

File No. 04-1000-20-2016-146

June 3, 2016

s.22(1)

Dear s.22(1) :

Re: Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")

I am responding to your request of April 27, 2016 for:

All information regarding the Vancouver Park Board policy that prohibits anyone under the age of 13 from training or being trained at any Park Board Community Centre, including but not exclusive to, who was involved in the policy, notes, correspondence, email, staff recommendations, and public input into this policy, from January 1, 2010 to April 27, 2016.

All responsive records are attached.

Under section 52 of the Act you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your request. The Act allows you 30 business days from the date you receive this notice to request a review by writing to: Office of the Information & Privacy Commissioner, info@oipc.bc.ca or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number assigned to your request (#04-1000-20-2016-146); 2) a copy of this letter; 3) a copy of your original request for information sent to the City of Vancouver; and 4) detailed reasons or grounds on which you are seeking the review.

Please do not hesitate to contact the Freedom of Information Office at foi@vancouver.ca if you have any questions.

Yours truly,



Barbara J. Van Fraassen, BA
Director, Access to Information
City Clerk's Department, City of Vancouver

Encl.

:kt

Weight Training for Youth Research

	West Vancouver	Port Moody	Township of Langley	North Vancouver	Hope	Olympic Oval	Delta	Vancouver
Ages Allowed in Centre	13+	13+	13+	13+	13+	13+	13+	13+
Are orientations Mandatory/What age	Yes, 13-15	Yes, 13 – 15	Yes, 13 – 15	Yes, 13 – 14	Yes, 13-15	Yes, 13-16	Yes, 13-15	13-15 year olds recommended but not mandatory
Cost of Orientation	free		Orientation is included with admission	\$10		free	\$25 or Free at Youth Night	Included with normal youth admission fee
What is included?	about 20 min: brief overview of etiquette and safety and basic use of a couple of pieces of equipment		Tour of facility, overview of etiquette and safety, intro 6 exercise machine weight training program (with set up for each person)	An hour. Including machine/equipment use, etiquette, and a basic strength program 6-7 exercises				a personalized training program, instruction on how to use the equipment safely and effectively and gym etiquette
Is Parental Supervision required? What age?			no	13-14 yrs Must attend during Teen Times only (Approx 3 – 5 pm) or be accompanied by an adult at other times.		Those aged 13 and 14 years must be accompanied by a parent or legal guardian.		No. Youth 13 and over may be unsupervised in our facilities
Are there limited times they can use facility?	No	Can only come at Teen Time daily 3 – 5pm, weekends and holidays 11 – 1 and 3 – 5	no	13-14 yrs Must attend during Teen Times only (approx 3 – 5 pm) or be accompanied by an adult at other times.	Mondays, Wednesdays and Fridays (3:30pm-6:30pm) and Saturdays 1:00pm-4:00pm.	13 – 14/15 yr olds can ONLY come during specified times	No	No. We do have some designated Youth Weight Training times in a few of our facilities but these times are not exclusive to youth.
What training does the attendant require?			Our staff don't necessarily have specialty training – it just our fitness attendants that conduct the orientations	Must be fitness advisor (H&L) (This is a PT or Kinesiologist)		Our staff don't necessarily have specialty training – it just our fitness attendants that conduct the orientations		No special training other than Weight Training or Personal Training certification



Fitness Programmer Meeting Minutes Wednesday March 26, 2014 Percy Norman Room

Present: Bruce McLellan, Jaine Priest, Steve Tautscher, Jody Gunderson (minutes), Bruce MacWilliam Guests: Peter Fox (beginning of meeting for discussion on support workers)	Action
Programs - Personal Training, Indoor Cycling, Wristband-O-Rama <ul style="list-style-type: none"> Healthiest winner going to Dunbar next, West End expressed interest in having the program go there Wristband-O-Rama incentive program began at Dunbar and there are 144 entrants 	Info
Personnel Performance Reviews. <ul style="list-style-type: none"> Tracking sheet in VanDocs has been updated. 2014 Work Plans <ul style="list-style-type: none"> Steve will share the work plan template that he and Darren used for 2014 Fitness Programmer work plans. Fitness Centre Worker Position <ul style="list-style-type: none"> Jaine emailed out to Lower mainland group to get info on certifications accepted, interview questions and screening processes - still waiting on response 	Info Steve, Bruce Mac Jaine
Budget <ul style="list-style-type: none"> Bruce Mac to book meeting with John Brossard - SAP favourites, variance reports and to work on setting 2015 budgets. 	Bruce Mac
Maintenance <ul style="list-style-type: none"> Connexion Fitness Contract- Bruce Mac will look at date of renewal on existing contract. Reports on beauty bells coming loose and falling apart at Kits, waiting on Life Fitness response. 	Bruce Mac Steve
Standards <ul style="list-style-type: none"> Draft of the minimum age requirement for Fitness Centres went to Darren for review. Paper towel vs cloth - still TBD due to lack of budget 	Darren
P2P process <ul style="list-style-type: none"> Information on current instructors requested by Doug Taylor was submitted. 	Info
Staff Manual <ul style="list-style-type: none"> Jaine gave out a new sheet to replace the existing one in our staff manuals entitled Information & Procedures for External Rehab Specialists. New staff manuals are now at all sites as a resource. 	Info
In Service: <ul style="list-style-type: none"> Online surveys will come out to all staff to help us plan for next year's in-service. 	Info
Orientations/Consultations <ul style="list-style-type: none"> Please submit Jan-March spreadsheets to Jaine for tracking. 	Larry, Bruce Mcl, Steve and Jody
Attendants/Support workers <ul style="list-style-type: none"> Peter would like us to be on the same page with our expectations with attendants/support workers and what is expected when they support a client in our fitness facilities. Should a support worker be allowed to work 	

<p>out independant of their client? Much discussion took place on the development of a support worker card similar to the rehab therapist card. We agreed that access services needs to be involved.</p>	
<p>Marketing</p> <ul style="list-style-type: none"> • Review site specific sheets circulated by Jaine for website updates - completed in the meeting 	<p>Info</p>
<p>Programmer updates</p> <ul style="list-style-type: none"> • Bruce - many incidents at Mount Pleasant, plates, bars and lifting platforms being removed from Creekside, Bruce to supply list to Bruce Mac on what will be needed to replace, West End Association is buying a stretching platform for the fitness centre, will order a calf raise wooden box to try and report back to the group • Steve - Clarification needed on CPR expiry should be 1 year like lifeguards or 2 year, direction requested on headware and what is appropriate for fitness centres • Jody, Jaine - all is fine 	<p>Info</p>

Next Meeting: Wednesday April 9,2014, 10:00am, Hillcrest Meeting Room



Fitness Programmer Meeting Minutes Wednesday Apr 9, 2014 Hillcrest Meeting Room

Present: Bruce McLellan, Jaine Priest, Steve Tautscher(minutes) Jody Gunderson, Bruce MacWilliam(chair) Regrets: Larry Turko	Action
Review of Mar 26, 2014 minutes	
New Business Programs - Personal Training, Indoor Cycling, Wristband-O-Rama <ul style="list-style-type: none"> • Bruce asked for info on approximate costs to run the Indoor Cycling classes run per year; broken down into capital, repairs, parts and maintenance <ul style="list-style-type: none"> -Cost to replace 100 bikes -Cost for maintenance -59 classes/week for all sites -Cost for repairs -Cost for parts such as seats, pedals etc. • Indoor Cycling Program - discussion about instructor rates and need for instructors. Jodi is meeting with 2 potential instructors and Steve needs a Fri 6pm instructor and more subs • Jaine reported that we are competitive with public recreation cycling programs in our instructor rate and pricing of classes • It was decided more discussion is needed • Wrsitband o Rama - waiting for Larry to get results from Dunbar 	<p style="text-align: center;">Bruce/All</p> <p style="text-align: center;">Bruce/All</p> <p style="text-align: center;">Larry</p>
Personnel 2014 Work Plans <ul style="list-style-type: none"> • Steve sent the template to all Programmers and Bruce that he and Darren completed for the first quarter. Fitness Centre Worker Position <ul style="list-style-type: none"> • Jaine emailed out to Lower mainland group to get info on certifications accepted, interview questions and screening processes and Bruce and Jaine attended Lower mainland meeting; Most municipalities accept almost all certifications • It was decided that the group hiring with post-secondary education requirements and the practical component should filter out the candidates that aren't strong in leadership, fitness knowledge etc. regardless of which certification they have • Jaine has almost finalized the FCW job posting- will show to the group when complete 	<p style="text-align: center;">Info</p> <p style="text-align: center;">Jaine/All</p> <p style="text-align: center;">Jaine</p>
FERP 2014 <ul style="list-style-type: none"> • Bruce Mac asked if the remaining small size dB's had been delivered to complete the melting dB issue. Bruce Mac will check with Richard about an actual invoice to see what was delivered 	Bruce Mac
FC equipment in storage - Most of the equipment from the relocation of replaced equipment has been allocated and delivery will start on Apr 10th	Steve
Budget <ul style="list-style-type: none"> • No Flash reports for Jan - Mar 2014 	Bruce Mac
Maintenance <ul style="list-style-type: none"> • Connexion Fitness Contract- Bruce Mac and Jaine are working on the new RFQ for the equip. maintenance contract • Reports on beauty bells coming loose and falling apart at Kits, waiting on 	Bruce Mac Jaine & Steve

<ul style="list-style-type: none"> • Life Fitness response. • Jodie asked about the service as she has had some delays at Champlain 	Jodie
Standards <ul style="list-style-type: none"> • Draft of the minimum age requirement for Fitness Centres went to Darren for review. • Paper towel vs cloth - still TBD due to lack of budget 	Darren
Orientations/Consultations <ul style="list-style-type: none"> • Please submit Jan-March spreadsheets to Jaine for tracking. 	Larry, Bruce Mcl, Steve and Jody
Marketing <ul style="list-style-type: none"> • FC Open house details needs to be reworked, how many days, sites etc. 	Bruce Mac
Programmer updates <ul style="list-style-type: none"> • Bruce - all is good, Bruce Mac and Steve met to discuss equipment for Creekside once platforms are removed • Steve - all is good • Jody, Jaine - all is fine 	Info

Next Meeting: Wednesday April 23, 2014, 10:00am, Hillcrest Meeting Room



Fitness Programmer Meeting Minutes Wednesday May 7, 2014 Hillcrest Meeting Room

Present: Bruce McLellan, Jaine Priest(minutes), Steve Tautscher, Larry Turko Jody Gunderson, Bruce MacWilliam(chair) Regrets:	Action
Review of Apr 9, 2014 minutes	
New Business Programs - Personal Training, Indoor Cycling, Wristband-O-Rama <ul style="list-style-type: none"> • Wristband o Rama - 256 participants, Jaine to do analysis on participants • Personal Training revenue up about 18% at sites such as Creekside, Dunbar, Trout Lake , January PT promotion successful • Cycle classes - Hillcrest and Trout Lake revenue down slightly, Dunbar on par with last year • Kits - only 1 person showing up for Thursday cycle class • Champlain will decrease cycle classes for the summer 	Bruce/All
Stored Equipment <ul style="list-style-type: none"> • Need to activate stored equipment asap. Keiser Bikes 1 to Strathcona, 1 to Marpole. 2 Treadmills to Creekside. 1 Treadmill on hold for Templeton. Squat Rack, Power Rack and 2 upright bikes for buy back. 	Bruce
Mount Pleasant Apex <ul style="list-style-type: none"> • Apex falling apart, Bruce to get parts from Life Warehouse, Champlain or WE dungeon 	Bruce Mc
Personnel 2014 Work Plans <ul style="list-style-type: none"> • Work Plans should be generated from Fitness and Rink Supervisor and Bruce not Hub Supervisors Fitness Centre Worker Position <ul style="list-style-type: none"> • Jaine and Bruce will talk to Tammy Reid regarding how the new HR recruitment team will assist with the posting and hiring process • All FC worker resumes should be sent to Jaine and Bruce • Jaine working on screening template • Jaine to work on PT and Cycle Instructor postings 	Info Bruce/Jaine Jaine
FERP 2014 <ul style="list-style-type: none"> • Still trying to secure additional funding • Keiser bikes to be added 3 Champlain, 2 Dunbar, 2 Trout Lake 	Bruce Mac
Budget <ul style="list-style-type: none"> • Flash reports for Jan - Mar 2014 reviewed. • Everyone to practice going into SAP and getting information. • Jaine will send out usage stats every report period 	All
Maintenance <ul style="list-style-type: none"> • 3 year contract • Requisition waiting for approval • Look at Lifefitness contract next 	Bruce Mac Jaine
Standards <ul style="list-style-type: none"> • Draft of the minimum age requirement for Fitness Centres went to Darren for review • Jaine got additional feedback from other municipalities, CSEP, and Can Fit Pro, there is no consistent policy. 	Darren

<ul style="list-style-type: none"> • Right now we will keep the process the same but in the future we will direct under 13 to training outside the Fitness Centre ie. With a PT or in a Youth Training class • Paper towel vs cloth - still TBD due to lack of budget 	
Orientations/Consultations <ul style="list-style-type: none"> • Jaine presented some preliminary analysis on the tracking forms and feedback forms. • Bruce to send Jaine information by Friday • Feedback form boxes - please send Jaine a list of how many you would like for your sites 	Bruce Mc Steve, Larry, Bruce, Jody
Marketing <ul style="list-style-type: none"> • Fitness Centre open house and Move for Health Day • All staff in place, on site Supervisors should connect with staff and ensure they are clear on what they will be doing that day • Supervisors should provide contact numbers and get a list of staff contact numbers 	Bruce Mac, Bruce Mc, Jaine , Jody
Regional Staff Meetings <ul style="list-style-type: none"> • Please ensure these are completed before the summer • Book Connexion first 	All
Programmer updates Steve - Keiser Bike seats, testing new bike seats and will give us feedback <ul style="list-style-type: none"> • Trout - put 5 new belts on Treadmills for future rotation • Ken and Renfrew - will get Wristband draw boxes Jody <ul style="list-style-type: none"> • trying out 3 new spin instructors at Hillcrest and will forward info to everyone 	Info

Next Meeting: Wednesday May 21, 2014, 10:00am, Hillcrest Meeting Room



Fitness Programmer Meeting Minutes Wednesday July 23, 2014 Hillcrest Centre

Present: Bruce McLellan , Jaine Priest(minutes), Steve Tautscher, Larry Turko, Bruce MacWilliam, Darren Peterson regrets: Jody Gunderson	Action
Review July 2, 2014 minutes	
New Business Discuss the Kinesis units at Kits <ul style="list-style-type: none"> • Patrons upset about moving Kinesis to stretching area • After discussion the best option would be to move 1 of the machines to the Kits stretching area and 1 to Dunbar • Larry will ask Kits committee if they pay for the move • Steve or Bruce Mc will call the Oval and YWCA to see if they still have their Kinesis units and if so how do they like them 	Larry/ Bruce Mc, Steve
Programs - Personal Training, Indoor Cycling <ul style="list-style-type: none"> • Indoor cycling instructors at Trout Lake and Hillcrest need to be switched to PB venders asap • PB Personal Trainer cards were given out, Jaine will send policy to everyone 	Jaine/Steve Jaine
Personnel <ul style="list-style-type: none"> • No more dual status to be added for employees who want to start Personal training or teaching indoor cycling • Darren and Bruce to speak to Barb Wood about how to proceed • Group hiring for Hillcrest RPT and Casual staff should be initiated • Draft screening grid and process reviewed and Jaine will send out to everyone for feedback • Jaine to develop a citywide sub-list which everyone needs to fill out in Van Docs 	Darren/Bruce Jaine
FERP 2014 <ul style="list-style-type: none"> • Revised quote is more than anticipated • Bruce developed lists for priority purchases • Still depends on additional funding 	Bruce Mac
Outcome Based Budget <ul style="list-style-type: none"> • Need metrics to support extra staffing requests Variance Reports <ul style="list-style-type: none"> • Need to add estimated year end revenue/expenses in a dollar amount to all variance reports • Add any mitigation strategies if needed such as trimming staff or increasing revenue by getting on site staff to check wristbands (Creekside) 	All
Maintenance <ul style="list-style-type: none"> • Draft with Susie's comment has been sent to Philip • Connexion not responding to call outs, cc Bruce on all emails • Bruce to find out if we can contact another provider if he does not respond 	Bruce Mac
Marketing <ul style="list-style-type: none"> • Please fill out important dates document in Van Docs 	All
OH&S <ul style="list-style-type: none"> • none 	
Standards <ul style="list-style-type: none"> • Minimum age is with Susie right now. Recommendation based on Lower mainland survey is 13 years old. 	Info
Regional Staff meeting:	All

<ul style="list-style-type: none"> • Please get you staff meeting minutes to Jaine by Monday July 28 	
Coach's Eye App <ul style="list-style-type: none"> • some trainers using devices to video clients in the Fitness Centre, as we do not allow photographic devices in the Fitness Centre please inform your trainers that they should go to another room to video their clients 	Info
Staff/Trainers bringing equipment and leaving for the public to use <ul style="list-style-type: none"> • some staff and trainers have been bringing in equipment and leaving it for the public to use • unless we purchase the equipment , which must be commercial quality, they are not to be used by the public or to remain in the facility 	Info
Stored Equipment <ul style="list-style-type: none"> • 1 Treadmill and 1 adjustable bench to be delivered to Champlain • 2 Spin Bikes to Dunbar • Bruce and Jaine to review equipment missing from warehouse inventory 	Larry/ Jody Bruce Mac/Jaine
Staff Updates Jody - will be off next Steve - Staff still need to tighten bolts on new strength equipment every week, Bruce Mac to contact Richard regarding this	Info

INDIVIDUAL MEETINGS (Budgets) - in the next 2 weeks

NEXT MEETING: WED August 13, 2014; Hillcrest Centre 10:30am



Fitness Programmer Meeting Minutes Wednesday July 2, 2014 Hillcrest Centre

Present: Bruce McLellan , Jaine Priest, Steve Tautscher (minutes) Larry Turko, Bruce MacWilliam, Darren Peterson regrets: Jody Gunderson	Action
Review June 18, 2014 minutes	
New Business Discuss the Kinesis units at Kits and the placement and the Kits Fitness Committee suggestions <ul style="list-style-type: none"> • Walk around Kits Fc and discussed where the Kinesis units could be moved • Discussion about the Kinesis units and ; Steve will call the Oval and YWCA to see if they still have their Kinesis units and if so how do they like them • Steve mentioned that it isn't easy to order cables from Technogym and now that the units at TL are 2 years old the cables have to be replaced at least once per year at \$275 per cable plus 2 hours of service time 	All
Fitness Committees <ul style="list-style-type: none"> • Discussion about which Community Centre's still have Fitness Committee's • It looks like Kits is the only Centre with a Fitness Committee • Discussion about how the Fitness Committee is an advisory committee and their suggestions are brought to the City Fitness Team 	All
Programs - Personal Training, Indoor Cycling <ul style="list-style-type: none"> • No new staff are allowed to teach indoor cycling or do Personal Training; staff that have dual status can continue training for now • Switch from Association to PB should happen soon at Hillcrest and TL • The Kits Association wants to offer a Healthiest Winner program. HW is a Parks Board program and the program needs to be standardized including the budget and revenue before more facilities can be added 	Darren/Bruce
Personnel <ul style="list-style-type: none"> • No more dual status to be added for employees that want to start Personal training or teaching indoor cycling 	Info
FERP 2014 <ul style="list-style-type: none"> • Revised quote is more than anticipated • Will have to make some decisions on which is the most important equipment to replace at Mt. P, Creekside and Dunbar 	Bruce Mac
Outcome Based Budget <ul style="list-style-type: none"> • First draft is due July 4th • Need metrics to support extra staffing requests Variance Reports <ul style="list-style-type: none"> • Reports need to be completed by the calendar deadline, an outlook reminder has been sent • Once completed call Bruce Mac and tell him that your variance report is completed • Explain in detail why there is a variance 	All
Maintenance <ul style="list-style-type: none"> • First Draft of the RFQ for the Fit Equipment Repair has been completed • Bruce will send out for comments by July 3rd • 	Bruce Mac
Marketing <ul style="list-style-type: none"> • Waiting for a yearly calendar 	All

OH&S <ul style="list-style-type: none"> • Worksafe claim at TL when moving indoor cycling bikes; no time loss • Discussion about proper lifting techniques for staff; it was decided that Steve would contact Dan Smith and get the proper lifting technique handout and this handout would be distributed to all the FC staff 	Steve
Standards <ul style="list-style-type: none"> • Minimum age is with Susie right now. Recommendation based on Lower mainland survey is 13 years old. 	Darren
CPR/First Aid renewal requirements <ul style="list-style-type: none"> • It was brought to Steve's attention that the BCRPA renewal requirements were 2 years for CPR and First Aid and the City still requires 1 year CPR and 2 years First Aid. Decided we will change to 2 years for CPR and 1st Aid. 	Jaine
In-service Review: <ul style="list-style-type: none"> • Discussed better signage to advertise the free fc consultations, TL staff talked about how it would be nice if the cashiers promoted the fc consultations when a person purchases a pass 	All
Larry - Fitness Committee wants dedicated area for Cross Fit activities Steve - Issues at Kensington with the cardio board sign up. The Tues/Thurs shift will start at 7:30am instead of 8am to educate the public	All

NEXT MEETING: WED July 23, 2014; Hillcrest Centre 10:30am



Fitness Programmer Meeting Minutes

Wednesday Oct 22, 2014

Hillcrest Meeting Room

Present: Bruce McLellan, Jaine Priest (chair), Steve Tautscher Jody Gunderson, Larry Turko (minutes) Darren Peterson	Action
Review of Oct 7, 2014 minutes	
New Business Programs - Personal Training, Indoor Cycling, Wristband-O-Rama <ul style="list-style-type: none"> • Personal Training and Indoor Cycling stats will be sent to the Programmers by Jaine each Month; Programmers should make notes of why revenue could be down • Indoor Cycling - discussion about increasing rate to \$35 for instructor's that have been teaching for a few years; discussion about how the increase should be applied ie. Number of class, number of months etc. This was tabled for now • Prescription for Health subsidy brought to the table for discussion; need more info to see if we should promote 	Bruce/All
Personnel <ul style="list-style-type: none"> • Interviews with passing candidates will be next week 	Info Jaine/All
FERP 2014 <ul style="list-style-type: none"> • Money has been added to the Capital plan for fitness equipment purchase not including FERP. Dunbar and Creek side will get equipment by January. Larry will evaluate old equipment for rotation options. 	Bruce Mac Larry Darren
Equipment Repair Log <ul style="list-style-type: none"> • Is there a standard log that all sites use to keep track of equipment issues? 	Darren
Maintenance <ul style="list-style-type: none"> • New RFP for equipment repairs should be out soon- draft is with Philip Lai right now. Life Fitness is offering a maintenance workshop at end of month 	Bruce Mac & Darren
Monthly Crew Talks <ul style="list-style-type: none"> • Monthly safety crew talks sent out by Dan Smith should be put in staff log books 	Darren
OH&S - Steve will represent the Fitness area	Steve
Standards <ul style="list-style-type: none"> • Min age will be enforced as 13+ and no exceptions (exceptions only for first visit for those already granted access who are under 13) after patrons are informed of the new policy they will no longer be allowed to work out in the Fitness Centre. • Fc Scales - should we have scales and if so should we have a standard scale at all sites; Kits needs a new scale and the Park Board will be purchasing. 	Larry
Lower mainland Fitness meeting on Oct 15th - Jaine attended/provided summary	
Orientations/Consultations <ul style="list-style-type: none"> • Please submit April - Sept spreadsheets to Jaine for tracking. 	Larry, Bruce Mcl, Steve and Jody
Canada Sports day <ul style="list-style-type: none"> • Nov 29th All Hub sites to offer special events on this day. Please provide Jaine of who is working that day at your site and what sport your facility will be highlighting. 	Jaine/All
Programmer updates - All Programmers to check vacation and edo quotas- use up by end of year <ul style="list-style-type: none"> • Bruce - patron issue with Creekside and Mt. Pleasant. Spring Steps (Cancer survivors) 10 week pilot program Oct 15-Dec 17th at Mount Pleasant and Creek Side • Steve - all is good Jody - Still looking for cycle Instructors • Larry - possible issue with 3 loud patrons working out. Flooring will be fixed during shut down. 	Info

Next Meeting: Wednesday Nov 5, 2014, 10:00am, Hillcrest Meeting Room



Fitness Programmer Meeting Minutes Wednesday May 21, 2014 Hillcrest Meeting Room

Present: Bruce McLellan, Jaine Priest, Larry Turko (minutes) Jody Gunderson, Bruce MacWilliam(chair) Regrets: Steve Tautscher	Action
Review of May 7, 2014 minutes	
New Business Programs - Personal Training, Indoor Cycling, Wristband-O-Rama <ul style="list-style-type: none"> • Cycle classes - Kits numbers are very low, Hillcrest and Trout Lake revenue down, Dunbar same as last year • Kits - only 1-2 person showing up for Thursday and Wed classes • Champlain will decrease cycle classes for the summer 	INFO
Stored Equipment <ul style="list-style-type: none"> • Need to activate stored equipment ASAP. Keiser Bikes 1 to Strathcona, 1 to Marpole. 2 Treadmills to Creekside. 1 Treadmill on hold for Templeton Steve to put work order in for 220 outlet for Templeton, Wes put it in for Creekside. Squat Rack, Power Rack and 2 upright bikes for buy back. Jaine will inform Daryl of status of equipment waiting for electrical upgrades 	Steve/Jaine
Mount Pleasant Apex <ul style="list-style-type: none"> • Apex falling apart, Bruce to get parts from Life Warehouse, Champlain or WE dungeon 	Bruce Mc
Personnel 2014 Work Plans <ul style="list-style-type: none"> • Work Plans should be generated from Fitness and Rink Supervisor and Bruce not Hub Supervisors Fitness Centre Worker Position <ul style="list-style-type: none"> • Jaine and Bruce will talk to Tammy Reid regarding how the new HR recruitment team will assist with the posting and hiring process for Auxiliary Fitness Centre Workers • All FC worker resumes should be sent to Jaine and Bruce • Jaine working on screening template • Jaine to work on PT and Cycle Instructor postings 	ALL Bruce/Jaine ALL Jaine
FERP 2014 <ul style="list-style-type: none"> • Still trying to secure additional funding • Keiser bikes to be added: 3 Champlain, 2 Dunbar, 2 Trout Lake 	Bruce Mac
Budget <ul style="list-style-type: none"> • Flash reports for April due. Please remember deadlines are important so please make sure reports are in on time. Taking notes weekly on expenses is highly recommended as it will be easier for reports. • Everyone to practice going into SAP and getting information. • Comments put usage and revenue figures in box • Discounts, closures, Open houses have major effects to reports. • Jaine to send usage numbers for last year and make up a calendar denoting discounts, closures etc. 	All
Maintenance <ul style="list-style-type: none"> • Issue with Dumbbells loose at Kits. Most Dumbbells are fixed a few are still 	Larry

loose. <ul style="list-style-type: none"> • Look at Life Fitness contract next • Connexion contract up in August. We are waiting for proposals and working on wording of contracts 	
<ul style="list-style-type: none"> • Draft of the minimum age requirement for Fitness Centres went to Darren for review • Jaime got additional feedback from other municipalities, CSEP, and Can Fit Pro, there is no consistent policy. • Right now we will keep the process the same but in the future we will direct under 13 to training outside the Fitness Centre i.e. With a PT or in a Youth Training class • Paper towel vs cloth - still TBD due to lack of budget 	Darren
Orientations/Consultations <ul style="list-style-type: none"> • Jaime presented some preliminary analysis on the tracking forms and feedback forms. • Feedback form boxes - please send Jaime a list of how many you would like for your sites 	Steve, Larry, Bruce, Jody
Marketing <ul style="list-style-type: none"> • Fitness Centre open houses were successful • Feedback from auxiliary staff who worked the event is needed 	Bruce Mac, Bruce Mc, Jaime, Jody
Regional Staff Meetings <ul style="list-style-type: none"> • Jaime gave out agenda and asked for feedback. Please remember to book Connexion first before you pick a date. • South Central regional meeting Sunday May 25th, 10am-2pm. 	All
Programmer updates Bruce - Patron issues are a challenge at Mount Pleasant Steve - Kens and Renfrew - will get Wristband draw boxes	INFO

Next Meeting: Wednesday June 4, 2014, 10:30am, Hillcrest Meeting Room

MEMO

Wednesday October 22, 2014

From: Darren Peterson

To: All RFC's, Front Desk and Fitness Centre Staff

Minimum age to use Park Board Fitness Centres – Policy Revision

Effective immediately the minimum age to use any Vancouver Park Board Fitness Centre is 13 years of age without exception.

In the past we have permitted children “12 and under” to use the Fitness Centre with special permission from the Fitness Programmer in conjunction with the following:

- A Par Q and a Consent and Release (12 and under) given to the parent.
- The child must be set up with an orientation with the Fitness Centre staff and the training program should be mainly cardio based.
- The Parent/Guardian must supervise the child at all times and should be within arm's reach.

Rationale for the change in policy:

1. Not all children 12 and under have not been properly supervised by a parent or guardian during their workouts.
2. Many of our facilities are not fully staffed to provide orientations, monitor for compliance of rules and safe operations.
3. A review of other lower mainland municipalities has shown that the standard minimum age for Fitness Centre participation is 13 years old - some municipalities have 14 or 16 years as the minimum age.

What to do if approached by Parent and Child under 13 years of age who have previously been granted permission to use the Fitness Centre?

- Please inform these parents/children that they will no longer be permitted to use the Fitness Centre. Direct them to the Coordinator of Fitness if they have questions or concerns.
- **Allow the child to work out on first visit, but once the parent/child are informed of the policy change they should not be permitted to use the Fitness Centre again.**

Minimum age limit for Fitness Centre participation

- A Review of Policy or position

Municipality/ Organization	Policy or position
Burnaby	<p>Right now we have the lower end cap at 12 years.</p> <p>I had a request for a 10 year old to come into the weight room but I talked to the parent and convinced her to find other activities for the son. I also suggested they work with body weight, balls and light handweights.</p>
Port Moody	<p>In Port Moody the ages are as follows</p> <p>16 years and over – access anytime 13-15 years – during teen time or with an adult over 19 years that is actively working out beside the teen. (not across the room either)</p>
Richmond	<p>In Richmond we allow access to 13yr+, however for 13 - 17 yrs they must have a parental consent and waiver completed, and complete a youth orientation. We run a Weight Training for Youth staff training day annually to ensure our weight room staff are up to date on training for youth, and reserve the right to deny access to those who are not yet mature enough to participate.</p>
Can Fit Pro	<p>As the leading voice in the fitness industry, we do not have any age restrictions that would overrule the requirements set by a fitness centre, and we acknowledge that many different fitness centres have their own rules and regulations regarding age appropriate professionals using facilities without supervision.</p> <p>We do have minimum age requirements regarding who we feel is of an appropriate age to become certified as a fitness professional. These are: 16 years of age to attend our certification course, and 18 years of age to become fully certified as a fitness professional and work with clients.</p>
CSEP	<p>CSEP Certified Exercise Physiologists® (CSEP-CEPs) are qualified and sanctioned by CSEP to work with individuals of any age, including children and youth. CSEP Certified Personal Trainers (CSEP-CPTs) are qualified and sanctioned by CSEP to work with healthy individuals between the ages of 15 and 69 years. CSEP does not advocate specific policies regarding fitness centre use per se, other than it must be a clean and safe environment. We are currently reviewing our Accredited Fitness Appraisal Centre program to assess its utility and viability in future.</p>
Calgary Recreation	<p>Our minimum age is 13 years. 13-17 year olds must pay for a weight room orientation before they can use the facility. They get a card that says they have taken it. No waiver required.</p>



Fitness Programmer Meeting Minutes

Wednesday Nov 19th, 2014 10:30 am

Hillcrest Meeting Room

Present: Bruce McLellan, (minutes) Jaine Priest, Steve Tautscher Jody Gunderson, Larry Turko (chair), Bruce MacWilliam	Action
New Business Programs - Personal Training, Indoor Cycling <ul style="list-style-type: none"> • Personal Training and Indoor Cycling stats will be sent to the Programmers by Jaine each Month; Programmers should make notes of why revenue could be down or up each month. • Indoor Cycling - Trouble in delay of parts arrival. Discussion over having a stock of parts. Kits may need security gate for bikes if relocated to Snowys Lounge. - Marketing - gift cards for holiday season start date: Dec. 1 st .	Jaine Tabled Bruce Mc
Personnel <ul style="list-style-type: none"> • Recruitment update: = - Personnel - New recruits still have to do police record checks. Tentative placements: Dunbar - Tue- Brent Fri - Christian Champlain - Mon - Jonathon Sat - Kristy West End/Mount P - Peter, Daniela , Katerina • Bruce and Jaine to put together orientation package for the new hires 	ALL Bruce/Jaine
FERP 2014 <ul style="list-style-type: none"> • Dunbar and Creekside will get equipment by the end of December. Mount Pleasant will be looked at in January - Dunbar Cardio Early December! 	Bruce Mac & Darren
Equipment Repair Log <ul style="list-style-type: none"> • New Citywide Maintenance binder - Jaine will send template to all for review and feedback 	All/Jaine
Maintenance <ul style="list-style-type: none"> • New RFP for equipment repairs should be out soon- draft is with Philip Lai/Purchasing right now. Steve to contact LF has not received any update about LF maintenance workshop. • Connexion - please ensure all invoices are correct before approving • Connexion reconsidering putting in proposal . Group brought up delay in getting parts and times when repair technician would come to see what parts would be needed and there would be delay and a charge for a call out. Group wondered if successful bidder could stock commonly used parts. 	Bruce Mac & Darren All
OH&S - all new hires must complete OH&S within 3 days of the hiring date <ul style="list-style-type: none"> - Kits Whirlpool - Sign required - - OH&S Contact Dan Smith sends out Monthly email on Worksafe topics. Quiz can ensure that procedures are understood. 	Info
Standards <ul style="list-style-type: none"> • Minimum age will be enforced as 13 policy on Van Docs, Bruce and Susie to review. • Signage needs to be prominently displayed. • -Team up 	Info Discussion
Orientations/Consultations <ul style="list-style-type: none"> • Please submit April - Sept spreadsheets to Jaine DUE NOV. 26th!!! 	Larry, Bruce Mcl, Steve and Jody
Canada Sports Day <ul style="list-style-type: none"> • Reminder!!! Please get your staff to promote the event. 	Jaine/All
Programmer updates - All Programmers to check vacation and EDO quotas- use up by end of year All Programmers to enter vacation days in vacation planner (Van Docs) so we can	Info

decide who will be the contacts in our absence

- Bruce - Still high ents at Mount P. Cleaners hired at Mount P did a very poor job in the Fitness Centre.
- Steve - 2 half racks at Trout Lake are too busy. May need sign up board, Steve will talk to staff regarding maximum time.
- Jody - all instructors on boarded at Hillcrest
- Larry - - Music? Fuzzie
- Larry Problems
- -UBC Changing Program coming to Dunbar.
-
- -Team up
- - - Kinesis- Patrons Voted to Keep it at Kits

Next Meeting: Wednesday Dec. 3, 2014, 10:30am, Hillcrest Meeting Room