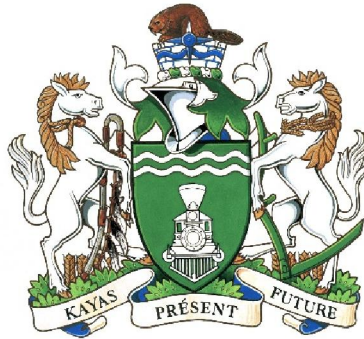


# CITY OF NORTH BATTLEFORD

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# PLANNING COMMITTEE AGENDA

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**Tuesday, February 21<sup>st</sup>, 2023  
5:15 P.M.**

**PLANNING COMMITTEE MEETING  
TO BE HELD IN COUNCIL CHAMBERS & VIA ZOOM  
TUESDAY, FEBRUARY 21<sup>ST</sup>, 2023, COMMENCING AT 5:15 P.M.**

**AGENDA**

- AGENDA** : Approval
- MINUTES** : Planning Committee Minutes – January 16<sup>th</sup>, 2023
- DELEGATION** :
- UNFINISHED BUSINESS** : CITY CLERK  
Re: iCompass Presentation
- NEW BUSINESS** : DIRECTOR OF FINANCE  
Re: Proceeds on Sale of Capital Assets Policy
- DIRECTOR OF OPERATIONS  
Re: SCADA Presentation (Distributed separately)  
Re: Traffic Count Units  
Re: Waterworks Department Compliance Audit Report
- DIRECTOR OF PARKS & RECREATION  
Re: 2023 Parks & Recreation Service Fees  
Re: Battlefords Co-op Aquatic Centre Hours of  
Operation  
Re: Maintenance and Cleaning Regimen at the  
Battlefords Co-op Aquatic Centre  
Re: Arena Utilization (Verbal)
- DIRECTOR OF PROTECTIVE SERVICES  
Re: City of North Battleford Emergency Plan Review and  
Alignment  
Re: Trex Application Update (Verbal)
- CORRESPONDENCE** : MARK TKATCHUK  
Re: Aquatic Centre Hours Survey
- REPORTS** :
- INQUIRIES** :
- NEXT MEETING DATE** : Monday, March 20<sup>th</sup>, 2023 @ 5:15 p.m.
- FREEDOM OF INFORMATION &  
PROTECTION OF PRIVACY ACT** : **Part III Exemptions**
- ADJOURNMENT** :

**MINUTES OF THE REGULAR PLANNING COMMITTEE MEETING OF THE CITY OF NORTH BATTLEFORD HELD VIA ZOOM AND IN COUNCIL CHAMBERS, MONDAY, JANUARY 16<sup>TH</sup>, 2023 COMMENCING AT 5:15 P.M.**

**MEMBERS PRESENT:**

Mayor David Gillan

Councillors Kelli Hawtin (*Zoom*)  
Thomas Ironstand  
Greg Lightfoot  
Kent Lindgren  
Ross MacAngus  
Len Taylor

**ADMINISTRATION  
PRESENT:**

Randy Patrick, City Manager  
Stacey Hadley, City Clerk  
James Johansen, Director Engineering, Planning, Asset  
Management & Infrastructure  
Margarita Pena, Director of Finance  
Stewart Schafer, Director of Operations  
Cheryl DeNeire, Director of Parks & Recreation  
Lindsay Holm, Director of Protective Services  
Jan Swanson, Economic Development Manager  
Jeff Blanchard, Environmental Manager  
Dustin MacDonald, Communications Administrator  
Dean Acaster, Equipment Operator

**OTHERS PRESENT:**

Battlefords North West Historical Society Attendees:  
Debi Anderson  
Joseph Campbell  
Jane Shury  
Larry Romanow

Deputy Mayor Lindgren called the meeting to order at 5:17 p.m.

**AGENDA**

01/23 BE IT RESOLVED That the Planning Committee Agenda for January 16<sup>th</sup>, 2023, be approved.

Moved by Councillor Ironstand  
CARRIED

## MINUTES

02/23 BE IT RESOLVED That the Minutes of the Planning Committee Meeting held November 21<sup>st</sup>, 2022 and Special Planning Committee Meetings held November 22<sup>nd</sup>, 29<sup>th</sup> and December 1<sup>st</sup>, 2022, be adopted.

Moved by Councillor Ironstand  
CARRIED

The City Manager welcomed and introduced James Johansen, the new Director of Engineering, Planning, Asset Management, and Infrastructure for the City of North Battleford to City Council.

## DELEGATIONS

BATTLEFORDS NORTHWEST HISTORICAL SOCIETY  
Re: Old Saskatchewan Hospital Legacy Trail

The Battlefords Northwest Historical Society was in attendance to present their plans for the development of the legacy walking trails on the Old Saskatchewan Hospital grounds and to request City of North Battleford support during the land transfer process.

Discussion was held regarding fundraising initiatives, proposed length of the trail and future programming.

*The Battlefords Northwest Historical Society left the meeting at 5:38 p.m.*

## NEW BUSINESS

CITY MANAGER  
Re: Snow Removal Policy

Discussion was held regarding current service levels with respect to snow removal in back alleys, on corners, windrows and windrow clearing for garbage and recycling bins, future budget reserves, and the potential impact to the budget with service level adjustments.

*Planning Committee recommended that an amendment to the Snow Removal Policy be brought forward for further discussion with respect to extraordinary snow events as it relates to service levels and options with respect to establishing a reserve for future snow events.*

*D. Acaster left the meeting at 6:45 p.m.*



Re: Draft Economic Development Strategic Plan 2023 - 2030

The Economic Development Manager presented the draft Economic Development Strategic Plan 2023 – 2030 to Planning Committee noting it was developed to align with the City of North Battleford Strategic Plan.

*Planning Committee recommended the Economic Development Strategic Plan 2023 – 2030 to the January 23<sup>rd</sup>, 2023, Regular Council Meeting for formal approval.*

**DIRECTOR OF PROTECTIVE SERVICES**  
Re: Draft Regional Emergency Services Plan

The Director of Protective Services presented the draft Regional Emergency Management Plan to Planning Committee and noted that the plan will receive regular updating on an ongoing basis and that tabletop exercises will be held upon regional approval of the plan.

*Planning Committee recommended the Regional Emergency Management Plan to the January 23<sup>rd</sup>, 2023, Regular Council Meeting for formal approval.*

**CORRESPONDENCE** – None

**REPORTS** – None

**INQUIRIES**

Discussion was held regarding the various inquiries of Planning Committee.

**IN CAMERA**

03/23 BE IT RESOLVED That Planning Committee recess at 7:11 p.m. and reconvene following a the Special Council Meeting.

Moved by Councillor MacAngus  
CARRIED

04/23 BE IT RESOLVED That pursuant to Section 94 of the *Cities Act*, Part III of the *Local Government Freedom of Information and Protection of Privacy Act*, and as outlined in the Procedure Bylaw No. 2108, Schedule “A”, That the Meeting move In Camera at 7:32 p.m.

Moved by Councillor Lightfoot  
CARRIED

05/23 BE IT RESOLVED That Planning Committee reconvene to open session at 8:27 p.m.

Moved by Councillor Hawtin  
CARRIED

**NEXT MEETING DATE** – Tuesday, February 21<sup>st</sup>, 2023, commencing at 5:15 p.m.

**ADJOURNMENT**

06/23 BE IT RESOLVED That the meeting adjourn at 8:28 p.m.

Moved by Councillor Lightfoot  
CARRIED

\_\_\_\_\_  
DEPUTY MAYOR

\_\_\_\_\_  
CITY CLERK

**MEETING DATE:** February 21<sup>st</sup>, 2023

**MEETING:** Planning Committee

**TO:** Randy Patrick, City Manager

**FROM:** Margarita Pena, Director of Finance

**SUBJECT:** Proceeds on Sale of Capital Assets Policy

### **Background Information**

To seek direction for proceeds on sale of capital asset policy.

During the 2023 Council Budget deliberations meeting, Council requested administration to provide a policy to transfer proceeds of sale of capital assets to a reserve account.

### **Strategic Goal(s)**

- Downtown Revitalization
- Investment Attraction
- Community Wellness and Safety
- Infrastructure

### **Discussion and Comment**

With the upcoming purchase of the fire pumper vehicle, the City will dispose an existing pumper. Administration has drafted a policy for proceeds on sale of capital assets. The policy will provide guidelines to follow when a unit is recommended to be sold and how to handle proceeds for future capital fleet requests.

### **Options for Consideration**

To provide more information on a specific item  
To recommend Council to approve the policy

### **Budget Issues**

N/A

**Public Notice and Communication**

N/A

**Recommendation(s) from Administration**

That the attached policy be recommended for approval at the next Council meeting.

Respectfully submitted,



Margarita Pena  
Director of Finance

**Approvals: (signatures required prior to presentation to Council)**

Director: 

Date: 16/2/23.

City Manager: 

Date: 2/16/23



**City of North Battleford**

**Policy # F-01-006**

**PROCEEDS ON THE SALE OF CAPITAL ASSETS POLICY**

<b>Authority:</b>	<b>Resolution No.</b>
<b>Date Adopted:</b>	<b>Effective Date:</b>
<b>Department Responsible:</b> Finance	<b>Review Date:</b>

**PURPOSE**

The proceeds on sale of capital assets policy provides direction on how to handle the accounting capital gain when a fleet unit is disposed. The key purpose of this policy is to reinvest capital gains to assist with future capital requests.

**SCOPE**

This policy applies to sale of fleet where there is an accounting capital gain on disposal of fleet greater than \$25,000.

**RESPONSIBILITY**

Financial Services is responsible for maintaining and recognizing the accounting treatment.

Engineering, Planning, Asset Management and Infrastructure is responsible for ensuring fleet equipment has no further use to the City prior to disposal.

**DEFINITIONS**

***Fleet:*** Vehicles, trucks and equipment owned by the City

***Gain on sale:*** Proceeds less historical cost less accumulated depreciation



## **1.0 POLICY**

- 1.1 Financial services will recognize a gain on the sale of fleet vehicles and equipment and allocate the proceeds to the appropriate department's capital reserve.

## **2.0 GUIDELINES AND PROCEDURES**

- 2.1 The Engineering, Planning, Asset Management, and Infrastructure department will ensure that there is no future use for the unit to be disposed of within the different City departments and will recommend disposal.
- 2.2 Upon the sale of a vehicle or equipment from the City's fleet, the Finance department will calculate the gain or loss.
- 2.3 If the sale results in a financial gain, the gain will be added to the department's capital reserve.
- 2.4 If the sale results in a financial loss, the loss will not be recorded in department's capital reserve fund.
- 2.5 Reserve transfers will be recognized at year end.
- 2.6 Capital reserve transfers for the use in operations are subject to Council resolution and public notice in accordance with Public Notice Bylaw No. 1703.
- 2.7 A disclosure note will be added on the capital budget when there are available gains.

**MEETING DATE:** February 21, 2023**MEETING:** Planning Committee**TO:** Randy Patrick, City Manager**FROM:** Stewart Schafer, Director of City Operations**SUBJECT:** Traffic Count Units

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In 2022, the City purchased 2-remote radar speed and traffic counters through help from the Saskatchewan Government, Provincial Traffic Safety Fund Grant Program (PSE Program). The units purchased are the Houston Radar Armadillo Tracker Collector which allows Administration to collect traffic volumes, speeds, types of vehicles the times day when the drivers are using the City's streets. Unlike the old traffic data collector that used air hoses laid perpendicular on the roadway surface and could only count the number of times a vehicle wheel drove over the air hose; the new collectors use a radar beam to collect both speed and the direction that traffic passes at a point on the roadway. The units also "date and time stamp" the information that was collected as well as estimate the size of the vehicle, i.e.: motorcycle, small, medium, or large. We have included a summary sheet of the traffic counts and speeds take on Clements Drive for Council's information. We have also included parts of the raw data that was also collected by the unit. Please note that the units do not take a picture of the vehicle, nor do they record the license plate, make and model of the vehicle, and the data cannot be used for traffic enforcement.

As noted above, each unit uses a radar beam to track vehicle movement and not air hoses laid on the road surface, meaning that the units do not interfere with roadway operations and can be used in the winter months. Since the units are small and are usually mounted on a streetlight, power pole or traffic signpost, at a height of 2 to 4 metres above the ground, most drivers do not pay attention to them. This allows for more accurate speeds and traffic counts to be taken. We have included a few pictures of a unit when mounted on a streetlight for Council's information. Each unit is equipped with a GPS tracking system showing where the units are located when in operation.

The units have also been used to identify areas where vehicles are regularly exceeding the speed limit. The City's Community Safety Officers (CSOs) regularly receive complaints from concerned residents that traffic speeds exceed the posted speed limits, which for most of the City's streets is 50 Km/hour. In response, Administration has started to place the units on several streets to determine the actual traffic speeds and have shown that the 85 percentile speeds were under the posted speed limits. The unit software also allows Administration to determine statistical information regarding those that are exceeding the speeds limits. In these cases, the CSOs can investigate the times that drivers will most likely be speeding and take the appropriate action to slow vehicle speeds, i.e.: radar traps, have CSO vehicles visible to drivers at those times where speeding appears to be occurring, etc.

The units have also allowed Administration to begin to update the Annual Average Daily Traffic (AADT) volume maps showing the streets that drivers use the most. This information is used by the City's Economic Development Manager when promoting areas of the City to potential customers.

In the following pages, we have included some of the data that was collected for Clements Drive, including the summary sheet for Council's information.

Respectfully submitted,



Stewart Schafer  
Director of City Operations

**Approvals:**

**City Manager:** Randy Palm

**Date:** 02/14/23





Traffic Counter Mounted on a Streetlight



Traffic Counter Mounted on a Power Pole



Traffic Counter Mounted on a Streetlight



Traffic Counter Mounted on a Power Pole

For Project: Clements Drive

Project Notes:

Location/Name: Incoming  
Report Generated: 2022-11-16 11:37  
Speed Intervals: 1 km/h  
Time Intervals: Instant  
Traffic Report From: 2022-10-28 16:00:00 through 2022-11-15 14:59:59  
85th Percentile Speed: 47 km/h  
85th Percentile Vehicles: 8612  
Max Speed: 88 km/h on 2022-11-01 11:17:29  
Total Vehicles: 10132  
AADT: 564

**Volumes - weekly counts**

Time	5 Day	7 Day
Average Daily	570	539
AM Peak	34	33
PM Peak	73	62

**Speed**

Speed Limit: 50  
85th Percentile Speed: 47  
50th Percentile Speed: 39  
10 km/h Pace Interval: 34.0 km/h to 44.0 km/h  
Average Speed: 38.77

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	159	140	61	34	109	148	140
% over limit	7.6	9.5	5.1	2.8	8.1	10.8	9.9
Avg Speeder	54.5	54.2	53.9	53.6	53.2	54.4	54.2

**Class Counts**

	Number	%
VEH_SM	9	0.1
VEH_MED	10021	98.9
VEH_LG	102	1
[VEH_SM=motorcycle,	VEH_MED = sedan,	VEH_LG = truck]

Incoming Weekly Counts  
Clements Drive

from Fri-Oct-28-2022-04-00-PM to Tue-Nov-15-2022-02-59-PM

Hour	2022-10-31	to	2022-11-06	Thursday	Friday	Saturday	Sunday	Week	Weekend	Week Day 85%
	Monday	Tuesday	Wednesday							
	2022-10-31	2022-11-01	2022-11-02	2022-11-03	2022-11-04	2022-11-05	2022-11-06	Day Avg	Avg	Avg Speed
0 - 1	1	3	4	2	11	6	6	4.2	6	45
1 - 2	1	1	3	0	1	2	2	1.2	2	42.5
2 - 3	2	1	2	0	0	2	2	1	2	50
3 - 4	0	2	0	0	2	5	0	0.8	2.5	49.5
4 - 5	3	0	0	0	0	2	0	0.6	1	51
5 - 6	0	4	3	0	1	0	1	1.6	0.5	45.33
6 - 7	14	18	16	10	17	8	11	15	9.5	44.9
7 - 8	5	12	15	7	8	9	7	9.4	8	47.5
8 - 9	29	32	28	25	34	6	7	29.6	6.5	46.14
9 - 10	38	29	32	18	27	14	23	28.8	18.5	45.76
10 - 11	28	28	24	21	30	27	29	26.2	28	47.34
11 - 12	34	48	37	33	38	32	35	38	33.5	48.8
12 - 13	58	57	51	38	46	24	41	50	32.5	48.48
13 - 14	49	37	31	36	25	21	42	35.6	31.5	47.96
14 - 15	42	33	19	27	27	32	41	29.6	36.5	47.66
15 - 16	105	75	52	54	57	32	30	68.6	31	46.64
16 - 17	94	73	60	60	55	32	33	68.4	32.5	46.74
17 - 18	96	78	56	88	75	32	38	78.6	35	43.7
18 - 19	79	48	45	47	58	38	38	55.4	38	42.54
19 - 20	82	30	19	30	40	20	39	40.2	29.5	42.56
20 - 21	83	32	25	33	31	17	12	40.8	14.5	44.16
21 - 22	36	19	18	21	20	11	13	22.8	12	47.9
22 - 23	10	8	7	7	18	10	13	10	11.5	47.94
23 - 24	11	7	1	9	10	6	6	7.6	6	46.4
Totals	900	675	548	566	631	388	469			
% of Total	21.55%	16.16%	13.12%	13.55%	15.11%	9.29%	11.23%			

Date&Time	Speed	Class	Direction
2022-10-28 4:06:42 PM	43.0	Medium	Outgoing
2022-10-28 4:08:02 PM	38.0	Medium	Outgoing
2022-10-28 4:08:34 PM	59.0	Medium	Incoming
2022-10-28 4:08:39 PM	42.0	Medium	Incoming
2022-10-28 4:09:02 PM	34.0	Medium	Incoming
2022-10-28 4:09:04 PM	37.0	Medium	Outgoing
2022-10-28 4:09:06 PM	38.0	Small	Incoming
2022-10-28 4:09:32 PM	44.0	Medium	Outgoing
2022-10-28 4:09:47 PM	43.0	Medium	Incoming
2022-10-28 4:10:55 PM	49.0	Medium	Incoming
2022-10-28 4:11:04 PM	46.0	Medium	Incoming
2022-10-28 4:11:23 PM	46.0	Medium	Incoming
2022-10-28 4:11:50 PM	50.0	Medium	Incoming
2022-10-28 4:12:12 PM	52.0	Medium	Incoming
2022-10-28 4:12:40 PM	35.0	Medium	Outgoing
2022-10-28 4:13:13 PM	47.0	Medium	Outgoing
2022-10-28 4:13:53 PM	46.0	Medium	Incoming
2022-10-28 4:14:11 PM	38.0	Medium	Incoming
2022-10-28 4:14:11 PM	50.0	Medium	Outgoing
2022-10-28 4:14:37 PM	58.0	Medium	Outgoing
2022-10-28 4:15:03 PM	51.0	Medium	Outgoing
2022-10-28 4:15:33 PM	50.0	Medium	Incoming
2022-10-28 4:15:44 PM	39.0	Medium	Incoming
2022-10-28 4:15:50 PM	49.0	Medium	Outgoing
2022-10-28 4:16:51 PM	45.0	Medium	Incoming
2022-10-28 4:17:17 PM	45.0	Medium	Outgoing
2022-10-28 4:17:35 PM	48.0	Medium	Incoming
2022-10-28 4:17:39 PM	58.0	Medium	Incoming
2022-10-28 4:17:41 PM	42.0	Medium	Incoming
2022-10-28 4:17:42 PM	45.0	Medium	Outgoing
2022-10-28 4:18:19 PM	48.0	Medium	Outgoing
2022-10-28 4:18:21 PM	49.0	Medium	Outgoing
2022-10-28 4:18:41 PM	37.0	Medium	Incoming
2022-10-28 4:19:06 PM	47.0	Medium	Incoming
2022-10-28 4:19:33 PM	47.0	Large	Incoming
2022-10-28 4:20:25 PM	33.0	Medium	Incoming
2022-10-28 4:20:52 PM	36.0	Medium	Outgoing
2022-10-28 4:20:55 PM	35.0	Medium	Outgoing
2022-10-28 4:20:58 PM	43.0	Medium	Outgoing
2022-10-28 4:21:07 PM	43.0	Medium	Outgoing
2022-10-28 4:21:19 PM	49.0	Medium	Outgoing
2022-10-28 4:21:46 PM	40.0	Medium	Outgoing
2022-10-28 4:21:50 PM	44.0	Medium	Outgoing
2022-10-28 4:21:56 PM	41.0	Medium	Incoming
2022-10-28 4:22:16 PM	39.0	Medium	Incoming
2022-10-28 4:22:23 PM	36.0	Medium	Incoming
2022-10-28 4:24:09 PM	43.0	Medium	Outgoing
2022-10-28 4:24:36 PM	57.0	Medium	Outgoing
2022-10-28 4:24:49 PM	42.0	Medium	Incoming
2022-10-28 4:24:51 PM	47.0	Medium	Outgoing
2022-10-28 4:25:03 PM	37.0	Medium	Incoming

**MEETING DATE:** February 21, 2023.**MEETING:** Planning Committee**TO:** Randy Patrick, City Manager**FROM:** Stewart Schafer, Director of City Operations**SUBJECT:** Waterworks Department Compliance Audit Report

During Tuesday, January 31, 2023, to February 1, 2023, the Ministry of Environment (MOE) conducted a compliance audit of the City of North Battleford's Waterworks Department and their records. We have included a copy of the draft audit report for you to review. The MOE audit team identified 6 findings in the following categories:

- 0 - Type III. Type III findings that are serious non-compliant that required immediate corrections.
- 2 - Type II. Type II findings that are non-compliant that pose a non-immediate threat to human health, safety, or the environment. These findings require a formal correction plan to be submitted to MOE within 30 days of City receiving the final report.
- 3 - Type I. Type I finding that are non-compliant that do not pose a significant threat to human health, safety, or the environment. These findings can be easily corrected before the next audit or inspection. A formal correction plan must be submitted to MOE within 30 days of City receiving the final report.
- 1 - Positive These are findings of compliance that exceed minimum compliance standards and in the opinion of the MOE Audit team, deserves a special mention in the audit report.

The MOE audit team also identified 4 points of opportunities of improvement that are not regulatory requirements but are recommendations by the audit team to improve environmental protection and support regulatory compliance. The recommendations can be found on pages 3 and 4 of the attached Report.

Administration will work with the Waterworks and Roadways Manager and his crew to develop correction plans to address the MOE audit team finds. The corrective plans will be submitted to the MOE within 30 days of the final report date.

Respectfully submitted,

  
Stewart Schafer  
Director of City Operations**Approvals:****City Manager:** Randy Patrick**Date:** 02/14/23

# Audit Report

Compliance Audit Program | Ministry of Environment



Report date: February xx, 2023

File: OCC #144633

Auditee: City of North Battleford  
Location: North Battleford  
Scope: Drinking Water Advisories

Lead Auditor: Michael Holm  
Phone: 306-520-3910  
Email: [michael.holm@gov.sk.ca](mailto:michael.holm@gov.sk.ca)

Audit Program Manager: Shelby Enevoldsen  
Phone: 306-519-5291  
Email: [shelby.enevoldsen@gov.sk.ca](mailto:shelby.enevoldsen@gov.sk.ca)

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## 1. INTRODUCTION

With the development and implementation of a results-based regulatory model, the Saskatchewan Ministry of Environment incorporated environmental compliance audits into compliance assurance activities. Section 78 of *The Environmental Management and Protection Act, 2010* (EMPA, 2010) authorizes representatives of the ministry to conduct audits on any persons who has been issued a permit pursuant to EMPA, 2010, (including regulations thereunder) or who engages in an activity that is governed by an accepted environmental protection plan or the Saskatchewan Environmental Code and associated standards. The ministry conducted an audit of the City of North Battleford during the week of January 30, 2023. An overview of the audit process is provided in Appendix A, while the legislation applicable to the scope of the audit is listed in Appendix B, including abbreviations used in Table 1.

## 2. AUDIT OVERVIEW

### 2.1. Scope and Objectives

The scope of the audit included the operation of North Battleford's waterworks and the issuance of self-managed drinking water advisories.

The period audited was from January 1, 2021, to December 31, 2022, with other periods reviewed as needed to determine trends and establish history.

The objective of the audit was to verify the City of North Battleford is operating in compliance with the selected audit criteria listed in Appendix B.

### 2.2. Operational Overview

The City of North Battleford operates a waterworks and distribution system to provide water for human consumption. When any portion of the water distribution is altered, extended, or repaired it may be necessary to issue a drinking water advisory (DWA) to residents or businesses affected.

The Water Security Agency (WSA) allows permittees to self-manage consumer notifications for certain categories of waterworks upsets if they adhere to required regulations and guidelines.



### 3. FINDINGS

#### 3.1. Classification of Findings

Each finding arising from the audit has been classified on the basis of potential risk and regulatory violation as follows:

- Type I – a confirmed non-compliance that does not pose a significant threat to human health, safety or the environment and can be easily corrected before the next audit or inspection. This will require a formal corrective action plan to be submitted to the ministry within 30 days of the auditee receiving the final report.
- Type II – a confirmed non-compliance that poses a non-immediate threat to human health, safety or the environment. This will require a formal corrective action plan to be submitted to the ministry within 30 days of the auditee receiving the final report.
- Type III – a confirmed non-compliance that has caused or poses an immediate threat to human health, safety or the environment requiring immediate correction. A formal corrective action plan is required to be submitted to the ministry within 30 days of the Auditee receiving the Final Report. Type III findings may also be referred for enforcement action.
- Positive – a finding of compliance in which the situation encountered demonstrates practice above minimum legislated requirements.

#### 3.2. Description of Findings

The audit identified six findings, detailed in Table 1. Findings identified during the audit are classified in the following categories:

- 2 Type II findings
- 3 Type I findings
- 1 Positive finding



**Table 1: AUDIT FINDINGS**

Finding No.	Finding	Condition Expected	Criteria Reference	Finding Type
1	No Standard Operating Procedures (SOPs) related to the issuing and rescinding of DWAs has been created and approved by the WSA.	The waterworks permittee will develop and submit to the WSA, SOPs describing their methods and procedures related to issuing and managing their own water notifications / DWAs for certain minor waterworks incidents and/or upsets. These SOPs will be reviewed and approved or accepted as deemed appropriate by the Environmental Protection Officer and their manager in accordance with this guideline.	WSA 508 Page 2	II
2	Sets of bacteriological samples are not being collected a minimum of 24 hours apart.	The two sets of samples should be collected a minimum of 24 hours apart. In some cases, a reduced number of bacteriological samples and reduced time between sets may be justified for smaller localized PDWAs as is outlined in AWWA's C651-14 – Disinfecting Water Mains.	EPB 505 6.0	II
3	A copy of the QA/QC policy has not been provided to all employees and contractors performing work or service in relation to the waterworks.	The Permittee shall provide a copy of the quality assurance and quality control policy to any employee, agent or contractor performing work or service in relation to the waterworks and inform them of the contents of it.	PTO 2.5	I



**Table 1: AUDIT FINDINGS (continued)**

Finding No.	Finding	Condition Expected	Criteria Reference	Finding Type
4	Types and dosages of disinfection chemicals are not being recorded for situations requiring super chlorination.	The Permittee shall maintain records containing the types, dosages and total amounts of chemicals applied to the water for treatment.	PTO 4.1 (b)	I
5	Some records and logs do not have clear signatures or initials that can unambiguously identify the maker of the entry.	Any person making an entry in an operational record or log must do so in a manner that allows the person to be unambiguously identified as the maker of the entry.	PTO 4.2 (c)	I
6	The portable chlorine meters are calibrated monthly and the portable turbidity meters are calibrated weekly which is at a greater frequency than required.	The Permittee shall ensure that all water quality monitoring and testing equipment is maintained and calibrated on a frequency as recommended by the manufacturer.	PTO 3.6	Positive



#### **4. UNRESOLVED DIVERGING OPINIONS**

There were no unresolved diverging opinions between the audit team and auditee during the course of the audit.

#### **5. OPPORTUNITIES FOR IMPROVEMENT**

The audit team may note opportunities for improvement that can enhance environmental performance. Implementation is optional and not a legal requirement. The audit team made the following observations:

- Water repair packages do not have details on the disinfection conducted.
- Water sampling SOP does not exactly align with laboratory sampling procedures.
- Volumes and discharge locations for water main flushing are not recorded.
- Use of dechlorination system is not being recorded.

#### **6. REFERRALS**

As environment officers, auditors have a duty to follow up on items that are observed to be of risk to health, safety and environment during an audit, regardless of whether it falls within the audit scope.

There were no outside of audit scope referrals for the audit.



## 7. CLOSURE

The information and conclusions contained in this report are based upon work undertaken by trained professional and technical staff in accordance with generally accepted auditing practices current at the time the work was performed, as provided by guidelines in ISO 19011:2018 and CSA Z773-17.

Conclusions presented in this report should not be construed as legal advice.

The conclusions presented in this report represent the best technical judgment of the audit team based on the data obtained from the work.

If any conditions become apparent that differ significantly from our understanding of conditions as presented in this report, we request that we be notified immediately to reassess the conclusions provided herein.

Prepared by:

Reviewed by:

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Michael Holm, EP(CEA)  
Lead Auditor

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Shelby Enevoldsen, EP(CEA)  
Manager, Compliance Audit



## APPENDIX A: AUDIT PROCESS

The audit was executed in a manner consistent with internationally accepted audit standards, including ISO 19011:2018 and CSA Z773-17, and in accordance with the ministry's Audit Program Manual and supporting documents. The following steps were undertaken:

- The auditee was selected based on the results of screening a number of potential auditees using the ministry's risk-based selection matrix.
- The auditee was notified of the planned audit in writing, and a variety of background information was requested and collected.
- The background information was reviewed, and an audit protocol was developed that reflected the range of potential issues that may be present at the facilities and that was based upon relevant regulations, standards, and policies.
- The audit team was established, and responsibilities assigned.
- An opening meeting was held to initiate audit field activities, introduce audit team members to facility personnel and present the audit scope and process.
- Information was gathered on the selected facilities of the property through an intensive onsite audit, consisting of inspection of facilities, review of licences and approvals, interviews with key personnel and review of documents in the facility offices, including internal and corporate reports.
- A debrief was provided by the audit team to the auditee at the end of each day to review the day's findings and discuss any issues of concern.
- A preliminary list of findings was developed and presented to auditee personnel at the audit closing meeting.
- The findings were finalized for inclusion in the draft report based on consideration of comments made by auditee personnel during the audit closing meeting.
- The auditee was offered an opportunity to review the draft and the final report was prepared in consideration of the auditee's comments.

Members of the team who carried out this audit were:

- Michael Holm, EP(CEA) – Lead Auditor
- Nadeem Bakhsh, P.Eng – Auditor



## APPENDIX B: AUDIT CRITERIA

<u>Abbreviation</u>	<u>Criteria Document</u>
PTO	Permit to Operate a Waterworks #00002389-08-00
EMPA, 2010	The Environmental Management and Protection Act, 2010 (S.S. 2010, c. E-10.22)
WSWR	Waterworks and Sewage Works Regulations
AWWA	AWWA C651-14 - Disinfecting Water Mains
EPB 501	Waterworks Design Standard
EPB 293	Managing Wastes Generated by Water Treatment, Distribution, Maintenance, Repair, and Extension
WSA 508	Permittee Guideline for Self-Managed Waterworks Upsets, Drinking Water Advisories and Consumer Notifications
EPB 542	Quality Assurance and Quality Control for Water Treatment Utilities Standard – Drinking Water Quality Management
EPB 505	Adverse Drinking Water Quality Incident and Bacteriological Follow-up Standard



Ministry of Environment  
Environmental Compliance Audit

Closing Presentation

**City of North Battleford**

# Audit Scope

- Audit includes, all facilities, activities, processes, process streams (inputs and outputs) and equipment involved in the operation and maintenance of a water distribution system.
- Time period: January 2021 to December 2022
- Physical boundaries: City of North Battleford

# Audit Objectives

- To verify the City of North Battleford is in compliance with their WSA Permit to Operate a Waterworks.

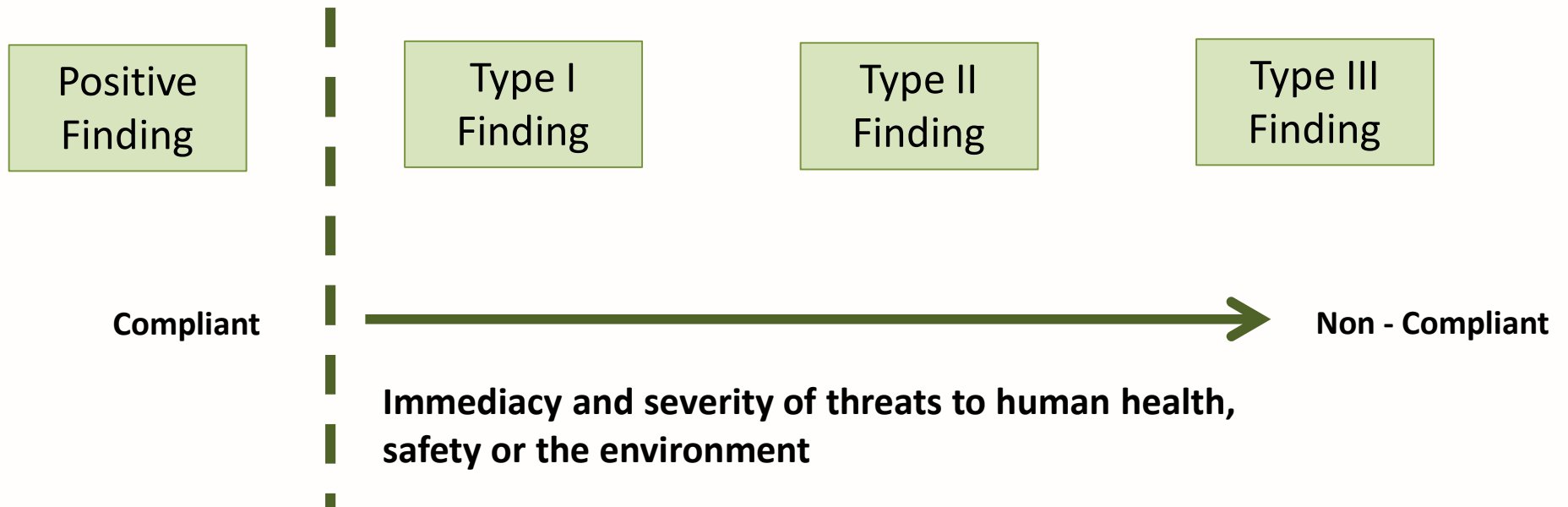
# Applicable Requirements

- Permit to Operate 00002389-08-00
- Environmental Management and Protection Act (2010)
- Waterworks and Sewage Works Regulations
- AWWA C651-14 - Disinfecting Water Mains
- EPB 501 - Waterworks Design Standard
- EPB 293 - Managing Wastes Generated by Water Treatment, Distribution, Maintenance, Repair, and Extension
- WSA 508 - Permittee Guideline for Self-Managed Waterworks Upsets, Drinking Water Advisories and Consumer Notifications
- EPB 542 - Quality Assurance and Quality Control for Water Treatment Utilities Standard – Drinking Water Quality Management

# Audit Activities

- Review of background material
- Interviews
- Document and record review
- Daily Debriefs
- Closing Meeting

# Audit Findings



# Other Audit Outcomes

- Opportunity for Improvement (OFI)
  - Auditor observation within ENV authority and within the audit team's capacity
  - Not a legal requirement
  - No corrective action required (informational)
- Referral
  - Auditor observation outside of ENV authority or audit scope
  - May be a legal requirement
  - Referred to the applicable authority for follow-up

# Limitations

- The findings in this presentation are **preliminary** in nature and are **subject to change** as the audit goes through the review process prior to finalization of the audit results.
- The purpose of this meeting is to **report** audit findings only. The audit team cannot offer suggestions for specific corrective actions.



# Type II Findings

- No SOPs related to issuing and rescinding drinking water advisories has been created and approved by the WSA.
  - *WSA 508: Permittee Guideline for Self-Managed Waterworks Upsets, Drinking Water Advisories and Consumer Notifications*

# Type II Findings

- Sets of bacteriological samples are not being collected a minimum of 24 hours apart.

- EPB 505 6.0

- The two sets of samples should be collected a minimum of 24 hours apart. In some cases, a reduced number of bacteriological samples and reduced time between sets may be justified for smaller localized PDWAs as is outlined in *AWWA's C651-14 – Disinfecting Water Mains*.

# Type I Findings

- A copy of the QA/QC policy has not been provided to all employees and contractors performing work or service in relation to the waterworks.
  - PTO 2.5

# Type I Findings

- No water sample results were included in the repair package for the October 27, 2021, service line repair at 1961-102 Street.
  - PTO 2.6 (b)

# Type I Findings

- Types and dosages of disinfection chemicals are not being recorded for situations requiring super chlorination.
  - PTO 4.1 (b)

# Type I Findings

- Some records and logs do not have clear signatures or initials that can unambiguously identify the maker of the entry.
  - PTO 4.2 (c)

# OFls

- Record of Water Disturbance Checklist does not have a checkbox for notifications to WSA and other stakeholders
- Water repair packages do not have details on the disinfection conducted (most have just a checkbox).
- QA/QC Policy has not been updated since September 2017.

# OFls

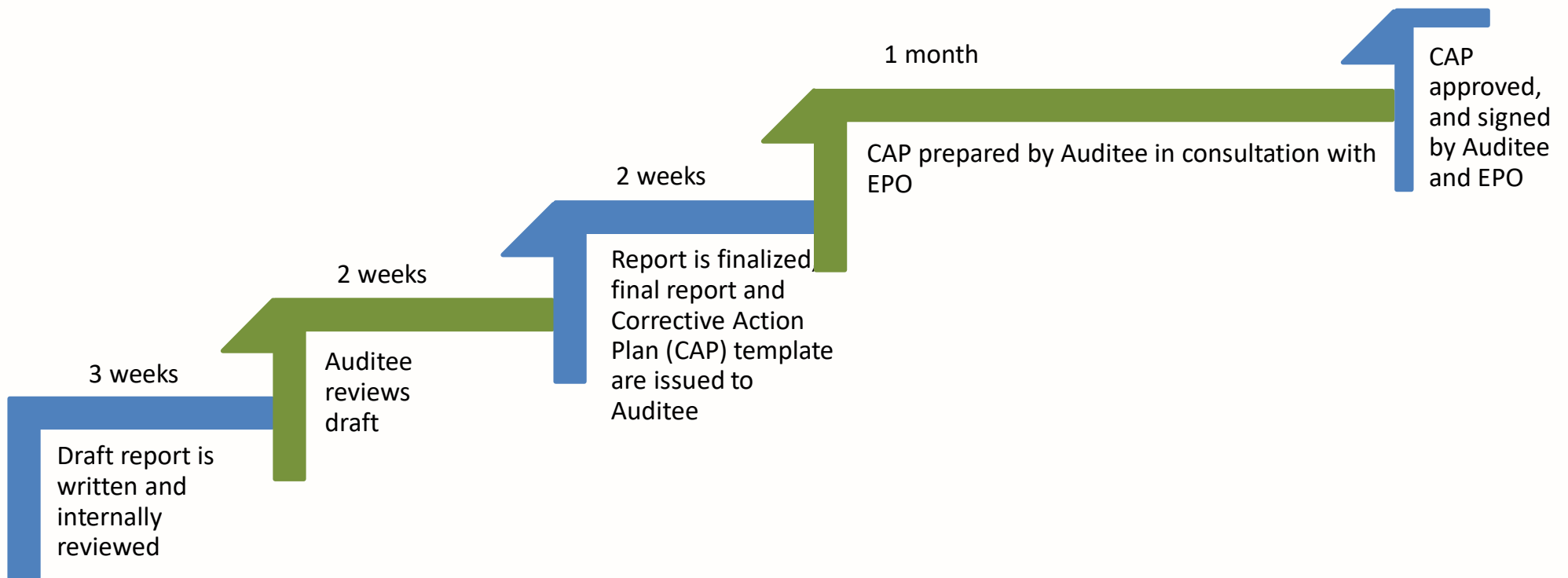
- Water sampling SOP does not exactly align with laboratory sampling procedures.
- DWA / repair summary sheet is missing some projects.
- Volumes and discharge locations for water main flushing is not recorded.
- Use of dechlorination system is not being recorded.



# Audit Summary

- The objectives of the audit were achieved.
  - Auditee personnel were helpful and cooperative with the audit team, which did assist the audit team in accomplishing their objective in the allotted time.

# Audit Report Timeline



# Corrective Action Plan (CAP)

- The Lead Auditor will provide a CAP template and guideline with the final audit report.
- Auditees may use the CAP template, or utilize their own provided that it has the following components:
  - Action Description
  - Action Completion Date
  - Action Owner/Responsible Person
  - Signature by the Auditee representative or appropriate designate.

# CAP (continued)

- Corrective Actions should:
  - Address and prevent the root cause/source of the specific non-compliance
  - Produce measurable results to demonstrate compliance
  - Utilize a reasonable approach to address the non-compliance
  - Be achievable in a reasonable period of time.

# Contact Information

- Michael Holm – Lead Auditor
  - Cell: 306-520-3910
  - Email: [michael.holm@gov.sk.ca](mailto:michael.holm@gov.sk.ca)
- Shelby Enevoldsen – Compliance Audit Manager
  - Phone: 306-519-5291
  - Email: [shelby.enevoldsen@gov.sk.ca](mailto:shelby.enevoldsen@gov.sk.ca)

[saskatchewan.ca](http://saskatchewan.ca)

**MEETING DATE:** February 21, 2023

**MEETING:** Planning Committee  
  X   Public    In Camera

**TO:** Randy Patrick, City Manager

**FROM:** Cheryl DeNeire, Director of Parks & Recreation

**SUBJECT:** 2023 Parks & Recreation Services Fees

### **Background Information**

In February 2022 Administration requested that Parks & Recreation user & services fees be reviewed annually by Council.

Adjustment to fees occur at the following times of year:

- Outdoor Recreation Facilities: April 1<sup>st</sup>.
- Arenas, Innovationplex, Galleries, Don Ross Community Centre: July 1<sup>st</sup>

### **Strategic Goal(s)**

*City of North Battleford Strategic Plan: SG2.0 Sustainability*

- 2.1 Consider sustainability in all Council and Administration actions.

*A Framework for Recreation in Canada*

- Goal: Inclusion and Access for all

*Battleford's Joint Parks & Recreation Master Plan*

- Goal 3: Healthier Facilities & Spaces
- Goal 4: Access for All

### **Discussion and Comment**

A review of the rates and fees of all programs and services was done in 2021. The current fee structure reflects a 2% rate increase which was approved by Council in February 14<sup>th</sup>, 2022.

The proposed basic rate increases for 2023 is 2%. This rate reflects the averaged CPI index for 2018 to 2021 which is 2.04%. 2022 was not included due to economic pressures and a higher-than-normal inflation rate. Although 2% is nominal, it does assist in recognizing that inflation is occurring and that our operational expenses are also increasing.

**Not all rates in the attached chart are at a 2% increase due to a number of factors as listed below:**

**1. No Change:**

- a. Beaver Lions Stadium Lights:** These are new lights which are more cost efficient. Therefore, the rate does not require an increase.
- b. Cricket- game rate:** Cricket was not booked in 2022 through Central Booking. It was a trial year to determine the needs of group. 2023 will be the first year for this group to pay a per game rate.
- c. Lawn Bowling/Horseshoes:** This rate is remaining as a per player/season rate for 2023. Expenses for these programs are high and usage is very low. There are unique challenges with is area that requires further study.
- d. Public Skating/Shinny:** Remains free due to Sask Lotteries Community Grant funding.
- e. Damage Deposits:** Are either \$300 or \$150 per event. This rate does not require adjustment. The deposit adequately covers basic damage costs.
- f. Beverage Service:** The rate for coffee is based on a per cup costs which is based on the size of coffee percolator purchased for the rental (i.e.: 40 cup percolator). The cost of this service has not changed. The cost for a jug of water has also not increased.
- g. Overtime per hour:** Is a flat rate which at a 2% increase is negligible and occurs infrequently.
- h. Backdrop curtains:** There are no new costs associated to the product.
- i. Antique teacups, cutlery, wine glasses, kitchen utensils:** There are no new costs associated with these products. We have enough stock and new items will not be purchased.
- j. David Laird Campground:** CMHA- Battlefords Branch renegotiated the rates in 2022 for a 3-year period. 2023 is the second year. No adjustment is required.
- k. Pool Birthday Parties- Food:** This is a new rate and is less than a year old. Pool birthday parties are just recommencing in 2023.

**2. New Rates:**

- a. Minor Ball (In Town) Tournaments:** This rate has not been needed in the past. Most tournaments were with out-of-town teams. However, some levels now have enough individual teams to have a local tournament. The rate represents a 30% discount to reflect community members who are already paying a per game and per practice rate.
- b. Soccer/Football: Youth Out-of-Town game rate.** This is a new request from out-of-town teams who would like to play a game in North Battleford which is a mid-point between their locations. The rate assigned is the same as the adult & slo-pitch leagues rate per game. This is not often requested but a rate is required.



c. **Battleford's COOP Aquatic Centre and NationsWEST Field House Weekly Special of 25% Off Admission Prices.** This is an initiative which will be reviewed yearly. It addresses two needs:

1. Encouraging everyone to get back out and using the facilities.
2. Accessibility.

The weekday that this will occur is still to be determined, however, it will not occur on a weekend. If approved, the day/week will reflect a weekday of lower usage in the facility. Staffing requirements will also be taken into consideration on the choice of day.

3. **Rates that are more than a 2% Rate Increase** (the exception):

a. **Plus, Staffing Hours:** Going from \$20.00/hr. to \$21.00/hr. to reflect the increase in wages. This rate has not been adjusted since 2019.

b. **Drop-In Rates:**

- Individual rate increase of \$0.25/admission
- Family rate increase of \$1.00/admission

This rate increase is nominal and only applies to drop-in rates at both facilities. This reflects a rate correction. In 2016, the rates were higher than the above listed amount. This decrease occurred in 2018. A rate adjustment of the same amount is being recommended in order for the rates to more accurately reflect industry standards across the province. (For example, the entry fee to a pool in Saskatoon is currently \$10.25 with taxes included) The membership and pass rates were not similarly reduced which is why only the 2% is being applied to the individual and family rate categories.

### **Budget Issues**

None

### **Public Notice and Communication**

The rate changes would come into effect

- Outdoor Recreation: April 1<sup>st</sup>
- Indoor Facilities: July 1<sup>st</sup>

Notification of the rate change would be on our web and social media site. Print products (brochures & posters) will be updated and available/posted at the facilities.

### **Recommendation(s)**

Administration recommends that a general rate increase of 2% be approved and implemented effective April 1<sup>st</sup> for Outdoor Recreation and July 1<sup>st</sup> for indoor Recreation & Cultural Facilities with the noted exceptions of "No Change" or +2% increase; and further, that these rates be reviewed again in February of 2024.

Respectfully submitted,



Cheryl DeNeire  
Director of Parks & Recreation

**Approved By:**

**City Manager:**



**Date:** 02/14/23

**PARKS & RECREATION PROGRAMS & SERVICES  
PROPOSED RATES FOR 2023**

<b>OUTDOOR FACILITIES (Effective April 1, 2023)</b>	<b>CURRENT</b>	<b>2% INCREASE</b>	<b>\$ INCREASE</b>	<b>No Change</b>	<b>New</b>	<b>2% Plus</b>
<b>BALL DIAMONDS- BEAVER LIONS STADIUM</b>						
Baseball or Football (per Game)	\$ 55	\$ 56.10	\$ 1.10			
Baseball or Football (per Practice)	\$ 28	\$ 28.56	\$ 0.56			
Tournament (per Day)	\$ 189	\$ 192.78	\$ 3.78			
Lights (per Hour) * No change (new more efficient lighting system)	\$ 38	\$ 38.00	\$ -			
<b>BALL DIAMONDS- YOUTH &amp; ADULT LEAGUES</b>						
Minor Ball ( per Game or Practice)	\$ 26	\$ 26.52	\$ 0.52			
Minor Ball Tournament ( per Diamond/day) Provincial	\$ 143	\$ 145.86	\$ 2.86			
Minor Ball Tournament (In Town) (per diamond/day) *New	\$ 100	\$ 102.00	\$ 2.00			
Minor Ball- Out of Town Games	\$ 37	\$ 37.74	\$ 0.74			
Adult League & Adult Slo-Pitch (per Game)	\$ 37	\$ 37.74	\$ 0.74			
Adult Tournament (per Diamond/day)	\$ 143	\$ 145.86	\$ 2.86			
<b>SOCCER/FOOTBALL</b>						
Youth Leagues (Game or Practice)	\$ 26	\$ 26.52	\$ 0.52			
Youth Tournament (per Field/day)	\$ 143	\$ 145.86	\$ 2.86			
Youth Out of Town (Game)	\$ 37	\$ 37.74	\$ 0.74			
Adult League (per Game)	\$ 37	\$ 37.74	\$ 0.74			
Adult Tournament (per Field/day) Provincial	\$ 143	\$ 145.86	\$ 2.86			
<b>TRACK</b>						
Schools and Clubs (per Day)	\$ 63	\$ 64.26	\$ 1.26			
Concession (per Day)	\$ 51	\$ 52.02	\$ 1.02			
<b>SPRAY PARK RENTAL ( 2 Hrs. min, inc. washrooms)</b>						
Kinsmen & Centennial	\$ 43	\$ 43.86	\$ 0.86			
Additional Hour	\$ 51	\$ 52.02	\$ 1.02			
<b>CENTENNIAL PARK CLUB HOUSE</b>						
5 Hour Rate	\$ 133	\$ 135.66	\$ 2.66			
Full Day Usage	\$ 266	\$ 271.32	\$ 5.32			
<b>OTHER ACTIVITIES</b>						
CRICKET- per Game (3 Hrs. Max.)	\$ 21	\$ 21.00	\$ -			
Adult Touch Football (per Game)	\$ 37	\$ 37.74	\$ 0.74			
Adult Touch Football Tournament (per Field/day)	\$ 143	\$ 145.86	\$ 2.86			
Lawn Bowling/Horseshoes-Per player/season (No format change)	\$ 24	\$ 24.00	\$ -			
<b>ARENAS (ACCESS &amp; DON ROSS) (Effective July 1, 2023)</b>						
<b>ICE FEES &amp; CHARGES</b>						
Off Season- Rate/hour	\$ 203	\$ 207.06	\$ 4.06			
Adult Prime Time (per Hour)	\$ 198	\$ 201.96	\$ 3.96			
Adult Non- Prime Time (per Hour)	\$ 184	\$ 187.68	\$ 3.68			
Youth Prime Time (per Hour)	\$ 119	\$ 121.38	\$ 2.38			
Youth Non- Prime Time (per Hour)	\$ 75	\$ 76.50	\$ 1.50			
Schools (per Hour)	\$ 75	\$ 76.50	\$ 1.50			
Triple A Game (with dressing rooms) per event	\$ 597	\$ 608.94	\$ 11.94			
Adult Tournament/Competition (per Hour)	\$ 218	\$ 222.36	\$ 4.36			
Youth Tournament/Competition (per Hour)	\$ 141	\$ 143.82	\$ 2.82			
Shinny Hockey (No charge)	\$ -	\$ -	\$ -			
Public Skating (No charge)	\$ -	\$ -	\$ -			
<b>ACCESS COMMUNICATIONS CENTRE</b>						
<b>Upper Auditorium</b>						
Event Rental(per event)	\$ 428	\$ 436.56	\$ 8.56			
Meetings ( per Session)	\$ 103	\$ 105.06	\$ 2.06			
Hockey Socials/Rentals with Arena (per Event)	\$ 194	\$ 197.88	\$ 3.88			
OT (after 12:00 am)	\$ 99	\$ 100.98	\$ 1.98			
Rec. Groups (per Hour)	\$ 43	\$ 43.86	\$ 0.86			
<b>Lower Auditorium</b>						
Meetings (per session)	\$ 103	\$ 105.06	\$ 2.06			
Damage Deposit for Auditorium Rental (either)	\$ 300	\$ 300.00	\$ -			

Dry Floor & Lower Auditorium- Local						
Event (per day)	\$	1,479	\$	1,508.58	\$	29.58
Dry Floor Program (per Hour)	\$	61	\$	62.22	\$	1.22
Set Up/Clean Up (per Day)	\$	210	\$	214.20	\$	4.20

DON ROSS COMMUNITY CENTRE (Effective July 1, 2023)				CURRENT	2% INCREASE	\$ INCREASE	No Change	New	2% Plus
<b>GYMNASIUM</b>									
Youth (per Hour)	\$	43.00	\$	43.86	\$	0.86			
Adult (per Hour)	\$	58.00	\$	59.16	\$	1.16			
Upper Mezz (per Hour)	\$	43.00	\$	43.86	\$	0.86			
Stage (per Hour)	\$	43.00	\$	43.86	\$	0.86			
<b>MEETING ROOMS</b>									
Small ( Rms, 101,102,104,108)	\$	59.00	\$	60.18	\$	1.18			
Small (per day)	\$	118.00	\$	120.36	\$	2.36			
Large (per day)	\$	206.00	\$	210.12	\$	4.12			
Large ( Rms 107,Craft Room, Gym Lobby) per Session	\$	103.00	\$	105.06	\$	2.06			
<b>FUNCTIONS</b>									
Private Functions (weddings, banquets, etc.)	\$	700.00	\$	714.00	\$	14.00			
Local Festivals/Galas/Concerts/Public Dances	\$	700.00	\$	714.00	\$	14.00			
Meetings/Conferences (Daily Rental- 8 Hours)	\$	821.00	\$	837.42	\$	16.42			
Out of Town Productions (Concerts/Events)	\$	515.00	\$	525.30	\$	10.30			
Funerals/Memorials	\$	410.00	\$	418.20	\$	8.20			
Set Up for Event (if gym not available to rent)	\$	210.00	\$	214.20	\$	4.20			
<b>EXTRA CHARGES</b>									
Beverage Service (per Cup)	\$	1.20	\$	1.20	\$	-			
(per jug of water)	\$	5.00	\$	5.00	\$	-			
Additional Cleaning- per Hour	\$	98.00	\$	98.00	\$	-			
Overtime (per Hour)	\$	98.00	\$	98.00	\$	-			
Deposit (for Events)	\$	300.00	\$	300.00	\$	-			
Back Drop Curtains									
DRC Event	\$	-	\$	-	\$	-			
Non-DRC Event- per 8' section	\$	41.00	\$	41.00	\$	-			
Portable Stage Platforms- per section	\$	36.00	\$	36.00	\$	-			

ALLEN SAPP & CHAPEL GALLERIES (Effective July 1, 2023)				CURRENT	2% INCREASE	\$ INCREASE	No Change	New	2% Plus
<b>TYPE A FUNCTION: Up to 8 Hours, 125 People</b>									
Large Banquet/Commercial Event or Trade Show	\$	461.00	\$	470.22	\$	9.22			
Plus Staffing (after hours, 3 hr. minimum, per hour)	\$	20.00	\$	21.00	\$	1.00			
Night Before Set-Up		50%		50%		50%			
Damage Deposit	\$	150.00	\$	150.00	\$	-			
<b>TYPE B FUNCTION: Ceremony, concert: Up to 8 Hrs, 180 People</b>									
Ceremony/Concert	\$	255.00	\$	260.10	\$	5.10			
Plus Staffing (after hours, 3 hr. minimum, per hour)	\$	20.00	\$	21.00	\$	1.00			
Night Before Set Up		50%		50%		50%			
Damage Deposit	\$	150.00	\$	150.00	\$	-			
<b>TYPE C FUNCTION: Small Reception, Up to 4 Hrs.</b>									
Wine & Cheese, etc	\$	230.00	\$	234.60	\$	4.60			
Plus Staffing (after hours, 3 hr. minimum, per hour)	\$	20.00	\$	21.00	\$	1.00			
Night Before Set Up		50%		50%		50%			
Damage Deposit	\$	150.00	\$	150.00	\$	-			
<b>TYPE D FUNCTIONS: Local Non-Profit, or Legal Arts Guild Show/Sale; Up to 8 Hrs.</b>									
Local Clubs, Exhibits, Markets, Auctions, etc.	\$	123.00	\$	125.46	\$	2.46			
Plus Staffing (after hours, 3 hr. minimum, per hour)	\$	20.00	\$	21.00	\$	1.00			
<b>RENTALS</b>									
Antique Tea Cups, Cutlery, Wine Glasses, Kitchen Utensils	\$	51.00	\$	51.00	\$	-			
<b>PHOTOGRAPHY RENTALS</b>									
Hourly- Gallery Closed (3 Hr. minimum)	\$	153.00	\$	156.06	\$	3.06			
Hourly- Gallery Open (1 Hr. minimum)	\$	53.00	\$	54.06	\$	1.06			

DAVID LAIRD CAMPGROUND- NO CHANGE- ON CONTRACT		CURRENT
<b>NON-ELECTRIC SITES</b>		
Per Day	\$	19.00
Per Week	\$	113.00
Per Month	\$	399.00
<b>ELECTRIC SITES (With Water)</b>		
Per Day	\$	28.00
Per Week	\$	167.00
Per Month	\$	588.00
<b>FULL SERVICE SITES ( Electric, Water, Sewer Hook Up)</b>		
Per Day	\$	35.00
Per Week	\$	208.00
Per Month	\$	735.00
<b>PICNIC SHELTER</b>		
Per Day	\$	65.00

RATES: COOP AQUATIC CENTRE (Effective July 1, 2023)	Current	2% Increase	\$ Increase
<b>FIRST AID</b>			
Standard First Aid/AED/CPR	\$ 135	\$ 137.70	\$ 2.70
Recertification Standard First Aid	\$ 94	\$ 95.88	\$ 1.88
Corporate Rate for Standard First Aid	\$ 120	\$ 122.40	\$ 2.40
Corporate Rate-Recertification Standard First Aid	\$ 85	\$ 86.70	\$ 1.70

LIFESAVING SOCIETY SWIM LESSONS	Current	2% Increase	\$ Increase
Parent & Tot 1-3	\$ 64	\$ 65.28	\$ 1.28
Pre-school 1-3	\$ 66	\$ 67.32	\$ 1.32
Swimmer 1-2	\$ 66	\$ 67.32	\$ 1.32
Swimmer 3-6	\$ 74	\$ 75.48	\$ 1.48
Swim Patrol: Rookie/Ranger/Star	\$ 98	\$ 99.96	\$ 1.96
Private Lessons: 30 minutes (Set of 5 lessons)	\$ 115	\$ 117.30	\$ 2.30
Private Lessons: 1 hour (Set of 5 lessons)	\$ 175	\$ 178.50	\$ 3.50
Bronze Star	\$ 110	\$ 112.20	\$ 2.20
Bronze Medallion	\$ 150	\$ 153.00	\$ 3.00
Bronze Cross	\$ 160	\$ 163.20	\$ 3.20
Swim Instructor Course	\$ 200	\$ 204.00	\$ 4.00
Lifesaving Society Instructor-advanced	\$ 350	\$ 357.00	\$ 7.00
Recertification- Swim For Life (TBD)	\$ -	\$ -	\$ -
National Lifeguard	\$ 250	\$ 255.00	\$ 5.00
Recertification- National Lifeguard	\$ 115	\$ 117.30	\$ 2.30

SCHOOL LESSONS	Current	2% Increase	\$ Increase
<b>IN TOWN</b>			
Pool Rental/hour	\$ 42	\$ 42.84	\$ 0.84
Instructor/hour	\$ 23	\$ 23.46	\$ 0.46
Royal Life Fee/student	\$ 8	\$ 8.16	\$ 0.16
<b>OUT OF TOWN</b>			
Pool Rental/hour	\$ 70	\$ 71.40	\$ 1.40
Instructor/hour	\$ 23	\$ 23.46	\$ 0.46
Royal Life Fee/student	\$ 8	\$ 8.16	\$ 0.16

RENTALS	Current	2% Increase	\$ Increase
Clubs- Lane Rental/lane	\$ 10	\$ 10.20	\$ 0.20
Pool User Groups- Multi-purpose room/session	\$ 58	\$ 59.16	\$ 1.16
Lifeguard/hour	\$ 23	\$ 23.46	\$ 0.46
Full Pool (1 pool) inc. lifeguards (3 hrs.)	\$ 183	\$ 186.66	\$ 3.66
Full Pool (2 pools) inc. lifeguards (3 hrs.)	\$ 422	\$ 430.44	\$ 8.44
Add- on Waterslide (3 hrs)	\$ 70	\$ 71.40	\$ 1.40

<b>BIRTHDAY PARTY</b>	<b>Current</b>	<b>2% Increase</b>	<b>\$ Increase</b>	<b>No Change</b>	<b>New</b>	<b>2% Plus</b>
<i>1 hour in multi-purpose room/eating area AND admission for up to 24 people</i>						
<b>WITHOUT FOOD</b>	\$ 225	\$ 229.50	\$ 4.50			
<b>WITH FOOD</b>	\$ 325	\$ 325.00	\$ -			
<i>Food Package: 1/4 slab cake, vanilla/chocolate, choice of 3 large pizzas- cheese, pepperoni, hawaiian, canadian 24 juice boxes</i>						
<b>DROP-IN RATES</b>	<b>Current</b>	<b>Increase</b>	<b>\$ Increase</b>	<b>No Change</b>	<b>New</b>	<b>2% Plus</b>
Child Drop In (3-13)	\$ 5	\$ 5.25	\$ 0.25			
Student Drop In (14-17)	\$ 6	\$ 6.25	\$ 0.25			
Adult Drop In (18-59)	\$ 9	\$ 9.25	\$ 0.25			
Senior (60+)	\$ 6	\$ 6.25	\$ 0.25			
Weekly Special (One day per week- day TBD)		<b>25% OFF</b>	<b>25% OFF</b>			
Family (3-4) * Max. 2 adults. All from same household	\$ 20	\$ 21.00	\$ 1.00			
Family(5-6) * Max. 2 adults. All from same household	\$ 23	\$ 24.00	\$ 1.00			
Family (7-8) * Max. 2 Adults. All from same household	\$ 26	\$ 27.00	\$ 1.00			
<b>MEMBERSHIP RATES</b>	<b>Current</b>	<b>2% Increase</b>	<b>\$ Increase</b>			
<b>CHILD (3-13)</b>						
10 Punch Pass	\$ 41	\$ 41.82	\$ 0.82			
30 Punch Pass	\$ 106	\$ 108.12	\$ 2.12			
1 Month Membership	\$ 32	\$ 32.64	\$ 0.64			
6 Month Membeship	\$ 149	\$ 151.98	\$ 2.98			
1 Year Membership	\$ 268	\$ 273.36	\$ 5.36			
<b>STUDENT (14-17)</b>						
10 Punch Pass	\$ 55	\$ 56.10	\$ 1.10			
30 Punch Pass	\$ 136	\$ 138.72	\$ 2.72			
1 Month Membership	\$ 41	\$ 41.82	\$ 0.82			
6 Month Membeship	\$ 198	\$ 201.96	\$ 3.96			
1 Year Membership	\$ 355	\$ 362.10	\$ 7.10			
<b>ADULT (18-59)</b>						
10 Punch Pass	\$ 77	\$ 78.54	\$ 1.54			
30 Punch Pass	\$ 193	\$ 196.86	\$ 3.86			
1 Month Membership	\$ 58	\$ 59.16	\$ 1.16			
6 Month Membeship	\$ 293	\$ 298.86	\$ 5.86			
1 Year Membership	\$ 528	\$ 538.56	\$ 10.56			
<b>SENIOR (60+)</b>						
10 Punch Pass	\$ 55	\$ 56.10	\$ 1.10			
30 Punch Pass	\$ 136	\$ 138.72	\$ 2.72			
1 Month Membership	\$ 41	\$ 41.82	\$ 0.82			
6 Month Membeship	\$ 198	\$ 201.96	\$ 3.96			
1 Year Membership	\$ 355	\$ 362.10	\$ 7.10			
<b>FAMILY (3-4)</b>						
10 Punch Pass	\$ 192	\$ 195.84	\$ 3.84			
30 Punch Pass	\$ 433	\$ 441.66	\$ 8.66			
1 Month Membership	\$ 128	\$ 130.56	\$ 2.56			
6 Month Membeship	\$ 647	\$ 659.94	\$ 12.94			
1 Year Membership	\$ 971	\$ 990.42	\$ 19.42			
<b>FAMILY (5-6)</b>						
10 Punch Pass	\$ 219	\$ 223.38	\$ 4.38			
30 Punch Pass	\$ 519	\$ 529.38	\$ 10.38			
1 Month Membership	\$ 146	\$ 148.92	\$ 2.92			
6 Month Membeship	\$ 738	\$ 752.76	\$ 14.76			
1 Year Membership	\$ 1,059	\$ 1,080.18	\$ 21.18			
<b>FAMILY (7-8)</b>						
10 Punch Pass	\$ 271	\$ 276.42	\$ 5.42			
30 Punch Pass	\$ 585	\$ 596.70	\$ 11.70			
1 Month Membership	\$ 165	\$ 168.30	\$ 3.30			
6 Month Membeship	\$ 776	\$ 791.52	\$ 15.52			
1 Year Membership	\$ 1,248	\$ 1,272.96	\$ 24.96			



<b>MEMBERSHIP RATES</b>	<b>Current</b>	<b>2% Increase</b>	<b>\$ Increase</b>
<b>CHILD (3-13)</b>			
10 Punch Pass	\$ 34	\$ 34.68	\$ 0.68
30 Punch Pass	\$ 86	\$ 87.72	\$ 1.72
1 Month Membership	\$ 26	\$ 26.52	\$ 0.52
6 Month Membeship	\$ 123	\$ 125.46	\$ 2.46
1 Year Membership	\$ 221	\$ 225.42	\$ 4.42
<b>STUDENT (14-17)</b>			
10 Punch Pass	\$ 42	\$ 42.84	\$ 0.84
30 Punch Pass	\$ 103	\$ 105.06	\$ 2.06
1 Month Membership	\$ 29	\$ 29.58	\$ 0.58
6 Month Membeship	\$ 149	\$ 151.98	\$ 2.98
1 Year Membership	\$ 268	\$ 273.36	\$ 5.36
<b>ADULT (18-59)</b>			
10 Punch Pass	\$ 54	\$ 55.08	\$ 1.08
30 Punch Pass	\$ 134	\$ 136.68	\$ 2.68
1 Month Membership	\$ 33	\$ 33.66	\$ 0.66
6 Month Membeship	\$ 193	\$ 196.86	\$ 3.86
1 Year Membership	\$ 349	\$ 355.98	\$ 6.98
<b>SENIOR (60+)</b>			
10 Punch Pass	\$ 38	\$ 38.76	\$ 0.76
30 Punch Pass	\$ 96	\$ 97.92	\$ 1.92
1 Month Membership	\$ 29	\$ 29.58	\$ 0.58
6 Month Membeship	\$ 138	\$ 140.76	\$ 2.76
1 Year Membership	\$ 248	\$ 252.96	\$ 4.96
<b>SENIOR (60+) (Walking Track Only)</b>			
10 Punch Pass	\$ 20	\$ 20.40	\$ 0.40
30 Punch Pass	\$ 58	\$ 59.16	\$ 1.16
<b>FAMILY (3-4)</b>			
10 Punch Pass	\$ 146	\$ 148.92	\$ 2.92
30 Punch Pass	\$ 329	\$ 335.58	\$ 6.58
1 Month Membership	\$ 98	\$ 99.96	\$ 1.96
6 Month Membeship	\$ 469	\$ 478.38	\$ 9.38
1 Year Membership	\$ 703	\$ 717.06	\$ 14.06
<b>FAMILY (5-6)</b>			
10 Punch Pass	\$ 173	\$ 176.46	\$ 3.46
30 Punch Pass	\$ 391	\$ 398.82	\$ 7.82
1 Month Membership	\$ 116	\$ 118.32	\$ 2.32
6 Month Membeship	\$ 556	\$ 567.12	\$ 11.12
1 Year Membership	\$ 835	\$ 851.70	\$ 16.70
<b>FAMILY (7-8)</b>			
10 Punch Pass	\$ 201	\$ 205.02	\$ 4.02
30 Punch Pass	\$ 453	\$ 462.06	\$ 9.06
1 Month Membership	\$ 135	\$ 137.70	\$ 2.70
6 Month Membeship	\$ 644	\$ 656.88	\$ 12.88
1 Year Membership	\$ 967	\$ 986.34	\$ 19.34



**MEETING DATE:** February 21, 2023

**MEETING:** Planning Committee

**X Public**

**TO:** Randy Patrick, City Manager

**FROM:** Cheryl DeNeire, Director of Parks & Recreation

**SUBJECT:** Survey Request regarding Aquatic Centre Operational Hours

**Background Information**

- Council has received some concerns from patrons of the Battlefords Aquatic Centre in regard to its current operational hours vs. pre-covid operational hours.
- Administration was requested to provide input regarding this issue.

**Strategic Goal(s)**

- City Strategic Plan: SG 2.0 Sustainability, SG 4.3 Healthy and Safe Community: Ensure that recreational activities are geared to meeting the broad spectrum of needs found in the Recreation Master Plan.
- Framework for Recreation in Canada: Active Living, Inclusion & Access
- Recreation Master Plan: More active residents, healthier facilities & spaces, access for all

**Discussion and Comment**

- It is the intent of Administration to return to pre-covid operations as soon as possible. We have maintained the wage budget at the 2019 (pre-covid) level in order to ensure that we have the financial ability to do so. The issue we are facing is staffing. We do not have adequate staffing levels to fully return to pre-covid operational hours. Below is a summary of the overall challenge:

**a) Operational Hours**

- The current operational hours of the Battlefords Coop Aquatic Centre are:
  - Monday & Tuesday: 6:30 am to 8:00 pm
  - Wednesday to Friday: 9:00 am to 8:00 pm
  - Saturday and Sunday: 9:00 am- Noon (lessons- not open for public swim)  
Noon- 8:00 pm
- The pre-covid hours of operation were:
  - Monday, Wednesday, Friday: 6:30 am to 9:00 pm
  - Tuesday & Thursday: 9:00 am to 9:00 pm
  - Saturday & Sunday: 9:00-2:30 pm (lessons- not open for public swim)  
2:30 pm to 9:00 pm

## b) Usage:

A week's usage was recorded by staff from February 3 to 13<sup>th</sup>.

- **Head counts taken between 7:30 pm and 7:45 pm**
  - Monday: 49, Tuesday: 53, Wed.: 37, Thurs.: 33, Fri.: 48, Sat: 35, Sun.: 55 > 310 total
  - Competition Pool: 33% Wave Pool: 44% Hot Tub: 12%
  - Most popular days (in order of popularity): Sun., Tues., Mon. Fri., Wed., Sat.  
Note: These numbers show do show that the facility is in use up to 8:00 pm which indicates that there would be interest, albeit less, until 9:00 pm. This is not an unexpected result.
- **Mornings:** 6:30-9:00 am > Averaging between 8 and 14 on Monday and Tuesday with Monday being the more popular morning.

## c) Staffing Complement:

Current: 1 G.M. overseeing the Innovationplex including programming at the FH  
1 Aquatics Manager  
2 Full Time Head Team Leaders  
32 Lifeguards (20 also being Instructors)  
*Note: 2 Lifeguards/Instructors are able to works days consistently*

2019: 1 G.M. overseeing the CUplex (No programming requirement)  
1 Program Coordinator for the CUplex (including programming at both facilities)  
3 Full Time Aquatic Supervisors (same as Head Team Leader)  
50 Lifeguards (41 also being Instructors)  
*Note: 10 Lifeguards/Instructors were able to works days consistently*

### Net change:

1 Full time position less  
18 Lifeguards & 21 instructors less

## Challenges to returning to pre-covid levels:

- a. **No swim lessons took place for a year and a half.** This meant that no swimmers progressed through the levels to gain the skill sets needed to continue on to advanced aquatics courses.
- b. **The lack of lessons** also caused potential swimmers to move on to other activities and they have not returned to continue their progression.
- c. **No advanced aquatics courses** were offered by Red Cross or Royal Life Saving. A total shutdown occurred.
- d. **Red Cross made the decision to no longer include swimming as part of their mandate.** This caused and is still causing a disruption in service from the only other provider of advanced aquatics courses (Lifesaving Society of Canada). They do not have enough trainers to provide the number of courses needed to get current lifeguards/instructors certified in their system which in turn delays our ability to get our staff to 'train the trainer' status and offer those courses on site. We have to wait for an available trainer and an available mentor for the lifeguards/instructors to become fully certified. Certifications are non-transferable from province to province; a transfer course is required.
- e. **Daytime lifeguard/instructor availability has decreased from 10 to 2.** This has required all full-time Head Team Leaders as well as the Aquatics Manager to directly deliver daytime Centre lessons and school lessons, including lifeguarding services. This

has also caused a problem at closing. In 2019, an 18+ full time aquatics supervisor opened and closed the pool each day. In 2022, due to the daytime issue, casual team leaders above the age of 18 are closing the pool on weekends. Most of our staff are below 18 years of age which causes shift shortages.

f. **Staffing until 9:00 pm:**

- i. **Shift Shortages:** From September 2022 to January 2023; 123 hours (33 shifts) required of **Aquatic Team Leaders** were not filled. These shifts were and are being covered by the G.M. and Aquatics Manager.

- o This breaks down to 29 nights in that period during the week and 7 weekend Team Leader shifts were not filled.

**Lifeguarding Shifts:** 132 shifts (726 hours) during this time were unfilled. This required the occasional reduction of the number of swimmers allowed or the closure of the pool for a few hours until staffing became available. The most common adjustment was the number of patrons allowed in the pool.

- ii. **Team Leader availability to work** has decreased from up to 14 hours/week to one shift per week during the school year. Breaks and summers are the exception. Why? Distance from work, other sports, schoolwork.

- g. **Full Time Head Team Leader Staffing until 9:00 pm:** Moving one of our current two FT Head Team Leaders to accommodate the change will cause an inability to operate between 8:00 am and 12:30 pm each day- a time when school and pre-school lessons are scheduled. The demand from schools to return to lessons is definitely there. Although we cannot fully accommodate to pre-covid levels, we are able to provide daytime lessons and pool rentals with the current staffing schedule.

h. **Opening in the mornings from 6:30 am to 9:00 am (M-W-F):**

We are currently open on Monday and Tuesday mornings. The days are back-to-back due to the availability of the 2 lifeguards who are available to work at that time of day. Both days are well attended and a request to have them offset by a day has not been formally made by patrons. We can move it to M-W mornings with the intent to include Fridays as soon as more staff become available. We are operating at the minimum level (2 guards) during this period with no back-up available if one is ill. Friday has many challenges, including staff leaving for a long weekend. We have not added the Friday to the line-up yet because of these two issues. Minimum disruption of services is our goal.

**Canada-wide Staffing Shortages in Aquatics: (see attachments)**

Our staffing challenge is being felt everywhere. Recreation Directors across the province are currently discussing their lack of staffing at their Aquatic Centres and are asking for hiring incentives being offered elsewhere. Cities that are currently experiencing staffing shortages: NB, Meadow Lake, Saskatoon, Regina, Swift Current, Estevan, Yorkton, Prince Albert. (Not an exhaustive list)

The CPRA (Canadian Parks & Recreation Association) and the Lifesaving Society of Canada is formally petitioning the Federal government to fund (45 million over 3 years) a National Safe Swimming Recovery Program due to the critical condition of aquatics staffing in the country.

## What have we been doing to address this staffing shortage?

1. Recruitment Ads- radio, job banks, word of mouth, website, social media sites, newspaper ads and posters have all been done
2. Shifting lifeguards manning the waterslide at the top to facility attendants. This has enabled us to open the slides from 5:30- 7:30 pm Monday to Friday and 2:30-7:00 pm on weekends. Pre-covid the slides were only open 7-8:30 pm daily.
3. Billboard ad- possibility
4. Training incentives
  - a. Take an advanced aquatics course from the city and then be hired- after 1 year, the cost of those courses is returned to the staff person.
  - b. All recertification courses and the costs associated with them regardless of where they are provided (upon approval) are covered by the city.
  - c. Free access to the facility to maintain their swimming fitness level is provided.
  - d. Paid in-service training
  - e. Swim School- A new initiative to locate and train daytime lifeguards and instructors outside the usual training format. (See attachment)
  - f. Attendance at job fairs
  - g. Free Mentoring- for those who used to have certification and need the opportunity to review their skills before enrolling in an advanced course.
  - h. Offering in-house advanced aquatics programs- Bronze Medallion, Bronze Cross, lifesaving Instructor.
  - i. Sending our full-time staff to courses as they become available to be fully certified 'train the trainers' in order to be able to provide advanced aquatics courses in the new system (Life Saving Society). The course currently unavailable is National Lifeguard Advanced Certification. This course requires a trainer from elsewhere.

### Changes that can be made with current staffing levels:

- j. Opening Monday and Wednesday mornings from 6:30 to 9:00 am instead of M/Tu
- k. Open until 9 pm when University/College is out for the year- May through August. Revisited in late July once Fall staffing levels are known.

### Long Term Change:

- l. Hire another FT Head Team Leader to address the late closing scheduling issue. This would have a financial implication as this position is no longer in the budget.

Respectfully submitted,



Cheryl DeNeire  
Director of Parks & Recreation

Approvals:

City Manager:



Date:

02/16/23

## **Summary of the Federal Pre-Budget Submission - Submitted by CPRA & Lifesaving Society Canada**

The Canadian Parks and Recreation Association and Lifesaving Society Canada have submitted a full brief calling on the Federal Government to take immediate action to address the critical shortage of lifeguards and swim instructors in communities across Canada. The recommendations in the submission will help the Government achieve its goal of creating opportunities for Canadians to train to fill labour shortages in specific sectors.

### **Summary of Recommendations**

**Invest \$15 million annually for the next three years to address the need for certified Swim Instructors and Lifeguards in communities across Canada.**

#### **1. Remove Financial Barriers for Training and Participation**

That the Government provide funding that offset training costs to increase the number of qualified swim instructors and lifeguards.

That the Government provide subsidies to help reduce the cost of learn to swim programs and support providers to increase the number of programs delivered.

#### **2. Skill Building for Employment**

That the Government provide funding to create or enhance pre-certification job opportunities to engage leadership participants in skill building employment, preparing them for hiring as a lifeguard/instructor, once certified.

To properly address this labour shortage, the coalition is asking the Government to commit **\$15 million annually for the next three years** to implement a **National Safe Swimming Recovery Program**. The Canadian Parks and Recreation Association and its partners in the recreation and aquatics industries look forward to working with the Government to deliver funding where it is needed most.



# Swim SCHOOL

**WE WILL TRAIN  
YOU!**

Do you enjoy swimming, working as part of a team and working with youth/kids?

Would you like to leave for work after your kids leave for school and be finished work before 3 pm?

Battlefords COOP Aquatic Centre is providing training for daytime lifeguards and instructors!

For more information and to apply to participate in the Swim School, please email [aquatics@cityofnb.ca](mailto:aquatics@cityofnb.ca).

Once we receive your application, interviews that include an in-water fitness component will be scheduled.

**MEETING DATE:** February 21, 2023

**MEETING:** Planning Committee

**X Public**

**TO:** Randy Patrick, City Manager

**FROM:** Cheryl DeNeire, Director of Parks & Recreation

**SUBJECT:** Maintenance and Cleaning Regimen at the Battleford's CO-OP Aquatic Centre

**Background Information**

- Council requested information pertaining to the maintenance and cleaning protocols at the Battlefords Aquatic Centre.
- Administration was requested to provide input regarding this issue.

**Strategic Goal(s)**

- City Strategic Plan: SG 2.0 Sustainability, SG 4.3 Healthy and Safe Community
- Framework for Recreation in Canada: Supportive Environment
- Recreation Master Plan: Healthier Facilities & Spaces

**Discussion and Comment**

- The Aquatic Centre is cleaned and maintained by Aquatic Operators and Maintenance staff on a daily, weekly, monthly and yearly basis.
- There are three methods which are used to ensure that maintenance, water quality and cleanliness are kept to quality standards: ATAP Maintenance Checklist, the Aquatic Safety Plan cleaning and maintenance protocols with checklists and the SHA Health Inspector Reports for licensing requirements which are conducted without notice, a minimum of 2 times per year.
- Attached are:
  1. Aquatic Safety Plan protocols for cleaning and maintenance
  2. Pictures of the state of the facility which were taken at a random time- 1:00 pm on February 9, 2023
  3. ATAP Maintenance Scheduling & Monthly logs
  4. SHA Health Inspector reports for all three pools: Wave, Competition, Whirlpool from September 2022
- The Manager of Fleet and Maintenance for the city will review the process, condition and challenges with the facility including the pumps in greater detail and their plans moving forward.
- The facility is now 10+ years old with age factoring into some of the areas within the facility. Annual shutdowns address mechanical inspections/repairs in areas requiring a full shutdown of a system as well as the cleaning of specific areas which cannot be done safely while the facility is operating.

- The next large renewal will be the regrouting of the pool basins as well as some areas of the pool deck. This will be sourced this year and presented for budget consideration for 2024 & 2025, depending upon cost and time.
- The facility is also continually cleaned by all staff (light cleaning) and that schedule can be found in the Aquatic Safety Plan. This plan is required by the provincial government and has to be updated every two years. If there are significant changes to the plan, it must be re-submitted for overall approval. If they are minor changes, the health inspector makes note of the changes and this note can be found on their inspection report.
- Chlorine is very hard on an environment. It is found in the air and water throughout the facility. Chlorine causes corrosion which causes discoloration, disintegration of grout, pitting of tiles, rusting of fixtures and degradation of electrical systems. It is a constant challenge that all pools face.
- Hard water causes calcium build-up. This shows up in the form of a smooth white film. Although we do have water softeners in the facility, the fact that the facility is cleaned throughout the day and pressure washed in the mornings means that the buildup still occurs but over a longer period of time. Calcium build-up is scrubbed weekly and removed via a strong toxic chemical during shutdown annually. The attached pictures show the level of buildup at the 6 month point from the annual shutdown cleaning. Certain areas are wetter than others which can also be seen in the pictures. The cleaning protocols slow the buildup, but it does require annual removal.
- Staining due to the roof leaking is constantly re-occurring. Access to the higher levels within the building is a challenge due to availability of licensed staff and lift equipment. The 2023 plan is to have both aquatic operators be certified to operate a scissor lift. Historically, lifts have been operated by maintenance personnel only. This will take some of the pressure off of maintenance to also provide staffing for the lift. Access to the lift will still be limited. With the roof being scheduled to be repaired, it is hoped that this will not continue to be an issue.

Respectfully submitted,



Cheryl DeNeire  
Director of Parks & Recreation

**Approvals:**  
**City Manager:**



**Date:** 02/16/23



**CLEANING**

## CLEANING

- While cleaning is not the primary role of the Lifeguard/Instructors, there are some cleaning duties that have been assigned to them as part of their routine duties. Cleaning is a task in which every employee of the Aquatic Center has an important role to play. Picking up of obvious debris will help to reduce the time dedicated to cleaning itself and will help to keep the new facility looking new. Staff members are urged not to leave it for the other guy!
- Cleaning up after oneself is an important part of keeping the center clean and includes:
  - Putting clothing in the assigned lockers and cubicles in the staff room
  - Bringing clipboards off the deck and putting them in the appropriate place in the central staff room after use.
  - Putting equipment away immediately following the lesson block before any other activity is undertaken
- By and large the Maintenance Operator and the Maintenance Caretaker are responsible for the majority of the custodial duties throughout the Aquatics Centre. Any problems that are detected should be brought to the attention of the Supervisor who will complete a Request for Service Form and get it to the maintenance person on duty.

### Public Locker Rooms

- Cleanliness of our locker rooms is top priority and other custodial tasks generally take a back seat to cleaning the change rooms.
- Lifeguards will check public locker rooms and change rooms each time they rotate off deck. If necessary, the rooms will be cleaned immediately.
- Hosing is the best method as most sand and grit is removed, but mopping or power scrubbing may also be used depending upon number of patrons in the room.
- Counters, sinks, mirrors, toilets, paper towels and toilet paper should also be checked each time a staff member walks through the change rooms or public washrooms.

### Soap Dispensers

- The soap dispensers should be checked regularly by staff and soap added as needed. Soap refills are located in the cleaning supply room.
- The key for the dispensers is in the shift supervisor's office off the staff lounge.

### Paper Towel Dispensers

- Extra paper towel rolls are located in the cleaning supply room
- The key for the dispensers is in the shift supervisor's office off the staff lounge.

## Daily Cleaning Checklist

- Lifeguards will do all the items on the checklist (next page) and know what cleaners are used for each maintenance task as time and other duties permit. When the task is complete the lifeguard initials in the box under the appropriate time.

## Daily Cleaning Log Sheet

CLEANING CHECKLIST	TIME (each job to be checked and cleaned regularly)												
<b>MEN'S</b>													
TOILETS FLUSHED													
GARBAGE/HAIR PICKED UP													
FLOOR HOSED/SQUEEGEED													
SINKS/TAPS/MIRRORS CLEANED													
WIPE OUT INSIDE LOCKERS													
<b>WOMEN'S</b>													
TOILETS FLUSHED													
GARBAGE/HAIR PICKED UP													
FLOOR HOSED/SQUEEGEED													
SINKS/TAPS/MIRRORS CLEANED													
WIPE OUT INSIDE LOCKERS													
<b>PRIVATE</b>													
TOILETS FLUSHED													
GARBAGE/HAIR PICKED UP													
FLOOR HOSED/SQUEEGEED													
SINKS/TAPS/MIRRORS CLEANED													
WIPE OUT INSIDE LOCKERS													
<b>PUBLIC BATHROOMS</b>													
TOILETS FLUSHED													
GARBAGE/HAIR PICKED UP													
FLOOR HOSED/SQUEEGEED													
SINKS/TAPS/MIRRORS CLEANED													
WIPE OUT INSIDE LOCKERS													
<b>PUBLIC HALLWAY</b>													
WALLS WIPED													
FLOOR SWEPT SWEPT/MOPPED													
<b>LOBBY</b>													
WALLS WIPED													
FLOOR SWEPT/MOPPED													
GARBAGE CANS EMPTIED													
<b>VIEWING AREA</b>													
FLOOR SWEPT/MOPPED													
GARBAGE/HAIR PICKED UP													
GARBAGE CANS EMPTIED													

This Checklist is to be used to check and clean all areas of Public use on a regular basis throughout the day. This will prevent large build-up of mess and debris.  
The listed jobs need to be checked and cleaned during the off deck rotation

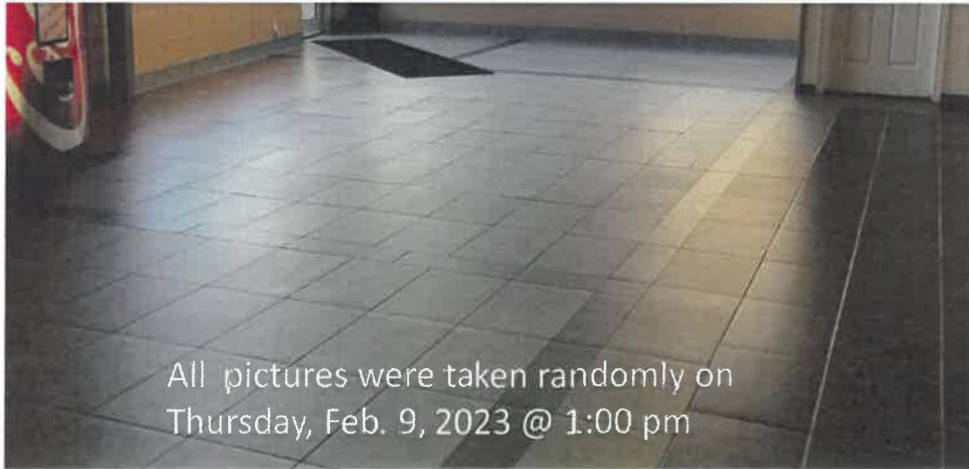
### Caretaker Cleaning Checklist

Below is a list of duties to be completed by the Caretaker.

## Cleaning Schedule

Week of: \_\_\_\_\_

MAINTENANCE ITEM	ITEM COMPLETED (INITIAL)			DATE	COMMENTS
Clean and disinfect all change rooms (bleach shower walls and scrub and hose down, toilets, sinks, floors and restock with supplies) Clean insides of all lockers					
Wipe down all stainless stalls as well as stainless lockers on pool deck					
Clean steam room (bleach and scrub and wash down as well as inside of door)					
Clean public viewing area and windows					
Bleach and clean off stairs on slide tower					
Clean public Front End Washrooms, mirrors and restock					
Clean front entrance and men's and women's hallway to change rooms					
Clean Staff Hallway					
Vacuum front offices area, clean windows and wipe down counters					
Clean Multipurpose room floor and wash inside of windows					
Empty all garbage's					
Dry Lockers					
Wipe down outside of all garbage cans in building with bleach solution					



All pictures were taken randomly on  
Thursday, Feb. 9, 2023 @ 1:00 pm



Lobby areas



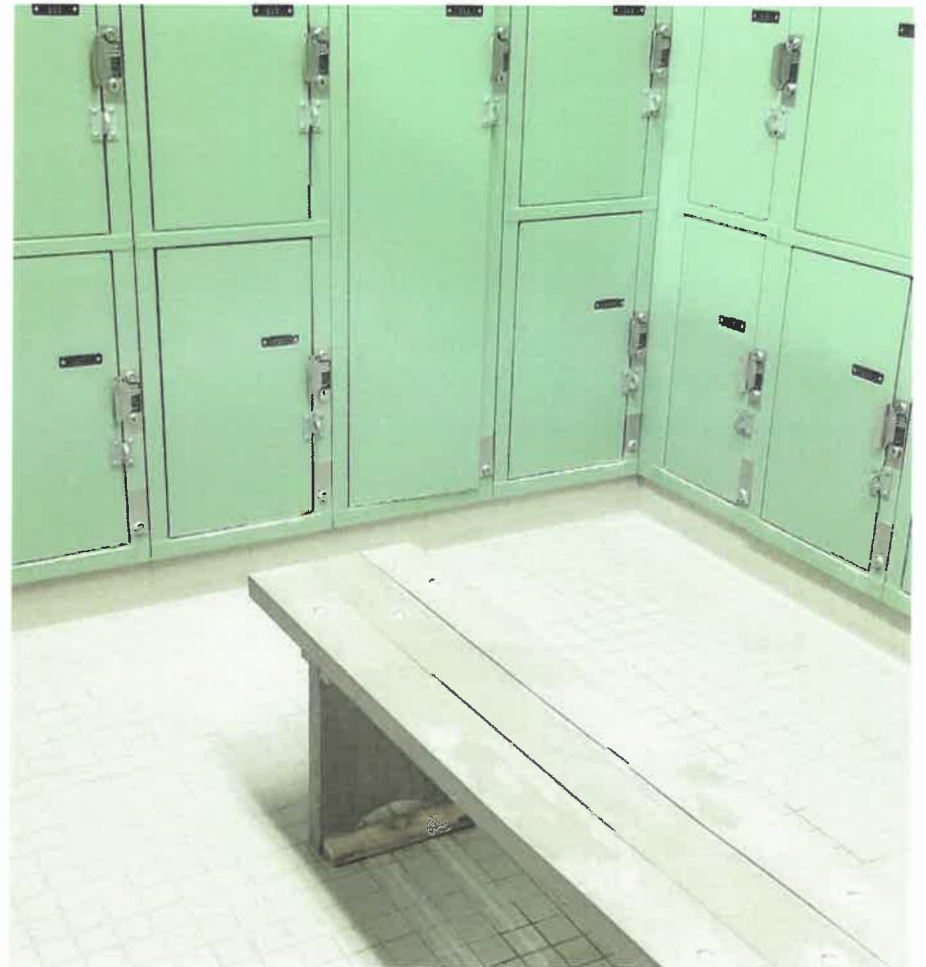
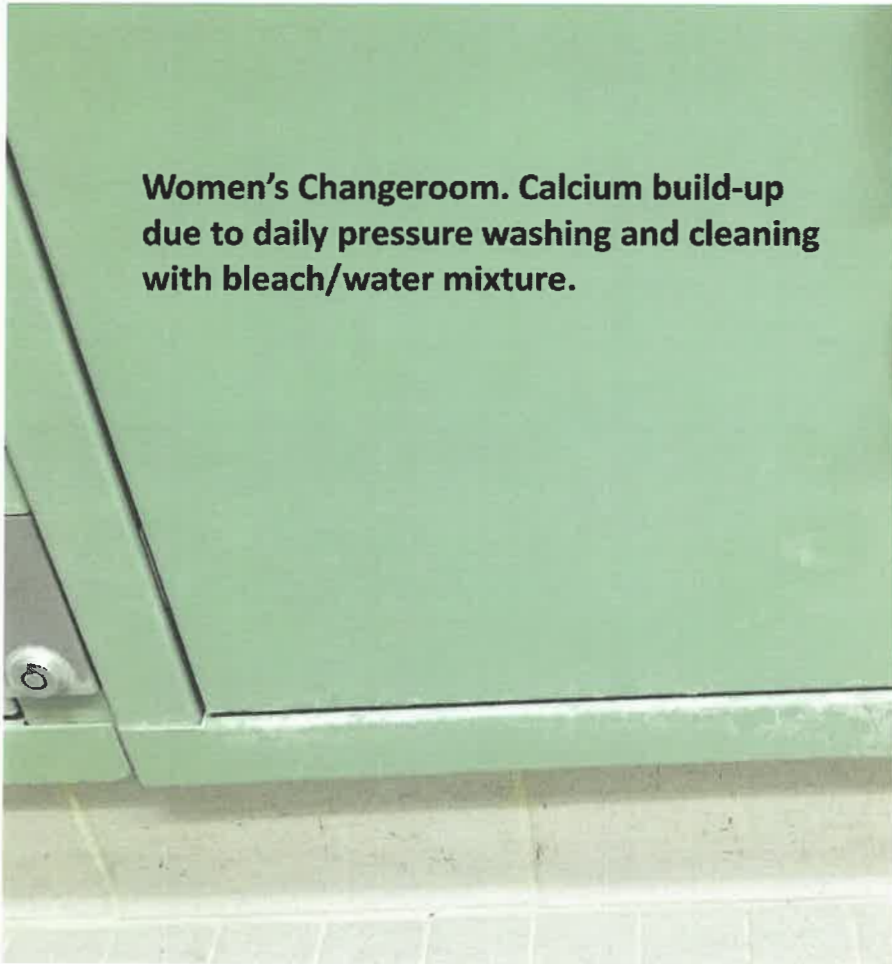
In 10 years, over a million visitors



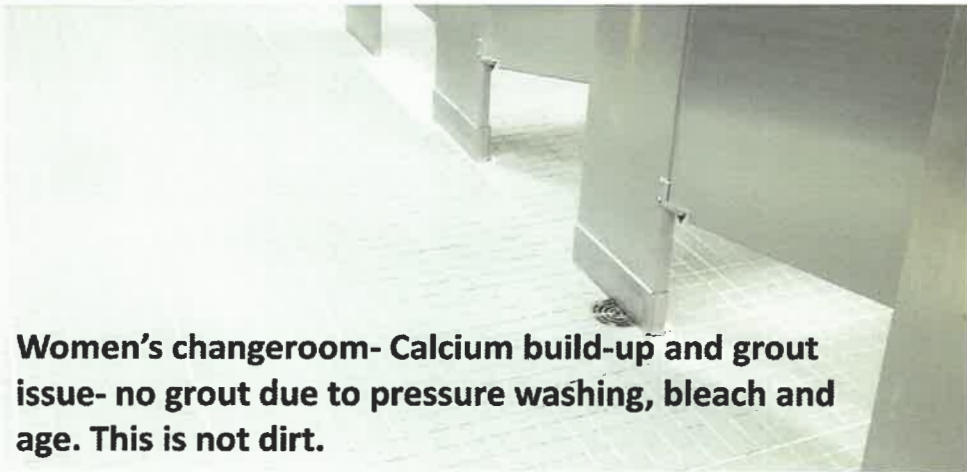
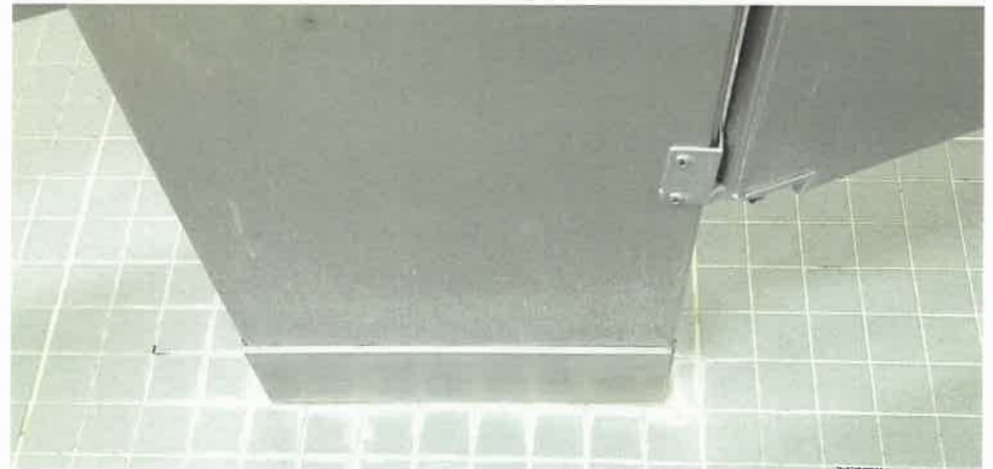
**Main lobby washrooms.**



**Women's Changeroom. Calcium build-up due to daily pressure washing and cleaning with bleach/water mixture.**

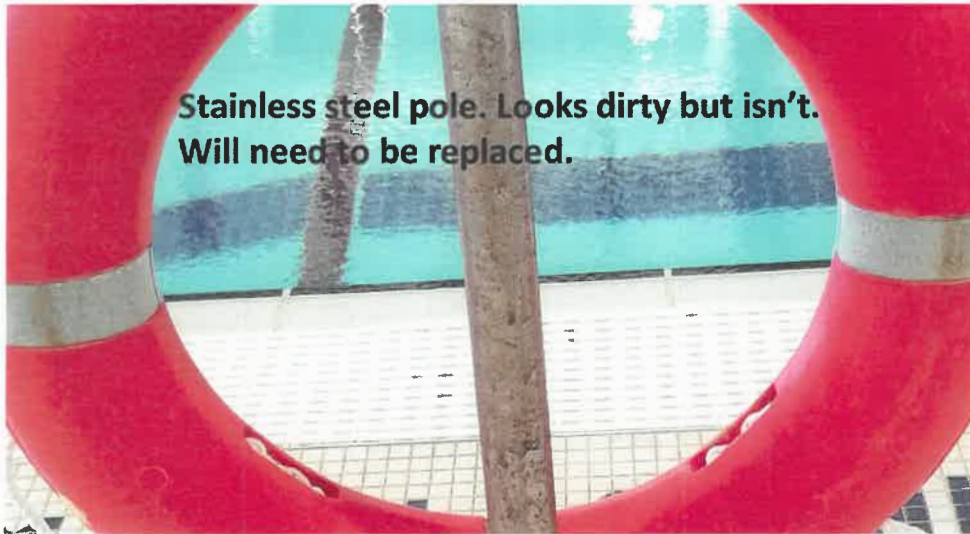








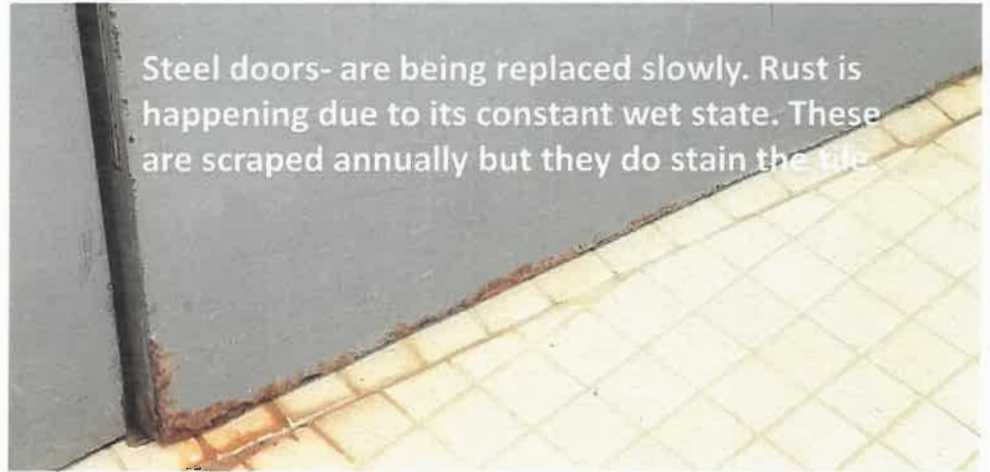
Pool deck near wave pool. Grout is colouring due to age and disintegration



**Stainless steel pole. Looks dirty but isn't. Will need to be replaced.**



**Slide in deep end. Has been painted but will need to be replaced to improve the look. It is sound and clean**



**Steel doors- are being replaced slowly. Rust is happening due to its constant wet state. These are scraped annually but they do stain the tile**





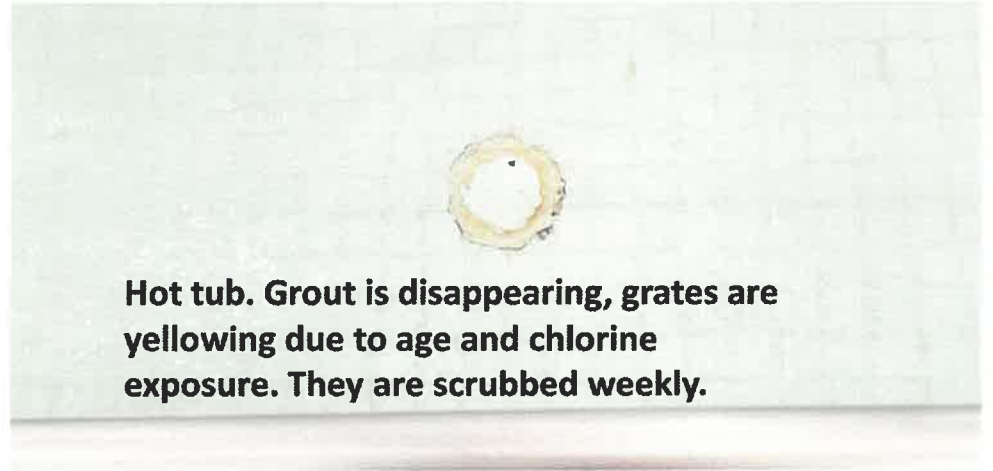
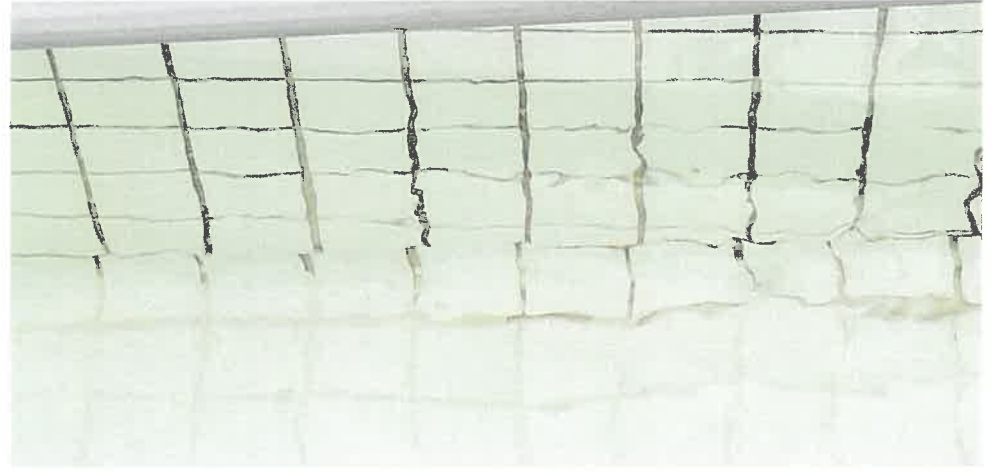


**Lifeguard chair, competition pool.  
Constant scrubbing has caused  
discolouration and wear on the  
ties/grout. This is not dirt.**



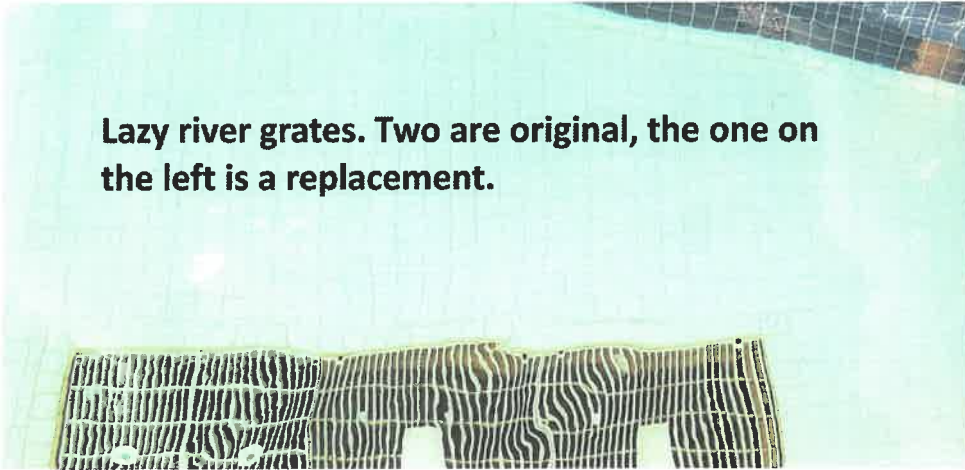
**Equipment Room- organized.**



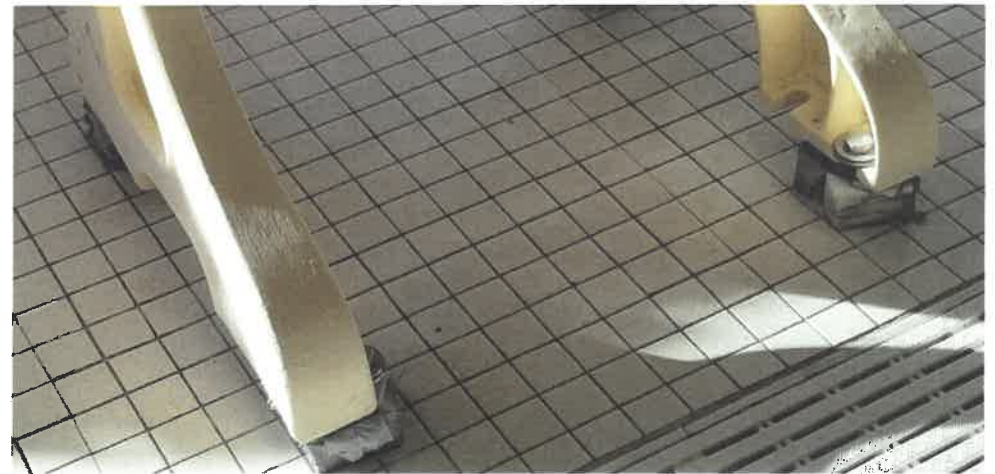
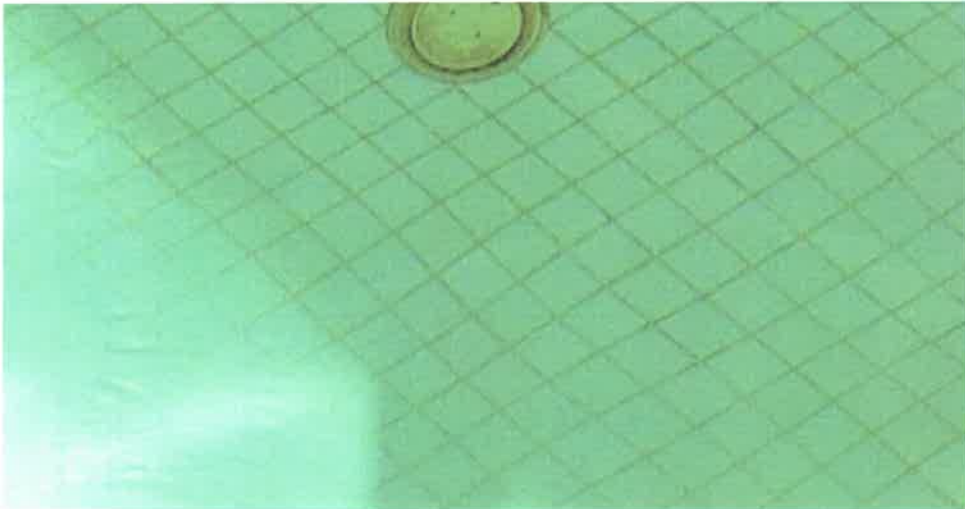
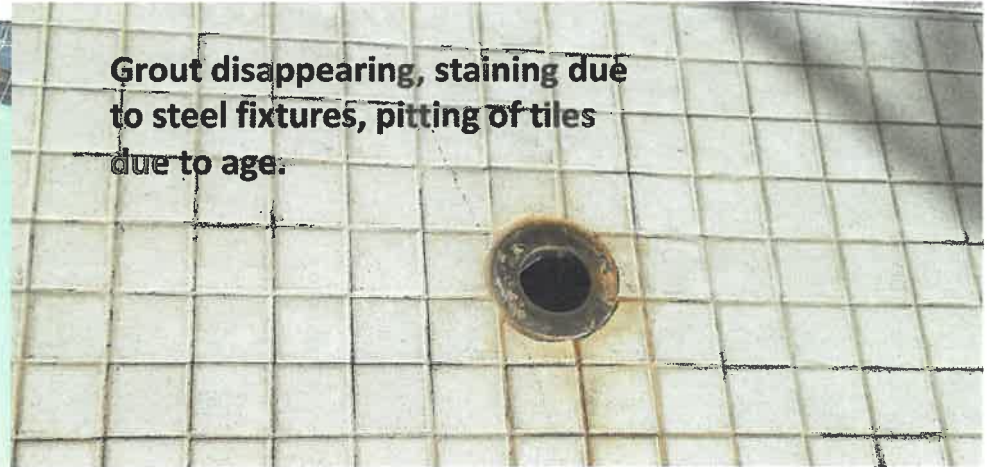


**Hot tub. Grout is disappearing, grates are yellowing due to age and chlorine exposure. They are scrubbed weekly.**

Lazy river grates. Two are original, the one on the left is a replacement.



Grout disappearing, staining due to steel fixtures, pitting of tiles due to age.



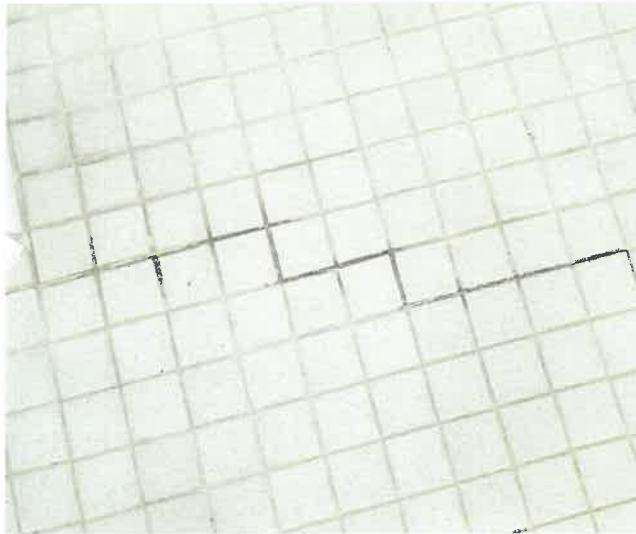




Behind diving board. Grout is now disappearing









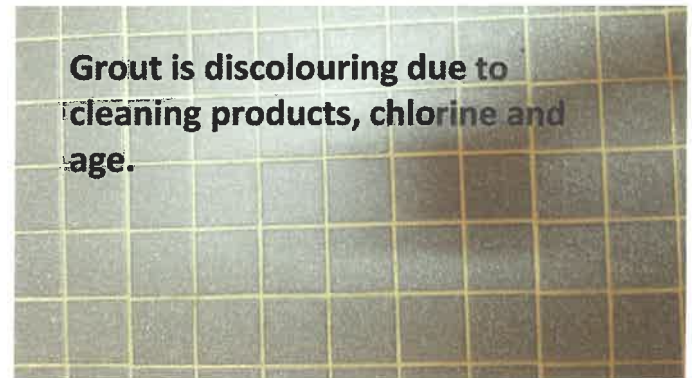
**Family Change rooms- calcium build-up looks like a white film.**







Men's changeroom. Shower area has a significant grout issue. The white is a patch. More prominent here due to unauthorized urination in the shower area



**Grout is discolouring due to cleaning products, chlorine and age.**

# Aquatic Safety Plan

## **MAINTENANCE OF WATER QUALITY**

## **MAINTENANCE OF THE POOL**

The cleanliness and smooth operation of the physical aspects of the Aquatics Centre is the primary responsibility of the Maintenance Operator and the Maintenance Caretaker. While the Lifeguards and Instructors will help with "spot maintenance" the bulk of the cleaning of the facility and the operation of the water treatment and filtration systems will be carried out by the maintenance personnel. That section of the operation will also be responsible for the repair/replacement of broken or faulty equipment at the earliest possible moment. If the equipment repair is beyond their capabilities or responsibilities it is their responsibility to call for the Facility Maintenance Operators.

The maintenance personnel will keep accurate record of the water quality tests throughout the day in the Daily Log Book provided for daily checks. For each pool this will involve sampling for chlorine and pH levels along with temperature, turbidity, flow rates and the like. The log books will be printed for one month at a time and shall be turned in to the Manager at the end of each month. The log book shall be available for inspection by the Public Health Inspector at any time during the month.

A Weekly Log Book shall also be maintained by the maintenance personnel. This bound book shall be printed for one year at a time and shall be turned into the Manager at the end of each year.

A pool of relief maintenance workers shall be developed from the interested Lifeguards and Instructors and shall be trained to operate the cleaning equipment and in the safe use of cleaning and pool chemicals. They shall also be trained in the operation of the filtration and water treatment systems to accommodate annual leaves and sick time amongst the maintenance staff.

In the new facility, many of the operations that were manually carried out have been automated, i.e., backwashing the filters. The robotic pool vacuums no longer require a person to maneuver them about the pool and this will free up time to be used in other maintenance chores which should reduce the reliance upon the lifeguards at the end of the day.

### **Chlorine Handling**

- Chlorine gas is an extremely dangerous product and requires care in handling and storage. The chlorine cylinders and the chlorine feed pumps are located in a separate and dedicated room which is kept locked at all times.
- The chlorine room has a ventilation fan that is to be turned on before the room is entered and the individual planning on entering ensures that air is being blown out of the vent.
- The door is opened slightly and the air is sniffed before entering the room. If there is any odour of chlorine, the door is closed and the SCBA equipment is donned before entering. Help must be called before entry is made.
- Chlorine cylinders are standing upright, secured to the wall with a chain.

- Full cylinders are stored separate from empty ones.
- When moving cylinders the individual doing so must wear steel toed boots.
- Any time a feed line is connected, that connection must be tested. The test is conducted by moving an open bottle of ammonia close to the connection. If a white cloud of vapour forms, there is a chlorine leak and the cylinder valve must be closed while the connection is re-made. The test is then repeated. The cylinder valve cannot be left open until the connection is made without any leaks.

### **Chemical Treatment**

- The water quality shall be maintained in accordance with the Provincial Regulations through a combination of effective water treatment, and a program of maintenance activities that ensures chemical balances, clarity, cleanliness, and safety.
- The sanitation of the water will be maintained by a combination of free chlorine and UV Light treatment. The chlorine feed will be controlled by an automatic pump set to deliver the appropriate amount of chlorine to each of the pools:
  - 2.0 PPM of free chlorine in the lap and wave pools and the lazy river
  - 3.0 PPM of free chlorine in the hot tub
- This treatment is supplemented by passing the water through ultraviolet light as it circulates.
- Readings of the chlorine levels in the pool will be taken every two hours for all pools and recorded in the log book dedicated to the water quality records. The water test is drawn from the open pipes on the north, east and south walls of the filter room. The reading for the lap pool and the wave pool shall be a minimum of 2.0 milligrams per litre of free chlorine and a minimum of 3.0 milligrams per litre of free chlorine in the hot tub (whirlpool).
- At the same time the pH for each pool shall be read from the BECSys5 chemical feeders and recorded on that same log sheet. The pH levels must fall within the range of 7.2 to 7.8.
- The minimum ORP (oxidation-reduction potential) reading must be maintained at a level of at least 650 with a minimum residual at all times of 0.6 milligrams per litre of free chlorine.
- Daily the UV controls will be checked to ensure that the lights are functioning. If the lights are not functioning, the bulbs will be changed.

- At all times there are four cylinders of chlorine in the chlorine room attached to the feed and this should be sufficient for a two week period so that there is little reason for any staff to be in that room.
- The pH of the water in the pools shall be maintained at a neutral level, a reading of 7.2, by the addition of soda ash (sodium carbonate) to raise the level, or muriatic acid to lower the level in the amounts required to maintain those levels. The feed for the "caustic" is also automatic which reduces the risk to employees.
- Once monthly, water samples from each pool are submitted to the Public Health Inspector for bacteriological analysis.

## **Sanitation**

- The major portion of the cleaning of the pool waters is carried out by the filtration system and this is computer controlled for the large part. To maintain the desired quality of the water, the entire volume of the pools will be turned over four times a day, once every six hours, and the recirculation system will be operated twenty-four hours per day. As the filters accumulate a build up from the cleaning process, a pressure differential develops and during a "slack" time, the maintenance operator triggers a bump (which replaces the backwash done with the older style filters). The filter medium and the dirt it has trapped is dumped off the filter and washed away and a new coat of medium is laid onto the filter. When the cycle is complete, the filter is put back into operation. The duration of the bump is between 15 minutes and 25 minutes during which time the circulation to the particular pool is shut down (with the spray features there is no spray, with the wave pool there are no waves, and with the hot tub there are no jets). The maintenance operator remains with the filters lest one of the cycles malfunction.
- It is during this "bump" that the maintenance operator can go downstairs and isolate the lint strainers that form a second part of the sanitation system. These are located in front of the pumps and the filters to remove the large items (band-aids, small solids, fabric and the like) from the circulating water and retaining it in the basket. These baskets are to be checked daily and removed on a regular basis and cleaned before the accumulation of debris reduces the water flow. The pump is shut off to take the lint strainer out and replace it with a spare which is cleaned and then put into the next receptacle so that the recirculation is interrupted only for brief periods of time.
- The operator must remember to open the two valves that were closed to remove the lint strainers.
- The third major aspect of the sanitation of the pool water is the program of vacuuming the pool on a regular basis. Each night the robotic "Dolphin" vacuums are put into the pool and left to work overnight, making random passes across the bottom picking up sediment and debris. These are

plugged into the wall socket and placed into the pool before being turned on. If they become stuck in a corner the remote control enables the operator to move the robot out and get it underway again.

- At the end of the vacuuming cycle, the filters in the Dolphins must be washed and cleaned before being put back into the vacuum for the next use.
- Filters in each of the vacuums catch the hair, lint and other debris while allowing the water to be passed through before being returned to the pool.
- For the corners or other spots that have been missed, there is a free-standing vacuum that is moved to where needed on the deck, plugged in and the hose taken into the pool to vacuum the appropriate spot.
- With this vacuum, once it is shut off, the lid on the filter canister is removed and the filter is removed for cleaning.
- The free-standing vacuum may require priming before it is put into use.

### **Other Water Tests**

- Each morning the Shift Supervisor who opens the facility shall conduct a **Turbidity Test** which consists of ensuring that the main drain of each pool is clearly visible when standing on the deck with no turbulence in the water.
- If at any time during the hours of operation the drain is not visible (without turbulence) that specific pool shall be closed and shall remain closed until such time as the drain can again be seen clearly.
- Problems with turbidity shall be noted in the Supervisor's Report along with the remedial actions taken.
- Once each week the Maintenance Operator will conduct a **Total Alkalinity Test** and record the results of said test on the Daily Pool Record. This measure should be between 90 and 120 ppm
- Once each week the Maintenance Operator will conduct a **Calcium Hardness Test** and record the results of said test on the Daily Pool Record. The results of this test should be between 200 and 300 ppm.

### **Pro Fil Chemical Centre**

- All chemicals used for cleaning at the Aquatic Centre are environmentally friendly.



- The Pro Fil system is a dilution system for the cleaning chemicals. Lifeguards will be shown how to use it and will be able to explain what cleaning need each chemical is used for (see the list below).
- Do not mix cleaning chemicals; all chemicals on the Pro Fil system are meant to be used as pumped. All containers of chemicals MUST have a workplace label on it. If containers are found with chemical on it and no label, they must be dumped and the containers and the sink rinsed.
- To use the centre, the appropriate chemical is selected, the valve by the tap and the valve by the feeder are turned on and the trigger on the grey hose is used to fill the container in question. When done, the valves must be closed.
- The controls for the ProFil system are pre-set at the factory for pumping their chemicals as supplied to achieve proper disinfection. Chemicals and cleaning agents should not be diluted or mixed.
- At random intervals, the Maintenance Operator shall check that the system delivers the proper concentrations of chemicals by using the ProFil test strips.

### **Broken Equipment**

- All broken equipment is to be fixed, or removed immediately so it poses no risk to staff or patrons. Lifeguards should alert maintenance using the Request for Service Form to have it fixed
- If it cannot be fixed report the item to the Aquatics Centre Manager so it can be disposed of.

### **Pressure Washer Operation**

- Proper Personal Protective Gear must be utilized when using the pressure washer (safety goggles, gloves, rubber boots and waterproof pants).
- Being as the pressure washer is powered by a gasoline motor, it must be used in a well ventilated space to avoid the build up of fumes. Regular breaks should be taken to ensure that one's well-being is not jeopardized.
- The nozzle should always be pointed away from the user or other persons.
- Instruction in proper use will be given before an employee is allowed to use the washer.

### **Power Scrubber (Sophie/Sally)**

- The power scrubbers are used to wash and dry the floors in the building. Sophie is the name given to the older machine while Sally is the newer one. There are two major differences between them:
  - The key slot in the older machine is under the fold down steering column or handle while the newer one has the key slot on the dash board. The newer one has a number of push button controls for its functions. The older machine has controls on the steering column while push buttons on the dash control the newer machine.
- The front tank of the scrubber is filled using the appropriate chemical from the Pro Fil station. On the outside of the tank are markings indicating the proportion of the tank filled.
- When the tank is filled, the lid is lowered and the key is inserted and turned (there is a delay until the circuit is completed).
- The right side pedal lowers the rotating brush while the left side pedal lowers the squeegee. Step on the pedal to lower the tool and lift under the pedal with the toe to raise the tool.
- When done, the discharge hose can be disconnected at top left side to drain the tank into the floor sink in the janitor's room
- Before finishing with the scrubber, plug it in to charge.

### Jug Sprayers

- **IT IS IMPORTANT WHEN FILLING ANY CONTAINER TO MIX WATER WITH A CHEMICAL THAT THE CHEMICAL BE ADDED TO THE WATER rather than water to the chemical.**
- Most often it is bleach that is dispensed from the jug sprayers. The proper concentration is calculated and the appropriate amount of water is placed in the sprayer and the bleach is then carefully added so as to avoid spilling on oneself.
- Ensure that the lid is firmly in place before attempting to pump up the pressure within the sprayer.
- Do not carry the jug by the pump handle, use the handle in the ring around the neck.
- The nozzle should never be pointed at the user or any other person.
- Proper Personal Protective Equipment must be worn – safety goggles, gloves, rubber boots.

### Steam Room

- The steam room requires greater care as the high temperature and humidity creates an environment for the growth of bacteria and mold.

### **Deck Cleaning**

- The deck is cleaned using the power scrubber for the most part.
- For stubborn stains or potential bio-hazards, the area in question is bleached and then mopped with hot water. If the stain persists, a scrubbing brush with a bleach solution is used to remove it.

### **Diving Board**

- The Diving board is cleaned using a cleanser and a scrub brush. Personal Protective Equipment must be worn.

### **Scum Ring**

- An environmentally friendly cleanser or sodium bicarbonate is used with a scrub pad.

### **Soap Dispensers**

- The soap dispensers should be checked daily by staff and added as needed. Extra soap is located in the janitor's rooms (one off the deck by the staff room, and one in the west hallway near the Multi-purpose Room. The key for the dispensers is hanging on a hook in the Manager's Office behind the door.

### **Paper Towel Dispensers**

- Extra paper towel rolls are located in janitor's rooms or in the softener room beyond the filter room. The key for the dispensers is hanging on a hook in the Manager's Office behind the door.

### **Use of all cleaners**

- Disinfectant – ED, Bleach . ED shall be used as it is presented by the ProFil Centre. Bleach for use on the deck shall be mixed to a concentration of 5 to 6 ppm (1.5 cups of bleach to 1 gallon of water or 1:10). Wherever disinfecting a surface is mentioned in this document, that is the concentration intended.
- Glass cleaner – Windex, Vert 2 Go Glass Cleaner
- Stainless Steel and Chrome – Stainless Steel Cleaner & Polisher
- Toilets, Sinks – Vert 2 Go Scrub EZ

- Soap Dispenser – Sincerely Lotion Soap
- Hot Tub Foam – Foam Free
- Industrial Furniture Polish – White Satin
- Floor buff – Quick Snap
- Floor Stripper – Millennium Liquid Chisel
- Floor Cleaner – Vert 2 Go Oxy
- General Cleaning – Vert 2 Go All Purpose Cleaner
- Mirrors – Clear Reflection Mirror & Glass

All items can be found in the MSDS binder, staff should ensure they take necessary precautions when using chemicals.

It is the responsibility of the Maintenance Operator to update MSDS sheets as chemicals are added or deleted.

#### **WATER SLIDE MAINTENANCE – Safe Work Practice**

- Employees working within the water slides shall use a lock-out mechanism on the shut off button. Once that mechanism is locked in place the employee shall remove the key and retain it upon his/her person until the maintenance is complete and the lock out mechanism can be removed. In this way the water cannot be accidentally started while a person is inside the slide causing that person to be swept to the bottom of the slide.
- Further, each person working within the slide shall wear a safety harness attached to a rope which is at least twice the length of the slide. This rope will be run through a securely mounted pulley and back to the employee. Within the reach of the employee there will be a safety lock that will prevent the rope from running freely unless unlocked by the employee; this mechanism will enable the employee to release the appropriate amount of rope to lower himself to the next level to work after securely locking the rope to prevent an accidental fall.

#### **Equipment Check List**

Below is a list of equipment to be checked regularly for safety and function by maintenance personnel.

**EQUIPMENT CHECKLIST  
MAINTENANCE**

ITEM	INITIAL	DATE	FEEDBACK
<ul style="list-style-type: none"> <li>• Fire Extinguishers               <ul style="list-style-type: none"> <li>○ South hallway near administration area</li> <li>○ Deck west wall between men's change room entrance and filter room doors</li> <li>○ Inside doors to filter room</li> <li>○ Water softener room</li> <li>○ Bottom of stairway to pump room</li> <li>○ Wave chamber</li> <li>○ Boiler room</li> <li>○ West wall by the water slides</li> <li>○ East wall by the ladder to the river</li> <li>○ East wall by the deep end of the lap pool</li> <li>○ Beside north east exit doors</li> <li>○ North wall between the entrances to the family and the ladies' change rooms</li> <li>○ Hallway to the staff room, outside the staff room door</li> <li>○ Electrical room</li> <li>○ North hallway off the administration area</li> <li>○ Multi-purpose Room</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>• Fire Alarm Pull Stations               <ul style="list-style-type: none"> <li>○ Left side of the main entry door (interior)</li> <li>○ Inside the filter room door</li> <li>○ Bottom of the stairway to the pump room</li> <li>○ Inside the outside access to the filter room</li> <li>○ Inside the wave chamber doors</li> <li>○ Beside the patio door</li> <li>○ Beside north east exit door</li> <li>○ Beside north staff hallway door</li> <li>○ Beside north hallway door</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>• Emergency Lights               <ul style="list-style-type: none"> <li>○ South hallway near administration area</li> <li>○ South hallway near men's change room entrance</li> <li>○ Men's change room entry</li> <li>○ Men's change room locker area</li> <li>○ Men's change room shower area</li> <li>○ Softener room – north and south ends</li> <li>○ Hallway to the wave generator chamber</li> <li>○ Wave generator chamber</li> <li>○ Boiler room</li> <li>○ West wall by the water slides (2 levels)</li> <li>○ Steam room</li> <li>○ North wall in the viewing area</li> <li>○ Fluorescent light strips on ceiling along the north side of the pool area</li> <li>○ Staff lounge</li> <li>○ Staff ladies' locker rooms</li> <li>○ Staff men's locker room</li> <li>○ Family change room deck entry</li> <li>○ Family change room locker area</li> <li>○ Family change room large room</li> <li>○ Family change room main entry</li> <li>○ Women's change room deck entry</li> <li>○ Women's change room toilet area</li> <li>○ Women's change room locker area (2)</li> <li>○ Women's change room main entry</li> <li>○ North staff hallway</li> <li>○ North public hallway</li> <li>○ North hallway near the administration area</li> <li>○ Concession area (west wall)</li> <li>○ Administration common area</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>• Eye Wash stations</li> </ul>			





**MAINTENANCE SCHEDULING  
&  
MONTHLY LOGS**

**for**

**City of North Battleford  
Aquatic Centre  
Facility Mechanical**

**City of North Battleford**  
**Aquatic Centre Facility Mechanical - Maintenance Scheduling & Monthly Logs**

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**Objective**      The objective of this Maintenance Scheduling Guide and Monthly Log is to provide an effective means of scheduling maintenance of equipment within the Aquatic Centre.

**Use of this Manual**      This manual is intended to assist with the scheduling and tracking of preventative maintenance of major system components. Some components may require more or less attention than indicated, this should be adjusted as use of the maintenance management system progresses. Some components such as small valves, may not be included. These components usually do not require on going maintenance, but must not be ignored.

At the end of every month, the Monthly Maintenance Log along with the Logs should be given to the Administrator/Designate for permanent record. The Administrator/Designate must provide a copy to be kept within this binder as reference by the Operator(s).

**Calendar** – At the beginning of each month, the month, year and dates should be entered on the calendar for that particular month. Each operator should print their name at the top of the calendar and initial for reference purposes.

**Daily Tasks** – are to be done each work day. Once the daily tasks are completed the calendar is to be initialed for that particular task to verify the task was done.

**Weekly Tasks** – are to be done each week. Once the task is completed, the calendar is to be initialed and dated for that particular task.

**Monthly Tasks** – are to be completed throughout the month. Once the task is completed, the calendar is to be initialed and dated so that at a quick glance during the month it is obvious what tasks are still to be done.

**Semi-Annual Tasks** – are to be completed, dated and initialed at the appropriate times throughout the year. Supervisor/operator to forecast the tasks initially on the annual wall calendar and then transfer to the appropriate interval sheets when achieved.

**Annual Tasks** – are to be completed, dated and initialed at the appropriate times throughout the year. Supervisor/operator to forecast the tasks initially on the annual wall calendar and then transfer to the appropriate interval sheets when achieved.

**ALL TASKS** – Should additional services be required beyond the norm they should be identified and added in the appropriate area at the bottom of the sheet. Should additional space be required, the back of the calendar can be used.



**DAILY TASK OVERVIEW**

Description	Location	Equipment	Task
Inspection	Filter Room	Water Quality Neptune Filters Neptune Filters Air Compressors UV lamps Heat pumps Heat pumps Pool levels	Perform required tests (Chlorine, pH, Hardness) Record pressure (influent and effluent) Bump each filter to clean Blow down tank, inspect oil levels and function check for alarms, output intensity Observe for any issues (look, listen, smell) Record temperature and flow rates Inspect pool levels and make up water floats, valves etc. adjust as necessary
	Chemical Rooms	Chemical Injection Chemical Injection	Inspect lines, injectors, pumps etc for leaks, blockages and function Record levels and calculate consumption
	Hot Water Room	Softeners/water heaters Boiler pumps	Inspect for leaks Inspect external condition, leaks, squeaks, temp
	Boiler Room	Boilers HVAC Heat Exchangers	Check for faults, alarms, function Inspect ventilation system Inspect for corrosion, potential leaks
	Wave Pool Room	Wave Pool blower River pumps	Inspect for signs of cracks, wear Inspect for condition
	Pump Room	Sump pump pits Pool pumps Pools pumps	Check levels and pump function Check proper function (ie temp, sounds vibration) Check basket strainers for cleanliness, purge collected air
	Steam Room	RO filters Steam Generator	check Permate tank level to ensure filters are keeping up Blow down tank
	Electrical Room	HVAC (online checking)	Check Air exchange units, heat pumps, exchangers
	Pool	Water	Vacuum pool bottom, skim floatables as necessary
		Change Room	Check soap, paper towel, toilet paper dispenser
	Building	Entrance, exit, emergency access.	Inspect doors and panic hardware for function.





## YEARLY TASK OVERVIEW

Description	Location	Equipment	Task
Maintenance	Building	Manual valves	Exercise valves closed and open to ensure operation
		Building/structures/piping	Clean, paint any corrosion areas during shut down
		Water Slides	Inspect water slides and reseal joints as necessary
		Signage	Check/Inspect all warning signs and placards are in good condition. Replace as necessary
		Change Rooms	Check benches, lockers, floors for condition
		Change Rooms	Perform annual cleaning, polish floors, touch up painting
		Emergency procedures	Review ERPs: flooding, fire etc.
	Filter Room	UV System (8000 hours min)	Exchange bulbs as required on lamp warning system. Reset lamp life
		UV System	Check wiper system for function
		UV System	Inspect wiper drive system
		Heat Exchangers	Dissassemble and clean plates
		Neptune Filters	Empty and clean filter housing
		Make up water valve Valves	Dissassemble and clean/maintain
		Water Quality	Calibrate benchtop testing equipment
	Pump Room	Pumps	Perform amp draw tests and compare to previous recordings
		Check Valves	Inspect pool circulation check valves for function and wear
	Steam Room	Steam Generator	Drain, inspect heating elements
		Steam Generator RO	Change all cartridges
	Chemical Room	Dosage pumps	Clean pumps, and room of chemical spills, corrosion, paint as needed.
		Dosage pumps	Calibrate dosage
		Alarms Cl <sub>2</sub> , pH, etc.	Inspect and calibrate
		Chemical Pumps	Change dosage pump hoses
		Chemical pumps	Clean injectors, foot valves
	Hot Water Room	Domestic Hot water	Inspect water heater anodes



**Saskatchewan Health Authority**  
**Recreational Water - Water Theme Pool - Indoor**

Inspected by: **Olamide Adebogun**

Saskatchewan Health Authority  
 (306) 446-6400  
 101-11427 Railway Ave  
 North Battleford SK S9A 3G8  
 Canada

<b>Mail To:</b> City of North Battleford  Box 460 North Battleford SK S9A 2Y6 CANADA  <b>Attention:</b> City of North Battleford  <b>Facility Inspected:</b> Battlefords Coop Aquatic Centre Wavepool, 026475 Michelle Horncastle (306) 445-1746	<b>Inspection Date:</b> 13-Sep-2022 11:28  <b>Site Address:</b> 623 Carlton Trail North Battleford SK S9A 3P7 Canada  <b>Phone Number:</b> (306) 445-1745 <b>Fax Number:</b>  <b>Email:</b> mhorncastle@cityofnb.ca <b>Violations:</b> 0
<b>Facility Type:</b> Water Theme Pool, Water Theme Pool - Indoor <b>Re-inspection Priority:</b> Low <b>Delivery Method:</b> Email <b>Certified Pool Operator:</b> 1	
<b>Inspection Type:</b> Routine <b>Inspection Reasons:</b> Compliance	
<b>Opening Comments and Observations:</b> The operator noted the pool was closed to the public for two weeks for general maintained.	

No = Not In Compliance N/O = Not Observed Yes = In Compliance N/A = Not Applicable

**Administration**

1. Licence Yes  
 A new licence will be reissued and sent to the address on file.
2. Employee Training Yes  
 Operator onsite has successfully completed the operator training course.

**Water Quality**

3. Water Clarity Yes  
 The clarity of the water was excellent and the bottom of the water was observed to be visible from the edge of the pool at the time of inspection.
4. Bacteriological Water Quality Yes  
 Bacteriological was done in August, and the Operator noted a new one would be done this month. A bacteriological sample was collected on this date by PHI.

**Facility Contact:** City of North Battleford [2277]

**Facility Address:** 623 Carlton Trail, North Battleford SK S9A 3P7 Canada

**Completed:** 13-Sep-2022 11:28

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- |                               |   |     |
|-------------------------------|---|-----|
| 5.                            | Disinfection  | Yes |
|                               | <b>Chlorine levels was observed at required concentration</b>                       |     |
|                               | Readings Taken:   |     |
|                               | - 8:36 AM - Oxidation reduction potential in On the reader.: 751mg/L                |     |
|                               | - 11:42 AM - Free chlorine in Shallow End.: 3.2mg/L                                 |     |
|                               | - 11:42 AM - Total Chlorine in Shallow End.: 3.4mg/L                                |     |
| 6.                            | pH Control  | Yes |
|                               | <b>pH was within range at the time of inspection.</b>                               |     |
|                               | Readings Taken:   |     |
|                               | - 11:53 AM - pH in Shallow End: 8.0pH   |     |
|                               | - 8:37 AM - pH: 7.7pH   |     |
| 7.                            | Water Chemistry   | Yes |
|                               | <b>Alkalinity was good at the time of inspection.</b>                               |     |
|                               | Readings Taken:   |     |
|                               | - 11:50 AM - Total Alkalinity in Shallow end: 120mg/L                               |     |
| 8.                            | Temperature   | Yes |
|                               | <b>Temperature was good at the time of inspection.</b>                              |     |
|                               | Readings Taken:   |     |
|                               | - 8:40 AM - Temperature in On the reader.: 84°F                                     |     |
| 9.                            | Continuous Operation  | Yes |
|                               | <b>Recirculation system are operated continuously.</b>                              |     |
| 10.                           | Testing Equipment   | Yes |
| 11.                           | Record Keeping  | Yes |
| <b>Safety and Supervision</b> |   |     |
| 12.                           | Safety  | Yes |
|                               | <b>Safety plan was last updated in year 2021, next update will be done in 2023.</b> |     |
| 13.                           | Signage   | Yes |
| 14.                           | Incident Report Forms   | Yes |
| 15.                           | Maximum Swimmer Load  | Yes |
| 16.                           | Safety Plan   | Yes |
| 17.                           | Supervision   | Yes |

**Facility Contact:** City of North Battleford [2277]

**Facility Address:** 623 Carlton Trail, North Battleford SK S9A 3P7 Canada

**Completed:** 13-Sep-2022 11:28

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**Physical Environment**

- |   |     |
|---|-----|
| 18. Facility Cleaning and Maintenance   | Yes |
| Facility was well maintained and cleaned at the time of inspection.           |     |
| 19. Depth Markings  | Yes |
| Depth markings were noted to be legible and visible at the time of inspection |     |
| 20. Recirculation System  | Yes |
| 21. Disinfection Equipment  | Yes |
| 22. Pool Equipment  | Yes |
| 23. Pool Lighting   | Yes |
| 24. Sanitary Facilities   | Yes |
| 25. Water Flume Slides  | Yes |
| 26. Wave Pools  | Yes |
- 

**Actions Taken**

**Received By:**



Kevin McConnell

**Inspector:**



Olamide Adebogun, Public Health Inspector



**Saskatchewan Health Authority**  
**Recreational Water - Swimming Pool - Indoor**  
**Inspected by: Olamide Adebogun**

Saskatchewan Health Authority  
 (306) 446-6400  
 101-11427 Railway Ave  
 North Battleford SK S9A 3G8  
 Canada

<p><b>Mail To:</b> City of North Battleford</p> <p>Box 460          North Battleford SK S9A 2Y6          CANADA</p> <p><b>Attention:</b> City of North Battleford</p> <p><b>Facility Inspected:</b>          Battlefords Coop Aquatic Centre Competition Pool,          026473          Michelle Horncastle          (306) 445-1746</p>	<p><b>Inspection Date:</b> 13-Sep-2022 12:31</p> <p><b>Site Address:</b> 623 Carlton Trail          North Battleford SK S9A 3P7          Canada</p> <p><b>Phone Number:</b> (306) 445-1745</p> <p><b>Fax Number:</b></p> <p><b>Email:</b> mhorncastle@cityofnb.ca</p> <p><b>Violations:</b> 0</p>
<p><b>Facility Type:</b> Swimming Pool, Swimming Pool - Indoor  <b>Re-inspection Priority:</b> Low  <b>Delivery Method:</b> Email  <b>Certified Pool Operator:</b> 1</p>	
<p><b>Inspection Type:</b> Routine  <b>Inspection Reasons:</b> Compliance</p>	
<p><b>Opening Comments and Observations:</b>          The operator noted the pool was closed to the public for two weeks for general maintained.</p>	

No = Not In Compliance N/O = Not Observed Yes = In Compliance N/A = Not Applicable

**Administration**

- |  |            |
|--|------------|
| <p>1. Licence</p> <p><b>A new licence will be reissued and sent to the address on file.</b></p>                    | <p>Yes</p> |
| <p>2. Employee Training</p> <p><b>Operator onsite has successfully completed the operator training course.</b></p> | <p>Yes</p> |

**Water Quality**

- |  |            |
|--|------------|
| <p>3. Water Clarity</p> <p><b>The clarity of the water was excellent and the bottom of the water was observed to be visible from the edge of the pool at the time of inspection.</b></p>                         | <p>Yes</p> |
| <p>4. Bacteriological Water Quality</p> <p><b>Bacteriological was done in August, and the Operator noted a new one would be done this month. A bacteriological sample was collected on this date by PHI.</b></p> | <p>Yes</p> |

**Battlefords Coop Aquatic Centre Competition Pool (Swimming Pool - Indoor) [026473]      Swimming Pool - Indoor Inspection Report**

**Facility Contact:** City of North Battleford [2277]

**Facility Address:** 623 Carlton Trail, North Battleford SK S9A 3P7 Canada

**Completed:** 13-Sep-2022 12:31

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- |                               |   |     |
|-------------------------------|---|-----|
| 5.                            | Disinfection<br><b>Chlorine levels was observed at required concentration</b><br>Readings Taken:<br>- 11:12 AM - Free chlorine in Shallow End.: 2.2mg/L<br>- 11:12 AM - Total in Shallow End.: 3.3mg/L<br>- 11:12 AM - Oxidation reduction potential in On the reader.: 752mg/L | Yes |
| 6.                            | pH Control<br><b>pH was within range at the time of inspection.</b><br>Readings Taken:<br>- 11:23 AM - pH in On the reader.: 7.9pH<br>- 11:42 AM - pH in Shallow End: 7.7pH   | Yes |
| 7.                            | Water Chemistry<br><b>Alkalinity was good at the time of inspection.</b><br>Readings Taken:<br>- 11:08 AM - Total Alkalinity in Shallow end: 100mg/L  | Yes |
| 8.                            | Temperature<br><b>Temperature was good at the time of inspection.</b><br>Readings Taken:<br>- 3:45 PM - Temperature in On the reader.: 85°F   | Yes |
| 9.                            | Continuous Operation<br><b>Recirculation system are operated continuously.</b>  | Yes |
| 10.                           | Testing Equipment   | Yes |
| 11.                           | Record Keeping  | Yes |
| <b>Safety and Supervision</b> |   |     |
| 12.                           | Safety  | Yes |
| 13.                           | Signage   | Yes |
| 14.                           | Incident Report Forms   | Yes |
| 15.                           | Maximum Swimmer Load  | Yes |
| 16.                           | Safety Plan<br><b>Safety plan was last updated in year 2021, next update will be done in 2023.</b>  | Yes |
| 17.                           | Supervision   | Yes |

**Battlefords Coop Aquatic Centre Competition Pool (Swimming Pool - Indoor) [026473]**      **Swimming Pool - Indoor Inspection Report**

**Facility Contact:** City of North Battleford [2277]

**Facility Address:** 623 Carlton Trail, North Battleford SK S9A 3P7 Canada

**Completed:** 13-Sep-2022 12:31

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**Physical Environment**

- |  |     |
|--|-----|
| 18. Facility Cleaning and Maintenance  | Yes |
| <b>Facility was well maintained and cleaned at the time of inspection.</b>           |     |
| 19. Depth Markings   | Yes |
| <b>Depth markings were noted to be legible and visible at the time of inspection</b> |     |
| 20. Recirculation System   | Yes |
| 21. Disinfection Equipment   | Yes |
| 22. Pool Equipment   | Yes |
| 23. Pool Lighting  | Yes |
| 24. Sanitary Facilities  | Yes |
- 

**Actions Taken**

**Received By:**



\_\_\_\_\_  
Kevin McConnell

**Inspector:**



\_\_\_\_\_  
Olamide Adebogun, Public Health Inspector

**Saskatchewan Health Authority**  
**Recreational Water - Whirlpool - Indoor**

Inspected by: **Marden Quiambao**

Saskatchewan Health Authority  
 (306) 820-6225  
 101-4910 50 Ave  
 Lloydminster SK T9V 0W6  
 Canada

<p><b>Mail To:</b> City of North Battleford</p> <p>Box 460          North Battleford SK S9A 2Y6          CANADA</p> <p><b>Attention:</b> City of North Battleford</p> <p><b>Facility Inspected:</b>          Battlefords Coop Aquatic Centre Whirlpool, 026474          City of North Battleford          (306) 445-1746</p>	<p><b>Inspection Date:</b> 22-Mar-2022 12:46</p> <p><b>Site Address:</b> #4, 623 Carlton Trail          North Battleford SK S9A 2Y6          Canada</p> <p><b>Phone Number:</b> (306) 445-1745</p> <p><b>Fax Number:</b></p> <p><b>Email:</b> jhargreaves@cityofnb.ca</p> <p><b>Violations:</b> 1</p>
<p><b>Facility Type:</b> Whirlpool, Whirlpool - Indoor  <b>Re-inspection Priority:</b> Low  <b>Delivery Method:</b> Email  <b>Certified Pool Operator:</b> 1</p>	
<p><b>Inspection Type:</b> Routine  <b>Inspection Reasons:</b> Compliance</p>	
<p><b>Opening Comments and Observations:</b>          Co-inspection done with PHI Jen</p>	

N/A = Not Applicable No = Not In Compliance N/O = Not Observed Yes = In Compliance

- 1. Licence Yes
- 2. Employee Training Yes

**Water Quality**

- 3. Water Clarity Yes
- 4. Bacteriological Water Quality Yes  
 Please ensure pseudomonas is being taken for the Whirlpool when taking monthly samples.  
 Water Samples taken by PHI
- 5. Disinfection Yes

Readings Taken:

- 12:15 PM - Free Chlorine : 3.4mg/L
- 12:15 PM - Total Alkalinity : 3.4mg/L

**Facility Contact:** City of North Battleford [2277]  
**Facility Address:** #4, 623 Carlton Trail, North Battleford SK S9A 2Y6 Canada  
**Completed:** 22-Mar-2022 12:46

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6.	pH Control	Yes
	Readings Taken: - 12:15 PM - pH: 7.6pH	
7.	Water Chemistry	No
	<b>Please ensure Alkalinity is maintained between 80-120mg/L</b>	
	Readings Taken: - 12:15 PM - Total Alkalinity : 70mg/L - <i>Alkalinity is not maintained within the range of 80-120 mg/L as required in section 4.1.6 of The Whirlpool Design and Operational Standards.</i>	
8.	Temperature	Yes
	Readings Taken: - 12:17 PM - Temperature : 104°F	
9.	Continuous Operation	Yes
10.	Testing Equipment	Yes
11.	Record Keeping	Yes
12.	Safety	Yes
13.	Signage	Yes
14.	Incident Report Forms	Yes
15.	Maximum Swimmer Load	Yes
16.	Safety Plan	Yes
17.	Supervision	Yes
18.	Emergency Shut-off	Yes
19.	Facility Cleaning and Maintenance	Yes
20.	Recirculation System	Yes
21.	Disinfection Equipment	Yes
22.	Pool Equipment	Yes

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**Actions Taken**

**Facility Contact:** City of North Battleford [2277]

**Facility Address:** #4, 623 Carlton Trail, North Battleford SK S9A 2Y6 Canada

**Completed:** 22-Mar-2022 12:46

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**Received By:**



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Kevin McConnell

**Inspector:**



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Marden Quiambao, Public Health Inspector

**MEETING DATE:** February 21, 2023**MEETING:** Planning Committee**TO:** Randy Patrick; City Manager**FROM:** Lindsay Holm; Director of Protective Services**SUBJECT:** City Emergency Plan Review and Alignment**Background Information**

As council is aware, the Battlefords Regional Emergency Management Group presented a Regional Emergency Management Plan to council for approval. Council has approved this document. With this approval it is now time to focus my attention back to the Cities Emergency Plan. I have completed a revision of this plan that I would like to submit to the consultants who assisted with the regional plan. The reason for this is to ensure continuity and alignment of the two plans.

**Strategic Goal(s)**

The review of this plan meets the following strategic directions of Council:

- Regional Hub
- Community Health and Safety

Ensuring the Cities Emergency plan aligns with the regional plan facilitates emergency preparedness for both the city and surrounding communities by having functional emergency plans that align with each other.

Having a regional and updated City emergency plan ensures systemic readiness in the event of a major emergency which will play a major role in the health and safety of community members.

**Discussion and Comment**

During the 2023 budget process 15,000.00 was set aside for consulting purposes. It is my intent to utilize these funds to ensure that the city emergency plan draft that I have completed aligns with the new regional plan. It is also my intent to utilize the same consultant to review the new City plan. I have been able to secure the same funding model that was applied to our grant process. The consultant has provided me with a quote for the completion of the work for 14,000.00. They have indicated that should they achieve the review for under that amount the remaining money would be utilized for testing the plan through a mock exercise.

The plan once reviewed by the consultant would then be reviewed by our Emergency Planning Committee prior to being presented to council for adoption.

**Budget Issues**

No additional costs will be applied to this project as it was budgeted for in 2023.

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	<b>Amount</b>
Previously committed	15,000
Recommended proposal	<u>14,000</u>
Total cost of project	<u>15,000</u>

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Budget	15,000
Contingency/unspent	1,000

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Values listed above include PST and exclude GST

**Public Notice and Communication**

None required

Respectfully submitted,

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Lindsay Holm  
Director of Protective Services  
Protective Services

**Approvals: (signatures required prior to presentation to Council)**

Director: 

Date: Feb 16, 2023

City Manager: 

Date: Feb 16, 2023



To: North Battleford city council, North Battleford Parks and Recreation Department, North Battleford Co-op Aquatic Centre managers and staff.

The citizens of North Battleford and area would like to draw attention to the inadequate swimming opportunities to swim during the early-bird swim (currently only scheduled Monday and Tuesday 6:30 to 8:00am) and the cancelling of the daily evening swim time from 8:00 to 9:00pm (currently pool closes nightly at 8pm). The citizens signing below would like swim times returned to the schedule prior to Covid 19 outbreak which was Monday, Wednesday, and Friday from 6:30 to 8:00am for the Early Bird swim and the evening swim Monday thru Sunday from 8:00 to 9:00pm returned to swim schedule.

Name (print)

Phone #

Date

Signature

To Whom it May Concern,

Please take note. This was a survey not a petition and was organized to let the City of N.B. know what the citizens of N.B. would like to see.

The names were collected inside the aquatic center by one person in a very small time frame. Wednesday Feb. 1st 9A.M - 10 A.M, and 4:30 P.M. - 7:00 P.M. .

Thurs. 11:45 A.M - 1:15 P.M Feb. 2<sup>nd</sup>. On ~~Thurs~~ Saturday Feb. 4th I collected names for 5 minutes (12 noon - 12:05) and was told by Management that I was not allowed to solicit a petition inside the aquatic center building. I ended the survey at that moment which ended collecting hundreds of names.

The overall response from the public was they would like to see pre-Covid hours so every one could utilize the facility. The names collected are only taken from adults. We all look forward to the new and improved hours.

Thanks for Your time  
Mark Hatchuk  
Avid 55 year PATRON

**Name (print)**      **Phone #**      **Date**      **Signature**

Glenn Nachtigale



Jan 31/23

A handwritten signature in black ink, appearing to be 'G. Nachtigale'.

This gentle man organized all the paper work  
for this survey

# All Names acquired from adults at the Aquatic Center

Name (print)	Phone #	Date	Signature
Leahna King	[REDACTED]	Feb 1/23	[Signature]
Desiree Lotters	[REDACTED]		[Signature]
Michael Lotters	[REDACTED]		[Signature]
Myron Wise	[REDACTED]	Feb 1, 2023	[Signature]
Jimmy Greenwald	[REDACTED]	Feb 1, 2023	Jimmy Greenwald
Jason Wiebe	[REDACTED]	Feb 1 2023	Jason Wiebe
Ann Fornaci	[REDACTED]	Feb 1 2023	[Signature]
Geoff Thiel	[REDACTED]	Feb 1/23	[Signature]
<del>XXXXXXXXXX</del>	<del>XXXXXXXXXX</del>	<del>XXXXXX</del>	<del>XXXXXXXXXX</del>
MANDELISA	[REDACTED]	Feb 1	[Signature]
Amanda Kerton	[REDACTED]	Feb 1	[Signature]
Darius Albert	[REDACTED]	Feb 01	[Signature]
Aya Mohammed	[REDACTED]	Feb 01	[Signature]
LAWRENCE MALLU		Cochin	
LITA MUBUS		Cochin	
MARLENE MORRISON		Cochin	(800) 608-2
Connie Dutton		NB	[REDACTED]
ANITA COE		FEB 1/23	[Signature]
Jen Chapin	[REDACTED]	Feb 1	[Signature]
AMBER BURNETT	[REDACTED]	Feb 1	[Signature]
Sesse Olson	[REDACTED]	Feb 1	[Signature]

**Name (print)      Phone #      Date      Signature**

JULIO RUBION      [REDACTED]      10/23      JR

JESSICA BRACY      [REDACTED]      10/21, 2023      JBracy

Ken Sanders      [REDACTED]      FBI.      KS

Erin Storchie      [REDACTED]

WILLIAM DE KANE      [REDACTED]      FBI      [Signature]

Richard A. Evans      [REDACTED]      Feb. 1/23 R Evans

Andra Stabe      [REDACTED]      [Signature]

Michael Starn      [REDACTED]      [Signature]

Kofi Young      [REDACTED]      2023      [Signature]

Cardice Pritchard      [REDACTED]      1, 2023      [Signature]

Connie Mack      [REDACTED]      10 01 2023      [Signature]

Preston Cook      [REDACTED]      Feb 01, 2023      [Signature]

Alex Anderson      [REDACTED]      1/23      [Signature]

Lauren Steal      [REDACTED]      023      [Signature]

Ross Lowe      [REDACTED]      Radisson, Sk

Robin Davis      [REDACTED]      [Signature]

Billy-Joe Starr      [REDACTED]      1/23      [Signature]

R Flource      [REDACTED]      [Signature]

NP Jay      [REDACTED]      [Signature]

ADR      [REDACTED]      [Signature]

MARTIN DEK      [REDACTED]      [Signature]

Kevin Ryhorch      [REDACTED]      [Signature]



**Name (print)      Phone #      Date      Signature**

Daniel OBORO wsty

Daniel Oboro  
2023 NP

Wayne Haidel

2023 NP

Wayne Dawyd

Feb 1 / 23

Jim Kodan

Feb 1 / 23

Kim Rod

Feb 1

Philip

Feb. 1

Don Hurd

Feb 1

Burke Wehrhahn

Feb 1 / 23

Eugene Oboro wsty

Feb 1 / 23

Licky Maccasja

~~M. Kalyan~~

~~Amanda I~~

Feb 11 / 23

Amanda Grosjean

Feb 1 / 23

Daren Truelae

Feb 1 / 27

Cheri Frey

23

Lilija Rudenko

1/23

Dane Starucki

1/23

Ashla W. Hurd

Feb 11 / 23

Shantel Soare

4 Feb 1 / 23

Amber Pidwerbetski

Dukli Peterson

Tanya Kemp

Kemp

Clarence A. Bernaine Feb 1 / 23

**Name (print)      Phone #      Date      Signature**

LYLE VOIGT

[Redacted]

FEB 1/23

[Signature]

Joan Voigt

[Redacted]

Feb 1/23

[Signature]

Alan Tatchell

[Redacted]

Feb 1/23

[Signature]

Wendy Chumik

[Redacted]

Feb 1/23

[Signature]

Sawne Sharyk

[Redacted]

Feb 1/23

[Signature]

Karen Restig

[Redacted]

Donna Berto

[Redacted]

Feb 1/23

[Signature]

Colleen Burch

[Redacted]

Feb 1/23

[Signature]

Melissa O'Quinn

[Redacted]

Feb 1/2023

Kathy Greni

[Redacted]

[Signature]

Barry Dejenstein

[Redacted]

Feb 01.2023

[Signature]

Matthew Bauer

[Redacted]

[Signature]

Jules [unclear] & Heidi [unclear]

[Redacted]

/Feb. 1

Marty Meiers

[Redacted]

Feb 1

[Signature]

23

Melvin Wells

[Redacted]

Feb 1

[Signature]

James [unclear]

[Redacted]

Feb 1

Heather Guthrie

[Redacted]

Feb 1

[Signature]

Barry Verhoeven

[Redacted]

Feb 1

[Signature]

Mike [unclear]

[Redacted]

Kerin Hawkins

[Redacted]

Ashley Zyzomirski

[Redacted]

Brittany Corbeil

[Redacted]

Hannah Harris

[Redacted]

**Name (print)      Phone #      Date      Signature**

Paul Schwingenschlaeger      Paul Schwingenschlaeger

Jacoline      Feb 1      Jacoline

Jayice Sharp      Feb 1      Jayice Sharp

Jason Stae      Feb 1      Jason Stae

Hobby Fort      Feb 1      Hobby Fort

Candace Beaudry      Feb 1      Candace Beaudry

Todd Dmytryshyn      Feb 1      Todd Dmytryshyn

Melissa Dussault      Feb 1      Melissa Dussault

Susan Dussault      Feb 1      Susan Dussault

Jonathan Swift      Feb 1      Jonathan Swift

Daniella Cox      Feb 1      Daniella Cox

Krista Pidwerbeske      Feb 1      Krista Pidwerbeske

Kim Bendael      Feb 1      Kim Bendael

Martina Sapach      Feb 1      Martina Sapach

Howard Bester      Feb 1      Howard Bester

Terrence Thomas      01/02/23      Terrence Thomas

Philip Mcbee      Feb. 1. 2023      Philip Mcbee

Blaine Bentley      Feb 1/2023      Blaine Bentley

Michelle Lachelle      Feb 1/2023      Michelle Lachelle

Michael Rosedow      Feb 1 /2023      Michael Rosedow

Greg Barron      Feb 1 23      Greg Barron

Amanta Rosenthal      Feb 1, 23      Amanta Rosenthal

Mark Tamm      Feb' 23      Mark Tamm



Name (print)

Phone #

Date

Signature

POYUSH

Jamara Mm

Alexander Swift

Valentina Fox

Kenzie Swift

Abe Klalben

Abe Neufeld

Jacob Dick

A. Gatzke

JUDY TOMANEK

APRIL NELSON

Carmen Koehl

Mike Magarik

MIKE ALVES

Dany [Signature]

RYAN B. FAUBER

[Signature]

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