

## ENDERBY AND DISTRICT SERVICES COMMISSION

Tundra Baird  
Brad Case

Herman Halvorson  
Denis Delisle

### AGENDA

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**DATE:** January 20, 2021  
**TIME:** 9:30 AM  
**LOCATION:** Council Chambers, Enderby City Hall – 619 Cliff Avenue

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*Please contact Enderby City Hall at 250-838-7230 or [info@cityofenderby.com](mailto:info@cityofenderby.com) by **8:30 am on the day of the meeting** to obtain access codes to attend the meeting electronically.*

*The City of Enderby uses Zoom for its electronic facilities and encourages members of the public unfamiliar with the application to test it in advance; for technical support, please contact Zoom.*

*If you do not have a computer or mobile phone capable of using Zoom, please let us know and we can provide you with a number that you can call in from a regular telephone.*

*When applicable, public hearing materials are available for inspection at [www.cityofenderby.com/hearings/](http://www.cityofenderby.com/hearings/)*

**1. ELECTION OF CHAIR**

**2. APPROVAL OF AGENDA**

**3. ADOPTION OF MINUTES**

Enderby & District Services Commission Regular Meeting Minutes of August 6, 2020

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**4. NEW BUSINESS**

Zamboni Purchase

Memo prepared by Chief Administrative Officer dated January 17, 2021

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2020 Financial Summary & COVID-19 Safe Restart Grant

Memo prepared by Chief Financial Officer dated January 15, 2021

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2020 Enderby Outdoor Pool Final Report

Report prepared by Sheryl Hay dated October 30, 2020

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**5. PUBLIC QUESTION PERIOD**

**6. ADJOURNMENT**

**ENDERBY AND DISTRICT SERVICES COMMISSION**

MINUTES of a regular meeting of the **ENDERBY AND DISTRICT SERVICES COMMISSION** held on August 6, 2020 at 11:00 a.m. in the Council Chambers of Enderby City Hall.

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

**Staff:** Tate Bengtson – Chief Administrative Officer, City of Enderby  
 Jennifer Bellamy – Chief Financial Officer, City of Enderby

**CALL TO ORDER**

Moved by Brad Case, seconded by Denis Delisle  
*“THAT in accordance with Ministerial Order No. M192/20, Local Government Meetings and Bylaw Process (COVID-19) Order No. 3, the Enderby & District Services Commission resolves that this meeting shall be held without members of the public in attendance due to an inability to safely provide physical distancing given the size of Council Chambers;*

*AND THAT the Enderby & District Services Commission shall ensure openness, transparency, accessibility, and accountability in respect of the meeting by providing teleconference access for the public to hear and, during question period, be heard, by providing two seats reserved for media to attend in person, and by hearing written submissions from the public.”*

CARRIED

**APPROVAL OF AGENDA**

Moved by Herman Halvorson, seconded by Brad Case  
*“THAT the August 6, 2020 Enderby and District Services Commission agenda be approved as presented.”*

CARRIED

**ADOPTION OF MINUTES**

Enderby & District Services Commission Regular Meeting Minutes of February 14, 2020

Moved by Denis Delisle, seconded by Hernan Halvorson  
*“THAT the minutes of the regular meeting of February 14, 2020 be adopted as presented.”*

CARRIED

**NEW BUSINESS**

Hourly Gazebo Rentals

Moved by Brad Case, seconded by Denis Delisle  
*“THAT the Commission recommends that Council enacts the attached bylaw cited as “The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020 Amendment Bylaw No. 1704, 2020.”*

CARRIED

Cemetery Regulation Bylaw

Moved by Denis Delisle, seconded by Brad Case

*“THAT the Commission recommends that Council enacts the attached bylaw cited as “Enderby & District Cemetery Regulation Bylaw No. 1702, 2020;”*

*AND THAT the Commission adopts the attached Niche Inscription Requirements as the memorial plan for the columbarium.”*

CARRIED

Enderby & District Museum Society

Moved by Brad Case, seconded by Denis Delisle

*“THAT the Enderby & District Museum Society correspondence is received and filed.”*

CARRIED

**PUBLIC QUESTION PERIOD**

There were no questions from the public.

**CLOSED MEETING RESOLUTION**

Moved by Brad Case, seconded by Denis Delisle

*“THAT pursuant to Section 92 of the Community Charter, the regular meeting convene In-Camera to deal with matters deemed closed to the public in accordance with Section 90 (1) (k) of the Community Charter.”*

CARRIED

**ADJOURNMENT**

Moved by Herman Halvorson, seconded by Denis Delisle

*“THAT the August 6, 2020 regular meeting of the Enderby and District Services Commission be adjourned at 12:10 p.m.”*

CARRIED

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CORPORATE OFFICER

**THE CITY OF ENDERBY DEVELOPMENT CORPORATION**

**MEMO**

**AGENDA**

To: Enderby & District Services Commission  
From: Tate Bengtson, Chief Administrative Officer  
Date: January 17, 2021  
Subject: Zamboni Purchase

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**RECOMMENDATION**

THAT the Enderby & District Services Commission authorizes the purchase of Zamboni Model 526 Ice Resurfacer valued at \$124,630.00 plus taxes, as shown on the attached quote from Kendrick Equipment dated January 6, 2021.

**BACKGROUND**

The ice resurfacer used in the Enderby Memorial Arena is approaching end of life and is scheduled for replacement in 2021. The Commission has been saving for several years and has the funds in place for this planned purchase, which was estimated at \$125,000 for budgeting purposes. The Commission should note that, while the unit is under the estimated cost, with the net of the applicable taxes (PST only; local governments get a GST rebate), the end price will be higher than the estimate from several years ago.

Arena staff have evaluated the available options and selected those that will ensure that the unit is functional within the arena environment and enjoys a long service life. The attached quote from the Zamboni authorized distributor for this territory, Kendrick Equipment, is \$124,630.00 plus taxes, which includes the options recommended by staff.

The existing ice resurfacer is a Zamboni. The intent is to keep the existing unit – initially as a back-up, but also for parts. As this piece of equipment is critical for keeping the arena operating, having easy access to spare parts reduces the risk of facility interruptions. The Parks Department performs routine servicing and most repairs in-house.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer





## Kendrick Equipment

#1 – 19089 94<sup>th</sup> Ave  
Surrey, BC V4N 3S4  
Phone: 866-744-9921  
[www.kendrickequipment.com](http://www.kendrickequipment.com)

January 6, 2021

**Attn: Tate (info@cityofenderby.com)**

City of Enderby  
1605 Kate St.  
Enderby, B.C., V0E 1V2

**We are pleased to offer you this quotation for one (1) new Zamboni Model 526 Ice Resurfacer**

**Zamboni Model 526 Ice Resurfacer** **\$124,630.00 (FOB–Enderby, BC)**

**\*Includes Freight & Operator/Mechanical Training**

**\*\*Standard delivery is 9 months, however we do have a few slots available now that would see a delivery in July/August. We will confirm delivery date upon order.**

### Included Features

Audible Alarm (Oil Pressure, Coolant Temp)  
**Board Brush (Included Option)**  
Catalytic Converter 3 Way  
Cloth Spreader (1)  
Dana/Spicer 44 (Front) & 60 (Rear) Axles  
Deluxe Seat with Spring Cushion  
Donaldson Spin-On 10 Micron Transmission Filter  
DVD Video Seminar on Resurfacer Operation and Maintenance  
Electric Cooling Fan  
Four Cylinder Industrial engine - Mitsubishi  
Gauge Package (Voltmeter, Oil Pressure, Coolant Temp)  
Grab Handles  
Guide Wheel  
Headlights (2) & Taillight (1)  
High Rise Exhaust (7 foot)  
Hydraulic Jack  
Hydrostatic Foot Control  
Mechanical Park Brake  
Paint Choice of Colours (Snow White Tank)  
Permco (Gear Type) Motors  
Plastic Conditioner Runner

Polyethylene Water Tank  
 Propane Low Fuel Indicator Light  
 Shaving Blade (2) + **(1) Additional Blade (Included Option)**  
 Snow Tank Safety Stand (1)  
 Spare Studded Tire and Wheel (1)  
**Squeegee (1)**  
 Steering Wheel  
 Steel Spoke Wheels  
 Sundstrand MD series Hydrostatic Transmission  
 Tachometer/ Hour Meter  
 Tool Kit (1)  
 Vickers (Vane Type) Accessory Double Pump  
 Warning Lights for Engine Temperature, Alternator, and Engine Oil  
**Wash Water System (Included Option)**

**Optional Accessories:**

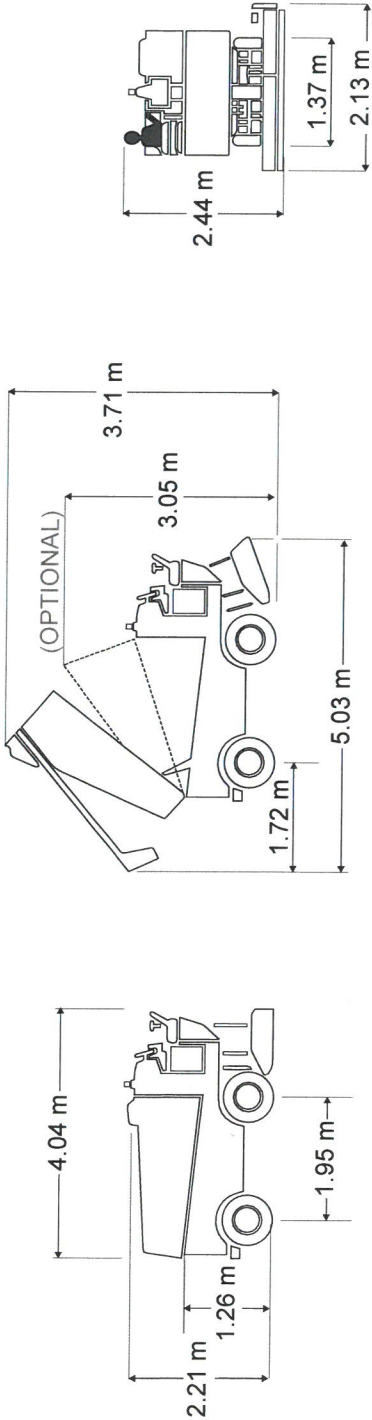
Advanced Watering System	\$5210
Automatic Snow Breaker – Hydraulic	\$1916
Auger Flush System	\$1500
*Back-up Alarm	<del>\$675</del> <b>Included</b>
*Board Wash System	<del>\$1850</del> <b>Included</b>
*Conti Blade Changer Assistant	<del>\$2900</del> <b>Included</b>
Aluminum Wheels	\$987
Electric Water Gauge	\$985
*Conditioner Towel – New Style Acrylic	N/C - <b>Included</b>
Galvanized Conditioner	\$1650
Ice Making Tank Drain Valve	\$225
Additional Propane Tanks – 33lb Aluminum	\$430
*Sight Gauge, Water Level Gravity	<del>\$388</del> <b>Included</b>
Snow Tank Light	\$653
Snow Tank Non-Stick Liner	\$1200
*Stainless Steel Water Spreader Pipe	<del>\$414</del> <b>Included</b>
*Tire Wash	<del>\$1480</del> <b>Included</b>
*Wash Water Transfer	<del>\$850</del> <b>Included</b>
Zamboni Connect (Remote Diagnostics/Data – Smart Device App)	\$3000

Best Regards,




**Dave Marshall**

# MODEL 526



## CAPACITIES

<b>Snow Tank</b>			
Actual Volume	2.83 m <sup>3</sup>	100 cu. ft.	
Compacted	3.54 m <sup>3</sup>	125 cu. ft.	
Excess Water	416 L	110 gal.	
<b>Water</b>			
Ice Making	727 L	192 gal.	
Wash Water	273 L	72 gal.	
Total	1000 L	264 gal.	
<b>Hydraulic Oil</b>	95 L	25 gal.	

## POWERTRAIN

Four-Wheel Drive	
Engine	Mitsubishi® 2.4 L / 59 HP at 2500 RPM Four Cylinder Liquid Cooled
Transmission	Continuously variable hydrostatic pump and motor are axial-piston type.
Hydraulics	Double pump powers the vertical and horizontal augers. Hydraulic down pressure for optimal resurfacing results.

## Axles

Front	1950 kg	4300 lb
Rear	2903 kg	6400 lb

## Brakes

Full Hydrodynamic Braking

## DIMENSIONS

<b>Overall</b>	<b>L</b>	<b>W</b>	<b>H</b>	<b>L</b>	<b>W</b>	<b>H</b>
Snow Tank Down	4.04 m	2.13 m	2.21 m	159 in.	84 in.	87 in.
Snow Tank Up	5.03 m	2.13 m	3.71 m	198 in.	84 in.	146 in.
<b>Shaving Blade</b>	<b>L</b>	<b>W</b>	<b>H</b>	<b>L</b>	<b>W</b>	<b>H</b>
	195.6 cm	12.7 cm	1.27 cm	77 in.	5 in.	0.5 in.
<b>Clearance</b>						
Minimum Operator Height Clearance			243.8 cm			96 in.
Snow Pit Clearance			125.7 cm			49.5 in.
<b>Conveyor System</b>						
Horizontal Auger Diameter			25.4 cm			10 in.
Vertical Auger Diameter			25.4 cm			10 in.
<b>Maneuverability</b>						
Wheelbase			1.96 m			77 in.
Wheel Track			1.37 m			54 in.
Turning Radius at Conditioner			4.86 m			16 ft.
<b>Weight</b>						
Empty			3143 kg			6930 lb
with Water			4240 kg			9350 lb

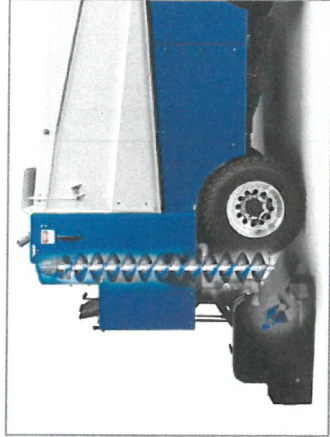
# ZAMBONI®

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Rev 04/2018

[zamboni.com](http://zamboni.com)



# MODEL 526



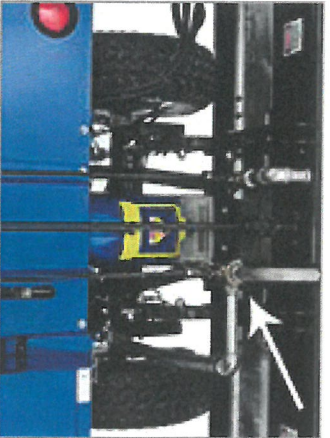
### Integrated Auger Washout System

Simplifies the vertical and horizontal auger washout task, from a single point on the conditioner. \*optional equipment



### Zamboni Power Brush™

Wider brush path reaches higher on the dasher board kick plate for superior cleaning power. \*optional equipment



### Advanced Water System — AWS™

Regulates amount of water dispensed onto the ice relative to machine speed for efficient and even application. \*optional equipment

## STANDARD FEATURES

2 Year Warranty	Power Steering	Rotating Beacon Light
Chassis: Strong All Welded Steel Tubing	Premium Polyester Felt Spreader Towel	Snow Melting Kit
Conditioner Safety Guards	Replaceable Poly Conditioner Side Plates	Snow Tank Dump Height Restriction
Digital Training and Reference Materials	Rugged Dana Spicer® Axles	Snow Tank Light
Engine: CAN Bus System	Rust-Free Poly Ice Making Water Tank	Snow Tank Non-Stick Liner
Engine: EPA and CARB Certified	Snow Tank Safety Stand	Stainless Steel Water Distribution Pipe
Familiar Automobile-Style Foot Controls	Spare Tire and Wheel	Tire Wash System
Four-Wheel Drive	Stainless Steel Hardware	V-Plow
Fuel Options: CNG, Gasoline, Propane	Steering Wheel Spinner Knob	Water Level Sight Gauge
Full Hydrodynamic Braking	Touch-Up Paint Kit	Wash Water to Ice Making Water Transfer
Guide Wheel	Tungsten Carbide Studded Tires	Zamboni Connect™ System
Headlights and Tail Light (for Off Ice Travel)	Under Seat Storage	
High Quality 16 and 22 Micron Filters	Wide Spectrum of Premium Automotive Paint Colors	
High Speed Vertical Auger		
Hydraulic Oil Level Sight Gauge		
Load Sensing Engine Governor		
Multi-Function Display		
On-Dash Diagnostics		
Parking Brake		

## OPTIONS

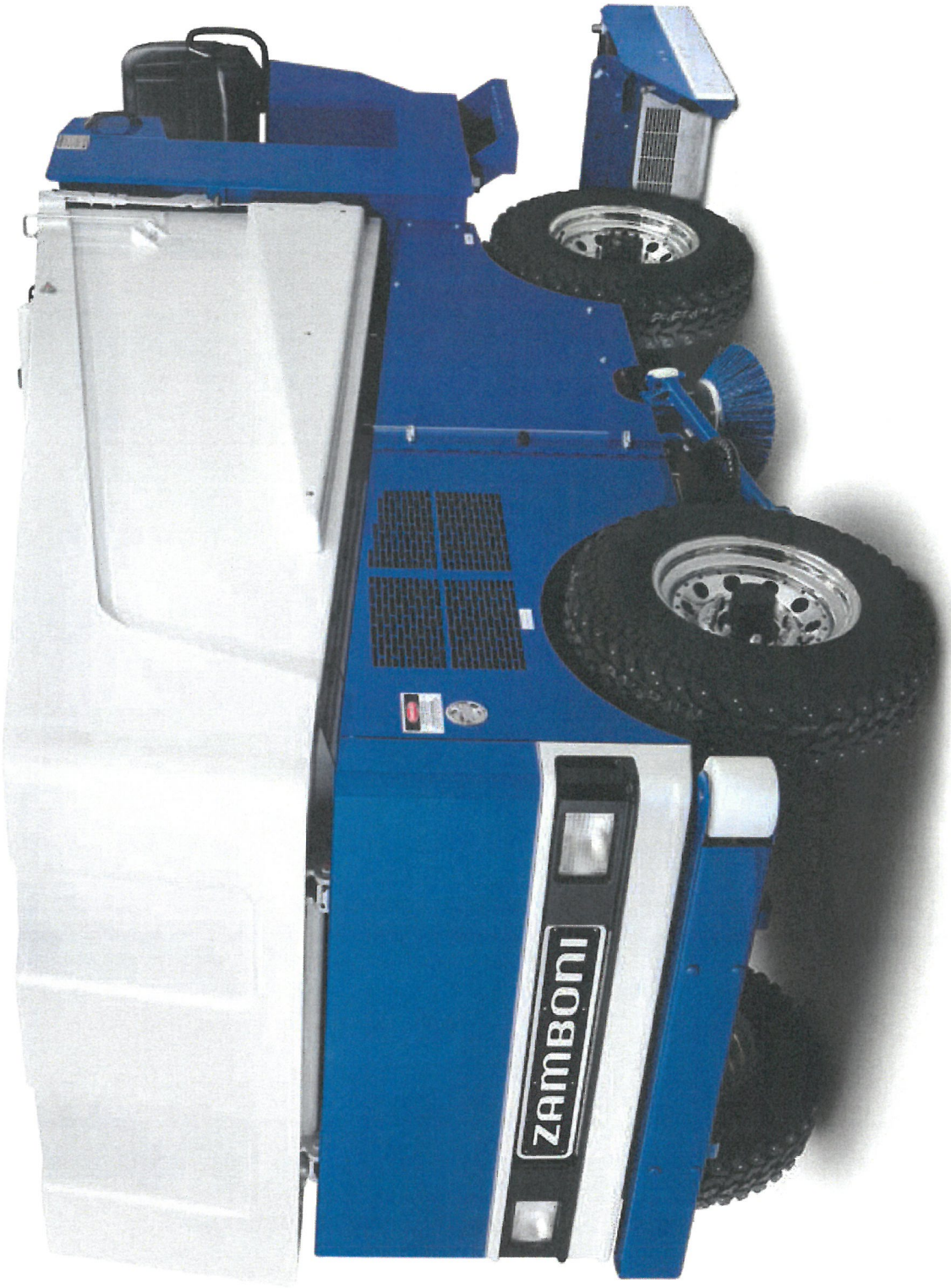
400 Micron Wash Water Deep Filter Bag	Rotating Beacon Light
Advanced Water System (AWS™)	Snow Melting Kit
Aluminum Alloy Wheels	Snow Tank Dump Height Restriction
Automatic Snow Breaker	Snow Tank Light
Back Up Alarm	Snow Tank Non-Stick Liner
Blade Change System	Stainless Steel Water Distribution Pipe
Cab Enclosure	Tire Wash System
Chrome Wheels	V-Plow
Conditioner: 96" Blade	Water Level Sight Gauge
Conditioner: Galvanized	Wash Water to Ice Making Water Transfer
Engine Diagnostic Computer Interface Tool	Zamboni Connect™ System
Fire Extinguisher	
Front Squeegee	
Heated Ergonomic Comfort Design Seat	
• Armrest	
• Seatbelt	
Hydraulic Oil Cooler Kit	
IceCaps® Wheel Advertising System	
Integrated Auger Washout System	

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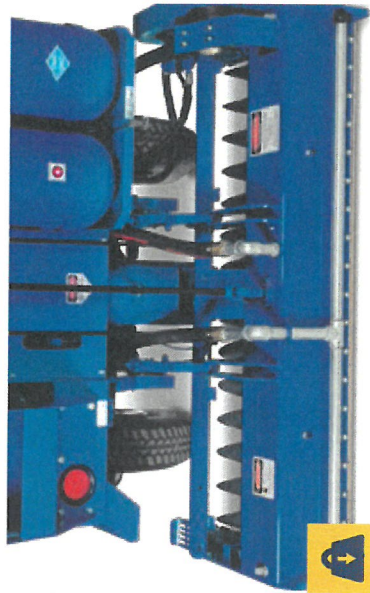



**MODEL  
526**


## **POWER AND EFFICIENCY WITHOUT COMPROMISE**

The powerful high-output compact engine introduces a new era of fuel efficiency, providing significant savings and a cleaner arena environment.





 Reduced fuel consumption without compromise of performance

 Ease of operation with familiar automobile style controls and gauges

 Exceptional results from our unrivaled down pressure system

## POWER AND EFFICIENCY

The compact 2.4 L engine can be configured for gasoline, propane or CNG. On-board diagnostics with programmed oil change and maintenance intervals.



## TRANSMISSION

Continuously variable hydrostatic pump and motor are axial-piston type, providing superior on-ice power with maximum drawbar pull. Full hydrodynamic braking.



## DRIVETRAIN

Four-wheel drive. Rugged Dana Spicer® axles combine with an innovative hydrostatic transmission, providing the most reliable drivetrain in the industry.



## HYDRAULICS

Efficient double pump delivers full power and speed to the augers, even while the machine slows for corners. Easy access to high quality, low maintenance filters.



## CONSTRUCTION

Robust hand-welded steel tubing chassis. Premium primer/paint and rust-free poly ice-making water tank for corrosion resistance in the harsh environment it will call home.



## GLOBAL SERVICE AND SUPPORT

Zamboni Customer Service and a network of Zamboni Authorized Distributors provide exceptional and accessible service and support worldwide.



# ZAMBONI®

[zamboni.com](http://zamboni.com)

This brochure has been prepared only as a general guide for the customer. Every effort has been made to assure that the information presented is correct. Some features, descriptions, shown may be optional at extra cost. Prices, colors, materials, specifications and models are subject to change. For current product information, please contact the Zamboni Company.



# MODEL 526

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**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

**AGENDA**

To: Tate Bengtson, CAO  
From: Jennifer Bellamy, CFO  
Date: January 15, 2021  
Subject: 2020 Financial Summary & COVID-19 Safe Restart Grant

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**Recommendation**

THAT the Enderby & District Services Commission receives this memo for information;

AND THAT the Commission request that the City of Enderby and the Regional District of the North Okanagan set aside funding from each of the jurisdiction's respective COVID-19 Safe Restart Grants to fund the eligible items related to Fortune Parks.

**Background**

2020 Financial Summary

COVID-19 has had, and is continuing to have, a significant impact on the revenues and operations of recreation facilities, not only in Enderby, but throughout the world. It has impacted the ability to provide recreation, which has significantly decreased revenues, and it has created additional expenses in relation to reopening, sanitation and safety. In response to this unprecedented challenge, Emergency Operations Centre staff have worked in conjunction with the Parks Department and Enderby & District Recreation Services to pivot all aspects of parks and recreation. From safety and sanitation, to scheduling and staffing, profound changes had to be implemented quickly to manage the risks and uncertainty. One aspect of this is the financial considerations. At the bottom line, revenues were down significantly, but expenses decreased by a larger margin due to a reduction in variable costs and a cautious approach to operational expenditures that recognized the revenue uncertainty early.

Below is a high-level summary of the income statement items affected by COVID-19 for 2020. Note that these amounts are subject to change. Although revenues should remain the same, the expense amounts will increase as there are still invoices to come in and year end accruals have not been completed. In addition to the financial aspect, there have also been countless hours provided by management and contractors to prepare safety plans, reopening plans and respond to the ever-changing provincial orders that have not been reflected in the summary; these are opportunity costs.



	<b>Actual</b>	<b>Budget</b>	<b>Difference</b>
<b>Revenues</b>			
Ball Field Rentals	\$ 683	\$ 16,500	\$ 15,817
Gazebo Rentals	\$ 206	\$ 2,200	\$ 1,994
Arena Advertising	\$ 2,500	\$ 3,500	\$ 1,000
Arena Rentals	\$ 88,176	\$ 94,000	\$ 5,824
Skating Programs	\$ 2,627	\$ 8,500	\$ 5,873
Pool Revenues	\$ 41,957	\$ 46,150	\$ 4,193
Programming	\$ 16,808	\$ 27,900	\$ 11,092
<b>Total Revenues</b>	<b>\$ 152,957</b>	<b>\$ 198,750</b>	<b>\$ 45,793</b>

	<b>Actual</b>	<b>Budget</b>	<b>Difference</b>
<b>Expenses</b>			
Recreation Management	\$ 38,128	\$ 51,000	\$ 12,872
Parks Wages	\$ 51,471	\$ 53,400	\$ 1,929
Arena Wages	\$ 99,943	\$ 112,800	\$ 12,857
Programming	\$ 15,317	\$ 35,500	\$ 20,183
<b>Total Expenses</b>	<b>\$ 204,859</b>	<b>\$ 252,700</b>	<b>\$ 47,841</b>

A revenue loss of \$45,793 was incurred in 2020. To help offset the revenue loss, staff have strived to reduce operating costs where reasonable and, with internal labour, completed several projects that would have needed to be contracted out during a regular year. The expenses shown above are the variable expenses directly related to revenues. Although there has been a decrease in variable expenses, other fixed costs have not decreased.

While mitigation strategies have been put in place to reduce the impact of the revenue loss, this comes at a price as the resources for other projects and assets similarly reduced.

In addition to the above, \$1,744 has been incurred for extra cleaning and PPE supplies. This amount may change as staff are still reviewing invoices and reviewing 2020 expenses.

#### Safe Restart Grant

Under the COVID-19 Safe Restart Grant, budgeted revenues that have not been collected and facility reopening and operating costs related to COVID-19 are eligible for funding. For 2020, this tentatively would be:

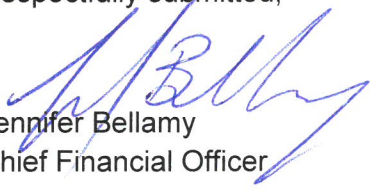
Budgeted Revenues not Collected	\$ 45,793
Reopening and Operating Costs	\$ 1,744
<b>Total Eligible</b>	<b>\$ 47,537</b>

As the Safe Restart Grant funds have been provided to each jurisdiction, approval for use of the funds will need to be requested. Based on the 2020 cost apportionment \$ 20,550 could be requested from the City and \$26,987 could be requested from the RDNO. These funds will be used to offset the revenue displacement caused by the pandemic. It is expected that the exact amount to be requested will be known by budget time in February.



As there are still restrictions in place affecting revenues, and additional expenses being incurred for safety and cleaning protocols, COVID-19 will continue to have financial impacts in 2021 and possibly future years. It would be prudent to request the reasonable availability of Safe Restart Grant funds in 2022 as well, so that future revenue losses or higher expenses are not passed back to taxpayers or users.

Respectfully submitted,

  
Jennifer Bellamy  
Chief Financial Officer



Commission  
Agenda

2020

## ENDERBY OUTDOOR POOL FINAL REPORT



Sheryl Hay  
Enderby & District Recreation Services  
10/30/2020



The Enderby Outdoor Pool, managed under a new contract with Enderby & District Recreation Services Association, is pleased to have had a successful 2020 season despite the challenges presented with the Global pandemic.

Preparation began early in 2020 to ensure that staff, paperwork, and procedures were in place prior to the pool opening; however, the COVID-19 pandemic shut down all Recreation operations and facilities from the end of March until mid May. Many efforts went into establishing a Safe Operations Plan and new policies and procedures for the outdoor pool so that it could be opened for a shortened season from June 22 to September 4 (11 weeks). Program registration opened on June 17 with people required to register in person and complete additional forms for assumption of risk and health screening. More than \$10,000 in program fees was brought in on the first day. The Pool Safety Plan was updated to meet the requirements of the Provincial Health & Safety Regulations and included updates for COVID policies and safe practices. Staff certification information and training dates were also recorded. A team of 9 ladies (+ 1 additional person in July) was hired; all of whom were up to the challenges that presented themselves this season.

Pool and Parks staff completed the necessary tasks and updates in order to open the pool. A contractor was hired to do patch work in the shallow end and Parks staff painted the shallow end basin as well as spot painted the side walls in the middle and deep end. In-service staff training was done in a 3 stages to accommodate the extra training required for COVID, PPE, facility sanitization and first aid updates; along with the regular policies and procedures of the Pool Safety Plan, NL fitness standards, and First Aid and evacuation simulations. The pool did a soft opening from June 22-July 3 and ran a full schedule starting Saturday July 4. The schedule was modified by reducing public swim times and increasing lesson opportunities to meet community needs.

Red Cross Lessons were offered in four sessions this season with both a morning (9:40-am-1pm) and afternoon (4:30-6:30pm) set. A total of 436 participants registered for Red Cross lessons including pre-school, youth, private and semi-private lessons. Other programs offered were limited this year due to restrictions and pool space. The Lifesaving Society Jr. Lifeguard club, Bronze Medallion, Bronze Cross as well as Aqua-fit, were incorporated into the schedule. All registered programs were well attended with positive response and supportive compliance to COVID policies that were put in place for this season.

Drop-in programs were either cancelled or shortened for this season and Public and Toonie swim times had to be capped at a maximum 40 swimmers to meet the physical distancing requirements. The open swims were well attended on a first come, first serve basis. On only 3 occasions staff had

to turn away swimmers due to reaching maximum capacity. Private pool rental bookings increased this season as it presented a more personal and safe way to enjoy the pool with family and friends.

The 2020 season ended on Friday September 4<sup>th</sup> with a themed Aqua-fit class, Lifesaving Bronze Medallion exam and Public Swim. In the final week of operation 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. Following that, all other closing procedures such as clean-up, shut down and winterizing of the facilities was completed.

Despite a shorter season and the challenges of a global pandemic; Enderby and neighboring communities supported the programs and opportunities at the Enderby Pool. Revenues in 2020 were comparable to 2019. Total deposits came to \$46,150 compared to \$46,580.28 in 2019. The largest revenue continues to be from program/ lesson registration which included the 4 Red Cross lesson sets, private and semi-private lessons, advanced courses, and two staff re-cert trainings.

## PRE-SEASON PREPARATION

Pre-season facility preparation was delayed until the beginning of June due to the COVID closures. Below is a recommended timeline to be implemented for 2021 for a regular season from May 24- Sept. 4. (15 weeks). Earlier prep time recommended for pool basin repairs and painting.

- Submit pool budget to City – *January*
- Prepare summer pool and programs schedule– *January*
- Arrange Pool Basin Maintenance for early spring - *February*
- Post supervisor job positions to newspapers and online job bank sites – *March*
- Contact Administrators to set up school lesson – *prior to Spring Break*
- Post part time staff job position to local newspapers and online job bank sites – *April*
- Interview and hire pool supervisor and assistant supervisor – *Early April*
- Update Pool Safety Plan and training manual - *end of April*
- Part time staff interviews & Hiring– *end of April*
  - *Wet Interview scheduled at nearby indoor Pool*
- Drop off paperwork to schools for lessons – *May 1*
- Place Canadian Red Cross & Lifesaving order – *mid May*
- Set up office and admin – *mid May*
- Pool in-service Training – *May 24/2021*



## PARKS AND RECREATION STAFF

Parks and Recreation staff, Sheldon and Peter, provided support and assistance to the Pool staff throughout the 2020 season. Along with the pre-season preparation, Parks staff completed the morning water tests daily, adjusted chemicals as needed and performed weekly filter backwashes and pool maintenance. 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. There were no pool closures due to water quality or bodily fluid incidents this season.

## POOL STAFF 2020

Despite the additional challenges with COVID and CERB, we managed to put together an amazing staff of 10 ladies for the 2020 season. The return of passionate and experienced leadership staff set the tone for a team to deliver exceptional programs and customer service. This season, the staff were divided into 2 teams to reduce contact in the event of a COVID case. All team members went through additional



training in the COVID Safe Operations plan and modified policies and

procedures for first aid and cleaning. **Sheryl Hay** managed the staff for the 6<sup>th</sup> season in a row and also provided Aqua-fit instruction and back up lifeguard and swim instructor duties. **Brooklyn Hay and Teresa Froess** filled the Supervisor roles and part-time lifeguards and instructors included: **Jaden Corrigan, Tia Moore, Julia Brown, Bree Cooper, Beth Ralston, Megan Kormany and Emma Brennan.**



**Recommendation: 1) further Increase staff wages to be competitive with seasonal job opportunities and other aquatic facilities. 2) Offer training incentives for staff retention 3) continue to schedule with 2 teams to keep scheduling more consistent.**



## OPENING PROCEDURES

The following is a record of the duties and upgrades completed prior to opening.

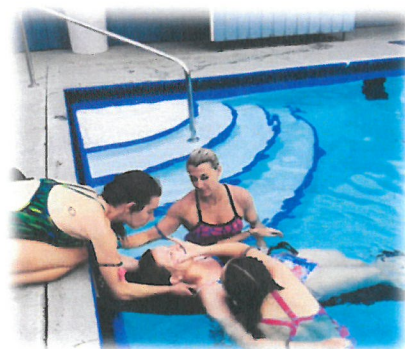
- Draining and pressure washing of pool basin
- Basin repairs and painting in shallow end
- Gutter and line paint touch ups
- Female Change room shower floors re-painted
- Pumps and filters start up
- Filling pool, adding and balancing chemicals

### June 15-19, Pool staff completed tasks:

- Pressure washing and cleaning change rooms
- Painting benches and trim
- Deck paint touch ups in high traffic areas
  - 2 meter lines painted around perimeter for social distancing
- Pressure washing patio viewing area and old spray park
- Weeding and cleaning old spray park
- Cleaning and organizing office, equipment room, and janitorial room
- Creating an inventory of chemicals, cleaning supplies, equipment and Red Cross materials
- Creating a staff schedule

## STAFF TRAINING

On June 18, Aquatic staff participated in 1 of 3 training sessions for the 2020 season. The other 2 training dates were June 22 and July 2. Along with the traditional orientation of facility and review of job expectations, policies and procedures; additional training and practice happened around staff Personal Protective Equipment (PPE), increased facility cleaning and sanitization, and updated industry standards (from Lifesaving Society and Red Cross) for first aid and program delivery. Extensions were provided for all expired certifications from the Canadian Red Cross and Lifesaving Society for NL, WSI, LSI, and CPR awards. During the summer, recertifications were made available to staff for their Water Safety Instructor and





National Lifeguard awards. All training was dated and documented in the pool safety plan along with their awards and certifications dates.

## SCHOOL SWIM PROGRAM

The School Water Safety program did not take place this season as schools were out of session due to the pandemic and the pool did not open until June 22.

## SUMMER

### RED CROSS LESSONS

Registration for all summer programs started June 17<sup>th</sup> at the Recreation Office in the Info Center. Although payment can now be accepted over the phone, in person registration was required to complete the additional forms and waivers required.



Many changes had to be implemented with registered swim programs this season to be able to meet the expectations and regulatory policies of the overseeing agencies. Programming changes for swim lessons included; reduced class sizes and length of lessons, reduced amount of classes offered and more options for private and semi private lessons. Swim lessons fees were lowered to account for the reduced teaching time, however, the format created space to offer more lesson times which kept revenues close to the 2020 projections. Parents were required to participate with all pre-school aged swimmers as well as levels 1 & 2 in school aged programming to reduce contact with instructors. Evening lessons sets were also offered to accommodate more instructional opportunities.



Instructors were trained and required to adapt teaching methods to reduce contact with swimmers. In advanced courses, all participants and instructors were provided PPE (masks, gloves and shields) to use when physical distancing was not manageable. Extra training manikins were rented from indoor facilities to also reduce person to person contact during rescues and simulations. Despite all the changes, registration numbers were higher than the previous years with a total of 436 participants. This increase is largely due to offering afternoons lessons with all 4 sessions and shortening lessons times to include more classes.

Here is a breakdown of summer registration in Swim Lessons as compared with the last three seasons. \*Note there was not a spring set this season; however lesson set times for were offered in both the am and pm for all 4 sets. The final set was one week long.

LESSON SET	2017	2018	2019	2020
Summer 1	50	48	62	65
Summer 2	63	64	62	61
Summer 3	48	52	68	54
Summer 4	51	38	53	53
Private / Semi	92	90	130	203
<b>Total</b>	<b>304</b>	<b>292</b>	<b>373</b>	<b>436</b>

Total Swim Lesson registration breakdown by levels including private and semi-private classes:

Program	Spring	Session I	Session II	Session III	Session IV	Totals
Parented	n/a	4	0	10	4	18
Sea Otter	n/a	11	12	7	4	34
Salamander	n/a	7	5	5	7	24
Sunfish	n/a	0	2	1	0	3
Croc / Whale	n/a	1	0	0	0	1
Level 1	n/a	4	8	5	8	25
Level 2	n/a	6	2	2	5	15
Level 3	n/a	6	12	7	6	31
Level 4	n/a	6	3	1	6	16
Level 5	n/a	8	3	4	4	19
Level 6	n/a	4	9	0	4	17
Level 7	n/a	1	1	4	0	6
Level 8-10	n/a	7	2	5	0	14
Private Lessons	7	16	12	21	9	65
Semi Private Lessons	21	41	45	25	12	148
<b>Totals</b>	<b>28</b>	<b>122</b>	<b>117</b>	<b>100</b>	<b>69</b>	<b>436</b>

*Recommendation for Lessons: 1) Keep an evening lesson set for working parents.  
2) Offer more private and semi-private options 3) purchase manikins for advanced courses*



## OTHER AQUATIC PROGRAMS

Many of our specialty programs had to be cancelled this summer due to restrictions presented with the pandemic. Dash 'n' Splash and Youth Nights were not offered for the 2020 season, but will be considered again for 2021. Advanced courses were offered in a shorter time frame using bubble buddy system and rented training devices as well as PPE to help mitigate the COVID virus.



Program	May	June	July	August	Totals
Dash 'n' Splash	Did not offer this season				0
Jr. Lifeguard	n/a	n/a	12	n/a	12
Bronze Classes	n/a	n/a	6	7	13
WSI-R	n/a	n/a	n/a	5	5
	May	June	July	August	Totals
Aqua Fit	n/a	159	666	573	1,398
Public Swim	n/a	82	882	824	1,788
Toonie Swim	n/a	16	264	214	494
Youth Night	Did not offer this season				0

The Aqua Fit program was a challenge to get going due to the restrictions presented by the pandemic. However, once running, extra classes had to be offered to make

Monday	Tuesday	Wednesday	Thursday	Friday
<b>AQUA TONE</b> 7:15-8:00am	<b>AQUA POWER</b> 7-8am	<b>AQUA POWER PLUS</b> 7-8am	<b>AQUA BOOTCAMP</b> 7-8am	<b>WATER RUNNING</b> 7:15-8:00am
<b>AQUA FIT</b> <i>Shallow / Deep</i> 8:15-9:15am	<b>Lap Swim</b> 8:15 - 9:30am (lessons Available)	<b>AQUA FIT</b> <i>Shallow / Deep</i> 8:15-9:15am	<b>Lap Swim</b> 8:15 - 9:30am (lessons Available)	<b>AQUA FIT</b> <i>Shallow / Deep</i> 8:15-9:15am

sure we were not going over the maximum occupancy (34 people) for physical distancing. Additional classes were added to Monday, Wednesday, and Friday giving more time and class options. In total, 13 classes were offered a week using 4 Certified Aquatic Fitness instructors. 1,398 participants enjoyed 11 weeks of water fitness class; including a 13 year old boy who participated with his grandma.



Public and Toonie swims were adapted to accommodate the restrictions and health orders. Maximum capacity was reduced to 40 swimmers and shorter times were scheduled to allow for more time between programs for cleaning and sanitization. As usual, youth had the most recorded visits; however, we did see an increase in Adult guests and families. A total of 1,788 attended Public swim and 494 attended our Toonie swim times this season.

Private Pool rentals increased in 2020 as a popular option to public swims. More times were offered for this reason and most weekend slots were filled in July and August. Private rentals groups were limited to a maximum 40 swimmers.

Rentals -1-40ppl	\$67.00	14.25	\$954.75
Rentals - 50-85ppl	n/a	0	\$0.00
Rentals - Non Profit	\$20.00	1	\$20.00
Rentals - Non Profit	\$32.50	12	\$390.00
Rentals - Non Profit	\$52.50	0	0
			\$1,344.75

On July 1<sup>st</sup>, The Enderby Pool hosted 3 x 1 hour Toonie swims in place of the usual 3 hour free swim. There was no parade or events in Enderby this Canada Day, and the 3 swims allowed us to accommodate a daily total of 120 rather than just 40.

***Aquatic Program Recommendations: 1) Offer Lifesaving courses in 2 week sets (including Jr. Lifeguard Club) 2) Bring back Youth night swims more regularly 3) Keep Public swim times shorter and offer more private rental options.***

## LIFEGUARDING/SAFETY

Once again we had an all-female team of lifeguards for the 2020 season. Many were returning staff excited to be part of the culture we have built over the last 5 years and new staff were eager to jump in and offer their passion and services. The staff of 10 was divided into 2 teams with increased responsibilities and duties to help mitigate COVID. The teams met all expectations of their job description and exceeded expectations in quality of instruction and customer service. All staff was highly effective at educating patrons on new procedures, preventing accidents and encouraging safety.

<b>2020 Incidents</b>			
<b>Minor First Aid</b>		<b>Theft</b>	
Bee Stings/ Bug Bites	2	Personal	0
Bleeding Nose	6	Facility	0
Cuts or Scrapes	1	Car	0
Behavior	1		
10			
<b>Major First Aid</b>		<b>Pool Water Fouling</b>	
Drowning Rescue	0	Fecal Matter	0
		Vomit	0



2020 was one of our lowest recorded seasons for minor incidents. All incidents this season were dealt with quickly and professionally. Minor incidents consisted primarily of nose bleeds. For the third season in a row there were 0 pool closures due to water chemistry or fouling.

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## SUPPLIES AND EQUIPMENT

The Pool was supplied with the following items this season:

- Case of noodles
- Staff PPE – gloves, masks, visors, gowns, viral filters for pocket masks
- Sanitizer and more cleaning supplies
- Spinal board sandbags
- Rescue Tube
- Cash box

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## OPERATIONS/MAINTENANCE

Extra attention was placed on facility and equipment cleaning and sanitization this season. Cleaning times were scheduled in between programs to allow for proper disinfection of touch points and public areas. Facility flow was one way; using the change rooms for entering the facility, washrooms and showering before entering the pool. Patrons exited the facility through the South East gate by the viewing area. White lines were painted around the pool gutters to mark off 1 m areas to assist with program physical distancing. Signage to direct staff and patrons was posted all around the facility to communicate any new policies and procedures.

Extra maintenance and repair to the deteriorating pool bottom and sides will need to be addressed again next spring before filling. Attention will also need to go to deck areas that are separating along the perimeter of the pool and lifting (or sinking) in other areas which are causing tripping hazards. The high traffic area of the pool deck needs to be touched up with paint. A leak between the change room walls will need to be found and repaired prior to next season

**Recommendations: 1) fix leak behind wall in between change rooms. 2) Address slippery floor in equipment room**

## CLOSING PROCEDURES

During the last week of operation, 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 4<sup>th</sup>, the pumps were shut off, 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

***Maintenance Recommendations: 1) Patch and paint touch-ups to pool basin- including deep end. 2) Sand down and re-paint gutters 3) Re-paint shower floors in ladies change room 4) Deck repairs 5) Check all ladders for cracks and replace parts as needed.***

## ENDERBY LIONS POOL BUDGET 2020

### REVENUE

**The Enderby Pool Revenue for 2020 was as follows:**

Public Swim	\$8,821.25
Fitness	\$7,584.75
Swim Lessons	\$25,550.54
School Lessons	\$0.00 <i>*Schools closed due to pandemic</i>
<b>Total Revenue:</b>	<b><u>\$41,956.54</u></b>
Budgeted Revenue:	\$46,150.00
Under Expectations:	\$4,193.46

## EXPENSES

### **Staff Wages**

Wages \$36,692.41

Budgeted Expenses: \$51,500.00

Under Expectations: \$14,807.59

### **Contract Wages**

Benefits \$ 2,324.28

Budgeted Expenses: \$ 2,900.00

Under Expectations: \$ 575.72

### **Marketing and Advertising**

Marketing & Advertising \$ 560.93

Budgeted Expenses: \$ 600.00

Under Expectations: \$ 39.07

### **Training**

Total Expenses: \$ 856.93

Budgeted Expenses: \$ 900.00

Under Expectations: \$ 43.07

### **Program & Office Supplies**

Total Expenses: \$ 2,962.08

Budgeted Expenses: \$ 4,200.00

Under Expectations: \$ 1,237.92

**Total Expenses** **\$43,396.63**

Budgeted Expenses: **\$60,100.00**

Under Expectations: **\$16,703.37**

\*\*there will require extra equipment purchased next year to update program needs

## BUDGET PROPOSAL 2021

<b>Staff Wages</b>	Budgeted Expenses	<b>\$51,500.00</b>
<b>Staff Benefits</b>	Budgeted Expenses	<b>\$2,900.00</b>
<b>Marketing &amp; Advertising</b>	Budgeted Expenses	<b>\$750.00</b>
<b>Training</b>	Budgeted Expenses	<b>\$925.00</b>
<b>Programs and Supplies</b>	Budgeted Expenses	<b>\$4,900.00</b>
	+ training manikins	<b>\$1,600.00</b>

Additional equipment required for programs and training to follow new health regulations

## EQUIPMENT SUGGESTIONS FOR 2021

Below is a list of equipment and supplies:

- Manikins for advanced leadership courses and staff training
- 2<sup>nd</sup> bag and valve mask
- 6 new life jackets
- 8 new exercise belts
- Replacements for 10-12 dumb bells
- Updating the First Aid supplies & re-fill O2 tank
- 6 additional leg cuffs for Aqua Fit
- Replacement eye wash for guard room

## CAPITAL IMPROVEMENT SUGGESTIONS

- Fix leak between change room walls
- Patch holes and cracks in basin – focus on shallow end
- paint pool basin – shallow end patch work and deep end bottom and sides
- Deck surface touch ups – fill ins where gutter has separated and deck as lifted or sunk
- Sand\* and Re-paint basin gutters
- Re-paint shower stall walls
- Touch up paint on change room floors