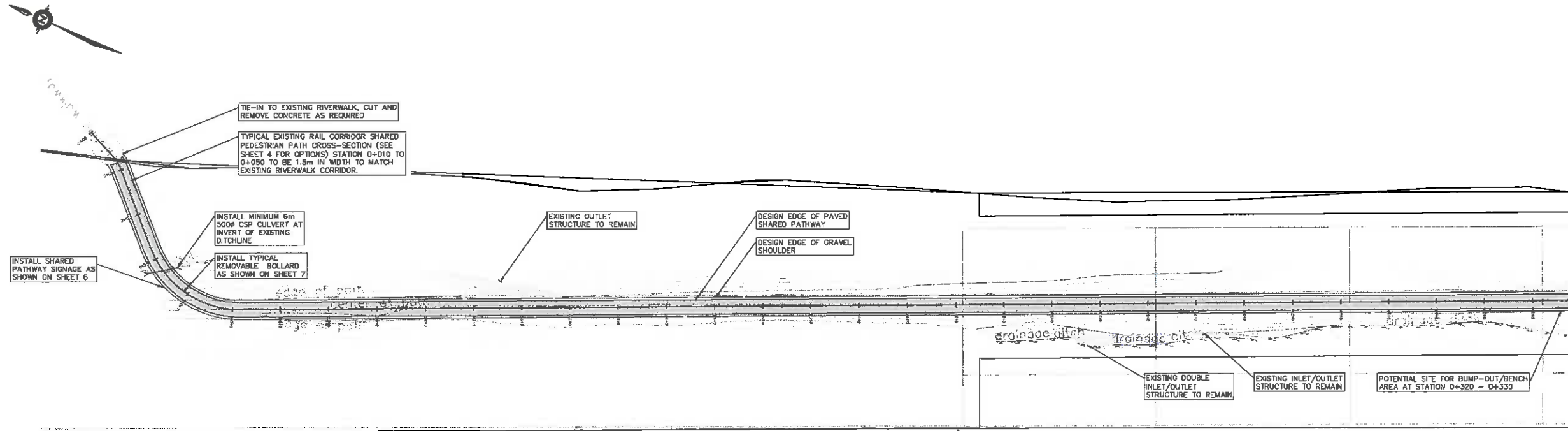
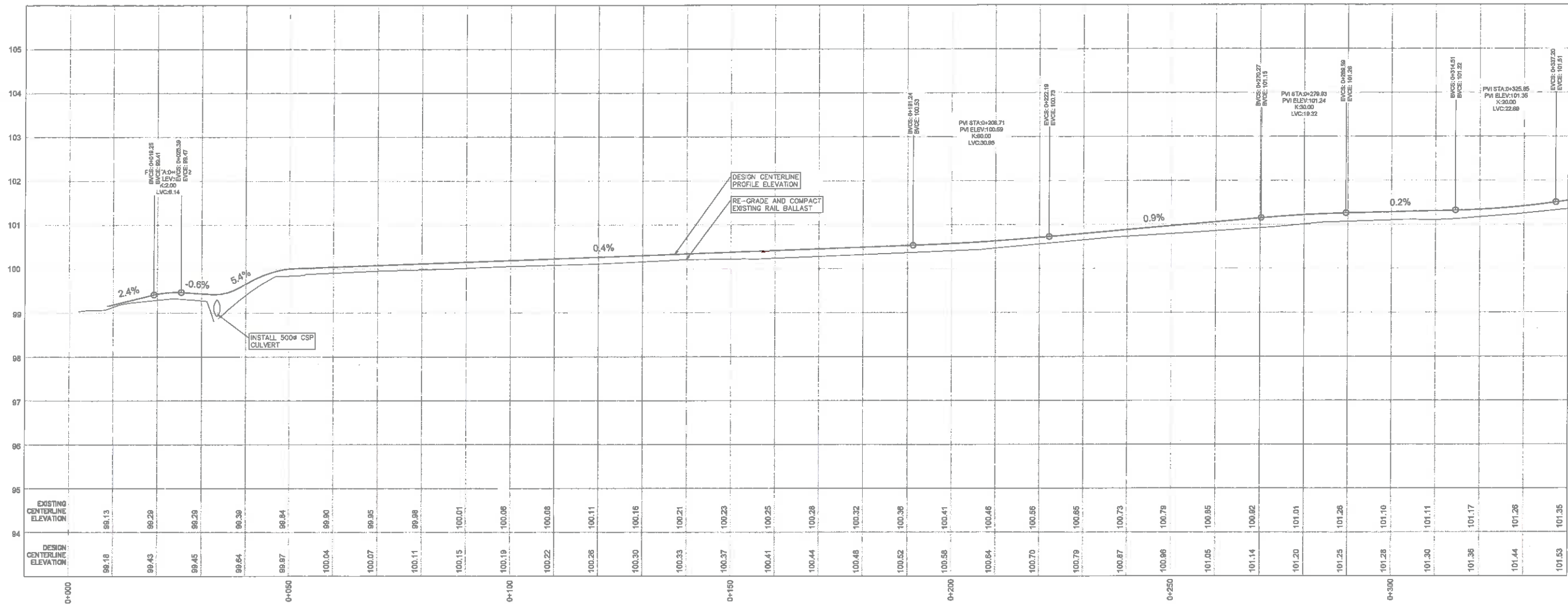
- SHEET 2 OF 8 = RAIL-BED/PROFILE (R-1)
- SHEET 3 OF 8 = RAIL-BED/PROFILE (R-2)
- SHEET 4 OF 8 = RAIL-BED/PROFILE (R-3)
- SHEET 5 OF 8 = OLD VERNON RD/PROFILE (R-4)
- SHEET 6 OF 8 = OLD VERNON RD/PROFILE (R-5)
- SHEET 7 OF 8 = QUILAKWA CRS/PROFILE (R-6)
- SHEET 8 OF 8 = RIVERWALK OVERVIEW (O-1)



PLOT October 20, 2015 COMPUTER-AIDED WITH EVERYONE/LAWSON ENGINEERING AND DEVELOPMENT SERVICES PROJECTS/2015 CIVIL/LAWSON/AUTOCAD/SHUSWAP TRAIL ALLIANCE - DSN - REV.DWG (REF-DWG-VALUES)

DWG No: 23-1	SHEET: 1 OF 8	DESIGN BY: ALISTAIR WATERS DESIGN DATE: SEPTEMBER 17, 2015 REVIEWED BY: BLAKE LAWSON, P.ENG. DRAWN BY: ALISTAIR WATERS SITE REVIEW: LEDS SITE REVIEW DATE: AUGUST 20, 2015 FILE NAME: SHUSWAP TAIL ALLIANCE - DSN.DWG SCALE: AS NOTED REVISION NUMBER: 1 ALL MEASUREMENTS IN m UNLESS OTHERWISE NOTED.
PREPARED FOR: SPLATS'N/CITY OF ENDERBY/SHUSWAP TRAIL ALLIANCE 	PREPARED BY: 	

Plot October 20, 2015 COMPUTER-AI-ZA SHARED WITH EVERYONE\LAWSON ENGINEERING AND DEVELOPMENT SERVICES\PROJECTS\23-1\_CIVIL\DRAWINGS\AUTOCAD\DWG\TRAIL ALLIANCE - 23-1 - REPT\JWG (REF-ENG-MANUALS)



**LEGEND**

**EXISTING**

- HYDRO/TELEPHONE POLE
- HYDRO/TELEPHONE POLE C/W DAMT
- TELEPHONE POLE
- HYDRO POLE
- HYDRO POLE C/W TRANS.
- POST TOP STREET LIGHT
- GUY
- SANITARY MANHOLE
- STORM MANHOLE
- CATCHBASIN
- FIRE HYDRANT
- GATE VALVE
- SANITARY SEWER
- FORCE MAIN
- WATER MAIN
- GAS
- UNDERGROUND TELEPHONE
- FENCE
- DECIDUOUS/EVERGREEN
- HEDGE

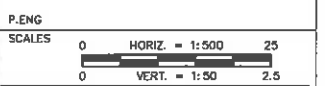
**PROPOSED**

- SANITARY MANHOLE
- STORM MANHOLE
- CATCHBASIN
- GATE VALVE
- FIRE HYDRANT
- SANITARY SEWER
- STORM SEWER
- WATER MAIN
- DITCHLINE
- INLET/OUTLET HEADWALL
- END CAP
- WHEEL CHAIR RAMP
- DRIVEWAY LETDOWN

**NOTES:**

- CONTRACTOR TO VERIFY LOCATION OF ALL EXISTING UTILITIES WITH ALL UTILITY COMPANIES PRIOR TO DIGGING.
- CONTRACTOR TO CO-ORDINATE UTILITY RELOCATION WORKS WITH UTILITY COMPANIES AS REQUIRED.
- ALL CONSTRUCTION TO BE IN ACCORDANCE WITH CITY OF ENDERBY, SPLATSIN, AND MINISTRY OF TRANSPORTATION STANDARDS.

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	DATE	17-SEP-15		
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**LAWSON**  
 ENGINEERING & DEVELOPMENT  
 SERVICES LTD.

**ENDERBY-SPLATSIN  
 RIVER-WALK  
 EXTENSION &  
 ENHANCEMENT PLAN**

**MULTI-USE  
 RIVER-WALK PATH**

**ABANDONED  
 RAILWAY-BED**

STATIONS 0+000 TO  
 0+320

PROJECT No.	<b>23-1</b>
SHEET	2 OF 8
DWC. No.	R-1
REV. No.	<b>1</b>

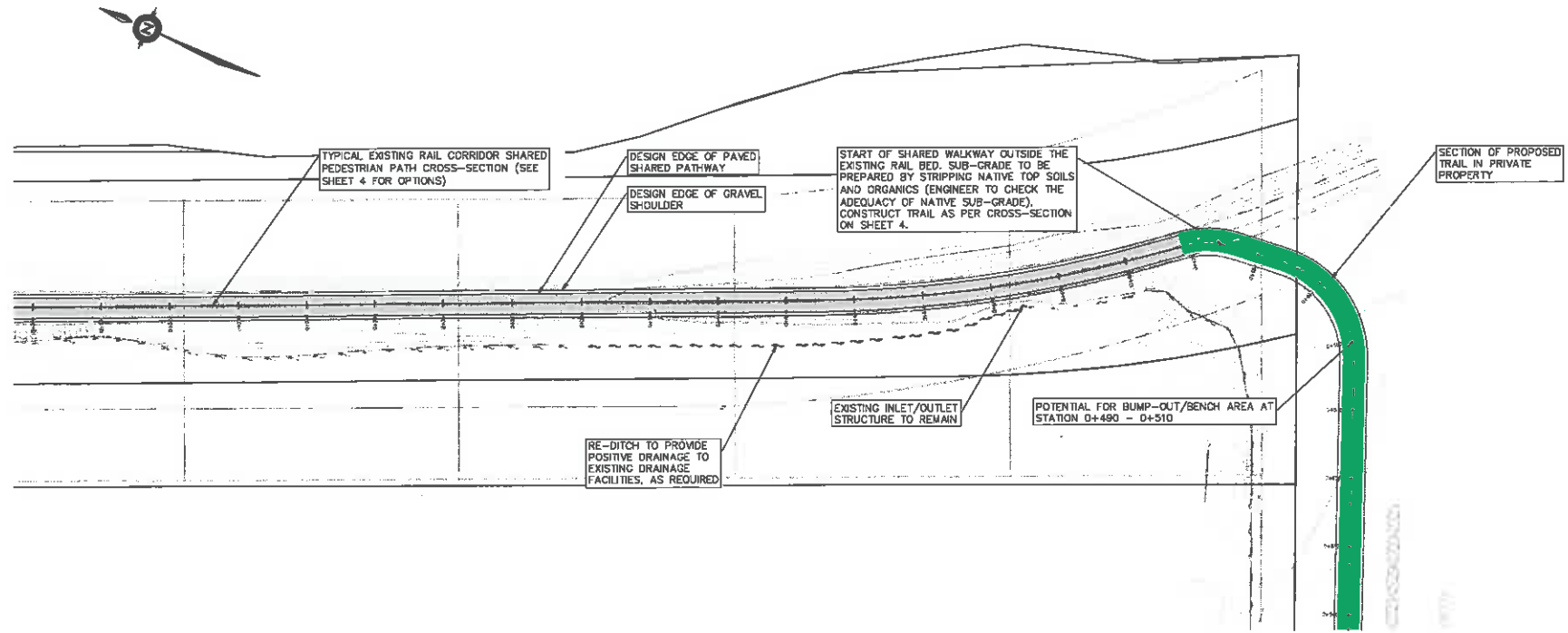
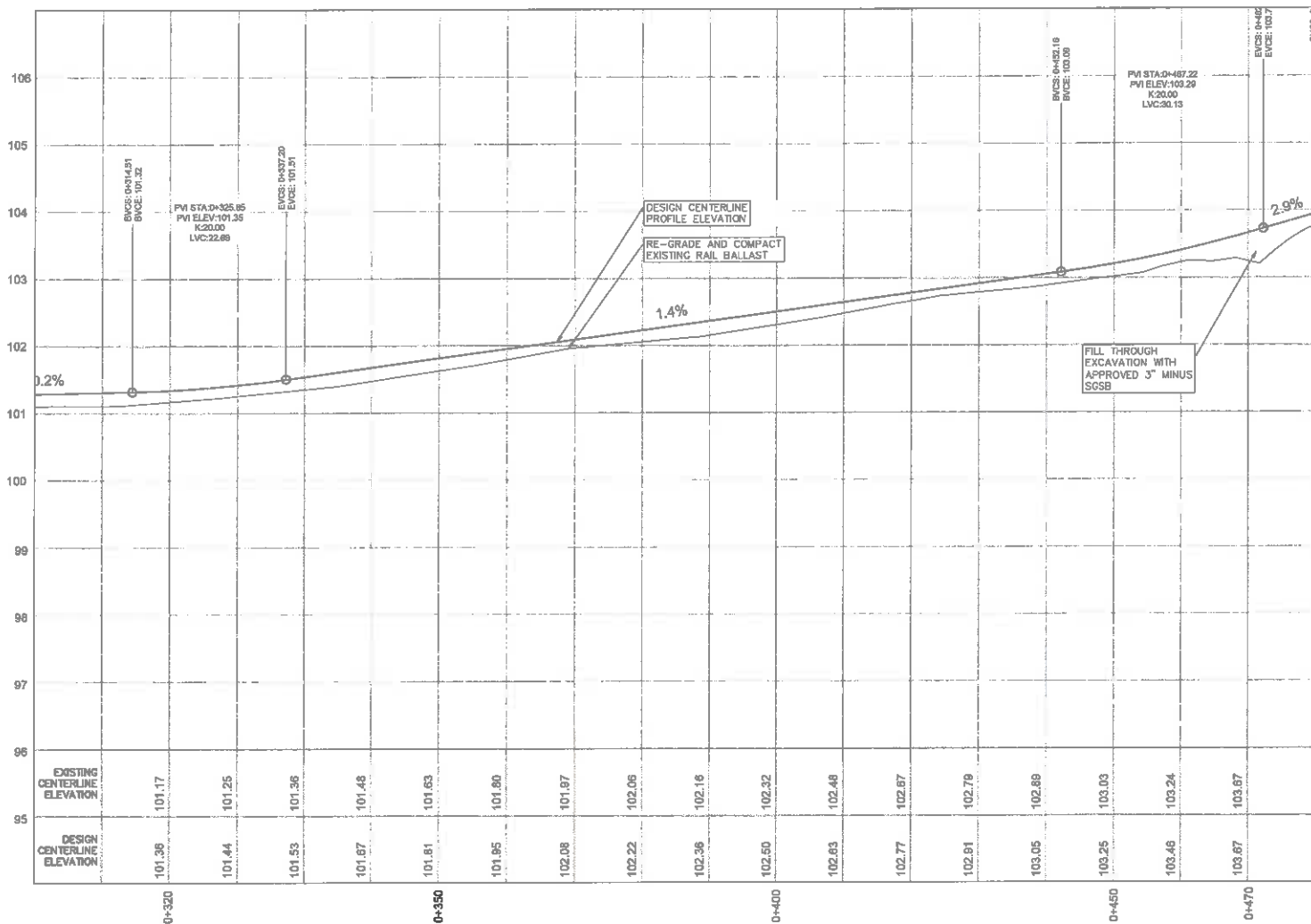
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\*NOTE: ELEVATIONS SHOWN ARE ARBITRARY AND DO NOT REFERENCE A GEODETIC BENCHMARK

PLOT October 20, 2015 COMPUTER-1-2A SHARED WITH EVERYONE/LAWSON ENGINEERING AND DEVELOPMENT SERVICES/PROJECTS/2A/1 CIVIL DRAWINGS/AUTOCAD/SHARED TRAIL ALLIANCE - RSN - REV.DWG (REF-DWG-NAMES)



# SIGNAGE MINISTRY OF TRANSPORTATION

## MULTI-USE SHARED PATH MARKED CENTER-LINE



## MULTI-USE SHARED PATH NO CENTER-LINE



### LEGEND

- EXISTING**
- HYDRO/TELEPHONE POLE
  - HYDRO/TELEPHONE POLE C/W DAMT
  - TELEPHONE POLE
  - HYDRO POLE
  - HYDRO POLE C/W TRANS.
  - POST TOP STREET LIGHT
  - GUY
  - SANITARY MANHOLE
  - STORM MANHOLE
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  - FORCE MAIN
  - WATER MAIN
  - GAS
  - UNDERGROUND TELEPHONE
  - FENCE
  - DECIDUOUS/EVERGREEN
  - HEDGE
- PROPOSED**
- SANITARY MANHOLE
  - STORM MANHOLE
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- NOTES:**
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NO.	DATE	DESCRIPTION	BY	APP'D
17	09/15	DRAFT FOR DISCUSSION	AW	BL
1	10/19	ISSUED FOR TENDER	AW	BL

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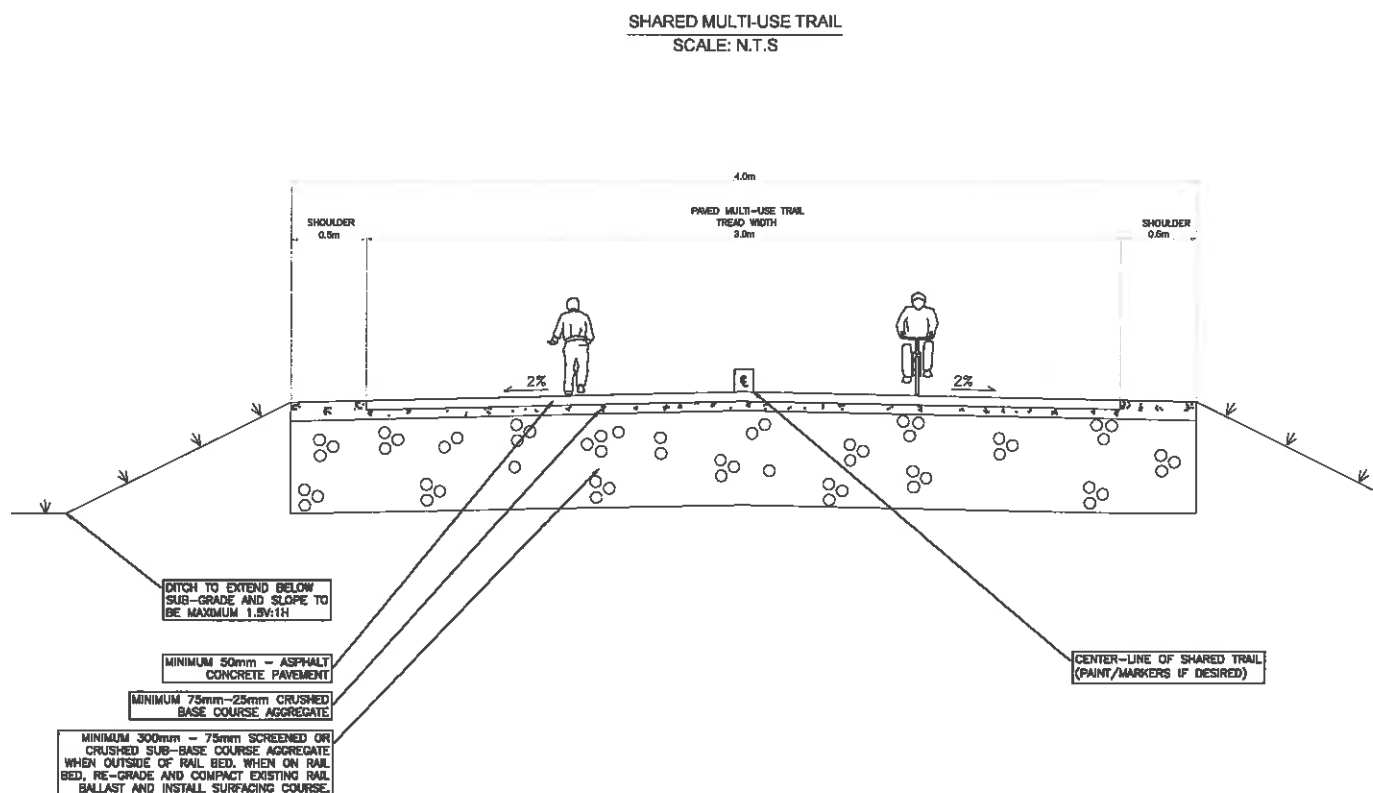
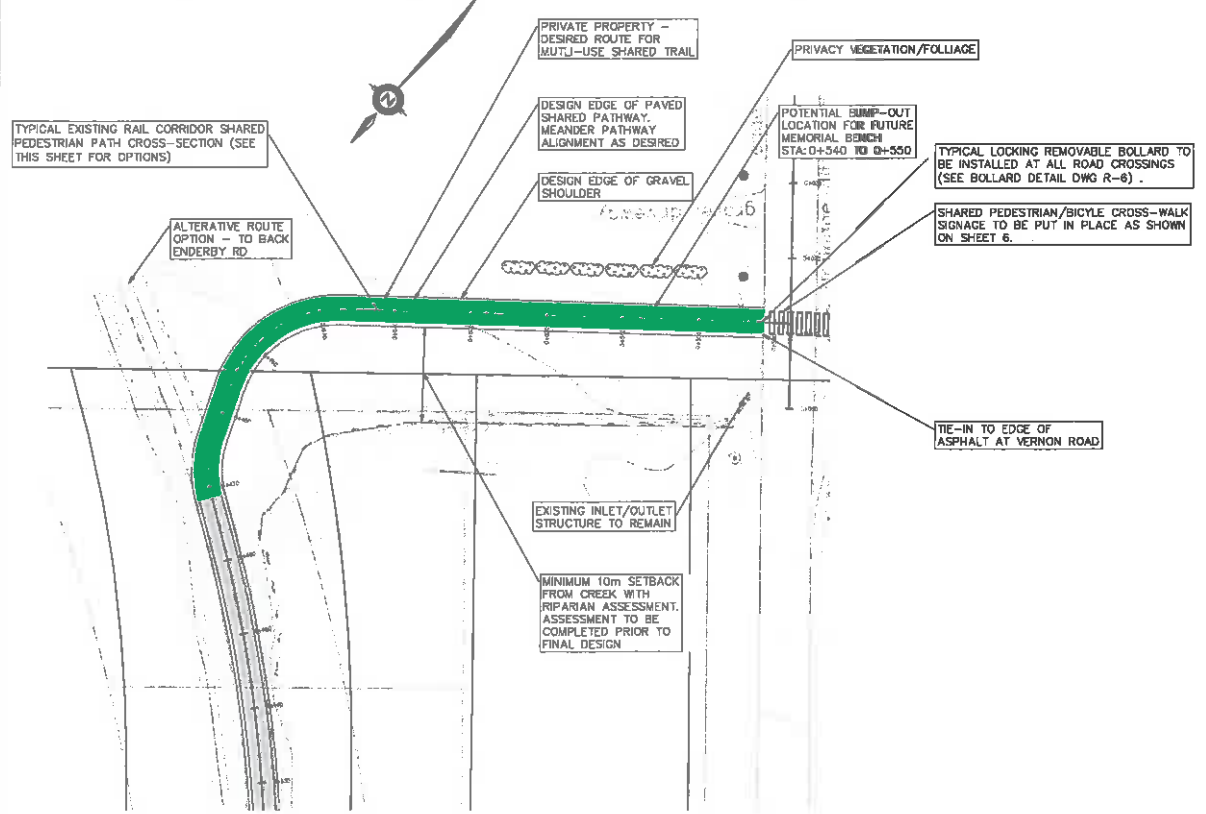
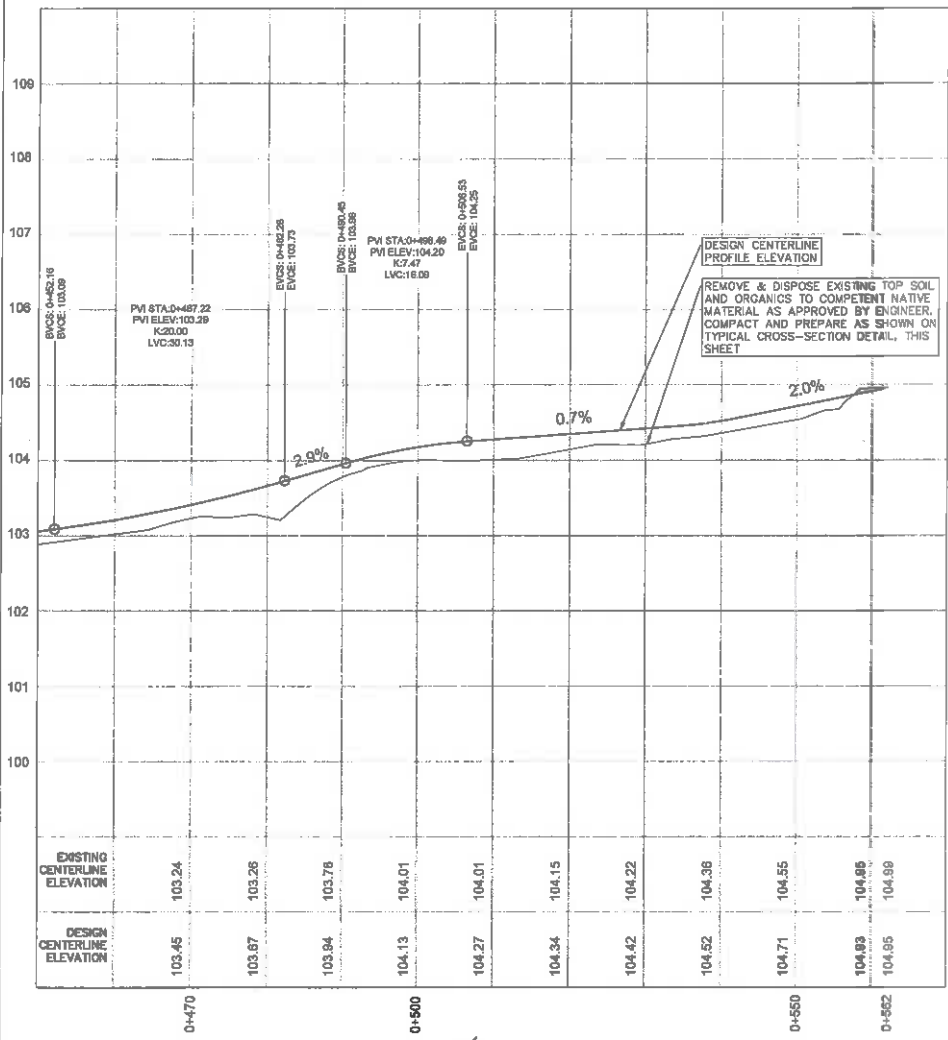
## ENDERBY-SPLATSIN RIVER-WALK EXTENSION & ENHANCEMENT PLAN

### MULTI-USE RIVER-WALK PATH ABANDONED RAILWAY-BED

STATIONS 0+320 TO  
0+470

PROJECT No.	<b>23-1</b>
SHEET	3 OF 8
DWG. No.	R-2
REV. No.	<b>0</b>

PLOT October 20, 2015 COMPUTER-PLANNED WITH EVERYONE/LAWSON ENGINEERING AND DEVELOPMENT SERVICES/PROJECTS/23-1/CONTRIBUTORS/AUTOCAD/SHUSHP TRAIL ALIGNMENT - DSN - REV.DWG (REF-DWG-MMS)



**LEGEND**

- EXISTING**
- HYDRO/TELEPHONE POLE
  - HYDRO/TELEPHONE POLE C/W DAWT
  - TELEPHONE POLE
  - HYDRO POLE
  - HYDRO POLE C/W TRANS.
  - POST TOP STREET LIGHT
  - GUY
  - SANITARY MANHOLE
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  - CATCH-BASIN
  - FIRE HYDRANT
  - GATE VALVE
  - SANITARY SEWER
  - FORCE MAIN
  - WATER MAIN
  - GAS
  - UNDERGROUND TELEPHONE
  - FENCE
  - DECIDUOUS/EVERGREEN
  - HEDGE
- PROPOSED**
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  - STORM MANHOLE
  - CATCH-BASIN
  - GATE VALVE
  - FIRE HYDRANT
  - SANITARY SEWER
  - STORM SEWER
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NO.	DATE	DESCRIPTION	BY	APP'D
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DATE	17-SEP-15	
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P.ENG

SCALES

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**ENDERBY-SPLATSIN RIVER-WALK EXTENSION & ENHANCEMENT PLAN**

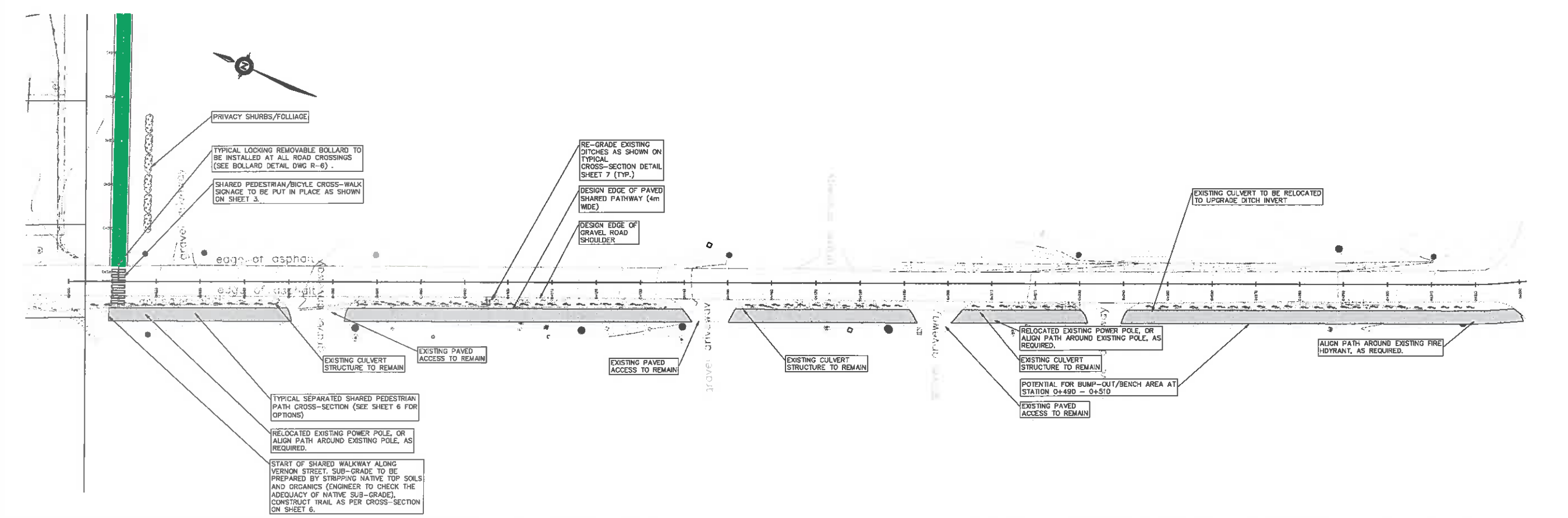
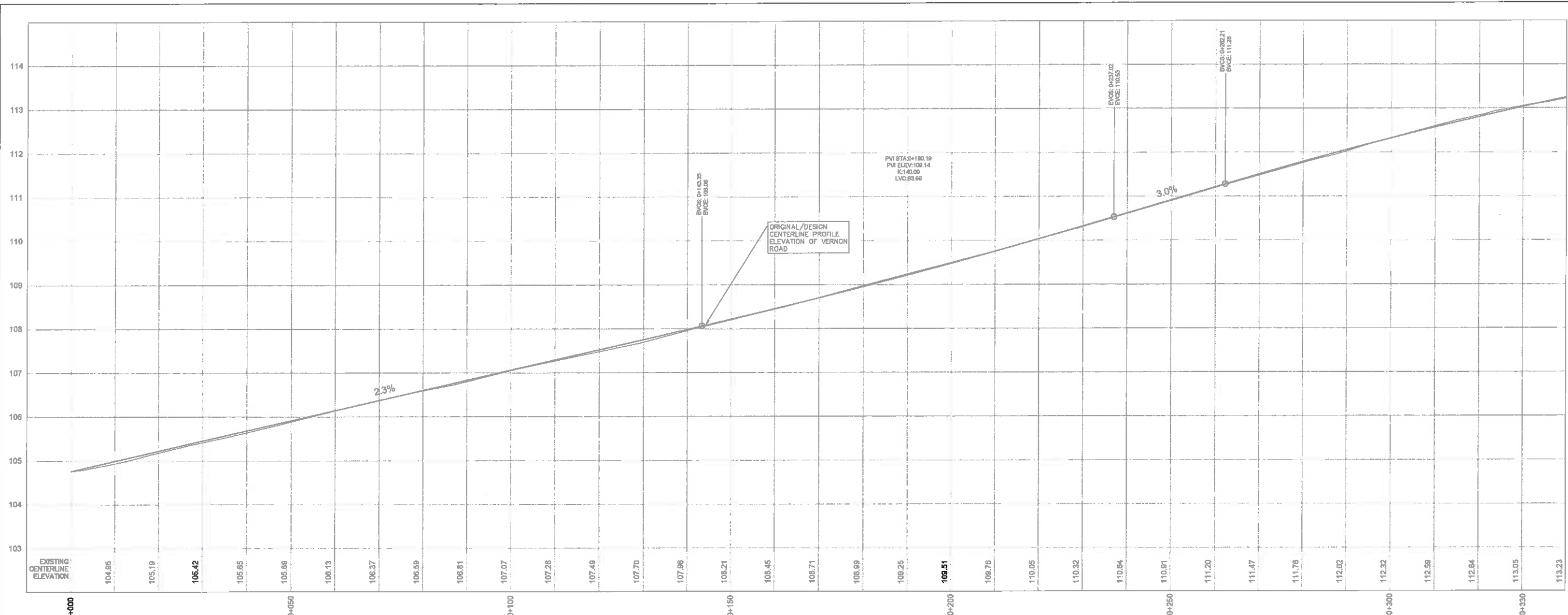
**MULTI-USE RIVER-WALK PATH**

**ABANDONED RAILWAY-BED**

STATIONS 0+470 TO 0+549

PROJECT No.	<b>23-1</b>
SHEET	4 OF 8
DWG. No.	R-3
REV. No.	<b>1</b>

PLOT October 20, 2015 COMPUTER-AIDED WITH EROSION/LAWSON ENGINEERING AND DEVELOPMENT SERVICES PROJECTS 23-1 CIVIL WORKINGS AUTOCAD/SHIPSUP TRAIL ALLOWANCE - DSM - REV.DWG (REF-DWG-WALKS)



**LEGEND**

- EXISTING**
- HYDRO/TELEPHONE POLE
  - HYDRO/TELEPHONE POLE C/W DAMT
  - TELEPHONE POLE
  - HYDRO POLE
  - HYDRO POLE C/W TRANS.
  - POST TOP STREET LIGHT
  - GUY
  - SANITARY MANHOLE
  - STORM MANHOLE
  - CATCHBASIN
  - FIRE HYDRANT
  - GATE VALVE
  - SANITARY SEWER
  - FORCE MAIN
  - WATER MAIN
  - GAS
  - UNDERGROUND TELEPHONE
  - FENCE
  - DECIDUOUS/EVERGREEN
  - HEDGE
- PROPOSED**
- SANITARY MANHOLE
  - STORM MANHOLE
  - CATCHBASIN
  - GATE VALVE
  - FIRE HYDRANT
  - SANITARY SEWER
  - STORM SEWER
  - WATER MAIN
  - DITCHLINE
  - INLET/OUTLET HEADWALL
  - END CAP
  - WHEEL CHAIR RAMP
  - DRIVEWAY LETDOWN

- NOTES:**
- 1) CONTRACTOR TO VERIFY LOCATION OF ALL EXISTING UTILITIES WITH ALL UTILITY COMPANIES PRIOR TO DIGGING.
  - 2) CONTRACTOR TO CO-ORDINATE UTILITY RELOCATION WORKS WITH UTILITY COMPANIES AS REQUIRED.
  - 3) ALL CONSTRUCTION TO BE IN ACCORDANCE WITH CITY OF ENDERBY, SPLATS'N, AND MINISTRY OF TRANSPORTATION STANDARDS.

17	09/15	DRAFT FOR DISCUSSION	AW	BL
1	10/19	ISSUED FOR TENDER	AW	BL

NO.	DATE	DESCRIPTION	BY	APP'D
REVISIONS				
		DESIGN	AGW	
		DRAWN	AGW	
		DATE	17-SEP-15	
		CHECKED	BTL	

P.ENG

SCALES

0	HORIZ. = 1:500	25
0	VERT. = 1:50	2.5

**ENDERBY-SPLATS'N RIVER-WALK EXTENSION & ENHANCEMENT PLAN**

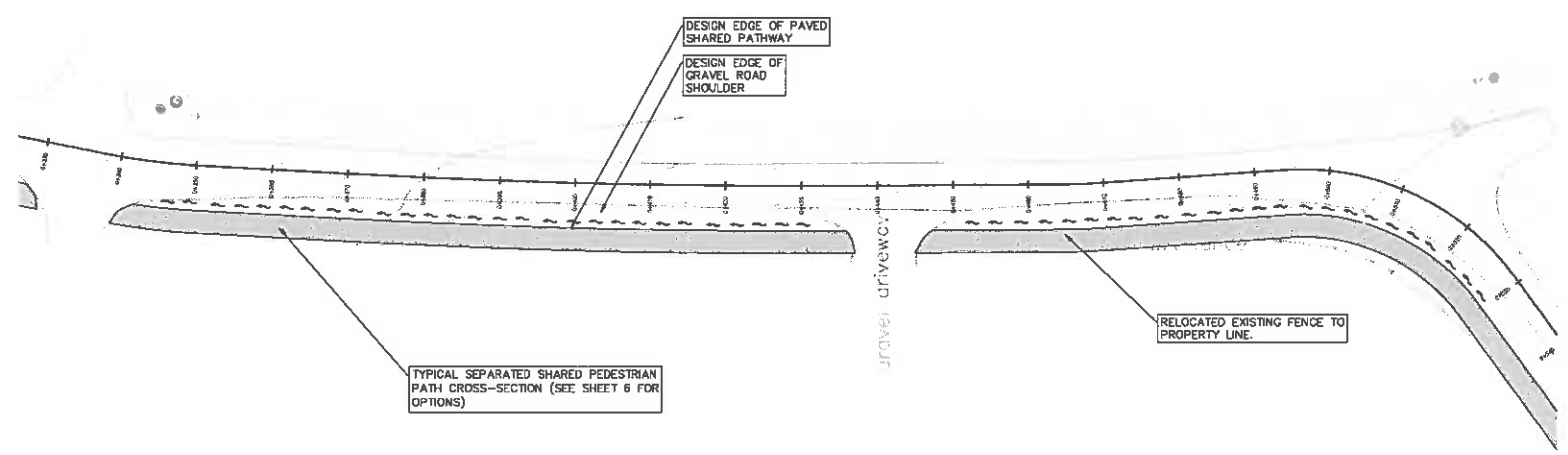
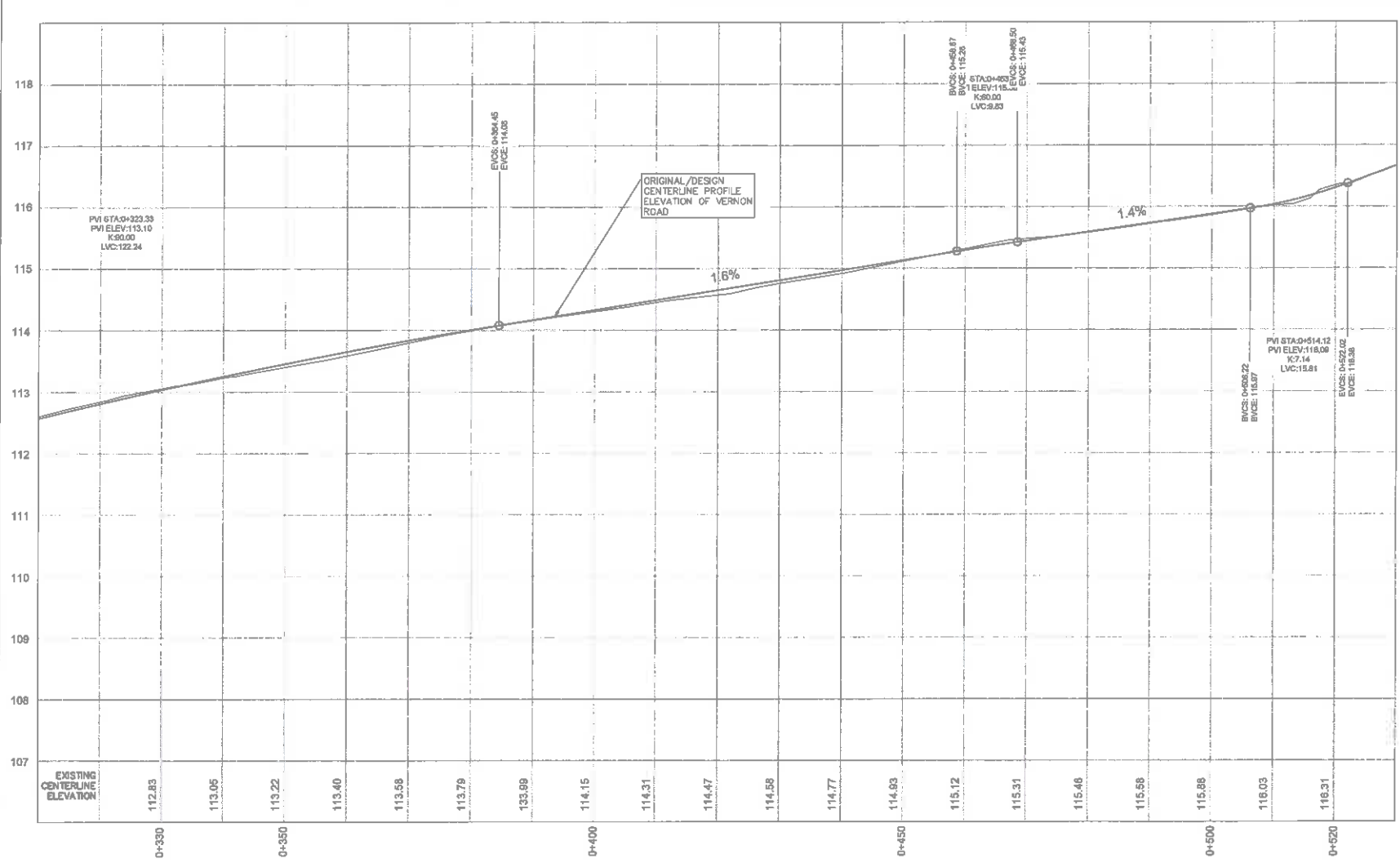
**MULTI-USE RIVER-WALK PATH**

**OLD VERNON ROAD**

**STATIONS 0+000 TO 0+330**

PROJECT No.	<b>23-1</b>
SHEET	5 OF 8
DWG. No.	R-4
REV. No.	1

PLOT October 20, 2015 COMPUTER-1-23 SHARED WITH EVERYONE\LAWSON ENGINEERING AND DEVELOPMENT SERVICES\PROJECTS\231 - CIVIL\DRAWINGS\AUTOCAD\SUBSWP TRAIL ALLIANCE - 0211 - REV1.DWG (DWG-DWG-NAMES)

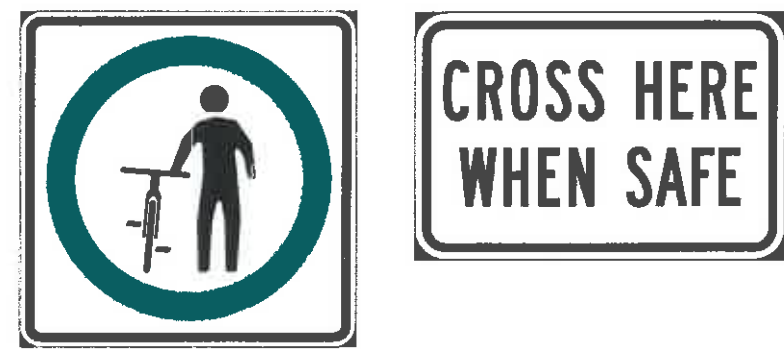


**SIGNAGE**  
MINISTRY OF TRANSPORTATION

**MULTI-USE PATH  
BIKE LANE**



**MULTI-USE PATH  
CROSS-WALK**



**LEGEND**

**EXISTING**

- HYDRO/TELEPHONE POLE
- HYDRO/TELEPHONE POLE C/W DAMT
- TELEPHONE POLE
- HYDRO POLE
- HYDRO POLE C/W TRANS.
- POST TOP STREET LIGHT
- GUY
- SANITARY MANHOLE
- STORM MANHOLE
- CATCHBASIN
- FIRE HYDRANT
- GATE VALVE
- SANITARY SEWER
- FORCE MAIN
- WATER MAIN
- GAS
- UNDERGROUND TELEPHONE
- FENCE
- DECIDUOUS/EVERGREEN
- HEDGE

**PROPOSED**

- SANITARY MANHOLE
- STORM MANHOLE
- CATCHBASIN
- GATE VALVE
- FIRE HYDRANT
- SANITARY SEWER
- STORM SEWER
- WATER MAIN
- DITCHLINE
- INLET/OUTLET HEADWALL
- END CAP
- WHEEL CHAIR RAMP
- DRIVEWAY LETDOWN

**NOTES:**

- CONTRACTOR TO VERIFY LOCATION OF ALL EXISTING UTILITIES WITH ALL UTILITY COMPANIES PRIOR TO DIGGING.
- CONTRACTOR TO CO-ORDINATE UTILITY RELOCATION WORKS WITH UTILITY COMPANIES AS REQUIRED.
- ALL CONSTRUCTION TO BE IN ACCORDANCE WITH CITY OF ENDERBY, SPLATS'N, AND MINISTRY OF TRANSPORTATION STANDARDS.

17	08/15	DRAFT FOR DISCUSSION	AW	BL
1	10/19	ISSUED FOR TENDER	AW	BL
NO.	DATE	DESCRIPTION	BY	APP'D
REVISIONS				
		DESIGN	AGW	
		DRAWN	AGW	
		DATE	17-SEP-15	
		CHECKED	BTL	

P.ENG  
SCALES  
0 HORIZ. = 1:500 25  
0 VERT. = 1:50 2.5



**ENDERBY-SPLATS'N  
RIVER-WALK  
EXTENSION &  
ENHANCEMENT PLAN**

**MULTI-USE  
RIVER-WALK PATH**

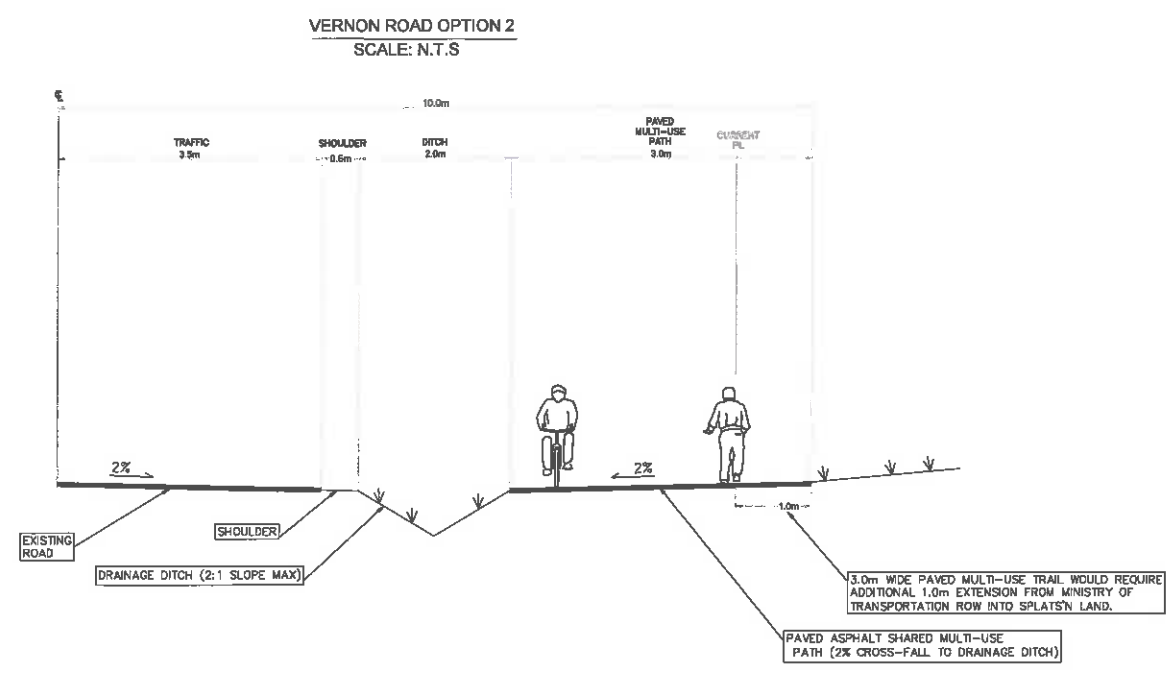
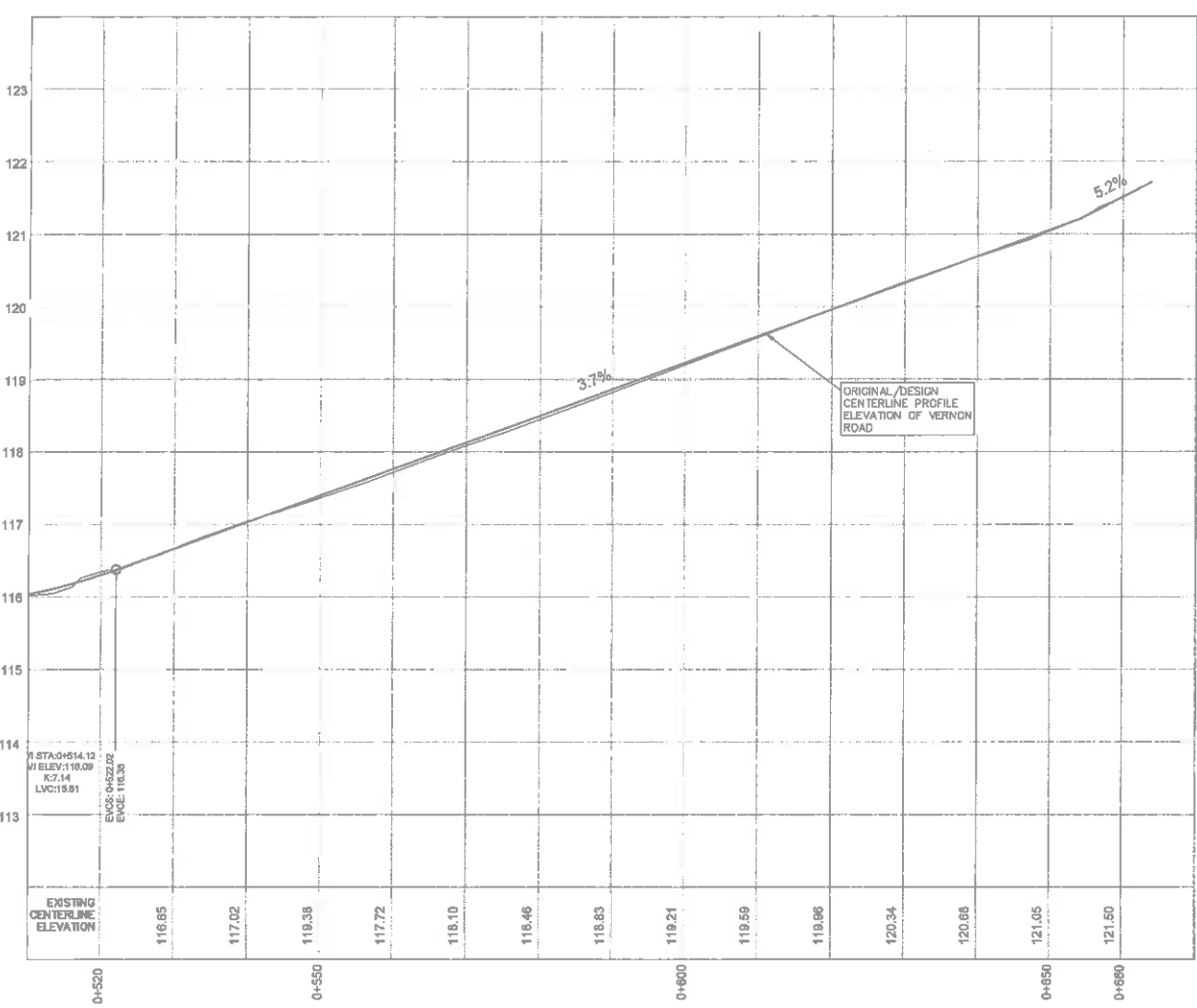
**OLD VERNON ROAD**

STATIONS 0+330 TO  
0+520

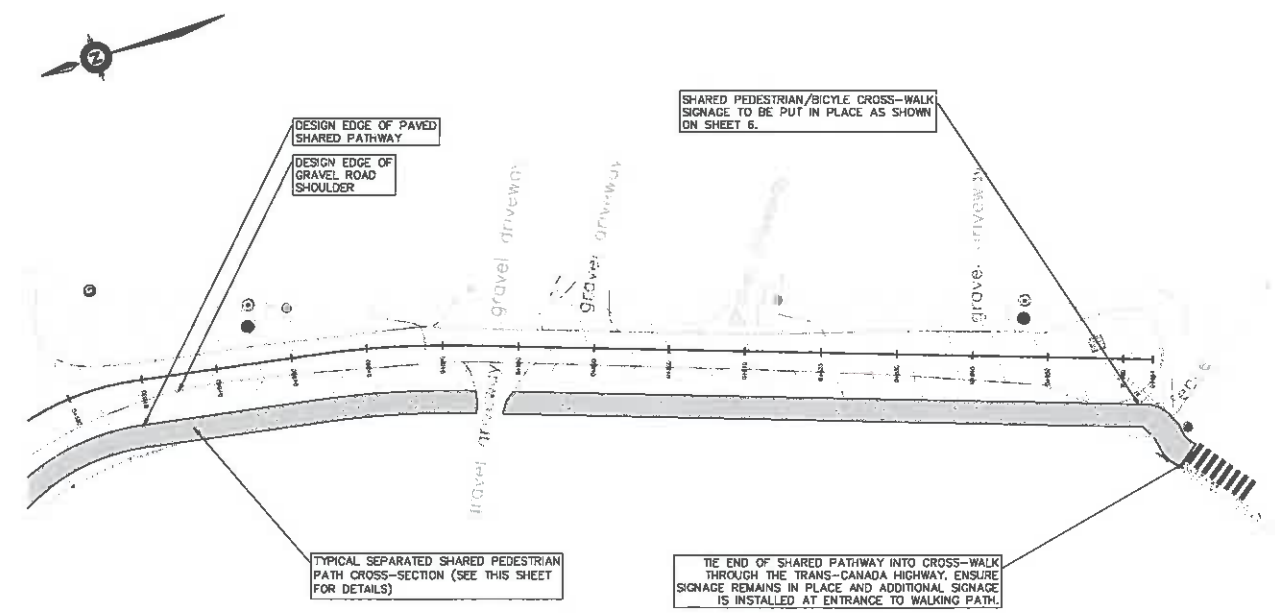
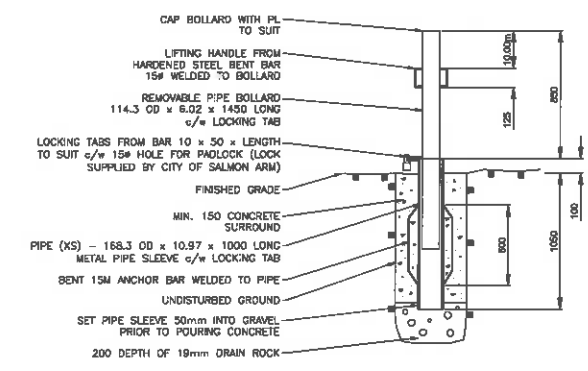
PROJECT No.	<b>23-1</b>
SHEET	6 OF 8
DWG. No.	R-5
REV. No.	<b>1</b>



PLOT: October 20, 2015 COMPUTER-L-23 SHARED WITH EVERYONE\LAWSON ENGINEERING AND DEVELOPMENT SERVICES\PROJECTS\23\1 - CIVIL\DRAWINGS\AUTOCAD\SUBWAY TRAIL ALLIANCE - DWG - REV1.DWG (REF-DWG-NAMES)



TYPICAL LOCKING REMOVABLE BOLLARD  
N.T.S



**LEGEND**

- EXISTING**
- HYDRO/TELEPHONE POLE
  - HYDRO/TELEPHONE POLE C/W DAWT
  - TELEPHONE POLE
  - HYDRO POLE
  - HYDRO POLE C/W TRANS.
  - POST TOP STREET LIGHT
  - GUY
  - SANITARY MANHOLE
  - STORM MANHOLE
  - CATCHBASIN
  - FIRE HYDRANT
  - GATE VALVE
  - SANITARY SEWER
  - FORCE MAIN
  - WATER MAIN
  - GAS
  - UNDERGROUND TELEPHONE
  - FENCE
  - DECIDUOUS/EVERGREEN
  - HEDGE
- PROPOSED**
- SANITARY MANHOLE
  - STORM MANHOLE
  - CATCHBASIN
  - GATE VALVE
  - FIRE HYDRANT
  - SANITARY SEWER
  - STORM SEWER
  - WATER MAIN
  - DITCHLINE
  - INLET/OUTLET HEADWALL
  - END CAP
  - WHEEL CHAIR RAMP
  - DRIVEWAY LETDOWN

- NOTES:**
- CONTRACTOR TO VERIFY LOCATION OF ALL EXISTING UTILITIES WITH ALL UTILITY COMPANIES PRIOR TO DIGGING.
  - CONTRACTOR TO CO-ORDINATE UTILITY RELOCATION WORKS WITH UTILITY COMPANIES AS REQUIRED.
  - ALL CONSTRUCTION TO BE IN ACCORDANCE WITH CITY OF ENDERBY, SPLAT'SN, AND MINISTRY OF TRANSPORTATION STANDARDS.

17	06/15	DRAFT FOR DISCUSSION	AW	BL
1	10/19	ISSUED FOR TENDER	AW	BL
NO.	DATE	DESCRIPTION	BY	APP'D
REVISIONS				
		DESIGN	ACW	
		DRAWN	ACW	
		DATE	17-SEP-15	
		CHECKED	BTL	

P. ENG  
SCALES

0	HORIZ. = 1:500	25
0	VERT. = 1:50	2.5



**ENDERBY-SPLAT'SN RIVER-WALK EXTENSION & ENHANCEMENT PLAN**

**MULTI-USE RIVER-WALK PATH**

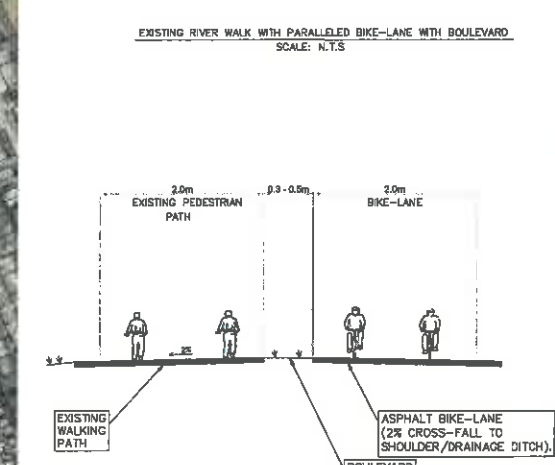
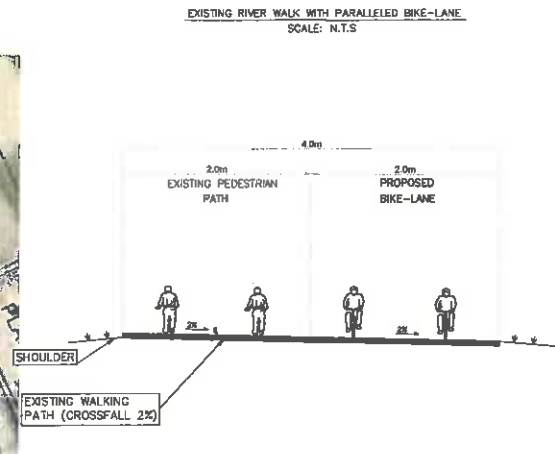
**QUILAKWA CRESENT**

STATIONS 0+520 TO 0+660

PROJECT No. **23-1**

SHEET 7 OF 8

DWG. No. **R-6** REV. No. **1**



### LEGEND

	EXISTING
	HYDRO/TELEPHONE POLE
	HYDRO/TELEPHONE POLE C/W DAVIT
	TELEPHONE POLE
	HYDRO POLE
<td>HYDRO POLE C/W TRANS.</td>	HYDRO POLE C/W TRANS.
	POST TOP STREET LIGHT
	GUY
	SANITARY MANHOLE
	STORM MANHOLE
	CATCHBASIN
	FIRE HYDRANT
	GATE VALVE
	SANITARY SEWER
	FORCE MAIN
	WATER MAIN
	GAS
	UNDERGROUND TELEPHONE
	FENCE
	DECIDUOUS/EVERGREEN
	HEDGE
<b>PROPOSED</b>	
	SANITARY MANHOLE
	STORM MANHOLE
	CATCHBASIN
	GATE VALVE
	FIRE HYDRANT
	SANITARY SEWER
	STORM SEWER
	WATER MAIN
	DITCHLINE
	INLET/OUTLET HEADWALL
	END CAP
	WHEEL CHAIR RAMP
	DRIVEWAY LETDOWN

- NOTES:
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  - 3) ALL CONSTRUCTION TO BE IN ACCORDANCE WITH CITY OF ENDERBY, SPLATSIN, AND MINISTRY OF TRANSPORTATION STANDARDS.

17	09/15	DRAFT FOR DISCUSSION	AW	BL
1	10/19	ISSUED FOR TENDER	AW	BL

REVISIONS	
DESIGN	AGW
DRAWN	AGW
DATE	17-SEP-15
CHECKED	BTL

P.ENG  
SCALES  
HORIZ. = 1:4000  
VERT. = -



## ENDERBY-SPLATSIN RIVER-WALK EXTENSION & ENHANCEMENT PLAN

### MULTI-USE RIVER-WALK PATH

### RIVERWALK OVERVIEW AND ALTERNATIVE ROUTES

OVERALL VIEW	
PROJECT No.	<b>23-1</b>
SHEET	8 OF 8
DWG. No.	0-1
REV. No.	1

**RIVERWALK EXTENSION - 2015 PROPOSED WORKS SUMMARY**  
**19-Oct-15**  
**CLASS 'C' OPINION OF PROBABLE COSTS**

**SCHEDULE OF APPROXIMATE QUANTITIES AND UNIT PRICES**  
 (\*Denotes Nominal Quantity)

**CLASS 'C' OPINION OF PROBABLE COSTS**

SECTION	TRAIL CONSTRUCTION	COST PER METER
RIVERWALK EXTENSION - EXISTING RIVERWALK TO RAILBED	<u>\$23,071.70</u>	<u>\$548.33</u>
RIVERWALK EXTENSION - RAILBED STATION 0+050 TO 0+470	<u>\$106,477.35</u>	<u>\$253.52</u>
RIVERWALK EXTENSION - RAILBED/OLD VERNON CONNECTOR STATION 0+470 TO 0+562	<u>\$31,629.70</u>	<u>\$353.66</u>
RIVERWALK EXTENSION - OLD VERNON ROAD STATION 0+000 TO 0+660	<u>\$237,122.81</u>	<u>\$359.28</u>
<b>TOTAL PRELIMINARY CONSTRUCTION COST</b>	<u><b>\$398,501.57</b></u>	
<b>NOTES:</b>		
COSTS ABOVE INCLUDE CONTINGENCY, ENGINEERING AND GST		

**RIVERWALK EXTENSION - EXISTING RIVERWALK TO RAILBED**  
**19-Oct-15**  
**CLASS 'C' OPINION OF PROBABLE COSTS**

**SCHEDULE OF APPROXIMATE QUANTITIES AND UNIT PRICES**  
 (\*Denotes Nominal Quantity)

Item No.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT \$
<b>1.0</b>	<b>ROADS AND EARTHWORKS</b>				
	<b>SECTION 1</b>				
	<b>Supply &amp; Install, Complete</b>				
1.1	Clearing & Grubbing	LS	LS	<u>1,500.00</u>	<u>1,500.00</u>
1.2	Supply & Install Asphalt (50mm)	m2	80 *	<u>24.00</u>	<u>1,920.00</u>
1.3	Common Excavation & Disposal	m3	40 *	<u>12.00</u>	<u>480.00</u>
1.4	Road & Subgrade Construction	m3	20 *	<u>16.00</u>	<u>320.00</u>
1.5	Remove & Place Excess Railbed Sub-Ballast	m3	35 *	<u>25.00</u>	<u>875.00</u>
1.6	Supply & Place 25mm WGB Base Aggregate	m3	6 *	<u>72.00</u>	<u>432.00</u>
1.7	Supply & Install 500Ø CSP Culvert	m	6 *	<u>180.00</u>	<u>1,080.00</u>
<b>2.0</b>	<b>ELECTRICAL &amp; LIGHTING</b>				
	<b>SECTION 2</b>				
	<b>Supply &amp; Install, Complete</b>				
2.1	*Supply & Install Ornamental Lights c/w Wiring (Allowance)	ea	2 *	<u>3,500.00</u>	<u>7,000.00</u>
2.2	Supply & Install BCH Connection	LS	LS *	<u>5,000.00</u>	<u>5,000.00</u>
<b>3.0</b>	<b>LANDSCAPING, SIGNAGE AND ACCESSORIES</b>				
	<b>SECTION 3</b>				
	<b>Supply, Install Complete</b>				
3.1	Landscape Restoration	LS	LS	<u>500.00</u>	<u>500.00</u>

\*Denotes: Lighting Cost & Type to be Confirmed.

Item No.	DESCRIPTION OF WORK	UNIT	QUANTITY		AMOUNT \$
	<b>SUMMARY</b>				
1.0	<b>ROADS &amp; EARTHWORKS</b>				\$ 6,607.00
2.0	<b>ELECTRICAL &amp; LIGHTING</b>				\$ 12,000.00
3.0	<b>LANDSCAPING, SIGNAGE AND ACCESSORIES</b>				\$ 500.00
	<b>SUB TOTAL</b>				\$ 19,107.00
	<b>ENGINEERING &amp; CONTINGENCY (15%)</b>				\$ 2,866.05
	<b>TOTAL</b>				\$ 21,973.05
	<b>GST (5%)</b>				\$ 1,098.65
	<b>TOTAL</b>				\$ 23,071.70
	1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost. 2) Unit Prices are influenced by supply & demand for both contractors & materials at the time of construction, thereby affecting the final cost. 3) Excludes BC Hydro Contribution, BCLS, Site Geotechnical, Environmental Impact Assessments.				

**RIVERWALK EXTENSION - RAILBED STATION 0+050 TO 0+470**  
**19-Oct-15**  
**CLASS 'C' OPINION OF PROBABLE COSTS**

**SCHEDULE OF APPROXIMATE QUANTITIES AND UNIT PRICES**  
 (\*Denotes Nominal Quantity)

Item No.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT \$
<b>1.0</b>	<b>ROADS AND EARTHWORKS</b>				
	<b>SECTION 1</b>				
	<b>Supply &amp; Install, Complete</b>				
1.1	Clearing & Grubbing	LS	LS	2,500.00	2,500.00
1.2	Supply & Install Asphalt (50mm)	m2	1260 *	24.00	30,240.00
1.3	Common Excavation & Disposal	m3	0 *	12.00	-
1.4	Road & Subgrade Re-Construction/Grading	m2	1680 *	6.00	10,080.00
1.5	Remove & Place Excess Railbed Sub-Ballast	m3	0 *	25.00	-
1.6	Supply & Place 25mm WGB Base Aggregate	m3	130 *	72.00	9,360.00
1.7	Supply & Install 500Ø CSP Culvert	m	0 *	180.00	-
<b>2.0</b>	<b>ELECTRICAL &amp; LIGHTING</b>				
	<b>SECTION 2</b>				
	<b>Supply &amp; Install, Complete</b>				
2.1	*Supply & Install Ornamental Lights c/w Wiring (Allowance)	ea	10 *	3,500.00	35,000.00
2.2	Supply & Install BCH Connection	LS	LS *	-	-
<b>3.0</b>	<b>LANDSCAPING, SIGNAGE AND ACCESSORIES</b>				
	<b>SECTION 3</b>				
	<b>Supply, Install Complete</b>				
3.1	Landscape Restoration	LS	LS	1,000.00	1,000.00

\*Denotes: Lighting Cost & Type to be Confirmed.

Item No.	DESCRIPTION OF WORK	UNIT	QUANTITY		AMOUNT \$
	<b>SUMMARY</b>				
1.0	<b>ROADS &amp; EARTHWORKS</b>				\$ 52,180.00
2.0	<b>ELECTRICAL &amp; LIGHTING</b>				\$ 35,000.00
3.0	<b>LANDSCAPING, SIGNAGE AND ACCESSORIES</b>				\$ 1,000.00
	<b>SUB TOTAL</b>				\$ <u>88,180.00</u>
	<b>ENGINEERING &amp; CONTINGENCY (15%)</b>				\$ 13,227.00
	<b>SUB TOTAL</b>				\$ <u>101,407.00</u>
	<b>GST (5%)</b>				\$ <u>5,070.35</u>
	<b>TOTAL</b>				\$ <u><u>106,477.35</u></u>
	1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost.  2) Unit Prices are influenced by supply & demand for both contractors & materials at the time of construction, thereby affecting the final cost.  3) Excludes BC Hydro Contribution, BCLS, Site Geotechnical, Environmental Impact Assessments.				

**RIVERWALK EXTENSION - RAILBED/OLD VERNON CONNECTOR STATION 0+470 TO 0+562**  
**19-Oct-15**  
**CLASS 'C' OPINION OF PROBABLE COSTS**

**SCHEDULE OF APPROXIMATE QUANTITIES AND UNIT PRICES**  
 (\*Denotes Nominal Quantity)

Item No.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT \$
<b>1.0</b>	<b>ROADS AND EARTHWORKS</b>				
	<b>SECTION 1</b>				
	<b>Supply &amp; Install, Complete</b>				
1.1	Clearing & Grubbing	LS	LS	2,000.00	2,000.00
1.2	Supply & Install Asphalt (50mm)	m2	255 *	24.00	6,120.00
1.3	Common Excavation & Disposal	m3	170 *	12.00	2,040.00
1.4	Road & Subgrade Re-Construction/Grading	m2	340 *	6.00	2,040.00
1.5	Remove & Place Excess Railbed Sub-Ballast	m3	140 *	25.00	3,500.00
1.6	Supply & Place 25mm WGB Base Aggregate	m3	30 *	72.00	2,160.00
1.7	Supply & Install 500Ø CSP Culvert	m	0 *	180.00	-
<b>2.0</b>	<b>ELECTRICAL &amp; LIGHTING</b>				
	<b>SECTION 2</b>				
	<b>Supply &amp; Install, Complete</b>				
2.1	*Supply & Install Ornamental Lights c/w Wiring (Allownace)	ea	2 *	3,500.00	7,000.00
2.2	Supply & Install BCH Connection	LS	LS *	-	-
<b>3.0</b>	<b>LANDSCAPING, SIGNAGE AND ACCESSORIES</b>				
	<b>SECTION 3</b>				
	<b>Supply, Install Complete</b>				
3.1	Landscape Restoration	LS	LS	1,500.00	1,500.00

\*Denotes: Lighting Cost & Type to be Confirmed.



Item No.	DESCRIPTION OF WORK	UNIT	QUANTITY		AMOUNT \$
	<b>SUMMARY</b>				
1.0	<b>ROADS &amp; EARTHWORKS</b>				\$ 17,860.00
2.0	<b>ELECTRICAL &amp; LIGHTING</b>				\$ 7,000.00
3.0	<b>LANDSCAPING, SIGNAGE AND ACCESSORIES</b>				\$ 1,500.00
	<b>SUB TOTAL</b>				\$ <u>26,360.00</u>
	<b>ENGINEERING &amp; CONTINGENCY (15%)</b>				\$ 3,954.00
	<b>SUB TOTAL</b>				\$ <u>30,314.00</u>
	<b>GST (5%)</b>				\$ <u>1,515.70</u>
	<b>TOTAL</b>				\$ <u><u>31,829.70</u></u>
	1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost.  2) Unit Prices are influenced by supply & demand for both contractors & materials at the time of construction, thereby affecting the final cost.  3) Excludes BC Hydro Contribution, BCLS, Site Geotechnical, Environmental Impact Assessments.				

**RIVERWALK EXTENSION - OLD VERNON ROAD STATION 0+000 TO 0+660**  
**19-Oct-15**  
**CLASS 'C' OPINION OF PROBABLE COSTS**

**SCHEDULE OF APPROXIMATE QUANTITIES AND UNIT PRICES**  
 (\*Denotes Nominal Quantity)

Item No.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT \$
<b>1.0</b>	<b>ROADS AND EARTHWORKS</b>				
	<b>SECTION 1</b>				
	<b>Supply &amp; Install, Complete</b>				
1.1	Clearing & Grubbing	LS	LS	2,500.00	2,500.00
1.2	Supply & Install Asphalt (50mm)	m2	2000 *	24.00	48,000.00
1.3	Common Excavation & Disposal	m3	1320 *	12.00	15,840.00
1.4	Road & Subgrade Re-Construction/Grading	m2	0 *	4.00	-
1.5	Supply & Place 75mm Sub-Base Aggregate	m3	1055 *	45.00	47,475.00
1.6	Supply & Place 25mm WGB Base Aggregate	m3	200 *	72.00	14,400.00
1.7	Supply & Install 500Ø CSP Culvert	m	12 *	180.00	2,160.00
<b>2.0</b>	<b>ELECTRICAL &amp; LIGHTING</b>				
	<b>SECTION 2</b>				
	<b>Supply &amp; Install, Complete</b>				
2.1	*Supply & Install Ornamental Lights c/w Wiring (Allowance)	ea	16 *	3,500.00	56,000.00
2.2	Supply & Install BCH Connection	LS	LS *	5,000.00	5,000.00
<b>3.0</b>	<b>LANDSCAPING, SIGNAGE AND ACCESSORIES</b>				
	<b>SECTION 3</b>				
	<b>Supply, Install Complete</b>				
3.1	Landscape Restoration	LS	LS	5,000.00	5,000.00

Item No.	DESCRIPTION OF WORK	UNIT	QUANTITY		AMOUNT \$
	<b>SUMMARY</b>				
1.0	<b>ROADS &amp; EARTHWORKS</b>				\$ 130,375.00
2.0	<b>ELECTRICAL &amp; LIGHTING</b>				\$ 61,000.00
3.0	<b>LANDSCAPING, SIGNAGE AND ACCESSORIES</b>				\$ 5,000.00
	<b>SUB TOTAL</b>				\$ <u>196,375.00</u>
	<b>ENGINEERING &amp; CONTINGENCY (15%)</b>				\$ 29,456.25
	<b>SUB TOTAL</b>				\$ <u>225,831.25</u>
	<b>GST (5%)</b>				\$ <u>11,291.56</u>
	<b>TOTAL</b>				\$ <u><u>237,122.81</u></u>
	1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost.				
	2) Unit Prices are influenced by supply & demand for both contractors & materials at the time of construction, thereby affecting the final cost.				
	3) Excludes BC Hydro Contribution, BCLS, Site Geotechnical, Environmental Impact Assessments.				

Type of Lighting	Advantages/Disadvantages	Estimated Cost Per Light	Estimated Cost Per KM
Bollard Style – Wired	<ul style="list-style-type: none"> <li>• Lower initial cost as compared to solar style lighting.</li> <li>• Closer spacing to provide adequate lighting.</li> <li>• Requires trenching, rehabilitation and electrical infrastructure.</li> <li>• Produces less glare than post top style light as the light is focused closer to the ground level.</li> <li>• Bollard style lighting can be problematic due to their easy access for vandalism. However, bollards and guards are now available to better protect them.</li> </ul>	\$1,500.00	\$270,000.00
Bollard /Post Top Style Combination - Wired	<ul style="list-style-type: none"> <li>• This option is presented to allow an option that provides the benefits of the bollard style lighting in high density areas / intersections; and the financial benefits of the post top street lights in the longer more open stretches of trail.</li> </ul>	\$1,500.00 \$3,500.00	\$200,000.00
Post Top Style - Wired	<ul style="list-style-type: none"> <li>• As compared to bollard style lighting, less lights will be required due to a wider spread of light.</li> <li>• Lower initial cost as compared to solar style lighting.</li> <li>• Requires trenching, rehabilitation and electrical infrastructure to install.</li> <li>• May produce more glare towards neighboring properties and lighting of the night sky.</li> </ul>	\$3,500.00	\$175,000.00
Post Top Style - Solar	<ul style="list-style-type: none"> <li>• Avoids trenching and connections to the grid, electrical infrastructure and</li> </ul>	\$5,000.00	\$250,000.00

	<p>rehabilitation in around existing trails.</p> <ul style="list-style-type: none"> <li>• May minimize the impact to environmentally sensitive areas.</li> <li>• Higher initial cost.</li> <li>• May be less visually appealing due to solar panels.</li> <li>• Require open sunlight in order to provide enough energy to light regularly. Most areas within extension are open enough; however, some areas through existing may not.</li> </ul>		
LED Lighting	<ul style="list-style-type: none"> <li>• No matter the type of lighting, LED bulbs are a strong option.</li> <li>• In comparison to standard incandescent bulbs, they produce much more light with very little power.</li> <li>• In addition, LEDs need to be replaced far less frequently thanks to their efficiency and durability. LEDs can last over 15 years or 70,000 hours.</li> <li>• LEDs provide a precise lighting pattern to reduce light trespass onto neighboring property.</li> <li>• LEDs turn on and off instantly with no warm up period.</li> <li>• LEDs do have a greater initial cost, the bulbs typically cost about 1.5 – 2 times that of an incandescent bulb.</li> <li>• Some complaints occur regarding the LED bulbs including uneven or unnatural lighting, flickering and change in color over time.</li> </ul>		

*\*Costs per km are based on manufacturers recommended spacing for desired lux, as a general guideline spacing to be at 4 times the height of the fixture.*

# Low Level Luminaires

## B30 Traditional Bollards

LOW LEVEL

B30



### FEATURES

- New energy efficient 20 LED module now available for the B30 Bollard
- The exclusive Kim optical louver system on the B30 bollard achieves a broad light distribution with low glare
- The B30's clean, simple unobtrusive form looks good up close as well as at a distance
- Battery back-up, emergency battery pack and houseside shield options available

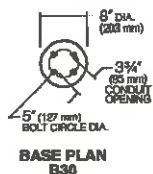
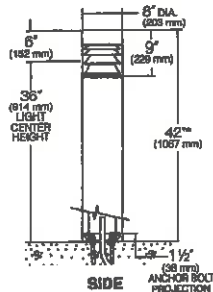
### ORDERING INFORMATION (Example)

<b>B30</b>	<b>20L3KJUV</b>	<b>DB</b>	<b>EM</b>
<b>FIXTURE</b>		<b>FIXTURE FINISH</b>	<b>OPTIONS</b>
<b>B30 Traditional Bollard</b>		<b>BL</b> Black <b>DB</b> Dark Bronze <b>LG</b> Light Gray <b>SG</b> Stealth Gray™ <b>PS</b> Platinum Silver <b>WH</b> White <b>CC</b> Custom Color*	<b>HS</b> Houseside Shield <b>EM</b> Battery Back-up*
<b>ELECTRICAL MODULE</b>			
<b>LED</b>			
<b>Color Temperature</b>	<b>Color Temperature</b>	<b>Voltages</b>	
<b>10L</b> 10 LEDs (IES Type 1)	<b>2K</b> Amber <b>3K</b> 3000K <b>4K</b> 4200K <b>5K</b> 5100K	<b>UV</b> Universal Voltage (120 thru 277)	
<b>15L</b> 25 LEDs (IES Type 3)			
<b>20L</b> 20 LEDs (IES Type 5)			

\*Consult representative

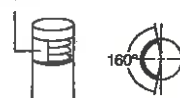
### B30 TRADITIONAL BOLLARD

Maximum weight: 30 lb



\*30" or 36" OVERALL HEIGHT AVAILABLE - CONTACT KIM REPRESENTATIVE

### OPTIONAL HOUSESIDE SHIELD



GE  
Lighting

# Evolve™ LED Post Top

Salem (EPST)



imagination at work

## Product Features

The Evolve™ LED Salem Post Top offers energy efficiency and quality of light in a classic, utility carriage look and style. The advanced LED optical system provides improved horizontal and vertical uniformity, reduced glare and improved lighting control. GE's unique optical ring technology effectively aims the light where you need it, while eliminating the unsightly shadow circles commonly seen under other LED post top fixtures.

The Salem post top can yield up to a 60-percent reduction in system energy compared with standard HID systems, depending on applications. This reliable system operates well in cold temperatures and offers more than 11 years of service life to reduce maintenance frequency and expense, based on a 50,000 hour life and 12 hours of operation per day. Containing no mercury or lead, this environmentally responsible product is RoHS compliant.

### Applications

- Roadway, site, area, and general lighting utilizing advanced LED optical system providing high uniformity, excellent vertical illuminance, reduced offsite visibility, and reduced on-site glare.

### Housing

- Die-cast aluminum housing.
- Traditional utilitarian "carriage" design incorporates the heat sink directly into the unit ensuring maximum heat transfer and long LED life.
- Meets 2G vibration standards per ANSI C136.31-2001. For 3G rating contact factory.

### LED & Optical Assembly

- Structured LED array for optimized Roadway/walkway photometric and distribution.
- Evolve light engine consisting of nested concentric directional reflectors designed to optimize application efficiency and minimize glare.
- Utilizes high brightness LEDs, 65 CRI at 4100K typical.
- LM-79 tests and reports are performed in accordance with IESNA standards.

### Lumen Maintenance

- System rating is 50,000 hours at L85. Contact factory for L rating (Lumen Depreciation) beyond 50,000 hours.

### Ratings

- UL/cUL listed, suitable for wet locations.
- IP 65 rated optical enclosure per ANSI C136.25-2009.
- Temperature rated at -40° to 50°C.

### Mounting

- Post top mounting 3-inch (76mm) OD held in place with three black squarehead set screws.

### Finish

- Corrosion resistant polyester powder painted, minimum 2.0 mil. thickness.
- Standard colors: Black & Dark Bronze.
- RAL & custom colors available.

### Electrical

- 120-277 volt and 347-480 volt available.
- System power factor is >90% and THD <20%.
- Class "A" sound rating.
- Integral surge protection non-dimming:
  - For 120-277VAC per IEEE/ANSI C62.41.-1991, 4kV/2kA Location Category B2 (120 Events)
  - For 347-480VAC per IEEE/ANSI C62.41.-1991, 6kV/3kA Location Category B3 (120 Events)
- Integral surge protection GE dimming:
  - For 120-480VAC per IEEE/ANSI C62.41.2-2002, 6kV/3kA Location Category B (120 Events)
- Optional high capability surge protection per IEEE/ANSI C62.41.2-2002.
  - Rating 1 - 10kV/5kA Location Category (120 events)
  - Rating 2 - 6kV/3kA Location Category C-Low (5000 events)
- EMI: Title 47 CFR Part 15 Class A
- Photo electric sensors (PE) available for all voltages.



# Ordering Number Logic

## Salem Post Top (EPST)



**E P S T**

**41**

**N**

**P**

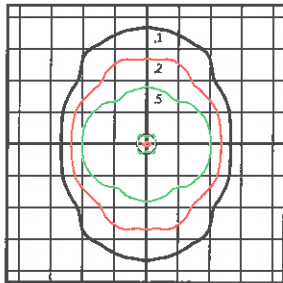
PROD ID	VOLTAGE	OPTICAL CODE	LED COLOR TEMP	OPTICAL SIDE PANELS	PE FUNCTION	MOUNTING ARM	COLOR	OPTIONS
E = Evolve	0 = 120 - 277 H = 347 - 480		41 = 4100K	N = None	1 = None 2 = PE Rec. 4 = PE Rec. with Shorting Cap 5 = PE Rec. with Control	P = Pole Mounted	BLCK = Black DKBZ = Dark Bronze Contact manufacturer for other colors.	F = Fusing P = Prewire with 6" of 14/3 cable T = Extra Surge Protection* XXX = Special Options *Contact manufacturer for availability.
P = Post Top	1 = 120* 2 = 208* 3 = 240* 4 = 277* 5 = 480*				PE control not available for 347-480V. Must be a discrete voltage.			
S = Salem								
T = Traditional	D = 347*							

\*Specify single voltage only if fuse option is selected

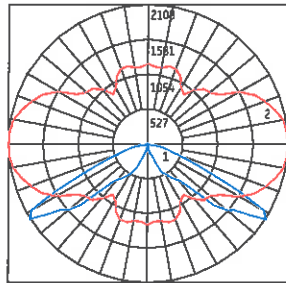
TYPE III TYPE V	OPTICAL CODE	TYPE	TYPICAL INITIAL LUMENS		TYPICAL SYSTEM WATTAGE		POLE SPACING			BUG RATINGS			TEX FILE NUMBER	
			4100K	120-277V	147-480V	2-4 LANES	II	U	G	120-277V	347-480V			
	C5	Symmetric	5,700	84	90	5:1	B3	U2	G1	EPST_C5_41A_-120-277V	EPST_C5_41A_-347-480V			
	E5	Symmetric	2,900	48	52	5:1	B2	U2	G1	EPST_E5_41A_-120-277V	EPST_E5_41A_-347-480V			
	C3	Asymmetric Wide	5,700	84	90	5:1	B1	U2	G2	EPST_C3_41A_-120-277V	EPST_C3_41A_-347-480V			
	E3	Asymmetric Wide	2,900	48	52	5:1	B1	U2	G1	EPST_E3_41A_-120-277V	EPST_E3_41A_-120-277V			

## Photometrics

**EPST Type V – Symmetric (C5)**  
5,700 Lumens, 4100K

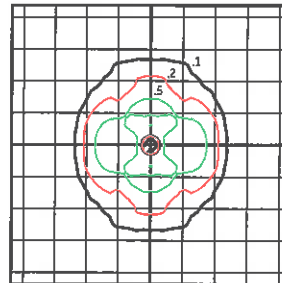


Grid Distance in Units of Mounting Height at 16' Initial Footcandle Values at Grade

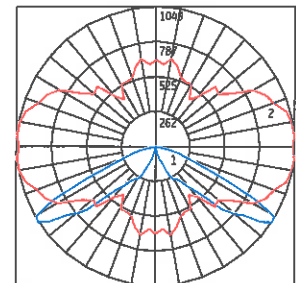


Polar Trace Vertical and Horizontal Plane through Horizontal Angle of Maximum Candlepower

**EPST Type V – Symmetric (E5)**  
2,900 Lumens, 4100K

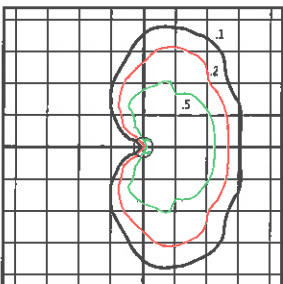


Grid Distance in Units of Mounting Height at 16' Initial Footcandle Values at Grade

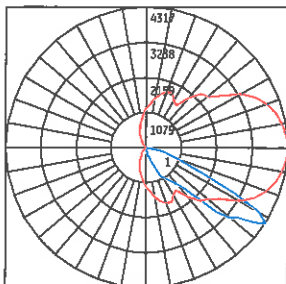


Polar Trace Vertical and Horizontal Plane through Horizontal Angle of Maximum Candlepower

**EPST Type III – Asymmetric Wide (C3)**  
5,700 Lumens, 4100K

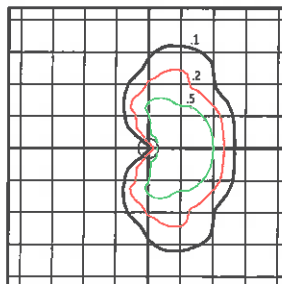


Grid Distance in Units of Mounting Height at 16' Initial Footcandle Values at Grade

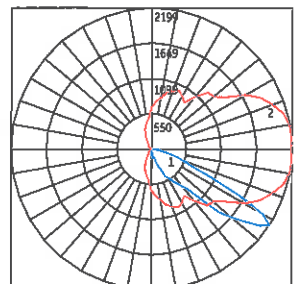


Polar Trace Vertical and Horizontal Plane through Horizontal Angle of Maximum Candlepower

**EPST Type III – Asymmetric Wide (E3)**  
2,900 Lumens, 4100K

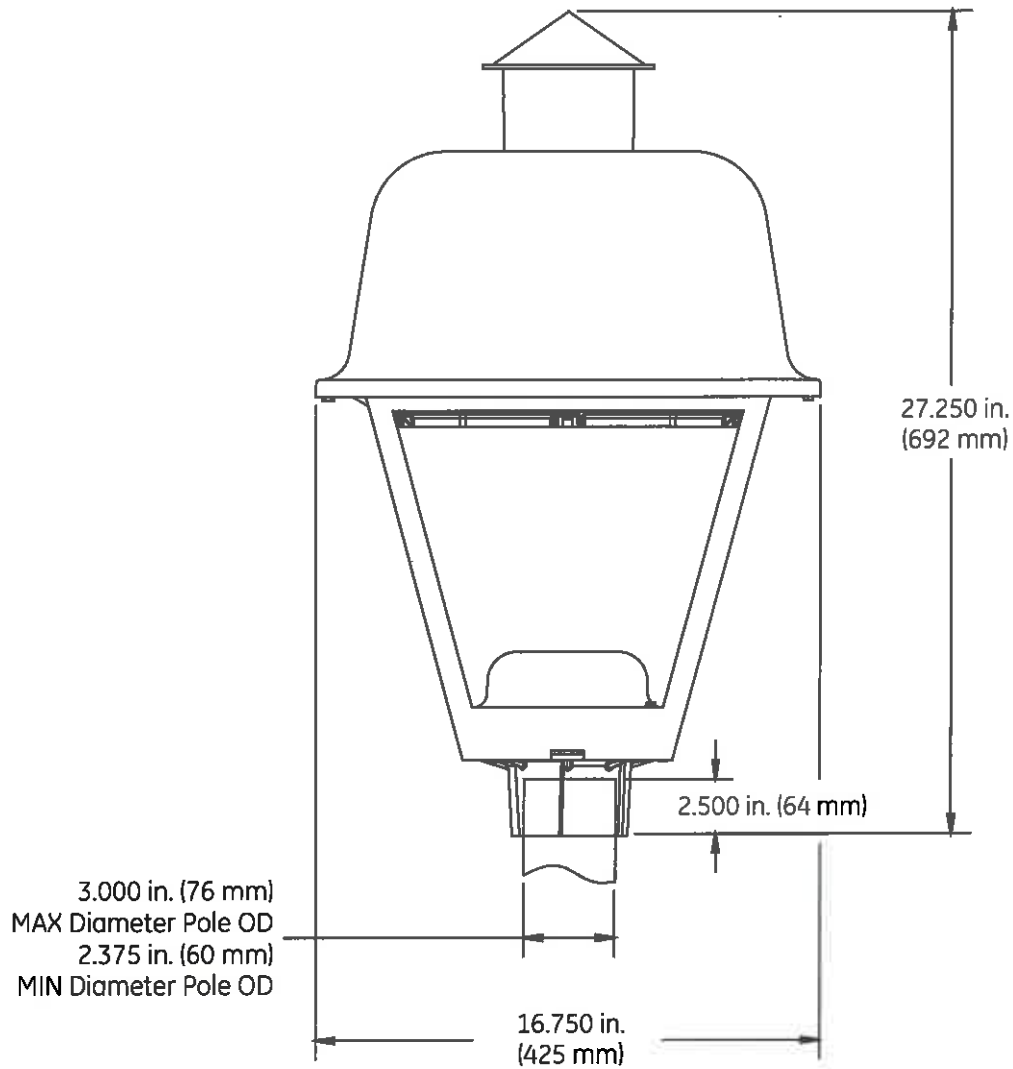


Grid Distance in Units of Mounting Height at 16' Initial Footcandle Values at Grade



Polar Trace Vertical and Horizontal Plane through Horizontal Angle of Maximum Candlepower

## Product Dimensions



### DATA

- Approximate Net Weight: 27 lbs (12 kgs)
- Suggested Mounting Height: 8-16 ft max (2.5-5 m)
- Effective Projected Area (EPA): 1.6 sq ft max (0.15 sq m)



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OLP2897 (Rev 08/22/14)

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 2, 2015  
Subject: Belvidere Hand Launch Improvements - 2016 Budget Approval

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**Recommendation**

THAT the Enderby & District Services Commission gives preliminary 2016 budget approval of \$40,569.60 for the Belvidere Hand Launch improvements;

AND THAT the Enderby & District Services Commission directs Staff to advance the project to Tender.

**Alternate Recommendation**

That the Enderby & District Services Commission does not proceed with the Belvidere Hand Launch improvements at this time.

**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.

In 2014, the Commission directed Staff to use \$6,400 from surplus funds to engage CTQ Consultants in developing a conceptual plan, with a costing analysis, for improvements to the Belvidere Hand Launch. CTQ developed the Belvidere Hand Launch Conceptual Plan based on a field assessment, site survey, and a number of community objectives identified by the Commission and Staff. The Conceptual Plan identified three possible design concepts for the hand launch area, each with different construction standards and costs. The Commission ultimately chose to proceed with the option which involved 5 concrete steps at 12 m long and 1.2 m wide, along with a wheelchair accessible pathway which would extend from the northern end of the Riverwalk to the launch area; the preliminary cost estimate for these capital works came to \$26,696.88. Following concerns raised by a local resident with mobility challenges, the layout of the wheelchair accessible pathway was later revised to include a paved surfacing, a more meandering alignment, and a segmented layout which together better met the needs of those with mobility challenges; although this revision to the conceptual plan did not increase the preliminary cost estimates for capital works, the additional engineering work brought the total cost of the development of the conceptual plan to \$8,000.

In total, \$35,700 was included in the 2016 budget for the Belvidere Hand Launch improvements: \$26,700 was budgeted for the capital works, consistent with the preliminary cost estimate prepared by CTQ, while \$9,000 was budgeted for additional costs related to preparation of detailed design drawings and detailed budget, completion of a BC Section 9 Notification, preparation and administration of a Request for Proposals, and construction administration.

On May 25, 2015, the Commission directed Staff to proceed with detailed design and budget for the hand launch improvements, and then report back to the Commission. CTQ has since completed the detailed design and budget works for the Belvidere Hand Launch improvements and has identified an estimated project cost of \$40,569.60 (includes 20% contingency). The primary reason for the cost differential between the preliminary cost estimate and detailed budget is that once CTQ undertook the detailed design work, it was determined that a significant amount of environmental management works were required which had not previously been anticipated.

To date, the Commission has spent \$12,322.50 on the Belvidere Hand Launch improvement project. \$8,000 from surplus was spent on the development of the conceptual plan while \$4,322.50 was spent on detailed design and budget works. Although the costs related to detailed design and budget works were budgeted for 2016, these works were completed in advance of 2016 in order to ensure that all the necessary timelines are met for a successful 2016 installation, consistent with the Commission's May 25, 2015 resolution.

Respectfully Submitted,



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Kurt Inglis  
Assistant Corporate Officer and Planning Assistant

## Enderby Hand Launch Project Cost Estimate

**APPENDIX 1**

See paragraph 5.8.1 of the Instructions to Tenderers - Part II  
 All prices and Quotations including the Contract Price shall include all Taxes, but shall not include PST/GST. PST/GST shall be shown separately.

10/9/2015  
14084

Project Manager/CA: **MN**  
 Prepared By: **DD**  
 Reviewed By: **Initials**

Item	MMCD Section	Payment Item	Specification Title - Item Description	Unit	Quantity	Unit Price	Amount
<b>General MMCD Contract Requirements</b>							
	01 88 01	1.8.1	Project Record Documents	Note		Incidental	
	01 51 01	1.6.1	Temporary Utilities and Lighting	Note		Incidental	
	01 52 01	1.6.1	Temporary Structures	Note		Incidental	
	01 58 01	1.9.1	Temporary Facilities	Note		Incidental	
	01 55 00	1.5.1	Traffic Control, Vehicle Access and Parking	Note		Incidental	
	01 57 01	1.6.1	Environmental Protection	ls	1	\$ 9,360.00	\$ 9,360.00
	01 56 01	1.3.1	Project Identification	Note		Incidental	
<b>General MMCD Contract Requirements Sub-Total</b>							<b>\$ 9,360.00</b>
<b>1.0 Earthworks and Site Preparation</b>							
	81 24 13	1.8.5	Roadway Excavation, Embankment and Compaction	cu.m	84	\$8.00	\$ 672.00
		1.8.5	Common Excavation - Off-Site Disposal	cu.m	24	\$6.00	\$ 144.00
		1.8.9	Common Excavation - On-Site Placement	sq.m	239	\$2.00	\$ 478.00
	81 32 19	1.6.1	Geosynthetics	sq.m	284	\$5.00	\$ 1,420.00
			Nillex Non Woven 4551 Filter Cloth				
	81 87 10	1.4.1	RipRap	cu.m	13	\$100.00	\$ 1,300.00
		1.4.1	Graded RipRap - Machine Placed	ls	1	\$1,200.00	\$ 1,200.00
		1.4.1	Angular Boulders				
<b>Section 1 Sub-Total</b>							<b>\$ 5,214.00</b>
<b>2.0 Roads and Site Improvement</b>							
	32 11 16.1	1.4.2	Granular Sub-Base	sq.m	158	\$5.00	\$ 790.00
			Granular Sub-Base - 150mm				
	32 11 23	1.4.1	Granular Base	sq.m	158	\$7.50	\$ 1,185.00
		1.4.2	Granular Base - 75mm	sq.m	81	\$15.00	\$ 1,215.00
			Granular Base - 150mm				
	32 12 16	1.5.3	Hot-Mix Asphalt Concrete Paving	sq.m	158	\$18.00	\$ 2,844.00
			Asphalt Sidewalk - 50mm				
<b>Section 2 Sub-Total</b>							<b>\$ 6,034.00</b>
<b>3.0 Concrete Features</b>							
	03 30 53	1.5.4	Cast-In-Place Concrete	ea	1	\$12,000.00	\$ 12,000.00
			Concrete Stairs and Landings - as per provided details				
<b>Section 3 Sub-Total</b>							<b>\$ 12,000.00</b>
<b>4.0 Utilities</b>							
	88 42 13	1.5.3	Pipe Culvert	ea	1	\$1,200.00	\$ 1,200.00
			Head wall - c/w small and grate				
<b>Section 4 Sub-Total</b>							<b>\$ 1,200.00</b>
<b>Estimated Costs</b>							<b>\$ 33,808.00</b>
<b>Estimated Costs Plus Contingency (20%)</b>							<b>\$ 40,569.60</b>

**ASSUMPTIONS:**

L:\General Data\Projects\2014\14084 - City of Enderby Design Services\3-Design\Pre\Initial Cost Estimate\2503-10-09 - MMCD SOQ and Unit Prices - 14084.xlsx\Schedule of Quantities & Prices