

ENDERBY AND DISTRICT SERVICES COMMISSION

**Tundra Baird
Shawn Shishido**

**Allysa Hopkins
Todd Couch**

AGENDA

DATE: December 19, 2024
TIME: 9:00 AM
LOCATION: Council Chambers, Enderby City Hall – 619 Cliff Avenue

The public may attend this meeting in person or by means of electronic facilities.

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

The access codes for this meeting are:

*Meeting ID: 897 4718 2441
Passcode: 520493*

If you would like to attend this meeting by means of electronic facilities and 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/

1. LAND ACKNOWLEDGEMENT

We respectfully acknowledge that we are on the traditional and unceded territory of the Secwepemc.

2. APPROVAL OF AGENDA

THAT the December 19, 2024 Enderby & District Services Commission agenda be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Meeting Minutes of July 25, 2024

THAT the July 25, 2024 Enderby & District Services Commission meeting minutes be adopted as circulated.

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4. DELEGATIONS

4.1 5th Ball Diamond

Presentation by David Lancaster, President, Enderby & District Recreation Services and Vice President, Funtastic

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5. REPORTS

5.1 Enderby Outdoor Pool – 2024 Final Report Page 7

6. CORRESPONDENCE AND INFORMATION ITEMS

6.1 Annual Grant – Enderby & District Museum Page 21
Correspondence from Sandra Farynuk, President dated September 30, 2024

7. PUBLIC QUESTION PERIOD

8. CLOSED MEETING RESOLUTION

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.

9. ADJOURNMENT

ENDERBY AND DISTRICT SERVICES COMMISSION

MINUTES of a regular meeting of the **ENDERBY AND DISTRICT SERVICES COMMISSION** held on July 25, 2024 at 9:00 a.m. in the Council Chambers of Enderby City Hall.

<u>Members:</u>	Tundra Baird	City of Enderby
	Shawn Shishido	City of Enderby
	Allysa Hopkins	Electoral Area F
	Todd Couch	Electoral Area F

Staff: Tate Bengtson – Chief Administrative Officer, City of Enderby
 Jennifer Bellamy – Chief Financial Officer, City of Enderby
 Sheryl Hay – Recreation Services
 Kaylee Wells – Recreation Services

APPROVAL OF AGENDA

Moved by Todd Couch, seconded by Tundra Baird
“THAT the July 25, 2024 Enderby and District Services Commission agenda be approved as circulated.”

CARRIED

ADOPTION OF MINUTES

Enderby & District Services Commission Regular Meeting Minutes of April 19, 2024

Moved by Allysa Hopkins, seconded by Tundra Baird
“THAT the minutes of the regular meeting of April 19, 2024 be adopted as presented.”

CARRIED

CONTINUING BUSINESS AND BUSINESS ARISING FROM COMMITTEES AND DELEGATIONS

New Pool Update on Design Progress, Budget, and Construction

Chief Administrative Officer gave an overview of the planning process for the new pool and changes made to the original concept. Some key changes are the addition of programmable shallow water space, replacing the proposed beach entry with a dedicated ramp with safety railings, additional shade space and leisure seating on the deck, addition of a lifeguard chair, a stainless-steel rather than concrete basin, and increased family change cubicles and washrooms.

Reported that the total estimated project cost as of July 2024 is \$8,600,000 and the construction is expected to begin in January of 2025, with proposed opening for the 2026 swim season.

Update on Reopening of Enderby & District Sports Complex

Chief Administrative Officer reported that the new header will be ready on July 31st and installation will be complete by August 16th. Brine will be run through the system once the

header is installed to ensure there are no additional leaks and ice making will begin after Labour Day. The Complex is expected to be open for the start of the regular ice season.

Open Space in Southeast Corner of Riverside Park – Referral (Return of Postponed Matter)

Moved by Allysa Hopkins, seconded by Todd Couch

“THAT the Enderby & District Services Commission continues to provide support in principle for the construction of a fifth ball diamond in the southeast corner of Riverside Park.”

CARRIED

NEW BUSINESS

Mara Cemetery – Funding Request

Todd Couch declared a conflict of interest by nature of his association with the Mara Cemetery and left the meeting at 10:05 a.m.

Moved by Tundra Baird, seconded by Allysa Hopkins

“THAT the Enderby & District Services Commission increases the 2024 operating grant for the Mara Cemetery from \$1,000 to \$3,500, with the increase funded through a reallocation in the annual contribution to reserves.”

CARRIED

Todd Couch returned to the meeting at 10:06 a.m.

U17C Provincial Championships – Grant-in-Lieu

Moved by Tundra Baird, seconded by Allysa Hopkins

“THAT the Enderby & District Services Commission provides a grant-in-lieu to the Enderby Minor Fastball Association for use of Riverside Park ball diamonds and Lions Gazebo for the U17C Provincial Championships from July 5-7, 2024, valued at \$795.90.”

CARRIED

PUBLIC QUESTION PERIOD

There were no questions from the public.

CLOSED MEETING RESOLUTION

Moved by Tundra Baird, seconded by Todd Couch

“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) (b) and (i) of the Community Charter”

CARRIED

ADJOURNMENT

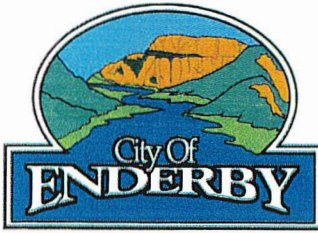
Moved by Todd Couch, seconded by Allysa Hopkins

“THAT the July 25, 2024 regular meeting of the Enderby and District Services Commission be adjourned at 10:21 a.m.”

CARRIED

CHAIR

CORPORATE OFFICER



AGENDA
Commission

REQUEST TO APPEAR AS A DELEGATION

On 4th Sept. 2024 Next Meeting
Day Month Year

Date of Request Sept. 18/2024

Name of Person Making Request David Lancaster

Name and Title of Presenter(s) President of Enderby + District
Rec. Services + Vice Resident of Fantastic

Contact Information _____

Details of Presentation To do whatever I need to
have a 5th Ball Diamond Built by
~~XXXXXX~~ September 2025

Desired Action from Council (check all that apply)

- Information Only
- Proclamation
- Funding Request
- Policy or Resolution

Please describe desired action in detail would like the City of Enderby
as well as Area F to fund most of the cost
to build this ball diamond, with me trying to get as much
as I can from local user groups and possible other
Sources

Please attach any supporting documentation or presentation materials related to your delegation request. Please provide to staff at least one day in advance a digital copy of any presentation materials that you wish to have projected onto the conference screen.

Documentation is the same, since talked about
from 2017 to Now



ENDERBY OUTDOOR POOL 2024 FINAL REPORT



INTRODUCTION

The Enderby Outdoor Pool, managed under a contract with Enderby & District Recreation Services Association, is proud to report a very successful and memorable 2024 season. Preseason preparation began early in 2024 to ensure that staff, paperwork, and procedures were in place prior to the pool opening. The Pool Safety Plan was updated to meet all current requirements of the Provincial Health & Safety Regulations. Program registration opened on Saturday April 27th to local community members, and then opened to neighbouring communities and visitors on Tuesday April 30th. Staff training sessions were scheduled and certification information and training dates were recorded. An Aquatic team of 13 lifeguard / Instructors were hired. In-service staff training was held in two parts; A dry in-service on Wednesday May 15th and Pool Training Session on Tuesday May 21st. The pool season ran for 15 weeks from May 21st until August 30th, 2024.

Pool and Parks staffs worked together to complete the necessary tasks in order to open the pool on schedule. A contractor was hired to complete significant patch and paint work on the basin which held up the entire season. For the 2025 season, there will need to be some minor patch jobs and paint touch ups in the gutters, basin and to the red diving line. There are some areas on the deck that will also require patching for safety reasons.

The 2024 schedule included School District #83 Swim Programs, Public Swims, Lifesaving Swimming and Advanced Lessons, Lap Lanes and Aqua-fit. This was the second season offering the new Lifesaving “Swim for Life” program which was much easier to market and administrate then last season. The Learn to Swim program was offered in five -two week lesson sets, with both a morning (9:30-am-12:30pm) and afternoon (3:45-6:15pm) session. A total of 516 participants registered for the Lifesaving lessons including preschool, youth, private and semi-private lessons. The Lifesaving Society Jr. Lifeguard club, Bronze Medallion, Bronze Cross were also offered with a total of 44 participants. All registered programs were well attended including the Youth Night Splash events. The Aqua-Fit program had its biggest season yet with a total of 2,682 participants in 15 weeks and private pool rentals continue to grow in demand as a popular way to enjoy the pool with family and friends.

In July, the City of Enderby signed a Proclamation declaring July 21-27, 2024 as National Drowning Prevention Week. Aquatic staff supported this with activities and education provided during lessons and to the community during Public Swim times. The 2024 season ended on Friday August 30th, with a Free Public Swim. In the final week of operation pool staff completed year end stats, inventory, and general cleaning. Following the facility closing, Parks staff began procedures to neutralize the water before

draining the pool. All other closing procedures such as clean-up, shut down and winterizing of the facilities was completed by the Parks staff.

Enderby, Area F and neighbouring communities continue to show their support and appreciation for the programs and opportunities offered at the Enderby Outdoor Pool. The cooler spring weather and no closures or cancelled programs due to fires or smoke in our area, made for less refunds and administrative work. In the 15 weeks the pool was open, total deposits came to over \$71,695 compared to \$ 68,073 in 2023. This continued support demonstrates a the need and excitement to open a new aquatic facility in 2026.

PRE-SEASON PREPARATION

Pre-season facility preparation started in April for the 2024 season. Large scale repairs were completed to the basin which made a significant difference to the cosmetic look of the facility and the pool water clarity. It will depend on how the basin holds up to the winter months as to how much more patching and painting will be required for the 2025 season (the final season for the current facility). Below is a recommended timeline to be implemented in 2025. As we prepare for opening a new facility, and to accommodate the neighbouring community pool shutdowns in September – we are proposing an extension of the 2025 season by 2 weeks – open from May 20- Sept. 12. (17 weeks). The last two weeks would have a decreased schedule but provide lap swim, Aqua-fit classes, possible school rentals and after school public swims.

- Submit pool budget to City – *December*
- Prepare summer pool and programs schedule– *January*
- Arrange Pool Basin Maintenance for early spring -*March*
- Hire supervisor(s) – *March*
- Contact Administrators to set up school lesson – *prior to Spring Break*
- Post part time job opportunities – *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 Program Supplies and Material order – *Early May*
- Set up office and admin – *mid May*
- Pool in-service Training – *May 20 / 2024*

Recommendation: Keep Pool open for 2 extra weeks to meet needs experiment with extended season and fill the gap during other community pool Fall Shut-downs.

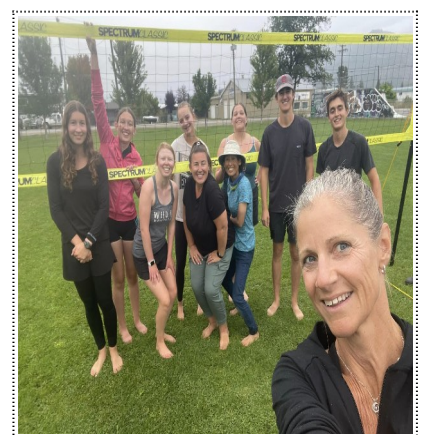
PARKS AND RECREATION STAFF

Parks and Recreation staff, Sheldon, Travis, Peter and Grant, provided support and assistance to the Pool staff throughout the 2024 season. Along with the pre season preparation, Parks staff completed the daily morning water tests, adjusted chemicals as needed, and performed weekly filter back washes 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 & District Recreation Services. Water quality was very good this season, with only 1/2 day closure due to a fecal matter incident.

POOL STAFF 2024

The 2024 Aquatic Staff was nothing short of awesome! Despite the challenges with finding enough staff for spring programs when School is still in session – our team consisted of very passionate, committed and hardworking individuals. Once again, we were very fortunate to have Teresa Froese return in the Supervising role with her positive and inspiring leadership style. This season, Beth Ralston took on the position of Assistant Supervisor and did a magnification job assisting management with pre-season administration and running the school swim program. Ten additional staff was hired as lifeguards and swim instructors. While we had a larger then normal team, most of the staff had other jobs and commitments making scheduling a challenge. All team members went through training in the Pool Safety Plan Policies and Procedures. **Sheryl Hay** managed the staff for the 10th season in a row and

also provided Aqua-fit instruction and back up lifeguard and swim instructor duties. **Teresa Froess and Beth Ralston** filled the Supervisor roles and part-time lifeguards and instructors included: **Brooklyn Richards, Jake Hendricks, Dannon Aitken, Cale Hendricks, Katie Overgaard, Hannah Danyluk, Moriyah knorr, Toshie Okada, Andrea Royal, Chesed Jones, and Kayala Kent.**



Recommendation: 1) further Increase staff wages to be competitive 2) Provide 3 in-service training sessions throughout the season 3) Offer Swim Instructor training in the spring

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 & deep ends
- Gutter and line paint touch ups
- Female Change room shower walls re-painted
- Pumps and filters start up
- Filling pool, adding and balancing chemicals
- Pressure washing and cleaning change rooms
- 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 Program materials
- Creating a staff schedule

STAFF TRAINING



On May 15th and May 21st, all Aquatic staff participated in team training which included orientation of the facility, review of job expectations, policies and procedures, as well as demonstration of fitness and rescues skills. A third in-service training date was held prior to the summer schedule on June 27th. All training was dated and documented in the pool safety plan along with staff awards and certifications dates.

SCHOOL SWIM PROGRAM

Enderby Pool Staff is very proud to offer a water safety and swimming program to all school students in grades Pre-K to -7. This season, we continued with a 4 day program (Tuesday to Friday); where students were offered 3 days of instruction and a final “Fun Day” to play and practice what they had learned.

The school swim program was delivered to Grindrod, M.V. Beattie and Shihya Elementary students, and Splatsin Preschool. A modified program was also delivered to grade 7's & 8's attending A.L. Fortune Secondary School. This season we also had private Group Bookings from other community schools from Salmon Arm, Armstrong and Vernon for the purpose of year end field trips.

SWIM LESSONS & ADVANCED COURSES

The Lifesaving Society's "Swim for Life" program was offered in 8 classes over 2 weeks (Monday to Thursday). This structure was continued this season to avoid instructor burnout and provide the best quality of lessons. All levels of the program were offered in a spring lesson set in June followed by four 2-week lesson sets in July and August. Many private and semi private lessons were offered due to the high demand.

Here is a comparison of the last 7 years of Summer Swim Lesson Registration (not spring set)

Year	2018	2019	2020	2021	2022	2023	2024
Registration Totals	292	373	436	449	458	466	472

Breakdown of 2024 registration numbers in the Swim For Life Program for all 5 sessions:



Program	Spring	Session I	Session II	Session III	Session IV	Extra	Totals
Parent & Tot 1	0	3	4	5	0		12
Parent & Tot 2	0	5	1	1	1		8
Parent & Tot 3	0	5	7	3	3		18
Pre-School 1	8	12	11	7	3		41
Pre-school 2	4	7	6	10	5		32
Pre-School 3	2	7	6	4	2		21
Pre-School 4/5	2	0	1	0	1		4
Level 1	5	17	10	11	11		54
Level 2	4	10	12	15	5		46
Level 3	2	7	8	15	10		42

Level 4	6	9	7	8	7		37
Level 5	4	4	7	4	6		25
Level 6	1	4	1	2	2		10
Swim Patrol	0	0	0	7	8		15
Other							0
Private Lessons	6	10	11	12	12	13	51
Semi Private Lessons		14	22	18	27	6	81
Totals	44	114	114	122	103	19	516

We saw less registration in the spring program set and a few cancellations in the last August set due to families being evacuated from their homes. There was a significant increase in the Parent & Tot classes this season which is our future participants in the Preschool Swim program. There was also a healthy number of participants in the Advanced Courses which is our future staff. This year's total was 516 participants compared to 520 in 2023.



Advanced courses offered this season included the Lifesaving Society's Jr. Lifeguard Club (x 2 sessions), Bronze Star, Bronze Medallion and Bronze Cross. We also offered the National Lifeguard re-cert this August in which 5 staff participated in.

Advanced Courses	Spring	Session I	Session II	Session III	Session IV	Extra	Totals
Jr. Lifeguard	10			5			15
Bronze Star		8					8
Bronze Medallion			6				6
Bronze Cross					7		7
NL-R					8		8
Totals	10	8	6	5	15		44



Aquatic Program Recommendations: 1) Continue to offer 2 Jr. Lifeguard courses 2) More marketing for Rookie, Ranger & Star 3) Program a spring Lifesaving Swim Instructor course

EVENTS, AQUA FIT AND PUBLIC SWIMMING

Youth Nights

Three Youth Night events were hosted, each with a theme, prizes and light snacks for kids aged 9-13 years. The youth events were held from 6:30-8:00pm on a Friday night and this years themes were June -Wild West, July - Despicable Me and August Glow Party. Staff and swimmers are encouraged to dress up and snacks, beverages, games & prizes are provided. A total of 70 youth attended the 3 events this season.



Aqua Fit

There were 7 classes programmed in the spring and 10 classes ran per week in July & August. To meet the growing needs, we continue to offer back to back classes on Mon/ Wed/ and Fri to allow for more space, variety and challenge to our participants. Aqua-Man- a Men's only class; was offered again this spring and many of the gentleman joined regular classes for the summer months.

For the second year in a row, a SUP (Stand Up Paddle board) Yoga class was offered – this year as a 3 part series at the end of the season (Aug. 27-29)



The popular Aqua In-sync class was offered again this summer (and increased to an hour long class), with the participants demonstrating their skills at the year end celebration with a fabulous routine. The evening classes on Tuesday and Thursday increased in attendance by more than double over past seasons. It has been requested that all Aqua-Fit programs be offered again next season.

The Aqua-Fit Wind-up had a “Vegas” Theme this season, with great music, food and participation. Our Aqua Fit team included 4 certified instructors this season and we had another record breaking year with 2,682 participants up from 2,107 in 2023.



Public swims were offered 7 days a week from 1:30-3:30pm. Evening swim times were offered on Monday / Wednesday / Friday from 6:30-8:00pm. The last 45 minutes of any public swim time was offered at a \$2 rate. Public swim times are busier from May to July and slow down in August when the Shuswap River becomes our biggest competition. Staff noticed an increase in young families using the pool (and Spray park) this season.

Private Pool rentals continue to be a popular option to enjoy the Enderby Outdoor Pool. The schedule offered weekday late afternoon times during May and June and 1-2 hour slots on weekends. In total 58 hours in Rentals were booked this season bringing in \$4,930. The Santa’s Workshop sponsored a Free Swim for the Community in August that included snacks, drinks and a visit from Santa.

On July 1st, The Enderby Pool hosted a Free Swim from 1-3pm alongside all the other events happening in Barnes Park. This year 87 people attended the July 1st Free Swim.

Aquatic Program Recommendations: 1) Offer Youth night swims for 2 hours and bring back Dash “n” Splash 3) Stay with the same Public swim times and increase private rental options.

LIFE GUARDING/SAFETY

Despite the aging facility, the aquatic team does a great job in injury and incident prevention. Most all cuts and scrapes were due to the rough and sharp edges in many spots in the basin.

Minor incidents included bee stings, nose bleeds, and cuts or scrapes. There was only one pool closure due to a fecal matter incident. The behaviour incidents were minor this season and handled with professional customer relation skills by our staff and supervisors.

2024 Incidents			
Minor First Aid		Theft	
Bee Stings/ Bug Bites	6	Personal / Car	0
Bleeding Nose	4	Facility	0
Cuts or Scrapes	5	Behavioral	0
Behavior	2	Break In	1
Major First Aid		Pool Water Fouling	
Drowning Rescue	1	Fecal Matter / Vomit	3

SUPPLIES AND EQUIPMENT

The Pool was supplied with the following items this season:

- Case of noodles
- Replacement PFD's, Dumb bells, and Belts
- Leaf Skimmer
- New Facility Clock (office & Deck)
- Instructional toys
- First Aid Supplies

OPERATIONS/MAINTENANCE

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. Change room shower walls will need another coat of paint or new coverings to prevent the build up of mildew and mold.

Recommendations: 1) Basin patch repair. 2) Deck & Gutter repair in areas that are sinking or opening. 3) Re-do shower walls in both change rooms

CLOSING PROCEDURES

During the last week of operation, the supervisor and assistant supervisor worked on site to start the season end tasks of inventory, reports and evaluations. Following the last swim on Friday, August 30th, 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 algeacide to the remaining water
- Shutting pumps down for the season
- Winterizing the washrooms: Removing ladders and basketball hoop and wall clock
- Covering the Slide and lane ropes with a tarp
- Adding antifreeze to pumps
- Winterizing equipment rooms and Removing and storing First Aid and office equipment

ENDERBY POOL BUDGET 2024

REVENUE

The Enderby Pool Revenue for 2024 was as follows:

Public Swim	\$14,239.99
Fitness	\$15,254.35
Swim Lessons	\$37,645.00
School Lessons	\$4,556.39
Total Revenue:	<u>\$71,695.73</u>
Budgeted Revenue:	\$68,200.00
Over Expectations:	\$ 3,495.73

EXPENSES

Staff Wages

<u>Wages</u>	\$62,617.91
Budgeted Expenses:	\$64,000.00
Under Expectations:	\$ 1,382.09

Contract Wages

<u>Wages</u>	\$ 4,688.81
Budgeted Expenses:	\$ 6,100.00
Under Expectations:	\$ 1,411.19

Marketing and Advertising

<u>Marketing & Advertising</u>	\$ 937.05
Budgeted Expenses:	\$ 1,200.00
Under Expectations:	\$ 262.95

Training

<u>Total Expenses:</u>	\$ 748.10
Budgeted Expenses:	\$ 1,000.00
Under Expectations:	\$ 251.90

Program & Office Supplies

Total Expenses:	\$	3,564.74
Budgeted Expenses:	\$	6,500.00
Under Expectations:	\$	2,935.26

Total Expenses	\$	72,556.61
Budgeted Expenses:	\$	78,800.00
Under Expectations:	\$	6,243.39

PROPOSED BUDGET 2024

Staff Wages	Budgeted Expenses	\$69,750.00
<i>additional 2 weeks</i>		\$3,750.00
Staff Benefits	Budgeted Expenses	\$8,300.00
Marketing & Advertising	Budgeted Expenses	\$1,000.00
Training	Budgeted Expenses	\$1,000.00
Programs and Supplies	Budgeted Expenses	\$5,000.00

EQUIPMENT SUGGESTIONS FOR 2024

Below is a list of equipment and supplies:

- New or Rental Oxygen Tank
- 8 new life jackets
- 8 new exercise belts
- 2 Boxes of Noodles
- Replacements for 6-10 dumb bells
- First Aid supplies replacements
- Instructional equipment replacements
- New signage for programs

CAPITAL IMPROVEMENT SUGGESTIONS

- Pool Basin Patch Repairs and painting
- Deck surface touch ups – fill ins where gutter has separated and deck as lifted or sunk
- Re-paint worn areas of deck near change rooms
- Re-paint basin gutters
- Re-paint shower stall walls
- Touch up paint on change room floors

September 30, 2024

Enderby & District Services Commission,
c/o Tate Bengston, Enderby City Hall,
Enderby, B.C.

AGENDA
Commission

Dear Commission Members: Re: Annual Grant-Enderby & District Museum

On behalf of the Board of Directors of the Enderby and District Museum, I wish to thank the Commission for their continued support of our museum and the \$28,000 we were awarded for the ongoing operation through 2024/25.

This generous grant will enable us to offset costs associated with the day to day operations by paying our administrator Jackie Pearase, purchasing supplies and maintaining our museum space.

We thank you, once again for your support.

Sandra Farynuik, President.

Sandra Farynuik