

ENDERBY AND DISTRICT SERVICES COMMISSION

Brad Case
Tundra Baird

Herman Halvorson
Denis Delisle

AGENDA

DATE: Tuesday, December 20, 2016
TIME: 9:00 a.m.
LOCATION: Council Chambers, Enderby City Hall – 619 Cliff Avenue

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

[Regular Meeting Minutes of August 24, 2016](#) pg 2-5

[Regular Meeting Minutes of September 16, 2016](#) pg 6

3. REPORTS

[Parks and Recreation Services – Q3 Report](#) pg 7-13

[Parks and Recreation Services – 2016 Annual Report](#) pg 14-21

[Enderby Outdoor Pool – 2016 Final Report](#) pg 22-38

4. UNFINISHED BUSINESS

[Results of Smoking Survey](#) – Memo from Planner and Assistant Corporate Officer dated November 30, 2016 pg 39-42

5. NEW BUSINESS

[Point of Sale Terminal](#) – Memo from Chief Financial Officer dated September 20, 2016 pg 43

[Parks Development Cost Charges – Riverside Park Washrooms](#) – Memo from Chief Financial Officer dated October 27, 2016 pg 44

[Purchase of New Tractor-Mower](#) – Memo from Chief Administrator dated December 9, 2016 pg 45-46

[BC Hydro/Tree Canada Community Tree Planting Program – Grant Application for Barnes Park](#) – Memo from Chief Administrative Officer dated Dec 16, 2016 pg 47-51

6. CLOSED MEETING RESOLUTION

Closed to the public pursuant to Section 90 (1) (d), (i) and (k) and Section 90.2 (b) 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 Wednesday, August 24, 2016 at 9:30 a.m. in the Council Chambers of Enderby City Hall.

<u>Members:</u>	Brad Case	City of Enderby
	Tundra Baird	City of Enderby
	Herman Halvorson	Electoral Area F
	Denis Delisle	Electoral Area F

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

Others: Press and Public

APPROVAL OF AGENDA

Moved by Brad Case, seconded by Tundra Baird that the agenda be approved as circulated.
Carried

ADOPTION OF MINUTES

Regular Meeting Minutes of June 10, 2016

Moved by Brad Case, seconded by Denis Delisle that the minutes of the regular meeting of June 10, 2016 be adopted as circulated.
Carried

REPORTS

Parks and Recreation Services – 2016 Quarter 2 Report

Moved by Brad Case, seconded by Tundra Baird that the report be received and filed.
Carried

Cheryl Hay reported on the highlights of the report:

- Successful grants helped fund programs for physical literacy.
- Programs for women, water, and weights filled up fast.
- Partnered with Enderby and District Community Resource Centre for life jacket signs.
- Partnered with Boys and Girls Club who funded a summer student to assist with administrative duties.
- Will now be looking to find coaches and instructors.
- Fall Recreation Guides to be ready by September 1st.
- There were a total of 10 ball tournaments this year.

NEW BUSINESS

Pull-Out North of Enderby – Maintenance Costs – memo from Chief Administrative Officer dated August 8, 2016

Moved by Tundra Baird, seconded by Denis Delisle that the memorandum be received and filed.

Carried

Cemetery Regulation Bylaw – Memorials – Memo from Chief Financial Officer dated July 11, 2016

Moved by Tundra Baird, seconded by Denis Delisle that the Commission recommend that Council enacts the Enderby and District Cemetery Regulation Bylaw No. 1515, 2012 Amendment Bylaw No.1605, 2016.

Carried

Ratification of Ball Diamond Washrooms Purchase Authority – Memo from Chief Administrative Officer dated July 12, 2016

Moved by Brad Case, seconded by Denis Delisle that the Commission ratifies the purchase of Ball Diamond Washrooms consistent with the Master Parks Plan, in an amount not to exceed \$35,000.

Carried

Parks, Recreation and Culture Fees Bylaw – Memo from Chief Financial Officer dated July 15, 2016

Moved by Tundra Baird, seconded by Denis Delisle that the Commission recommend that Council enacts the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1578, 2015 Amendment Bylaw No. 1609, 2016.

Carried

Replacement of Arena Compressor Isolation Valves – Memo from Chief Administrative Officer dated August 15, 2016

Moved by Tundra Baird, seconded by Brad Case that the Commission receives and files the notification of an unbudgeted emergency expenditure for the replacement of the compressor isolation valves in the Enderby Memorial Arena, valued at \$11,610.16;

AND THAT that Commission approve an appropriation from prior years' surplus and reserves of \$11,610.16 for the replacement of the compressor isolation valves in the Enderby Memorial Arena.

Carried

Hidden Lake Horsepower Limit – Verbal report from Tundra Baird

Chairman Halvorson suggested to Councillor Baird that she consult with Ian McLellan about the matter.

Regulating Smoking and Idling in Parks – Assistant Corporate Officer and Planner dated August 19, 2016

Moved by Tundra Baird, seconded by Brad Case that the Commission direct staff to initiate a streamlined public consultation process to determine if the public wishes for enhanced tobacco control over and above Provincial Tobacco Control Regulation;

AND THAT the Commission recommend that Enderby City Council adds a provision to the City of Enderby Public Spaces Bylaw No. 1604, 2016 which prohibits idling within 3 metres of a doorway, window or air intake of a recreational facility or other park structure.

Carried

Dry Floor Rental – Gary Baker Fundraiser – Memo from Chief Financial Officer dated August 12, 2016

Moved by Brad Case, seconded by Denis Delisle that the Commission ratify waiving of the dry floor rental fee and charges the incremental labour rate for the Burger and Beer Fundraiser.

Carried

Belvidere Hand Launch Tender Results – Memo from Assistant Corporate Officer and Planner dated August 22, 2016

Moved by Tundra Baird, seconded by Brad Case that the Commission does not award a tender for the Belvidere Hand Launch upgrade project;

AND THAT the Commission direct staff to report back to the Commission with a design/build approach to the Belvidere Hand Launch upgrade project.

Carried

Discussion:

- Contractors may have factored into their bids the high risk factor for a project such as this.
- Design/build opportunity could be cost effective but a scaled-back version than what was initially expected.
- Design/build approach has not been too effective thus far.
- CAO to meet with bidders and provide them with the all-in budget amount to determine what they can do for that price.

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 (k) and 90 (2) (b) of the *Community Charter*.

Carried

ADJOURNMENT

The regular meeting reconvened at 10.58 am.

Moved by Brad Case, seconded by Tundra Baird that the meeting adjourn at 10:58 am.
Carried

CHAIR

CHIEF ADMINISTRATIVE OFFICER

ENDERBY AND DISTRICT SERVICES COMMISSION

MINUTES of a regular meeting of the **ENDERBY AND DISTRICT SERVICES COMMISSION** held on Friday, September 16, 2016 at 9:30 a.m. in the Council Chambers of Enderby City Hall.

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

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

Others:

APPROVAL OF AGENDA

Moved by Tundra Baird, seconded by Brad Case that the agenda be approved as circulated.
Carried

CLOSED MEETING RESOLUTION

Moved by Brad Case, seconded by Tundra Baird that pursuant to Section 92 of the *Community Charter*, the regular meeting convene In-Camera to deal with matters deemed closed to the public in accordance with Section 90 (1) (j) of the *Community Charter*.
Carried

ADJOURNMENT

The regular meeting reconvened at 9:30 am.

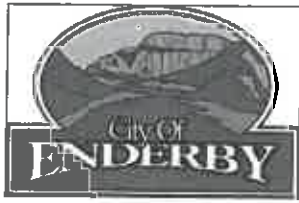
The following item was released from In-Camera:

- Belvidere Hand Launch – Award of Contract to Splatsin Construction Services LLP

Moved by Brad Case, seconded by Tundra Baird that the meeting adjourn at 9:30 am.

CHAIR

CHIEF ADMINISTRATIVE OFFICER



City of Enderby
Parks and Recreation Services
administered by
Enderby & District Chamber of Commerce
P.O. Box 1000, Enderby, BC V0E 1V0
Telephone: 250-838-2665 | Fax: 250-838-0123



www.enderbychamber.com/recreation | recreation@enderbychamber.com

Date: October 1, 2016
To: Enderby/Area F Joint Services Commission
From: Kaylee Wells and Sheryl Hay, Recreation Administrator
Subject: Third Quarter Report, 2016

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.

Contents

Advertising.....	2
Administration.....	2
Facility Reports	3
Arena	3
Ball Fields.....	3
Gazebo.....	4
Lions Pool	4
Parks	4
Barnes Park.....	4
Programs Report	4
Youth Programs.....	4
Fitness Programs	5
Arena	6

Advertising

Social media remains a viable advertising outlet.

Three ads were done in the Rivertalk this quarter.

Advertisements went out on social media and in the Rivertalk for Recreation Staff including Skating Lesson Instructor, a MVP Hockey Coach, Fitness Instructors, Physical Literacy Instructors, and Babysitters.

The Fall/Winter Recreation Guide was released to the public on August 24th (electronically) with the hard copy available September 1st. Program flyers have been emailed to parents through the MV Beattie Elementary, AL Fortune Secondary, and Grindrod Elementary.

A community recreation registration/ information day and equipment swap was held September 15th which brought out a many organizations however very fee attendees. This was the second year we have held this event.

Flyers were continuously distributed at the pool during the summer months. Flyers continue to be posted at the arena, and have been circulated around town on bulletin boards and at local businesses to promote programs and events.

Administration

Closing procedures for the pool have been completed.

A final report for the 2016 Pool Season has been completed.

Registration for fall/winter programs started September 1st, with the majority of programs starting mid September. It is recommended to start registration earlier in 2017 while the pool is still open (middle of August).

Two new babysitters have been hired (for fitness programs) along with a new skating instructor and new Assistant MVP Hockey Coach. There are a total of three babysitters, a yoga instructor, a backup fitness instructor/physical literacy instructor/MVP hockey coach, an assistant hockey coach, skating instructor, and recreation leader working for Recreation Services.

Enderby and District Recreation Services were successful in their request for grant funding through Royal Bank of Canada's (RBC) Learn to Play Community Action Grant. \$5,000.00 was awarded on behalf of RBC's Learn to Skate Program. The grant was created for organizations that teach new skills or sports to kids, and/or expose them to multiple sports or skills. Enderby was one of 211 organizations across Canada to receive this funding. Enderby and District Recreation Services will put the funding towards offering instructor training and purchasing equipment for skating lessons,

MVP hockey, and power skating. Recreation Services staff have taken part in a webinar and have had a cheque presentation with a member of RBC.

Final Reporting was completed for the Local Sport Development Fund grant of \$1,000.00 and the FAB 55+ grants of \$1,345.00, from ViaSport and the Province of British Columbia.

Recreation Services had the assistance of a Community Recreation student for 10 weeks who stayed very busy helping with pool programs and other community groups programs including Dash n' Splash, Play in the Park, Afternoon Adventure Camp, and Youth Nights. The summer student also assisted with registration, marketing, data entry, and pool administration tasks.

Facility Reports

Arena

Weekly arena user contracts went out in July and have now been signed and returned.

The Arena opened on Saturday September 17th, 2016.

Arena usage for the 2016/2017 season that is pre booked is lower than the 2015/2016 bookings due to it being the beginning of the season, more bookings are expected to come in.

Currently there are two less adult groups who have booked ice in the Enderby Arena this season. MV Beattie and Shihya Schools have not yet booked their school skating. Two home school groups have not re-booked ice time in the arena and one home school groups has drastically reduced their ice bookings due to rate changes for groups.

The North Okanagan Junior B Knights have cancelled their practice on Thursday evenings at the Enderby arena but will be hosting three games in Enderby.

The remaining rink boards that were not replaced in 2015 were replaced in July 2016

There was a fundraiser held in the arena on August 27th for a local family.

Changes to the elite team delegations according to regions for North Okanagan Minor Hockey and Salmon Arm Minor Hockey, resulted in some last minute booking changes.

Ball Fields

Funtastics Ball Tournament took place June 30th to July 3rd. The tournament was expanded from previous years to 38 teams.

From July 5th to August 23rd the Summer Slo-pitch league used all four diamonds on Tuesdays from 6:00 to 9:00 pm. The Summer Slo-Pitch League held their tournament August 27th. They had a total of eight teams.

Honeymooners Tournament booked all four ball diamonds from September 9th to 11th.

A new ball tournament took place in Enderby October 1st and 2nd booking two diamonds Saturday and one on Sunday.

Gazebo

The Lions gazebo was used 14 times between July and October for weddings, reunions, and community events.

A renter's vehicle was broken into resulting in gazebo keys being stolen and locks having to be rekeyed.

Lions Pool

Please See Attached Pool Report

Parks

Barnes Park

Two children's groups met weekly in the park in July and August.

Recreation Services held a six week fitness class in the park and another local fitness instructor held classes in the park in July.

Four private events were held in the park

Canada Day took place in Barnes park.

Programs Report

Recreation programs were not offered during the summer months while the pool was open. Work on the fall recreation programming and schedules started in August. Over 30 programs are offered including; seven Fitness classes, five youth land classes, six registered arena programs, and nine drop-in skating times per week. Also offered in the Fall Programming were the Fundamental Movement Skills Instructor Course (seven participants) and a Babysitting Course (12 participants). The September programs ran at 100 percent.

Youth Programs

The youth fundamental movement programs offered this Fall are consistent to what was offered in the Spring (Active Tots, Pre-School Sports, and I Can Play Sports). A new physical literacy dance program was introduced with three "Try It" classes prior to the session starting on October 18th. DANCE PL3Y offers kids 6-12 years the opportunity to build confidence through dance and in all their physical literacy movements, it also teaches positive thinking social skills. DANCE PL3Y requires an annual license to run and instructor certification.

Enrollment numbers for the Fall session of Youth Programs:

Program	Enrollment Numbers
Active Tots (24-26 month olds)	4
Pre-School Sports (3-5 year olds)	9
I Can Play Sports (5-8 year olds)	8
DANCE PL3Y (6 to 11 year olds)	6
Total	27

Special event Youth Nights are planned for the fall and winter using both the Curling Rink and Arena Ice. Ice Jam Youth Nights are scheduled once a month for kids aged 12-15 years. They will include curling and skating games along with snacks and prizes, each night has a theme.

Fitness Programs.

Grant monies through Via Sport Forever Active 55+ supported a new program called ***Women, Water and Weights.*** This program was offered once a week for eight sessions (June & July). It filled to capacity with 12 ladies registered. There were four classes on land and four classes in the pool. Participants took part in goal setting and accountability and self evaluation as part of this course to keep you "Forever Active"

Most land classes started September 6th, except for Zumba which started in October. All classes are hosted at the Drill Hall except for Fresh Air Fitness; a six week program in Barnes Park, and Zumba which is offered at the Legion. New this season, 10x punch passes were offered as well as the 5x passes and full session pre-registration. Pre-registration offered a discounted price.

Enrollment and participation numbers for September include:

Land Classes	Pre-registered	September Participation
Hiit Class (Mondays)	10	45
Strength & Stretch (Tuesdays)	0	24
Early Fit (Wednesdays)	1	6
Core Fit (Wednesdays)	11	52
Fresh Air Fitness (Thursdays)	3	20

Zumba (Thursdays)	5	October Start
Yoga (Fridays)	4	37
Total	34	184

Passes Sold up to September 30 th	
5X Fitness	2
10X Fitness	16
10X Yoga	2
Total	20

Note: there is also the option to do a cash drop-in.

Arena

All Drop-In Public Skate and Shinny programs started in the first week of the arena opening. Youth Shinny times remained the same while the evening Adult Shinny was moved to Sunday's from 6:30-7:45pm. This proved popular with the users, as skaters and goalies have been present at every session. The Drop-in Shinny requires participants to have a signed waiver on file, to sign in to each session and leave their fees in a money box. Shinny prices are \$2.00 for youth and \$5.00 for adult. Punch passes are also available for purchase.

To date, here are the participation numbers for drop-in Shinny:

Age	Participants
Adult	53
Youth	41

Free Public Skating times are offered five times per week. The Friday night time was moved earlier to 7:15-8:15pm to allow families with younger children to participate. The Sunday time was moved out of the dinner hour to 2:30-4:00 pm, it has been well received with more participation this season. The annual "Skate with Santa", is scheduled for Sunday December 4th and will be co-sponsored by Tim Hortons.

Skating lessons are scheduled to start October 12th this season and registration has been steady. A new Power Skating Plus class is offered on Fridays from 3:15-4:15pm.

Program numbers for the fall session of Skating lessons are:

Class	Participants
Ice Puppies (3-5 year olds)	9
Super Skaters (school aged)	8
Power Skating (8-13 years old)	5
Total	22

The MVP Recreation Hockey returned this season with much anticipation. This year was broken down into two sessions. 17 kids are registered for the first session (September 26-December 5) and 12 kids are registered so far for the Winter Session (January 2- March 13). RBC grant funding of \$5,000 will go towards enhancing all our skating programs through instructor and coach training, equipment and jerseys.

ENDERBY & DISTRICT RECREATION SERVICES ANNUAL REPORT 2016



Recreation Services review
October 1st, 2015 to October 1st, 2016
Kaylee Wells and Sheryl Hay



CONTENTS

Introduction	3
Management Summary	4
Advertising	4
Events	5
Administration.....	5
Facility Reports	6
Arena	6
Gazebo.....	6
Ball Diamonds.....	6
Lions Pool	7
Parks	7
Joint Use Agreement	7
Program Reports.....	8
Best Practices and Lessons Learnt	8

INTRODUCTION

Kaylee Wells, Recreation Administer, and Sheryl Hay, Recreation Coordinator, have had the pleasure of managing the operations of Recreation Services on behalf of the Enderby and District Chamber of Commerce. The 2015/2016 season brought many changes to Enderby and District Recreation Services including the expansion and creation of many programs and events.

This report outlines the activities of Enderby and District Recreation Services between October 1st, 2015 and October 1st, 2016. The report will summarize the past four quarters, please refer to quarterly reports for additional information. Accomplishments and functions are broken down by category throughout the report.

This report covers Administration, Advertising, Enderby Memorial Arena, Riverside Park Ball Diamonds, Gazebo and Park rentals, Lions Pool Scheduling and Programming, and special reports on projects and initiatives.

MANAGEMENT SUMMARY

The 2015/2016 season has been Kaylee Wells and Sheryl Hay's first full year operating Recreation Services. During this year hurdles have been overcome, relationships have been built, and a pride has been taken in the delivery of recreation to our community.

Recreation Services staff have worked on overcoming barriers to Recreation and provided more opportunity for activities for our community. There are many plans in motion to evolve Recreation and grow by providing our services in additional channels.

The largest barrier Recreation Services faces as it grows and moves forward is access to useable space. The current locations being operated out of are being maximized. Every area of Recreation in our community is growing including introducing additional baseball programs, arena programs, youth programs, and fitness programs.

ADVERTISING

The three main advertising outlets used for advertising programs and events are: Social media, The Rivertalk, and local schools (Grindrod Elementary, MV Beattie Elementary, and AL Fortune Secondary). Posters also went up at the pool, arena, and around the community.

Nine advertisements have been placed in the Rivertalk

Job Postings for Recreation Staff and Pool Staff went out in The Rivertalk, Nexus, and Social Media.

Recreation Services had a logo designed and it is now used in all advertising to aid in branding Enderby and District Recreation Services.

Two Recreation Guides were printed and distributed in the community, the spring guide was available in March 2016 and the Fall guide in September 2016. Both guides are available online and in hard copy.

A quarter page advertisement was put in the Exploring Enderby Guide.

Advertising holders were put up at the arena.

Events have been posted on the Digital Highway Sign.

Like and Share contests have been done through Facebook reaching over 2,000 people.

Pool, arena, program, and Recreation Services banners have been donated from Mark McMahon.

EVENTS

November 20th was Jersey Day, which was well received by local businesses.

RBC's Sports Day in Canada activities on November 21st was not well attended.

The annual Santa Skate on December 20th 2015 was well attended with over 50 participants and sponsorship from Tim Hortons.

May 19th pool staff did Public Awareness Presentations at the local schools for National Lifejacket Day as well as presentations to schools during National Water Safety Week June 4th to 11th.

The second annual community recreation/ information day included an equipment swap this year.

Monthly Youth Night Events were held at the Pool and are now at the Arena in partnership with the Enderby and District Curling Club.

ADMINISTRATION

Registration for Recreation Programs remains steady. Spring Registration opened April 18th and fall registration opened September 1st.

Staffing for the 2016 Pool and Recreation Services Programs has been good, obtaining an adequate number of employees.

Grant Funding was received from Royal Bank of Canada's Learn to Play Community Action Grant (\$5,000.00), ViaSport and the Province of British Columbia's Local Sport Development Fund (\$1,000.00) and ViaSport and the Province of British Columbia's FAB 55+ grant (\$1,345.00).

A Julia Bargery, Community Recreation Student, worked for 10 weeks helping with programs, administration, and pool tasks.

A ball user group meeting was held in February.

FACILITY REPORTS

ARENA

Ice came out on March 23rd 2016 and the ice was back in for the opening date of September 17th.

The remaining half of the rink boards that were not done in 2015 has been replaced.

Minor Hockey Provincial games were held in mid March.

There are 198.5 less ice hours pre-booked in the arena in 2016/2017 from 2015/2016. Due to some fee changes and some teams not booking ice this year. Most open ice slots have filled up with private ice bookings.

There are 26 additional hours of public programs in 2016/2017 vs 2015/2016 and 149 hours more than 2014/2015.

Shuswap Minor Lacrosse used the Dry Floor April to June.

A drop in hockey league was created but was cancelled due to low attendance.

A fundraiser was held in August and was very successful

Heater upgrades were done in February.

A new AED was installed in March along with an AED training session.

A new scoreboard and digital clock were purchased by North Okanagan Minor Hockey Association and installed on December 29th.

GAZEBO

The Lions Gazebo was booked 14 times in 2016.

Music by the River was held in the Gazebo twice in 2016.

BALL DIAMONDS

Bookings have been consistent with previous years. In 2016 there were seven men's, eleven ladies, nine mixed, eight summer mixed, and four youth teams. Each adult league had two tournaments. Funtastics expanded the number of teams in their tournament. Honeymooners was again successful

Two new ball tournaments were held in Enderby, one in May and one in October. Both groups have booked to have them annually.

AL Fortune Gym classes used the ball diamonds in May.

Closure signage was created for ball diamonds.

LIONS POOL

Pre-season tasks included minor deck repair and paint touch ups to the basin gutters, pool bottom, and out buildings.

The pool opened for the season May 24th 2016, with eight staff hired for the season.

The Pool Safety Plan was updated.

302 children participated in Red Cross Swimming Lessons in 2016, 56 more than 2015. Local Elementary Schools participated in Rec Cross Swim Lessons.

Dash & Splash, Jr. Lifeguard, Adventure Camps, and Aqua Fit were all well attended, with record breaking participation in Aqua Fit.

Almost 2,000 people participated in public/toonie swims.

The pool was booked 15 times by private groups and 16 times for non-profit groups.

Enderby and District Resource Center used grant funding to offer free family swims and free swim lessons.

Winterizing procedures have been completed at the pool.

PARKS

Barnes Park was booked for weekly for children's activities, fitness classes, Canada Day, and Private Events

Belvidere Park was booked for a band concert and once for Music by the River.

Riverside Park was used for the Gold Panning Championships.

JOINT USE AGREEMENT

Grindrod School has Volleyball and an Afterschool Club using the gym on Tuesdays

AL Fortune School gym is used Monday and Wednesday for Pickle Ball and Thursdays for Hockey Dry Land training.

MV Beattie Gym is used by Pickle Ball on Monday and Fridays, a Youth Group on Wednesdays and Thursdays, and Volleyball on Thursday evenings.

Groups did not use the schools over Christmas or Spring Break.

PROGRAM REPORTS

Fall 2015 fitness classes were well attended with over 28 registered and 17 punch passes purchased. The fall Physical Literacy Programs all ran at capacity.

Our first year of MVP Hockey ran with 20 participants and 17 participants in 2015/2016.

Spring Fitness Classes include for both fitness and youth were well received. Two new youth music classes were introduced in April.

A new program called "Women, Water, and Weights" successfully ran this spring/summer.

Over 30 Fall programs are running including youth, fitness, hockey, dance, and skating programs.

Two Fundamental Movement Skills Instructor Courses have been offered.

Two Babysitting Courses have been offered.

Drop-in public Skates and Shinny Programs have been well attended. Adult Shinny has been very popular.

Sheryl has done Physical Literacy Programs at MV Beattie Elementary, Grindrod Elementary, and Shihiya School.

BEST PRACTICES AND LESSONS LEARNT

Development of programming to suit our community has been the primary focus of 2015/2016. We have implemented many of the programs that have been requested by the community, however some have had poor attendance, and in 2017 we will be reviewing the attendance of programs and events focusing on enhancing the well received activities.

The Recreation Staff continue to learn more about procedures, policies, and operations with the help of City Staff. The future growth of Recreation Services is made possible by the continuing to build on relationships and partnerships within the community.

The following 2015 Report recommendations that were implemented:

1. New time of day clock and scoreboard in the arena.
2. Introduce more new programming to Enderby and Area F.
3. Implement a new logo and branding strategy.
4. Apply for additional recreation funding through grant opportunities

2016

ENDERBY OUTDOOR POOL FINAL REPORT



Sheryl Hay
Enderby & District Recreation Services
10/15/2016

Enderby & District Recreation Services, under the Enderby Chamber of Commerce, is pleased to have managed the operations of the Enderby Outdoor Pool for a very successful 2016 season.

Preparation began early in 2016 to ensure that staff, paperwork and procedures were in place prior to the pool opening and to allow for more opportunity to pre-register for pool programs. Program registration opened on April 18 and was accessible at the Chamber Building until the pool opened for the season on May 24. The Pool Safety Plan was updated to meet the requirements of the Provincial Health & Safety Regulations and included all staff information and training dates. In early May, 12 candidates were interviewed for aquatic positions with eight successful hires.

Between May 11– 23, Pool and Parks & Recreation staff completed a number of opening procedures. On Monday May 23, all aquatic staff participated in a four hour, in-service training session which covered the policies and procedures of the Pool Safety Plan, NLS fitness standards, First Aid and evacuation simulations. The pool opened on May 24, with the season Grand Opening held on May 29.

The School Swim Program had a total of \$2,812.50 in instructor fees. This is slightly down from 2015 due to no rental bookings from A.L. Fortune Secondary or recreation swims booked by the local Elementary Schools. Schools participating in the swim lesson program this year included Grindrod Elementary, M.V. Beattie Elementary, Shihiya School, Splatsin Daycare and South Canoe Alternate School. Elementary students took part in a five day swimming and water safety program lead by three instructors. Students in local schools, including A.L.Fortune Senior Secondary, were also treated to Public Awareness presentations on National Lifejacket Day, May 19, and during National Water Safety Week, June 4-11.

Red Cross Lessons were offered in four sessions this season, each with higher participation then the last few years. The spring set, June 13-24, saw a total of 57 participants. The three summer lessons sets encompassed a total of 180 participants. Alongside the group lessons, private and semi-private lessons were offered with a total of 65 participants. In total 302 children took part in Red Cross Swim lessons this summer, an increase of 56 registrations compared to last year.

Other programs offered this season included Dash & Splash with 24 participants, Jr. Lifeguard with 27 participants and Adventure Camps with 15 participants. Aqua Fit had a record breaking 1,441 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 recorded continue to be regarding facility improvements: cracks in the deck, main basin and shallow end, slippery change room floors, public washrooms in need of minor repairs and painting, and minimal payment options. The most common request was for on-line registration and debit or credit payment options. The addition of a summer student through the Boys and Girls club as Recreation Staff, allowed us to have more time for office personnel to be available for registration and inquiries. This extra staff position did improve our registration process and numbers.

Public Swim times were slightly adjusted this season to improve staff scheduling and create busier swims. Weekend public swim times were moved later in the day and a Toonie swim was added to the last hour. A total of 1,389 people attended public swims and 595 attended the Toonie swims. Public swim attendance decreased in July, due to competition with the nearby river. Less than eight swim times were cut short this season because of low attendance or poor weather.

The 2016 season ended with a Free Public Swim on Friday, September 2. During the final week, pool staff completed year end stats, inventory and general cleaning. After closing on September 2, Parks staff began procedures to neutralize the water before draining the pool and completed all other closing procedures such as clean-up, shut down and winterizing of the facilities.

Revenues this season were over the expectations by more than \$9,000. A total from deposits, including school revenue, came to \$35,160.95. The largest revenue came from program registration which included more advanced leadership courses and a Water Safety Instructor course. Extra classes were also added to each of the three summer sets of Red Cross lessons. Even with an increase of instructors and program hours, staff wages were on budget. Marketing, program office supplies and training were under budget expectations.

PARKS AND RECREATION STAFF

Parks and Recreation staff, Sheldon and Peter, provided support and assistance to the Pool staff throughout the 2016 season. Parks staff completed the morning water tests daily and adjusted chemicals as needed. Pool staff completed two additional daily water tests and reported any concerns or incidents to Parks staff. City Public Works staff performed weekly CARO water tests and reported results to Enderby Recreation Services. Water quality was deemed excellent this season with all testing completed

on time and no pool closures due to water quality or fecal matter incidents. Sheldon will be looking into the date of the last sand filter change to determine if replacement sand will be required prior to next season start up.

PRE-SEASON PREPARATION

Pre-season preparation began early in May due to a warm spring and early snow melt. It is recommended that a similarly structured timeline be implemented for 2017.

- Submit pool budget to City – *December*
- Prepare summer pool schedule and programs – *Late February*
- Post supervisor job positions to newspapers and online job bank sites – *March 6*
- Close pool supervisors position posting – *End of March*
- Post part time staff job position to local newspapers and online job bank sites – *April 3*
- Call local schools to set up school lesson – *prior to Spring Break*
- Interview and hire pool supervisor and assistant supervisor – *Late April*
- Drop off paperwork to schools for lessons – *May 1*
- Begin part time staff interviews – *early May*
- Hire pool staff – *mid May*
- Place Canadian Red Cross order – *mid May*
- Pick up school sheets – *before May long weekend*
- Print pool paperwork – *mid May*
- Pool in-service covering the following topics – *Date TBA:*
 - Staff introductions and teambuilding
 - Employee schedules, timesheets and job descriptions
 - Facility Tour
 - Registration
 - Office information
 - Public relations
 - Programs
 - Pool Safety Plan Procedures
 - First Aid and Emergency Procedures
 - Fitness Skills

POOL STAFF 2016

Sheryl Hay – 26 years of experience in the Aquatic Field: managing 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 Rehabilitation Specialist and Pool Operators I & II (combined course with pool management) from Lethbridge College.*

Brooklyn Hay- Aquatic Supervisor. *Current in NLS, WSI, BCRPA aqua-fit & weight trainers, SFA & CPR.*

Kirya Skinner - Assistant Supervisor. *Current in NLS, WSI, SFA and CPR.*

Ellen Kourtesis – Trained as Assistant Supervisor in the absence of Kirya. *Current in NLS, WSI, SFA, CPR.*

The following staff members were hired as part time instructors/lifeguards: **Jaden** (NSL, WSI, and Standard First Aid & CPR), **Jared** (NSL, WSI, and Standard First Aid & CPR), **Tiaura-Lee** (NLS and Standard First Aid and CPR), **Heather** (NLS, SFA, WSI, CPR) **Ravi Vliet** (NLS, SFA and LSI – working towards BCRPA Aqua Fit certification), Ravi resigned August 3 to pursue work in other facilities.

Recommendation: 1) The season schedule requires two additional staff training sessions to keep all staff current, up to date and practiced in pool procedures and policies.

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 2 – May 23, Parks & Recreation Staff completed the following:

- Draining, pressure washing and spot painting of pool basin
- Pool gutter's were painted a darker blue from last year's recommendations
- Deck cracks were cement repaired (City & Parks staff)
- Fencing repaired near equipment room
- Pumps and filters start up
- Filling pool, adding and balancing chemicals

May 16 – 24, Pool staff completed the following:

- ☺ Pressure washing and cleaning change rooms
- ☺ Painting benches, trim and deck “Please Walk” signs
- ☺ 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
- ☺ Stocking all forms from manager of Recreation Services

Recommendations for Pool Area in the 2017 season: 1) The cracks on the pool deck will also require a better strategy for repair to prevent cuts and injuries to patrons and staff. 2) Pool Change Rooms – replacing shower stalls and fixing slippery floors. 3) Public Washrooms are also in need of spring cleaning and a fresh coat of paint. 4) The basin will need repairs to the shallow end, patches and a full basin re-paint (including black lines and gutters) will need to be completed. 5) The patio picnic tables need replaced. * See pictures.



#1



These are cracks along pool edge, near the deep end, filter room and on the corner edge of stairs entrance. These broken and uneven edges cause many cuts and scrapes for patrons and staff during the season.



#2

It takes at least 12 hours for the Ladies Change Room main drain to drain. This leaves the rooms smelling damp and musty.



#3

Ladies Public Washroom was negatively commented on many times by the public and patrons of the pool during the 2016 season. This area is in desperate need of clean up and a paint job.



#4

Pool bottom requiring patch work and paint job.



#5

The picnic tables in the viewing area have many cracks on the seats and tables tops which leave sharp edges.

SPRING STAFF TRAINING

On May 23, 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/ accident reports, how to complete pool tests, general pool procedures and rules, cleaning and maintenance expectations. Staff were instructed on lesson registrations, general office information such as location of paperwork, payment information, pool costs, public relations, how to politely enforce 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.

SCHOOL SWIM PROGRAM

The following schools participated in the 2016 Red Cross Swim @ School program:

School	Hours Used	Total
Grindrod Elementary	10 hours with 3 instr.@ \$17/hour	\$510.00
Splatsin Daycare	2.5 hours with 3 instr. @ \$17/hour	\$127.50
M.V. Beattie Elementary	35hrs with 3 instr. @ \$17/hour +rental	\$1,785.50
Shihiya School	10 hours with 3 instr.@ \$17/hour +rental	\$262.00
South Canoe	3.75 hrs with 2 instr.@ \$17/hour	\$127.50
Total revenue from Swim @ School program		\$2812.50

Communication with school administrators started earlier this year to accommodate busy spring schedules and work around class field trips. Elementary aged classes participated in a five day Red Cross Swim @ School program. All participants received a Progress Card at the end of their week that recorded their skills and gave swim level recommendations for placement in the Red Cross swimming lessons held in the summer. The school lessons ran May 30 to June 16 with fair weather conditions. Our supervising team also visited Elementary Schools to provide Drowning Prevention presentations and create awareness around National Lifejacket Day which was on May 19. Instructors received positive feedback from both teachers and parents. The level of safety and quality of instruction was deemed excellent. The total revenue from the Swim @ School lessons was \$2812.50, down slightly from 2015 due to less recreational swim bookings and no participation from A.L. Fortune Secondary School.

SUMMER

RED CROSS LESSONS

The Enderby Outdoor Pool offered one set of after school lessons in June. These lessons ran from June 13 to 24, from 3:45pm to 6:00pm with three instructors. Registration for this set was higher than last year with 57 registrations versus 44 in 2015. Earlier registration, starting mid April, is recommended again for next season as many parents took advantage of the opportunity.

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 4 – 15, the second set ran July 18 – 29 and the third set ran August 8 – 19. All sets ran between 9:30am and 12:30pm. There was a significant increase in registration this year over the previous three years, due to extra office hours to receive registration as well as the upstanding reputation of the programs and instructors. Each lesson set included a Parent Participation Day, on day 6, to give the caregiver an insight on water safety and what the children were learning in the class. Program evaluations were handed out on day 10, with the participants Progress Card. This season, the final class was also a themed dress up day, which was a big hit with instructors and participants alike. 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. A continued challenge with swim lesson registration was the timing for when registration was taken and more often the lack of Interact or Credit Card payment options. Over 100 patrons were not prepared to pay cash or cheque and either went to get cash, postponed registration or did not participate and left.

Here is a breakdown of Summer registration in Swim Lessons as compared with the last three seasons. *Note this does not include the Spring set.

LESSON SET	2014 REGISTRATION	2015 REGISTRATION	2016 REGISTRATION
Summer 1	39	53	80
Summer 2	40	56	74
Summer 3	68	72	77
Summer 4	N/A	N/A	N/A
Total	147	181	231

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	4	7	3		17
Sea Otter	8	9	8	6		31
Salamander	6	8	10	7		31
Sunfish	3	2	3	5		13
Croc / Whale	3	0	0	0		3
Level 1	7	9	2	5		23
Level 2	8	7	4	5		24
Level 3	6	4	7	7		24
Level 4	4	8	2	2		16
Level 5	5	7	3	4		19
Level 6	2	3	1	2		8
Level 7	2	1	1	7		11
Level 8-10		6	5	6		17
Private Lessons		10	11	12	8	41
Semi Private Lessons		2	10	6	6	24
Totals	57	80	74	77	14	302

Recommendation for Lessons: 1) Bring back the fourth lesson set in the last two weeks in August with two or three instructors. 2) Offer Debit or Credit Card options for payment.

OTHER PROGRAMS

A few changes were made to programs offered last year and minor adjustments were made to public swim times and advanced programs to attract more interest. Dash 'n' Splash was offered as a drop-in program with an option to pre-book your spot for a reduced cost. This program focused on physical literacy and fundamental movements, both on land and in the water. This program was led by our summer student with support from aquatic instructors for the pool sessions. The Jr. Lifeguard Club continues to grow in participation and this year's members appreciated the option to commit to the season or pay a drop-in fee. The club participated in an Open Water Safety day at the Tuey Park as well as competed in a fun Jr. Lifeguard competition, hosting the Alligators from Armstrong. Plans are in the works for next year to have more interaction with the Armstrong club as well as club member T-shirts. For the first time in over 20 years, a Red Cross Water Safety Instructor course was offered with five local youth completing their certification in mid August. It is recommended to offer this training earlier in the season in 2017.

Program	May	June	July	August	Totals
Dash 'n' Splash	n/a	n/a	10	14	24
Jr. Lifeguard	n/a	n/a	10	8	18
Jr. Lifeguard Drop In	n/a	2	10	5	17
Bronze Classes	n/a	n/a	10	n/a	10
Water Safety Instr.	n/a	n/a	n/a	5	5
	May	June	July	August	Totals
Aqua Fit	56	409	458	518	1441
Public Swim	19	368	479	523	1389
Toonie Swim	65	304	136	90	595
Youth Night					71

The Aqua Fit program had another successful season with close to 1500 participants between May and August. All classes were offered from season opening, May 24, as requested by participants last year. A new Women, Water & Weights, class was presented with funding from the Via Sport 55+grant. This class filled to capacity with 12 ladies. From July to August, two instructors were scheduled to teach the Mon /Wed/ Fri morning classes, to allow more pool space and offer both deep and shallow water options. Aqua Tone was moved to Wednesday evenings with a huge success in participation, requests came in to add a second Aqua Tone class to next year's schedule. Aqua Fit instructors were limited this season with Amie leading the Aqua Zumba classes and Sheryl and Brooklyn on schedule to teach the remaining 10 classes per week.

Public and Toonie swims managed average participation this season. The adjusted weekend schedule did lead to an increase in participation and easier staff scheduling. Public swimming numbers totalled 1,984 for the summer, up slightly from 2015. On July 1, 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 lower this year due to rainy weather with just over 60 swimmers with zero incidents. This event should continue to be provided in the future.

Youth Nights had steady participation this year with very positive feedback from parents and kids. 71 youth participated in the four events scheduled between June and August. The themed games and prizes were very popular however, the pizza was not well received due to the time of the event. Recommendations would be to offer snacks instead of pizza for next season.

Aquatic Program Recommendations: 1) Continue to offer Dash & Splash and Youth Nights but add more incentive to register ahead of time so the staff have a better idea of numbers. Replace pizza with snacks for Youth Nights. 2) Offer a second evening for Aqua Tone class. 3) Offer a membership fee for Jr. Lifeguard and a punch pass to attend sessions. Start the program in June so members can take part in the Canada Day events and schedule combined events with Armstrong pool.

Private Pool rentals saw an increase in bookings this season. On top of the private rental bookings, 16 group rates were offered to non-profit organizations for public swim. The Enderby & District Resource Centre and Early Years Committee each sponsored rental times to offer free swimming to families in the community.

	1hr @ \$67	Non-Profit @ \$17/ session	Total \$
Rentals	15	16	\$1,277

Recommendations: 1) Create a group rate for "profit "organizations like Pre-Schools and Daycares. 2) Increase from \$17 (school rate) per session to \$20 per session.

LIFEGUARDING/SAFETY

The Lifeguarding team was diligent in meeting all expectations of their job description. Guards used appropriate deck positions and executed good scanning skills rotating 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 both Guards were positioned on deck.

All incidents this season were dealt with quickly and professionally. Minor Accidents involved nosebleeds and many cuts or scrapes. Most of the cuts were a result of scraping the pool bottom, edge or the rough deck area. Three DNS (Drowning Non-Swimmers) rescues were performed with no post incident injuries. One major accident was recorded this season involving a 3 year old falling backwards from near the top of the slide stairs. She landed on her back and the PFD she was wearing cushioned her fall, including protecting her head. Despite having a PFD on, the guarding staff took all precautions and treated the toddler for a suspected spinal injury. The child was taken to the hospital for assessment and released with no major injuries. In the follow up, the family was very appreciative of the professionalism of the Guarding team. Two Incident Reports were recorded this season: one behavioral and one vandalism outside the pool area. There were zero pool closures due to fecal matter or poor water quality this season. Staff responded to all incidents quickly and efficiently, following all precautionary measures.

SUPPLIES AND EQUIPMENT

The Pool was supplied with the following items this season:

- Additional resistance bands and hand bars for Aqua Fit classes
- 8 new PFD's (sizes 30-60lbs and 60-90lbs)
- 2 fun mats and an Instructor deck matt for Aqua Fit
- 2 stopwatches
- A deck clock / pace clock
- A case of noodles
- An equipment net for storage
- Some buoyant and sinking instructional toys for lessons
- 12 pair of ankles cuffs and 6 pair of flex paddles were purchased with grant money from Via Sport for the Women, Water and Weights program

OPERATIONS/MAINTENANCE

The staff kept the office, storage areas, change rooms and deck clean and tidy. A new "used" fridge was donated by the Lions Club for staff ice and supplies and the filter room door was replaced early in the season.

Recommendations: 1) Extra storage shelving and bins would be useful in the equipment room. 2) 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 the shutdown tasks of inventory, reports and evaluations. Following the last swim on Friday, September 2 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 and wall clock
- Covering the Slide with a tarp
- Adding antifreeze to pumps
- Winterizing equipment rooms
- Removing and storing First Aid and office equipment
- Creating a list for materials and items needed for the 2017 season

Maintenance Recommendations: 1) Re-painting entire pool basin including gutters. Patch work on pool bottom and some wall areas needs complete before painting. 2) Check all ladders for cracks and replace parts as needed. 3) Check sand in filters and replace if needed before pump start up.

ENDERBY LIONS POOL BUDGET 2016

REVENUE

The Enderby Pool Revenue for 2016 was as follows:

Public Swim	\$7,782.80
Fitness	\$5,878.50
Swim Programs	\$18,687.15
School Lessons	<u>\$2,812.50</u>
Total Revenue:	<u>\$35,160.95</u>
Budgeted Revenue:	\$26,100.00
Over Expectations:	\$9,060.95

EXPENSES

Staff Wages

Wages	\$40,270.84
Criminal Record Checks	\$ 50.00
ROE's and Run Fees	<u>\$ 258.55</u>
Total Expenses:	<u>\$40,579.39</u>
Budgeted Expenses:	\$43,800.00
Under Expectations:	\$ 3,342.61

Staff Benefits

Benefits	<u>\$ 2,429.27</u>
Budgeted Expenses:	\$ 3,500.00
Under Expectations:	\$ 1,070.73

Marketing and Advertising

Marketing & Advertising	<u>\$ 241.00</u>
Budgeted Expenses:	\$ 650.00
Under Expectations:	\$ 409.00

Training

NLS Re-cert	\$ 110.00
Red Cross Instr. Re-cert	\$ 160.00
BCRPA – Fitness Re-cert	\$ 160.00
Total Expenses:	\$ 430.00
Budgeted Expenses:	\$ 650.00
Under Expectations:	\$ 220.00

Program & Office Supplies

Program Supplies	\$ 2,397.19
Red Cross Supplies	\$ 1,225.52
First Aid Supplies	\$ 41.84
Office Supplies	\$ 91.67
Uniforms	\$ 0.00
Special Event Supplies	\$ 507.12
Affiliate Fees	\$ 85.00
Total Expenses:	\$ 4,348.34
Budgeted Expenses:	\$ 4,000.00
Over Expectations:	\$ 348.34

BUDGET PROPOSAL 2017

Staff Wages	Budgeted Expenses	\$44,950.00
Staff Benefits	Budgeted Expenses	\$3,500.00
Marketing & Advertising	Budgeted Expenses	\$900.00
Training	Budgeted Expenses	\$675.00
Programs and Supplies	Budgeted Expenses	\$4,400.00

EQUIPMENT SUGGESTIONS FOR 2016

Below is a list of equipment and supplies:

- New handle for reaching pole
- Mannequins and AED trainers
- Walkie Talkies for better Guard communication and outside of pool First Aid
- More music selection on i-pod
- Weighted deck umbrella bases
- Float mats for lessons and Public Swim
- Replaced Lifejackets (4 each of 30-60lbs and 60-90lbs)
- Hand resistance bands for Aqua Fit
- Instructor Deck mat for Aqua Fit
- White lesson barbells
- Updating the First Aid supplies
- Storage bins with labels
- Toddler slide in shallow end
- More large interactive toys
- 6 additional leg cuffs for Aqua Fit

CAPITAL IMPROVEMENT SUGGESTIONS

2017

- Remove old spray park, or fix up to be used for Youth Night, Birthday rentals, Dash 'n' Splash, exercise classes or as additional seating for parents
- Deck concrete needs to be patched or resurfaced as the crumbling continues and worsens
- Replace shower stall walls
- Re-finish Change Room and shower floors to remove slip hazard
- Upgrade / paint interior of Public Washrooms

Commission

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Assistant Corporate Officer
Date: November 30, 2016
Subject: Results of Smoking Survey

RECOMMENDATION

THAT the Enderby & District Services Commission recommends Enderby City Council amend its Public Spaces Bylaw to ban smoking within 6 metres of playgrounds;

AND THAT the Commission installs 'No Smoking' signs at all playgrounds within the jurisdiction of the City of Enderby Public Spaces Bylaw, subject to Council amending the Public Spaces Bylaw in accordance with the Commission's recommendation;

AND THAT the Commission continues to monitor feedback on restricting smoking at Tuey Park beach to a designated smoking area;

AND THAT the Commission occasionally reviews the regulation of smoking within Enderby parks to assess its effectiveness and evolving public opinion;

AND FURTHER THAT in order to discourage cigarette butts from being discarded into the Shuswap River, the Commission refers the installation of cigarette dispensers near picnic tables along the Riverwalk to 2017 Budget (~\$1,800).

BACKGROUND

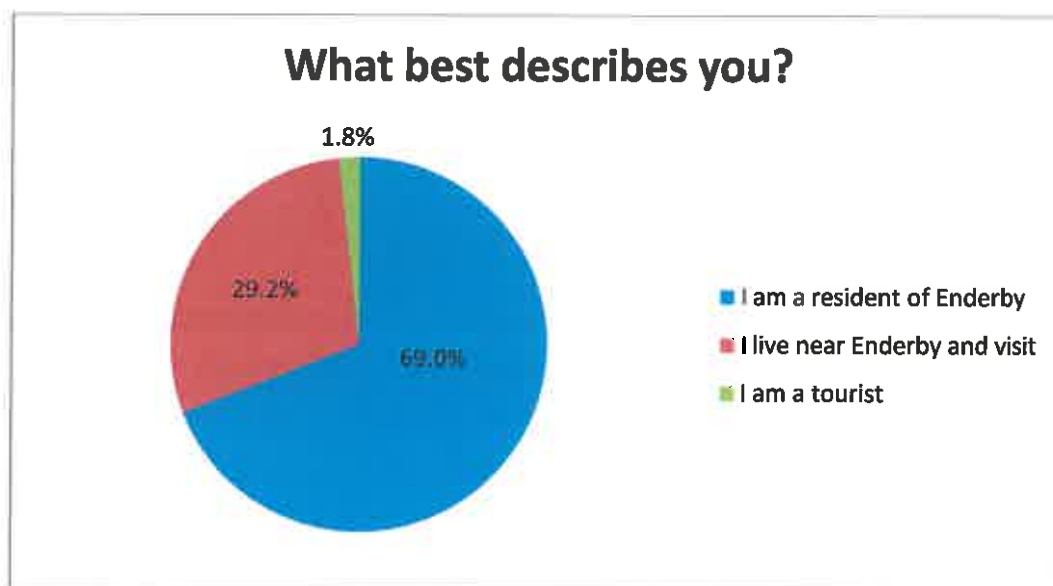
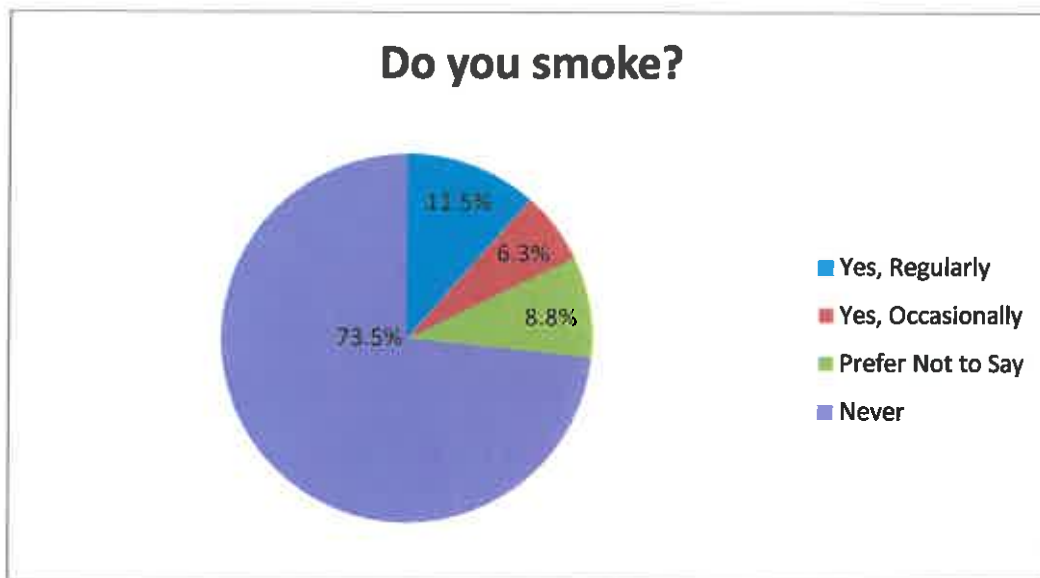
The City of Enderby has adopted Public Spaces Bylaw No. 1604, 2016 which enables the more effective regulation of its public spaces. The Bylaw addresses the smoking of tobacco in public spaces, among other things.

With regards to smoking in public places, Enderby City Council resolved to enhance what was then known as the Tobacco Control Regulation by prohibiting smoking in a Public Space that is within 6 metres of a doorway, window or air intake of a place which is ordinarily open to the public or is a work place (at the time, the Tobacco Control Regulation specified a distance of only 3 metres); since the Public Spaces Bylaw was adopted, the Provincial Tobacco Control Regulation was renamed and amended to broaden the regulations to include e-cigarettes and vaping, as well as to increase the specified distance from a doorway, window or air intake from 3 metres to 6 metres. In other words, the Public Spaces Bylaw now has restrictions equivalent to Provincial regulation.

Given that parks are the jurisdiction of the Enderby & District Services Commission, Enderby City Council resolved to refer the matter of regulating smoking within Enderby parks to the Commission.

Given the range of options for regulating smoking within parks, from mirroring the Tobacco Control Regulation (6 metres of a doorway, window or air intake of a public place) through to a full ban, the Commission initiated a public consultation process to gauge the public's preferred level of regulation for smoking within parks; this public consultation process involved a survey that was posted on the City's website and social media pages. The information gathered through the survey is now being reported back to the Commission for consideration.

A total of 113 people responded to the survey and a breakdown of the respondents is as follows:



The critical question that the respondents were asked was 'What do you think about smoking tobacco?' with the available answers including:

- It should be banned for all parks, recreational trails, and beaches*
- It should be banned near any structure*
- It should be banned near playgrounds*
- It should be banned on recreational trails*
- It should be banned on beaches*
- It is okay provided it is not within 3 metres of a door, window, or air intake*
- It should be allowed in all locations*

It should be noted that the 'It is okay provided it is not within 3 metres of a door, window, or air intake' answer is not reflective of the current regulations, given that the survey was opened prior to the amendment to the Tobacco Control Regulation which increased the specified distance to 6 metres.

The breakdown of the responses to this question is as follows:

<i>It should be banned for all parks, recreational trails, and beaches</i>	59.3%
<i>It should be banned near any structure</i>	33.6%
<i>It should be banned near playgrounds</i>	84.1%
<i>It should be banned on recreational trails</i>	62.8%
<i>It should be banned on beaches</i>	69.0%
<i>It is okay provided it is not within 3 metres of a door, window, or air intake</i>	26.5%
<i>It should be allowed in all locations</i>	7.1%

The strongest support was to ban smoking near playgrounds (**84.1%**) and on beaches (**69.0%**).

Of the 83 non-smokers surveyed, **89.2%** supported some form of regulation for smoking in parks.

Of the 20 smokers surveyed, **55%** supported some form of regulation for smoking in parks.

Of the 10 people surveyed who preferred not to say whether they smoked, **90%** supported some form of regulation for smoking in parks.

Of the 64 frequent or very frequent park users surveyed, **82.8%** supported some form of regulation for smoking in parks.

Of the 12 infrequent or rare park users surveyed, **83.3%** supported some form of regulation for smoking in parks.

Respondents were asked whether their personal use of beaches/parks would change with the introduction of regulation for smoking in parks; **18.6%** stated that their use would increase significantly,

29.2% stated that their use would increase moderately, 3.5% stated their use would decrease moderately, 6.2% stated their use would decrease significantly, and 42.5% stated that their use would not change.

Lastly, the survey provided an opportunity for respondents to provide additional comments; the two major themes arising from these comments related to concerns over enforcement ability and a desire to implement designated smoking areas in parks which would include ashtrays to cut down on littering. As the comments may disclose personally identifiable information, they are being circulated separately to protect privacy.

Respectfully Submitted,



Kurt Inglis
Planner and Assistant Corporate Officer

Commission
Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: September 20, 2016
Re: Point of Sale Terminal

Recommendation:

THAT the Commission approves obtaining a point of sale terminal for Recreation Services.

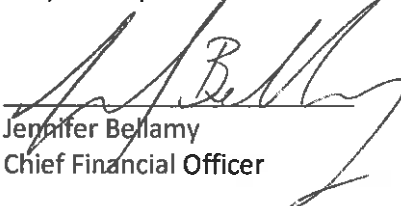
Background/Discussion:

Recreation Services has requested that a point of sale (POS) terminal be obtained for collecting fees for pool programs and other recreation programs. Currently the only forms of payment accepted are cash and cheque. This creates an inconvenience for users and has resulted in lost revenue as potential users had to be turned away.

Staff are looking at obtaining a long-range wireless terminal which would allow Recreation Services to accept interac payments at multiple locations. The cost of the terminal would amount to \$660.00 per year plus \$0.06 per transaction.

The pool had an excellent 2016 season and Recreation Services is confident that a POS terminal would help maintain these revenues. This would allow a POS terminal to be obtained without having an impact to taxation or user fees.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: October 27, 2016
Re: Parks Development Cost Charges - Riverside Park Washrooms

Recommendation:

THAT the Commission approves the transfer of \$4,800 from the Fortune Parks, Recreation and Culture Service Development Cost Charges reserve.

Background/Discussion:

At the August 24, 2016 meeting, the Commission ratified the purchase of Ball Diamond Washrooms for Riverside Park, consistent with the Master Parks Plan, in an amount not to exceed \$35,000.

The total cost of the project came to \$30,000.49. Of this amount \$4,800 is eligible for funding through Development Cost Charges (DCCs). This is equal to 16% of the total cost, which is consistent with the DCC eligible amount included in the Background Report for the Fortune Parks, Recreation and Culture Service Development Cost Charge Bylaw.

As the DCC reserve is held with the RDNO, a Commission resolution for the transfer of funds is required in order for the RDNO to release the funds.


Jennifer Bellamy
Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY

Commission
Agenda

MEMO

To: Enderby & District Services Commission
From: Tate Bengtson, CAO
Date: December 9, 2016
Subject: Purchase of New Tractor-Mower

RECOMMENDATION

THAT the Enderby & District Services Commission authorizes the purchase of a Kubota tractor-mower with bagger and aerator for \$35,888 including PST.

BACKGROUND

Near the end of the 2016 season, the John Deere tractor that is used by Parks and Recreation for a variety of purposes, including mowing, failed. After taking it to a service repair shop, it was determined that the costs involved in repairing it were greater than what should be expended given that the unit was due for replacement in 2020. The John Deere tractor was manufactured in 1994. For the remainder of the 2016 season, Parks and Recreation has relied upon its smaller mower unit, which is not designed for the same purposes as the larger tractor and is very inefficient for grooming larger areas.

Specifications for the unit were identified by Parks and Recreation. In addition to the same-sized tractor with mower and front-end loader, a bagger for grass clippings and an aerator attachment were identified as desirable. The bagger will create efficiencies by eliminating labour associated with raking clippings when grass growth is at its heaviest and allow more flexibility in determining the grooming schedule. The aerator unit will improve maintenance of the fields, and particularly the ball diamonds, by alleviating soil compaction and allowing air, water, and nutrients to penetrate grass roots. Over time, this will create a healthier, better quality, playing field.

Quotes were obtained from the following suppliers: John Deere, Kubota, and Kioti.

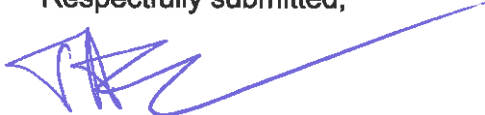
	John Deere	Kubota	Kioti
Quoted Price (\$)	55,000	35,888	37,660
Bagger included?	No	Yes	Yes
Aerator included?	No	Yes	Yes

As indicated by the above chart, Kubota provided the lowest quote for a product that includes all of the desired attachments. Staff have contacted Kubota, which indicates a six-month lead time on manufacturing the unit. However, there is an existing unit that can be held with a purchase

order, which will substantially shorten that lead time. As the lead time will push deep into the season if this purchase were deferred until the adoption of the 2017 budget, staff are recommending that the Commission proceed with the purchase in advance. The purchase would be realized in 2017 and would be a committed expenditure within that budget. The funding will come from equipment replacement reserves; as a result, there is no net tax impact for this purchase.

Staff anticipate that the costs of the new purchase will be slightly offset by the salvage value realized by disposal of the failed unit.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Tate Bengtson', with a long, sweeping horizontal line extending to the right.

Tate Bengtson
Chief Administrative Officer

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer

From: Kurt Inglis, Planner and Assistant Corporate Officer

Date: December 16, 2016

Subject: BC Hydro/Tree Canada Community Tree Planting Program - Grant Application for Barnes Park

RECOMMENDATION

THAT the Enderby & District Services Commission authorize Staff to submit a grant application under the BC Hydro/Tree Canada Community Tree Planting Program for the planting of trees at Barnes Park.

BACKGROUND

The BC Hydro/Tree Canada Community Tree Planting Program is intended to assist in the planting of trees within municipalities throughout British Columbia, with an awareness and sensitivity to the proximity of power lines. Program objectives include:

- Enhancing urban open space;
- Restoring and reclaiming lands to a green state;
- Beautifying parks and outdoor recreation areas;
- Creating habitat and supporting stewardship actions; and
- Diversifying and enhancing urban forests.

The Enderby & District Services Commission was previously successful in a grant application under the BC Hydro/Tree Canada Community Tree Planting Program which resulted in 14 Autumn Blaze Maples being planted in Riverside Park.

Staff are recommending that the Commission authorize Staff to submit a grant application under the current intake of the BC Hydro/Tree Canada Community Tree Planting Program to fund the planting of 10 shade-bearing Autumn Blaze Maple Trees in the southeast corner of Barnes Park; this area of the park is a community gathering space and focal point of the park where a number of key park amenities are concentrated, including the playground, expression swing, outdoor green gym equipment and the skateboard park.

The placement of the trees would be consistent with the Barnes Park Conceptual Plan which was developed to align existing and potential park features (including trees) into a cohesive layout for Barnes Park. This Conceptual Plan was developed through public consultation which included an open house

and the soliciting of comments through the City's Facebook page and website; through this consultation process, the public expressed a strong desire for more shade trees throughout Barnes Park.

The total cost of the project is estimated at \$10,000, with \$5,564 being requested through grant funding and the remainder (~\$4,500) to be funded locally through a combination of in-kind contributions, contracts, and internal labour/machinery costs.

Respectfully Submitted,



Kurt Inglis
Planner and Assistant Corporate Officer







BARNES PARK

PARK CONCEPT PLAN - REVISION 02

DATE: AUGUST 04, 2015