

ARMSTRONG SPALLUMCHEEN PARKS AND
RECREATION COMMISSION

AGENDA
SUNBELT ARENA
3351 PARK DRIVE
ARMSTRONG BC

MONDAY, JUNE 15, 2026 @ 1:00 PM



Page

1. **CALL TO ORDER:**

2. **APPROVAL OF THE AGENDA:**

"...THAT the agenda for the Armstrong Spallumcheen Parks and Recreation Commission Meeting held on Monday, June 15, 2026 be approved as presented OR with the following:

(a) Additions

(b) Deletions

3. **ADOPTION OF MINUTES:**

(a) Minutes of the Armstrong Spallumcheen Parks and Recreation Commission Meeting held on Monday, April 20, 2026

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[4-April 20 2026-DRAFT-MIN-ASPRC](#)

Recommendation:

"...THAT the minutes of the Armstrong Spallumcheen Parks and Recreation Commission held on Monday, April 20, 2026 be adopted as presented."

4. **UNFINISHED BUSINESS:**

5. **PETITIONS AND DELEGATIONS:**

6. **REPORTS:**

(a) **Staff Reports:**

(i) Report from General Manager dated June 15, 2026 - Re: Community Recreation Policy

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[6-2026-06-15-RFD-ASPRC Community Rec Policy](#)

[6-2026-06-15-Att-1-Policy-DRAFT-Rec-Policy](#)

[6-June-2026-Att-2-Procedure-Fee-Waivers](#)

[6-June-15-2026-ATT-3-Policy-1983-fees-and-Charges](#)

[6-June-2026-Att-4-Policy-Events](#)

Manager Comments:

The General Manager will speak to her report outlining the existing policy framework for the Armstrong Spallumcheen Parks and Recreation Community Recreation Policy adopted in 1983. An updated policy is attached for the Commission to review and consider of adoption.

Recommendation:

"...THAT the Armstrong Spallumcheen Parks and Recreation Commission approve the Armstrong Spallumcheen Parks and Recreation Community Recreation Policy as circulated on the Monday, June 15, 2026 Commission agenda."

- (ii) Report from General Manager dated October 20, 2025 - Re: Affordable Access Pass Feedback 53 - 56
[2025-09-25-EML-ASPRC-SZAREK-Alexis-Access2 Cardholders Program](#)
[2025-10-20-RTC-ASPRC affordable-access-pass](#)

Manager Comments:

The Access 2 program (<https://access2card.ca>) is hosted by Easter Seals Canada and eliminates the need for staff to access disability eligibility to programs and services. "Through the program, people with permanent disabilities who require a support person carry a personalized Access 2 card with them (an authorized healthcare provider certifies the need for an attendant during the application process). The card indicates to the ticket seller that the individual requires the support of an attendant." This reduced frontline conflict or inconsistency in application of any service that the Commission decides to apply to individuals with disabilities. This program does not preclude the Commission changing or amending from time-to-time what programs or services it wishes to offer. Currently the Commission provides free access to a support person. This is in line with the minimum requirement for participation in the Access 2 program. Outside free admission to a support person, there is no cost to the Commission. Although the Commission decided not to participate in the Fall of 2025, the GM recommends the minimum participation in this program as it provides more dignity and reduces the need for disclosure by individuals about their disability, medical condition or accommodation needs to staff.

Recommendation:

"...THAT the Armstrong Spallumcheen Parks and Recreation Commission direct the General Manager to register the Armstrong Spallumcheen Parks and Recreation to participate in the Easter Seals Canada Access 2 Program for applicable recreation programs and services;

AND FURTHER THAT the General Manager advise staff that the Access 2 Program can be used as approved identification for individuals requiring an assistant to participate in programs."

- (iii) Verbal Report from General Manager dated June 15, 2026 - Re: North Okanagan Minor Hockey Association (NOMHA) 57
[6-June-15-2026-correspondance-NOMHA](#)

Manager Comments:

Historically, responsibility for rink advertising rested with the Junior B team. Advertising is now administered by Armstrong Spallumcheen Parks and Recreation (ASPR) staff and managed in accordance with the approved Fees and Charges Bylaw.

It appears that during the previous season (2025-2026), a logo was provided to NOMHA at no charge to help balance the visual appearance of sponsor logos installed in the ice. As rink advertising is a relatively new revenue program for ASPR and this advertising space was provided free of charge in the past, there is limited direct financial impact to the Commission. The primary consideration is the foregone opportunity to sell the advertising space, which is valued at \$1,250.00. This rate is the historical rate and is not consistent with the approved fees and charges rate of \$1,383.00. Going forward, this rate will be corrected. Should the Commission wish to provide support to minor hockey, to ensure equitable treatment with other youth groups, it may also wish to consider support to the Armstrong Enderby Skating Club.

Recommendation:

Option #1 - Support for NOMHA & AESC:

"...THAT the Armstrong Spallumcheen Parks and Recreation Commission approve the installation of a logo on the arena surface at the Sunbelt Arena located at 3351 Park Drive, Armstrong, BC for the North

Okanagan Minor Hockey Association (NOMHA) at no charge as requested in their letter dated June 7, 2026 from Alida Lucas, President of the NOMHA;

AND THAT the Commission further approve the Armstrong Enderby Skating Club (AESC) installing their logo at the Sunbelt Arena to ensure equitable treatment with the other local user group;

AND FURTHER THAT the Commission direct staff that any organization receiving a complimentary logo placement would remain responsible for all costs associated with supplying production-ready artwork suitable for installation."

Option #2 - Support for NOMHA:

"... THAT the Armstrong Spallumcheen Parks and Recreation Commission approve the installation of a logo on the arena surface at the Sunbelt Arena located at 3351 Park Drive, Armstrong, BC for the North Okanagan Minor Hockey Association (NOMHA) at no charge as requested in their letter dated June 7, 2026 from Alida Lucas, President of the NOMHA;

AND FURTHER THAT the Commission direct staff that any organization receiving a complimentary logo placement would remain responsible for all costs associated with supplying production-ready artwork suitable for installation."

Option #3 - No Support:

"...THAT the Armstrong Spallumcheen Parks and Recreation Commission (ASPRC) direct staff to respond to the letter received from Alida Lucas, President of the North Okanagan Minor Hockey Association (NOMHA) thanking her for the submission with advising NOMHA that the Commission will not be supporting the waiving of costs for the installation of logos on the arena surface at the Sunbelt Arena located at 3351 Park Drive, Armstrong, BC due to costs associated with the request not being included in the ASPRC budget."

- (iv) Report from General Manager, dated June 15, 2026 - Re: Monthly Activity Report - April and May 2026 58 - 63
[6-2026-06-15-RPT-ASPRC-GM-Monthly](#)

Manager Comments:

The General Manager will introduce her Monthly Activity Report for April and May and will be available to answer any questions of the Commission.

- (v) Verbal Report from the General Manager - Re: Interior Provincial Exhibition (IPE) Agreement - Signed 64 - 79
[2026-01-01-AGMT-IPE-2026-2030-signed](#)

Manager Comments:

Attached is the fully executed agreement between the City of Armstrong, Township of Spallumcheen and Interior Provincial Exhibition (IPE)

History:

- **2026-01-20:** Five (5) Year Agreement approved under Resolution 008/2026. It was further noted in the minutes that if there are any interpretation issues with the agreement they can go through the General Manager with Chief Administrative Officer support.
- **2026-03-16:** GM advised that staff were working on the language in relation to additional 15 days and the grounds being turned back over to the ASPR noting that it will be minor changes

to clarify expectations and a staggered return of the grounds. CAO's reported that they met with the IPE to review the proposed days to turn over the grounds. Language was included for a staggered return of the grounds.

(b) **Commission Reports:**

7. **CORRESPONDENCE:**

(a) **Requests:**

- (i) Letter from Armstrong Spallumcheen Chamber of Commerce received April 29, 2026 - Re: Free community swim on July 1, 2026, Canada Day 80
[2026-04-29-LTR-ASPRC-AS Chamber-Canada Day Free Swim](#)

Manager Comments:

The General Manager received the request on April 29, 2026. In order to meet the marketing and promotional needs and approvals for the Armstrong Spallumcheen Chamber of Commerce to move forward with a free swim on Canada Day staff provided the request via email to the Commission membership for consideration of support in principle in advance of the meeting. All members of the Commission supported the request. The information is attached for the Commission to formally approve.

The 1983 Fees and Charges policy states, "2.2 Periodic free access to public skating and public swimming shall be provided". Historically, the Canada Day Swim has been provided free of charge.

Recommendation:

"...THAT the Armstrong Spallumcheen Parks and Recreation Commission approve the request from the General Manager of the Armstrong Spallumcheen Chamber of Commerce in the letter dated April 29, 2026 regarding 2026 Canada Day Activities to provide a free swim at the Armstrong Spallumcheen Outdoor Pool (ASOP) on Canada Day as approved in principle by the Commission on May 5, 2026;

AND FURTHER THAT, the General Manger be directed to include a free public swim at the ASOP on Canada Day in the list of approved events in the next revision of the Armstrong Spallumcheen Parks and Recreation Fees and Charges Policy and Bylaw as a historically supported public event."

- (ii) Email from Pat Gale received March 20, 2026 - Re: State of Sports Fields 81 - 82
[2026-06-15-EML-ASPRC-PAT Gale-State of Sport Fields](#)

Manager Comments:

Request and response from the General Manager is attached. The General Manager will be available to answer any questions of the Commission.

- (iii) Email from Rob McMillan received May 23, 2026 - Re: Exploring the Return of Junior Hockey to Armstrong 83 - 85
[2026-05-25-EML-ASPRC-MCMILLAN Rob-Junior B Team Considerations](#)

Manager Comments:

Request and response from the General Manager is attached. The General Manager will be available

to answer any questions of the Commission.

- (iv) Email from Parker Mihal received April 20, 2026 - Re: Outdoor Rink in Armstrong
[2026-04-21-EMAIL-ASPRC-MIHAL_Parker-Outdoor_Rink-Armstrong](#)

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Manager Comments:

Request and operational response from the General Manager is attached. The General Manager will be available to answer any questions of the Commission.

- (b) **Receive and File:**
8. **NEW BUSINESS:**
9. **CONVENE IN CLOSED SESSION:**
10. **RECONVENE IN OPEN SESSION:**
"...THAT the Armstrong Spallumcheen Parks and Recreation Commission Meeting held on Monday, June 15, 2026 reconvene into open session at ____ pm."
11. **DECLASSIFIED MATTERS FROM IN CAMERA:**
12. **ADJOURNMENT:**
"...THAT the Armstrong Spallumcheen Parks and Recreation Commission Meeting held on Monday, June 15, 2026 adjourn at ____ pm."

**ARMSTRONG SPALLUMCHEEN
PARKS & RECREATION COMMISSION**



Armstrong Spallumcheen Parks & Recreation

Minutes of the Armstrong Spallumcheen Parks & Recreation Commission Meeting held on Monday, April 20, 2026 at the Sunbelt Arena Concession, 3351 Park Drive, Armstrong, BC

PRESENT:

City of Armstrong Voting Members:

Councillor Jesse Valstar, Chair
Councillor Neil Todd

Staff: Trevor Seibel, Chief Administrative Officer
Terry Martens, Chief Financial Officer

Other: None

Township of Spallumcheen Voting Members:

Councillor Andrew Casson, Vice Chair
Councillor John Bakker

Staff: Cindy Webb, Corporate Officer/DCAO
Sandra McCrea, Chief Financial Officer

Other: None

Parks & Recreation Staff:

Cheryl Wiebe, General Manager

Public: 0 in attendance

1. CALL TO ORDER:

Chair Valstar called the Armstrong Spallumcheen Parks & Recreation Commission Meeting held on Monday, April 20, 2026 to order at 1:00 pm.

2. APPROVAL OF THE AGENDA:

028/2026 Todd/Bakker: THAT the agenda for the Armstrong Spallumcheen Parks & Recreation Commission Meeting held on Monday, April 20, 2026 be approved as presented.

CARRIED

3. ADOPTION OF THE MINUTES:

(a) Minutes of the Armstrong Spallumcheen Parks & Recreation Commission held on Monday, March 16, 2026

029/2026 Casson/Todd: THAT the minutes of the Armstrong Spallumcheen Parks and Recreation Commission meeting held on Monday, March 16, 2026 be adopted as presented.

CARRIED

4. **UNFINISHED BUSINESS:**

5. **PETITIONS AND DELEGATIONS:**

6. **REPORTS:**

(a) **Staff Reports:**

(i) **Report from General Manager, dated April 20, 2026 - Re: Okanagan Mainline Amateur Hockey Association (OMAHA) Ice and Dressing Room Request**

The General Manager (GM) introduced the report dated April 20, 2026 – Re: Okanagan Mainline Amateur Hockey Association (OMAHA) Ice and Dressing Room Request. The Okanagan Mainline Amateur Hockey Association (OMAHA) has requested to use the Sunbelt Arena as the home for the U18AA boys' hockey team for the 2026-2027 season. This would require ice slots for one game and two practices per week. This team was hosted at Sunbelt Arena in 2025-2026 with ice time booked through the North Okanagan Minor Hockey Association (NOMHA) and the Commission granted use of the Junior B dressing room for their use.

Discussion:

- In response to a question the GM advised that the agreement does not extend past this 2026-2027 hockey season, as the room is designated for a Junior B Hockey Team. It should not impact a junior team coming back as the room is identified as a the junior team dressing room.
- In response to a question the GM recommends that ice allocation for Minor Hockey should generally go through NOMHA.. However, if there is a conflict, best practices for ice allocation is for the Commission to make the decision. OMAHA and NOMHA have reached an agreement for 2026-2027.

030/2026 Casson/Todd: THAT the Armstrong Spallumcheen Parks and Recreation Commission approve that the U18AA Okanagan Mainline Amateur Hockey Association (OMAHA) team have exclusive use of the Junior B dressing room for \$500 non-refundable upfront fee upon execution of the agreement and a \$50/month charge from September 1, 2026-March 31, 2027.

CARRIED

(ii) **Verbal Report from City of Armstrong Chief Administrative Officer - Re: Armstrong Legion Request for adopting the Honorary Name of 'Veterans Way', a Veteran's Crosswalk, and the options for a Veterans Banner Program**

The City's Chief Administrative Officer (CAO) advised that the request was considered at the Monday, March 16, 2026, City of Armstrong Regular Council Meeting with the direction it be forwarded to the Armstrong Spallumcheen Parks and Recreation Commission for discussion in relation to any considerations within Memorial Park.

The City's CAO advised the following:

- City Council has discussed flagpole locations within the City with the Legion's lot being recommended.
- The Commission is responsible for matters directly related to Memorial Park.
- City Council also discussed a veteran's crosswalk on Pleasant Valley Road in front of Memorial Park. The intention is for the Commission to determine if the veterans crosswalk can extend into Memorial Park as a veteran's walkway to the Cenotaph.

Discussion:

- The Commission discussed the possibility of memorial flagpoles within Memorial Park but determined that the flags should remain at the Legion site.
- Members of the Commission advised that they like the idea of supporting the crosswalk becoming part of a walkway to the Cenotaph.

031/2026 Bakker/Todd: THAT the Armstrong Spallumcheen Parks and Recreation Commission support the City of Armstrong Veteran's Crosswalk located in front of Memorial Park located on Pleasant Valley Road from the parking area to the entrance of Memorial Park;

AND THAT the Commission support future dialogue with the Armstrong Legion, Branch No. 35 to seek input on the proposed designation of a Veterans walkway as "Veterans Way," extending from the City's proposed Veteran's Crosswalk on Pleasant Valley Road, through the Memorial Park entrance, and across to the Cenotaph.

CARRIED

(iii) Report from General Manager, dated April 20, 2026 - Re: Outdoor Pool Condition Assessment (Mechanical)

The GM introduced the report dated April 20, 2026 regarding the Outdoor Pool Condition Assessment (Mechanical). The AME Group prepared a condition assessment report dated August 29, 2025. The report identified several components that have mechanical implications and appear to be at or near the end of service life. Additional structural items were identified but these items need to be further reviewed by a qualified Structural Engineer to determine their condition, associated risks, any required remedial actions and cost. There is Facility Condition Assessment (\$5,000) funding allocated in the 2026 capital plan. The GM will explore the possibility of using this funding to initiate these inspections.

She further noted the following:

- Liners of all three (3) pools are at end of life.
- The hot tub is hard to manage (size of basin, weather and bather load). A member of the Commission noted that it has been an issue since day one.
- Require a structural engineer to assess the deck, slide, etc. and there likely isn't enough funding in the assessment to cover all the costs a structural assessment. The matter will need to come back to the Commission for additional funds
- She has found some useful documents since she started that can be utilized as guidance documents prior to matters coming forward to the Commission for recommendation.
- She noted that she is looking at the consequences of having an asset fail and addressing them in relation to priority and community use.
- Pool Chemical system is an issue in relation to venting and fire controls. Regarding the pool chemical system, she has done a quick analysis on salt pools versus chlorine and briefly noted the costs for the salt cells makes it unfeasible at this time. The most cost-effective option is transitioning to liquid chlorine.

Discussion:

- A member of the Commission inquired about rates. The GM advised the Commission has approved rates through to March 2026. A full rate review is underway and she plans to bring them forward in June for the Commission to consider. A high-level analysis shows that recommended rates will either increase by CPI or remain as is.

(iv) Report from General Manager dated March 16, 2026 - Re: Capital Budget Reallocation

The GM recommended some adjustments within the approved Capital Plan to meet priority projects in 2026.

Discussion:

- Discussed with the IPE, through their agreement, at possible 50/50 cost sharing for the Riding Ring #2 stairs and the electrical upgrade at the Fairgrounds.

032/2026 Casson/Todd: THAT the Armstrong Spallumcheen Parks and Recreation Commission approve the following reallocations in the 2026 Capital Plan:

- **Amend Pool Chemical Delivery from \$25,000 to \$32,000**
- **Delete Riding Ring #2 Stairs - \$25,000**
- **Amend Pool Grates from \$29,000 to \$15,000 which was originally approved for 2028**
- **Add Hassen and Interior Provincial Exhibition (IPE) Electrical panels - \$32,000**

AND THAT the Commission authorize an exemption from the Purchasing Policy to permit a direct award of the Hassen/IPE Electrical panel project to Tillicum Electric & Controls Ltd. to avoid delays that could increase risk, liability, timing and costs;

AND FURTHER THAT the Commission provides early budget approval for \$32,000 for the Chemical Delivery System and the Hassen/IPE Electrical panels.

CARRIED

(v) Verbal Report from General Manager - Re: Junior Hockey at Sunbelt Arena

The GM provided a verbal report regarding an update for Junior Hockey considerations at Sunbelt Arena. She noted the following:

- Kootenay International Junior Hockey League (KIJHL) has changed with a shift in junior hockey with 8 KIJHL teams leaving to start their own (currently unsanctioned) league for the 2026-2027 season.
- Unsure of the new association.
- Recommending that the Commission wait for stability with the new league prior to considering support for a new junior team at the Sunbelt Arena.

The City's CAO advised the following:

- The Western International Junior Hockey League (WIJHL) is the new league that has been formed for 100 Mile House Wranglers, Castlegar Rebels, Chase Heat, Creston Valley Thunder, Golden Rockets, Kelowna Chiefs, Sicamous Eagles and Spokane Braves.
- The league is looking to be BCHL affiliated, unsure of status with Hockey Canada.
- Appreciated the vetting process that was through the KIJHL, so will need to assess vetting potential teams prior to determining the benefit of bringing a team to the community.
- Sanctioned vs. non-sanctioned is important. Would recommend understanding the sanctioning prior to considering any applications. Need to know how the league works.

Discussion:

- The community has an appetite for a team and community connection.
- Agree that there needs to be a clear process for vetting teams.
- The GM advised that between herself and the City's CAO they will continue assessing the matter and report back to the Commission as new information becomes available.

(vi) Verbal Report from General Manager - Re: Mobile Vending Request for Proposal (RFP) for Memorial Park

The GM is seeking direction from the Commission to permit a mobile vendor in Memorial Park from May to October to support both the park and the pool operations. The City of Armstrong and the Armstrong Spallumcheen Chamber of Commerce have both been consulted regarding this request. A Request for Proposal (RFP) process will commence to request bids to provide this service.

She advised that there will be exceptions for events such as Music in the Park and the Interior Provincial Exhibition (IPE) to which vendors will be aware via the process.

Discussion:

- In response to a question from the Commission the GM confirmed that wrist bands will be utilized to allow users access in and out of the pool while accessing the food vendor.
- The GM confirmed that the RFP process will allow the vendor to determine the pricing model – it may be a monthly fee or a percentage of proceeds.

033/2026 Todd/Bakker: THAT the Armstrong Spallumcheen Parks and Recreation Commission authorize the General Manager to pursue a seasonal mobile vendor for Memorial Park in Armstrong for the 2026 season;

AND THAT the General Manager report back to the Commission at the end of the season about the challenges and opportunities of mobile vending in Memorial Park.

CARRIED

(vii) Report from General Manager, dated March April 20, 2026 - Re: Monthly Activity Report - March 2026

The GM reviewed the monthly report and answered questions of the Commission.

Discussion:

- The GM advised that the Free Floor Time at the Hassen Arena has been a bit of a challenge, but she has addressed. This schedule open time was being oversubscribed by Pickleball players so she has been ensuring that user groups are not coming in and setting up game play limiting the use of the facility for other uses of the floor area.
- In relation to the Request of Proposal matter for a movable stage, a member of the Commission advised that Skaha Sound has mobile stages that are easy to set up. A moveable stage could be an option for rentals at Memorial Park and inside the fairgrounds. The GM advised that she has currently has three (3) quotes but can certainly reach out to the additional company.

- The GM confirmed that there have been discussions with the IPE with regards to the agreement and that minor administrative wordsmithing is taking place. The agreement was approved by the Commission; however, if the Commission directs it can come back to the Commission for information.
 - A member of the Commission advised that the IPE leasing the fairgrounds was part of a past discussion brought forward by the IPE. He noted that it's important to continue to strengthen the relationship.
 - The GM noted that there have been discussions in relation to the fairgrounds being handed back in a staggered return. This could be a facility use agreement identifying a timeline for the use of each facility.
 - In regards to storage, item 4.5 in the agreement will identify the poultry barn as storage as that has always been part of the storage schedule. Now it will be clearly identified along with other storage locations approved in the past.

7. CORRESPONDENCE:

(a) Requests

(b) Receive & File

(i) Letter of Response to the February 23, 2026 Letter from the Enderby Minor Hockey Association - Re: Additional Ball Diamonds in Armstrong and Spallumcheen

The February 23, 2026 email from the Enderby Minor Baseball Association was discussed at the Monday, March 16, 2026 A/S Parks and Recreation Commission Meeting. Attached is the letter of response from the GM. This is for Commission information.

8. NEW BUSINESS:

(a) Next Meeting Date:

The next meeting is scheduled for Monday, June 15, 2026 at 1:00 pm.

9. CONVENE IN CLOSED SESSION:

10. RECONVENE IN OPEN SESSION:

11. DECLASSIFIED MATTERS FROM IN CAMERA:

12. ADJOURNMENT:

034/2026 Todd/Bakker: THAT the Armstrong Spallumcheen Parks and Recreation Commission Meeting held on Monday, April 20, 2026 adjourn at 2:28 pm.

CARRIED

Certified Correct:

Cheryl Wiebe
General Manager

Jesse Valstar
Chair

Minutes adopted by the Commission on the ____ day of _____.

UNADOPTED

***REQUEST FOR DECISION
REPORT**



Armstrong Spallumcheen Parks & Recreation

TO: ARMSTRONG SPALLUMCHEEN PARKS AND RECREATION
COMMISSION

FROM: GENERAL MANAGER

DATE: JUNE 15, 2026

SUBJECT: COMMUNITY RECREATION POLICY

GM RECOMMENDATION:

“...THAT the Armstrong Spallumcheen Parks and Recreation Commission approve the Community Recreation Policy as attached to the June 15, 2026 agenda”

BENEFITS OR IMPACTS OF THE RECOMMENDATION:

General: *The existing policy framework was adopted in 1983. While the document contains general information important to guiding decisions of Parks and Recreation, the revised policy will help both the Commission/Councils and staff make defensive decisions that are aligned with current realities and practices.*

Strategic Impact: *Improve operational efficiency and decision-making. Priorities shift over time (e.g., affordability, accessibility, sustainability). Updating the policy ensures it reflects the current realities, trend or operational conditions.*

Financial Impact: *N/A – the policy will have no direct impact. The corresponding bylaw will likely address the need to freeze or increase fees by a metric like the Consumer Price Index (CPI)*

Policy/Legislation: Manual of Fees and Charges & Policy and Philosophy, 1983

Timeline: Adopt the policy in spring of 2026 with a corresponding bylaw following for fall 2026.

Attachments: *DRAFT Community Recreation Policy
DRAFT Fee Waivers
1983 Manual of Fees and Charges & Policies and Philosophy
2002 CAPE Committee/Beer Gardens*

COMMUNICATIONS: (As outlined in Township Communication Policy 1390.020)

- Priority 1** Full Community Engagement
- Priority 2** Statutory Advertising Policy requirements must be met
- Priority 3** Promotional or Information and no statutory Advertising is required

Audience: Council Staff General Public Other: _____

BACKGROUND:

Discussion/Analysis:

While the 1983 policy continues to have some relevance today, over the past thirty (30) years, Parks and Recreation services have evolved with more focus on community engagement, low-cost programming and accessibility. Also, an increase in use and demand has required departments to formalize processes and language. The revised document is intended to embed items from the 1983 policy that are still relevant today but also update the flow of the document so that it is both easier to understand and amend in the future. Additionally, clauses that align better in the Fee Bylaw or operational procedures will be moved to those documents. The GM can provide directions on specific clauses in the 1983 document and where to find them in the new policy if required. Unless mentioned as a deletion or amendment altering intent below, all clauses have been included in the revised policy. However, some of the language has been updated or revised for clarity.

Policy Deletions:

There are many clauses in the 1983 policy that no longer reflect current practice, are vague or ineffective. As such, the following sections/clauses have not been included from the 1983 policy:

V. Fees and Charges Policy:

- 1. 1.4 – Base Rate per capita – deleted and will be added to the fee bylaw. This will also apply only to the pool – not the arena.
Rationale – The pool is the only space with staffing increases due to per capita attendance.*
- 2. 1.5 Meeting room no charge for youth/senior meetings – deleted and will be included in the list of annual fee waivers to accompany this policy and the fee bylaw.*
- 3. 1.10 – Preferential booking – deleted. Clarifying language includes historical bookings under the allocation priorities, preferences and Historical event agreements.*
- 4. 1.11 – Service charges – deleted and will be added to the fee bylaw.
Rationale – Administratively, it is more costly to charge a \$2 service fee on billings of \$10 or less. Most billings exceed Ten (\$10) dollars. Modernized Point of Sale technology and recreation software make transactions easier.*
- 5. 7.1 License fees Supervision – deleted.
Rationale – language is vague. The Facility Rental Agreement states that supervision is the responsibility of the renter.*

VII. Fees and Charges Rates:

1. *Amateur Group – deleted.
Rationale – new definitions for youth and non-profit better define this objective.*
2. *Categories A-H – deleted.
Rationale – new definitions better define this objective.*

Amendments that Alter Policy Intent

The following clauses have been amended and may alter the original intent of the 1983 policy:

1. *Definitions (Family, Tot, Preschool, Child and youth) – updated language to reflect operational practice and generally accepted age categories. Previously identified under section VII – Fees, Charges and Rates*
2. *Equity and Inclusion – language that identifies that a “one-size-fits-all model” no longer works. This language will be the foundation for additional procedures around things like low-income access or access for individuals who have a disability. (previously Principles of Recreation 3)*
3. *Historical Agreements – this section has been amended to include provisions that historical use is considered but does not guarantee permanent access. It also defines that a user group is historical after three (3) years of consecutive use.*

Policy Additions

The are many operational practices and/or policy gaps that have been included in the draft policy. When day-to-day practices are written into policy, they are applied the same way across staff and time which will reduce variability in decision-making and helps ensure equity. As well, operational challenges and/or trends have also been identified. The following clauses are new and have been added to the draft policy:

1. *Definitions – A consolidated section that includes words that may be interpreted differently and define the work of the department.*
2. *Implementation and Operational Procedures – defines how this policy governs other supporting procedures or programs.*
3. *Specialized Admission programs – Formalizes the opportunity for Parks and Recreation to provide specialty programs such as low income, persons with disabilities, volunteers, etc.*
4. *Customer Services passes – Formalizes past practice providing staff with a framework on the authority to provide complimentary admission passes.*
5. *Promotional Authority and Donations – provides authority and conditions for the General Manager to provide promotional incentives or donation of admission or program passes.*
6. *Volunteer Recognition program – Formalizes past practice. Examples include volunteer Pickleball court hosts who receive the program for free in exchange for monitoring the program without remuneration.*
7. *Program refunds – formalizes historical practice.*

8. *Memberships – New section to define memberships, payments, cancellations/refunds, extensions, etc. This section will apply to the fitness room and pool.*
9. *Facility Allocation: Priorities, Preferences – Will provide a framework to assist with decision making.*
10. *Facility Allocation: New applications – provides direction to evaluate new applications particularly those that will impact existing user groups.*
11. *Facility Allocation: Registration statistics – provides authority for staff to collect registration statistics if operationally required.*
12. *Facility Rental Fees – Added a new youth rate per direction from the Commission. It also proposes subsidies and premiums for users.*
13. *Facility Rental Fees – Added authority for the Parks and Recreation to negotiate outside the Bylaw when there is revenue generation with proceeds not solely directed to a registered non-profit*
14. *Exemptions to rental fees – language has been updated from the 2002 policy direction (no fee waivers) to define when there may be exemptions. Included in this policy language is the requirement to maintain an “Approved Fee Waiver” Schedule. A draft is attached for information. The GM will continue to review and revise for approval in 2027.*
15. *Rental payment – current language requires renters (except non-profits) to pay within 48 hours of booking. This has been difficult to enforce as some organizations need additional time to confirm their rental. It is recommended that tentative bookings be held for ten (10) business days. As well, some user groups pay quarterly as well as monthly.*
16. *Rental changes and reassignments – confirm that the Parks and Recreation reserves the right to adjust or reassign bookings where necessary.*
17. *Damage Deposits – the current language (1.8) is vague. The new language is more comprehensive.*
18. *Insurance – added a clause that Parks and Recreation reserves the right to require additional insurance due to the nature of the activity or risk exposure.*
19. *Special Events / Tournaments - This section is a new policy direction and replaces Policy # M-1 Special Events which is specific to beverage gardens. This modernizes special event expectations and language. It also includes Event approval language for large or non-traditional events, mobile vending, food/beverage and retail sales and noise abatement.*
20. *Sponsorship of Public Programs – This section formalizes how a business or organization can sponsor a public swim or public skate.*
21. *Advertising – Direction for rink board or agricultural facility board signage.*
22. *Interpretation of definitions – clarification of laws that guide definitions.*

23. *Municipal use – formalizes that facility rental fees will be waived to support “joint municipal programs”*

24. *Appeals Mechanism – Provides direction on how financial decisions or allocation priorities made by staff can be appealed to the Joint Council.*

CONCLUSION:

This draft policy provides a principle and defensible decision-making matrix for the Commission and staff. This guiding document should be reviewed annually and updated accordingly.

Future Resolution Considerations:

Once the policy has been adopted, staff will continue to work on updating the corresponding Fees and Charges Bylaw for approval. Any new rates will come into effect on April 1, 2027.

As well, the following policies will need to be rescinded:

- *1983 Manual of Fees and Charges & Policies and Philosophy*
- *2002 CAPE Committee/Beer Gardens*

Finally, the following procedures need to be amended and/or implemented to support the policy:

- Approved Fee Waiver and Community Access Procedure/Schedule
- Access pass
- Support person access for individuals with a disability
- Volunteer program
- Third Party Sponsorship
- Volunteer Recognition

RECOMMENDATION OPTIONS:

1. ***“...THAT the Armstrong Spallumcheen Parks and Recreation Commission receive the staff report and approve the recommendation as presented at the beginning of the report.”***
2. ***“...THAT the Armstrong Spallumcheen Parks and Recreation Commission do not accept the recommendation as presented with no further action.”***
3. ***“...THAT the Armstrong Spallumcheen Parks and Recreation Commission refer the matter back to staff for further information/investigation.”***

Respectfully submitted:

Cheryl Wiebe
General Manager

Reviewed:

Doug Allin
Chief Administrative Officer
Township of Spallumcheen
Interim Manager

ARMSTRONG SPALLUMCHEEN PARKS & RECREATION
COMMUNITY RECREATON POLICY



Policy #: xxx.xxx

1. Purpose

Leisure and recreation services contribute to community wellbeing, supporting physical health, social connection and quality of life. Recreation opportunities should be available to all residents, while recognizing the financial realities associated with maintaining facilities, infrastructure and delivering quality programs and services.

Aims and Objectives of the Armstrong Spallumcheen Parks and Recreation are to:

1. To establish and maintain a diversity of recreation opportunities for the people of Armstrong-Spallumcheen.
2. To place, develop and operate a variety of facilities in a manner that will provide fair and equitable opportunities for a wide range of interests at an affordable cost to the taxpayer and participant.
3. To continually analyze programs and assess facilities to ensure that they meet ever changing needs.
4. To cooperate with other recreation agencies and the City and Township Councils to assist and advise on matters relating to the coordination of total community recreation services and facilities.

For operational ease, this policy has been divided into the following sections:

1. Policy Framework and Definitions
2. Admission to Facilities
3. Programs Offerings
4. Pool and Fitness Memberships
5. Facility Allocation
6. Facility Rentals and Use
7. Special Events and Tournaments
8. Sponsorship and Revenue Generation
9. Refund Administration and Late Payment Charges
10. Interpretation and Administration

Commented [CW1]: Divided into sections for administrative ease

SECTION 1: POLICY FRAMEWORK AND DEFINITIONS

1. Rationale

Recreation and Parks services are supported through a combination of municipal taxation (Armstrong and Spallumcheen) and user fees.

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- **Taxation** provides the foundational funding necessary to build, maintain, and operate community facilities, parks, and programs that benefit the entire community.
- **User fees** offset a portion of direct costs associated with providing specific programs, services, and facility use.

This blended funding approach ensures broad community access while supporting financial sustainability and responsible management of resources.

2. **Definitions**

For the purposes of this policy, the following definitions will be used:

- Adult** – Any person 19 years of age and over.
- Bylaw** – Fees and charges Bylaw that is established and reviewed by the Commission and included in the Township of Spallumcheen Fee Bylaw.
- Charitable Organization** – Any organization that can provide proof of registration number and a valid CRA number.
- Child** – Any person up between the ages of 6-12.
- Commercial User** – Any group whose objective is to gain profit for its owners, or where an admission charge or fee is collected and most funds are directed to an entity other than a non-profit organization.
- Commission** - Armstrong Spallumcheen Parks and Recreation Commission.
- Community Program Contractors** – Contractors providing art, culture, sport and recreation programs on behalf of the Parks and Recreation.
- Council** - The Councils of the City of Armstrong and Township of Spallumcheen.
- Drop-in Access** – Informal or casual use of facilities without prior registration.
- Facility** – Any building, or land improvement including, but not limited to, recreation centres, parks and sports fields, sports courts, ball diamonds, gymnasiums, picnic shelters, and other recreation facilities owned by the City of Armstrong and the Township of Spallumcheen.
- Facility Rental Agreement** – The agreement issued pursuant to this policy and the Fees and Charges Bylaw for the use of a facility or portion thereof.
- Family** – A group of up to five (5) individuals with a maximum of two (2) adults who identify as a family unit and reside in the same household.
- General Manager** – The appointed operational manager.
- Non-Profit Organization** – Any organization registered under the Societies Act or designated by Parks and Recreation that meets all the following criteria:
 - Membership of the group is open and available to Armstrong and Spallumcheen residents.
 - Purpose and practices comply with the BC Human Right Act and do not promote unlawful activities

Commented [CW2]: New section with updated definitions for operational efficiency.

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- Purpose enriches the lives of Armstrong and Spallumcheen residents.

Non-Resident: A person who resides outside the Armstrong-Spallumcheen service area.

Parks and Recreation – Parks and Recreation is a shared service of the City of Armstrong and the Township of Spallumcheen, operating under a joint service agreement that defines its governance structure, delegated authority, and responsibilities.

Preschool – Any person up between the ages of 2-5.

Priority Populations – Groups identified to have barriers to access due to income, ability, age or other demographic factors.

Private – Any individual or group not otherwise designated that is booking a facility for the purposes of a private function.

Program – Organized recreational activity, class or event offered to the public.

Public – Individuals participating in programs and services.

Renter - Any individual, user group, or organization that reserves, books, or otherwise uses a municipal facility for recreational, cultural, social, or commercial purposes.

Resident: A person who resides within the Armstrong-Spallumcheen service area.

Special Event - means a festival, parade, procession, march, drill, concert, performance, musical attraction, ceremony, celebration, sports, athletic, cultural or artistic event, film production, commercial film or movie production or a gathering that is likely to involve more than 50 people, exceed the restrictions of the City of Armstrong’s Good Neighbour Bylaw or otherwise impact the ordinary use and enjoyment of a park by others or the ordinary use of highways or private property by people in the vicinity.

Senior – 65 years of age and over.

Staff– Elected officials, officers, employees, servants, and agents of the City of Armstrong and/or the Township of Spallumcheen.

Support Person - A person who accompanies an individual with a disability to assist with communication, mobility, personal care, medical needs, or access to goods or services.

Tots – Any person under the age of 2

User Fees – Fees charged to participants to recover a portion of direct costs of services or facility use.

User Group – An organization issued a Facility Rental Agreement.

User Group Representative – The signatory on the Facility Rental Agreement who has the sufficient power, authority and capacity to bind the Agreement with their signature.

Youth – a person between 13-18 years of age

Commented [CW3]: Previously 16 years and a student ID card

3. Scope

This policy applies to all Parks and Recreation programs, services and facilities operated by Armstrong Spallumcheen Parks and Recreation including:

- Establishment of fee setting and cost recovery practices
- Financial decision making related to service delivery

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- Access, equity and affordability considerations
- Fee Waivers

4. Authority

The Fees and charges bylaw is adopted by the Commission and approved by the Councils of the City of Armstrong and Township of Spallumcheen. The Commission will periodically review and recommend amendments to the Bylaw based on operating costs, market comparisons, participation trends, and community impact.

5. Guiding Principles

a) **Philosophy** - Recreation is a vital public service contributing to individual well-being, community identity, and quality of life. The approach to recreation is guided by the following principles:

- **Broad accessibility:** Basic recreation opportunities should be broadly accessible.
- **Cost recovery aligned with benefit:** Services that are exclusive, specialized, or commercial will recover a higher proportion of costs from participants while program offering broad community benefit may receive greater municipal subsidy.
- **Equitable and Sustainable:** Fees and charges will balance public benefit with responsible cost recovery, support sustainability of facilities and programs, promote inclusive access, remain transparent, consistent, and defensible

b) **Public Access to Recreation Amenities** - Parks, playgrounds, playfields, sport courts, trails, and other informal recreation amenities are considered basic community services and remain available for casual public use without charge, except when exclusive use, organized programming, or scheduled rental is in place.

c) **Access and Affordability** – Parks and Recreation is committed to providing free or low-cost recreation opportunities across demographics and age groups. Programming aims to include:

- At least one accessible drop-in opportunity per demographic group per season
- Programs that promote physical activity, social connection, and lifelong recreation
- Partnerships to reduce financial barriers

d) **Equity and Inclusion** – Parks and Recreation supports equitable access to recreation services regardless of race, age, ability, culture, income, or other demographic factors.

- Programs may be established to improve access for priority populations.
- Reduced rates may be offered for tots, children, youth and seniors.

Commented [CW4]: Amended Language

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6. Implementation and Operational Procedures

Fee schedules and operational guidelines are maintained separately through bylaw and operational procedures and do not form part of this policy:

Commented [CW5]: New Language

- **Fees and Charges Bylaw:** Rates reflect operating costs (administration, maintenance, utilities, depreciation, insurance, and debt service), adjusted for inflation, and benchmarked against market standards. Phased adjustments may be applied for significant cost changes.
- **Program Eligibility & Administration:** Detailed criteria for specialized programs, sponsorship, subsidies, and priority population initiatives. Examples of such program include:
 - Program/admission sponsorship
 - Marketing/advertising
 - Volunteer recognition
 - Low-income access
 - Group or corporate passes
 - Access for people with a disability.
- **Monitoring & Review:** Fees, cost recovery levels, and access measures are reviewed periodically to ensure fairness, sustainability, and alignment with community needs.
- **Approved Fee Waivers:** An annual list approved by Parks and Recreation.

7. Policy Administration

- This policy shall be reviewed at minimum every three (3) years.
- Staff do not have authority to waive or alter fees except where explicitly permitted within this policy or through approved procedures.

SECTION 2: ADMISSION TO FACILITIES

Admission fees are charged for public programming, drop-in activities, and facility access.

1. Admission Categories

For the purpose of admissions, the following age groupings apply:

- Tot
- Preschool
- Child
- Youth
- Adult
- Senior
- Family

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Group Discounts - Bulk admission discounts apply when purchased in a single transaction.

2. Specialized Admission Programs – Parks and Recreation may offer specialized admission programs to improve access, reduced barriers, recognize group discounts, volunteers or promote community engagement.

3. Customer Service Passes /Refunds

- a) Staff may authorize the issuance of a complimentary admission pass for the following circumstances:
 - Operational disruptions
 - Customer dissatisfaction
- b) The General Manager may, at their discretion, approve a discount or service adjustment to address a service concern or issue. Customer Service discounts/refunds will be reported to the Commission.

Commented [CW6]: New policy

4. Promotional Authority and Donations – The General Manager may authorize:

- a) Temporary promotions, incentives, adjustments to admission or program offerings to address operational issues, support marketing initiatives, encourage participation, or respond to community needs. Such actions shall be reasonable in scope and reported to the Commission.
- b) Donation of admission or program passes to local registered non-profit organizations for fundraising, community initiatives, or charitable purposes where such donations support community benefit. The number, type, and distribution of donated passes shall be determined by the General Manager and reported to the Commission.

Commented [CW7]: New Policy

SECTION 3: PROGRAM OFFERINGS

1. Program Fees – Program fees are structured, at minimum, to recover:

- a) **Adult programs:** instruction or leadership costs, consumable materials, extraordinary program expenses, administration fee to offset overhead, and facility usage costs where applicable.
- b) **Child programs:** instruction or leadership costs, consumable materials, extraordinary program expenses.

Fees will be compared to market rates and adjusted as required.

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2. **Program Payment** – Payment is required at time of registration.

3. **Program Refunds:**

Commented [CW8]: New Language/past practice

- Participants may withdraw from a program prior to the start date. Refunds issued before the program begins will be subject to any non-refundable fees identified at the time of registration and an administrative fee.
- Requests for withdrawal after a program has started may be considered for a prorated refund, subject to any non-refundable fees identified at the time of registration and an administrative fee, provided the withdrawal does not impact the viability of the program.
- Full refunds, without penalty, may be approved for medical reasons, family emergencies, or other extenuating circumstances, subject to General Manager approval.
- Refunds or credits will not be provided for missed classes, voluntary absences, or removal from a program due to participant non-compliance with program rules or code of conduct.

4. **Program Cancellations by Parks and Recreation** - The Parks and Recreation may cancel programs due to insufficient enrollment or operational circumstances. Participants will receive a full refund, credit, or transfer where applicable.

SECTION 4: POOL AND FITNESS CENTRE MEMBERSHIP

Commented [CW9]: Membership section is new

Commented [CW10]: Need language on pool memberships

1. **Membership Fees** – Fees are established to balance equitable access, public benefit, and responsible cost recovery. Fees are designed to cover a portion of operational costs, including staffing, maintenance, and facility upkeep, while remaining affordable for residents. The Parks and Recreation does not compete with private business; instead, its role is to provide accessible fitness opportunities as a public service.
2. **Membership Payment** - Payment is required at the time of purchase. Annual memberships may be eligible for an equal monthly payment plan.
3. **Membership Missed Payment** - If a scheduled payment fails or is declined, the Member will be notified and provided with a grace period of up to three (3) business days to update payment information and complete the outstanding payment. If payment is not received within the grace period, an administrative fee, calculated based on the required payment, will be applied. Membership privileges may be suspended until full payment, including any applicable fees, is received. In cases of lost, stolen, expired, or compromised payment methods, the administrative fee may be waived at the discretion of the General Manager.
4. **Membership Cancellation/Refund**

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- One (1) month and three (3) month passes are non-refundable.
- Cancellation of a six (6) month or twelve (12) month membership is eligible for a prorated refund based on the unused portion of the membership term.
- Cancellation or modification of membership may also result in a change to the applicable membership category or rate (e.g., converting a 12-month membership to a 6-month membership), an administration fee and with fees adjusted accordingly.
- Full refunds, without penalty, may be approved for medical reasons, family emergencies, or other extenuating circumstances, subject to General Manager approval.

5. **Client-Requested Extensions** (requested in writing a minimum of 1 week in advance):

- 1-month pass: No extensions
- 3-month pass: One extension if absent for two (2) weeks or more
- 6-month pass: Up to two extensions if absent for two (2) weeks or more each time
- 12-month pass: Up to two extensions if absent for two (2) weeks or more each time

**Clients are responsible for contacting the Park and Recreation office to reactivate their pass.*

6. **Service Interruptions** – Extensions or adjustments to memberships may be granted when service interruptions materially impact participation such as facility closures due to unforeseen events. Impact must extend beyond one day to be considered for extension.

Scheduled closures for events, during a membership term, such as the Interior Provincial Exhibition is considered in the establishment of membership term.

All requests for extensions or adjustments must be submitted by the client and are subject to approval.

7. **Membership Fob Replacement** –Lost or stolen fob replacements are charged per the fee schedule.

SECTION 5: FACILITY ALLOCATION

Commented [CW11]: New Section/Language except

The allocation of recreation facilities is intended to ensure fair, transparent, and efficient use of public recreation assets. Parks and Recreation will allocate facility use in a manner that supports community recreation needs while ensuring the responsible and sustainable operation of public facilities. Allocation decisions will be guided by, but not limited to the following factors:

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- Community benefit and participation levels
- Alignment with Parks and Recreation programs and service objectives
- Historical use patterns and established bookings
- Youth participation and development opportunities
- Facility suitability and safety requirements
- Equity, inclusion, and access for residents
- Operational feasibility including staffing and maintenance requirements
- Efficient and optimal use of available facility time (e.g., Full day or multi-day booking or full facility versus partial facility rentals)

Rental requests will be accepted up to one (1) year in advance.

1. Facility Allocation Priorities - Facility use is generally prioritized in the following order:

- Parks and Recreation operated programs
- Armstrong–Spallumcheen non-profit youth sport and recreation organizations
- K̓wsalktnéws ne Secwepemcúl’ecw School District 83
- Armstrong–Spallumcheen non-profit adult sport and recreation organizations
- Local residents and resident groups
- Non-resident organizations
- Commercial users

Within each category, consideration may be given to historical use, participation levels, and alignment with community needs.

To support stability and long-term planning, the Parks and Recreation will aim to maintain reasonably consistent scheduling from year to year; however, all applications will be reviewed annually. Parks and Recreation reserves the right to reallocate facility time to address evolving community needs or priorities.

2. Allocation Preferences - Preferences are applied within the priority framework and may influence scheduling decisions where conflicts occur:

- Tournaments/Special Events - Scheduling of tournaments and special events is at the discretion of the Parks and Recreation and will consider the impact on facility operations and existing users. Regular bookings may be modified or cancelled to accommodate significant events.
- Youth Regular Bookings – consistent youth programming is supported where possible.
- Adult Regular Bookings – Consistent adult programming is supported where feasible following youth allocation.

Commented [CW12]: New Language

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- 3. **Historical Event Agreements** – Parks and Recreation may provide preferential scheduling consideration to historically established events and organizations where formal agreements or long-standing community use exists.

Commented [CW13]: Amended Language

Historical use will be considered but does not guarantee exclusive or permanent access and will not supersede evolving community needs, allocation priorities or operational requirements.

User Groups may be recognized as historical after three (3) or more consecutive years of annual bookings.

- 4. **New Applications** – New or modified requests will be evaluated on a case-by-case basis considering:

Commented [CW14]: New language

- Availability of facility time relative to all requests
- Organizational stability and demonstrated viability
- Alignment with community trends or recognized sport/recreation bodies
- Impact on historical users and historical allocation
- Community benefit, including:
 - Anticipated participation levels
 - Contribution to equitable access
 - Provision of a new or unmet recreation opportunity

Where competing requests are of similar priority and merit, the Parks and Recreation may consider factors such as:

- Scheduling history and consistency of use
- Flexibility of the user group
- Overall impact on the facility schedule.

Final allocation decisions remain at the discretion of Parks and Recreation.

- 5. **Registration Statistics** - User groups may be required, upon request, to provide registration statistics including participant numbers and general residency information (e.g., postal codes). This information will be used to:

Commented [CW15]: New language

- Confirm participation levels
- Assess the proportion of residents
- Inform facility allocation decisions

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All information collected will be used solely for allocation and planning purposes and in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA).

Where a user group demonstrates a significant decline in registration compared to previous seasons, Parks and Recreation may review and adjust the allocated facility time to better reflect current demand and overall community benefit.

The Parks and Recreation reserves the right to reallocate unused or underutilized time to other user groups demonstrating higher participation or unmet need.

SECTION 6: FACILITY RENTALS AND USE

Commented [CW16]: New Section

1. Facility Rental Fees

The Parks and Recreation shall establish rates, subsidies and premiums. The local private rate reflects the "standard" or base rate with subsidies or premiums as follows:

- o Non-profit youth – 50% off standard rate
- o Non-profit adult – 5% off standard rate
- o Local private – Standard rate
- o Commercial – 5% premium added to standard rate
- o Non-resident – 10% premium added to standard rate

Commented [CW17]: Commission requested the addition of a youth rate

Facility rental fees shall apply based on the fee in effect at the time of use. In the event of a change to the Fee Bylaw the approved fee at the time of booking will prevail.

The Parks and Recreation reserves the right to negotiate a rate outside of the Bylaw when a business, organization, or agency has ticketed admissions or revenue generation and the proceeds are not solely directed to a registered non-profit.

2. Exceptions to Facility Rental Fees

Facility rental fees adopted by Parks and Recreation are generally charged in full and no further reduction in fees will take place because of requests from users. Notwithstanding this rule, the Parks and Recreation maintains a list of annually approved events eligible for fee reductions or waivers in the Approved Fee Waiver Procedure and may be updated periodically by the Parks and Recreation without amending this policy.

Commented [CW18]: 2002 language added with NEW exemption language

3. Facility Rental Agreement – All rentals will be placed on a Facility Rental Agreement and must be confirmed and signed within ten (10) business days of request. Whether or not a fee is applied, all facility rentals require a completed and approved Facility Rental

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Agreement. The Agreement includes ancillary documents, insurance, indemnification, permitted use, and compliance requirements.

4. **Rental Confirmation/Payment** – A tentative booking may be held for up to 10 business days from the date of request. After this period, payment and a sign Rental Agreement are required to confirm the rental:
 - Commercial, private rentals and new non-profits: at time of rental confirmation.
 - Approved local non-profit organizations with ongoing bookings: may be invoiced monthly or quarterly at General Managers discretion.
5. **Rental Cancellation:** Facility booking cancellations must be submitted in writing at least thirty (30) days prior to the booking date. Cancellations are subject to an administrative fee unless otherwise approved by the General Manager. Failure to provide the required notice may result in forfeiture of all fees.

An exception may be granted for recognized sport organizations requiring schedule adjustments due to league playoffs, championships, or advancement in sanctioned competition schedules. In such circumstances, the Parks and Recreation may waive standard notice requirements or administrative fees at the discretion of the General Manager.

Upon cancellation, the Parks and Recreation reserves the right to reassign or rebook the cancelled facility time. The original renter is not entitled to any compensation, refund, credit or other remuneration resulting from such reassignment.

6. **Rental Cancellation by Parks and Recreation** – Parks and Recreation reserves the right to cancel bookings due to emergencies, safety concerns, or municipal requirements. Where possible, reasonable advance notice will be provided and applicable refunds will be issued accordingly.
7. **Rental Changes and Reassignment** – Requests to modify or reassign facility bookings must be submitted in writing. Approval is subject to availability, operational requirements and applicable policies, and is not guaranteed. Parks and Recreation reserves the right to adjust or reassign bookings where necessary to accommodate operational needs or broader community use.
8. **Displacement of Regular User Groups** – Regular user groups may be displaced from allocated facility time for Parks and Recreation priorities including special events, tournaments, capital projects, maintenance shutdowns, or operational requirements. A

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minimum of 60 days' notice will normally be provided; however, shorter notice may occur in emergencies or unforeseen circumstances.

9. **Rental Equipment & Special Services** - Equipment and supplies deemed rentable will be charged at market or cost-recovery rates. Equipment rentals are based on availability, and equipment will not be removed from municipal premises. Special services, by staff, may be provided on a cost-recovery basis plus an administration fee where operationally feasible.

10. **Storage Space Rentals** – A rental fee may apply to Agreements that include on-site storage of equipment or supplies within Parks and Recreation facilities. Fees will be in accordance with the approved Fees and Charges Bylaw and may be based on the square footage occupied or comparable market rates.

All stored items remain the responsibility and property of the renter. Parks and Recreation assumes no liability for loss, theft, or damage.

Parks and Recreation reserves the right to limit, relocate, or terminate storage privileges where required for safety, operational, or facility management purposes.

11. **Deposits and Damage Deposits** – Damage deposits are established in the Fee Bylaw. A Damage Deposit is required for facility rentals and will be determined based on the type of facility, nature of use and risk level.

Commented [CW19]: New Language

Damage, missing equipment or improper cleaning will be charged at cost plus an administration fee and will be applied against the damage deposit. Should the amount of the damage deposit be insufficient, the Renter will reimburse the Parks and Recreation immediately upon written notice from Parks and Recreation. Although Parks and Recreation may keep the deposit, Parks and Recreation is still entitled to pursue other legal remedies against the Renter. Should the damage deposit, or any balance thereof not be used, it will be returned to the Renter within two weeks of booking.

12. **Insurance Requirements** - Liability insurance (minimum \$2 million) naming the municipalities and school district(s) as additional insured is required for all rentals regardless of rental rates and fee status.

Parks and Recreation reserves the right to require insurance coverage more than the minimum standard requirements where, in its sole discretion, the nature of the activity, event, or risk exposure warrants additional protection.

Commented [CW20]: New Language

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SECTION 7: SPECIAL EVENT / TOURNAMENTS

- 1) **Event Approval** – A new event with three (e) or more of the following conditions requires Parks and Recreation approval:
 - a) Over 250 attendees;
 - b) Environmental or social impacts on a facility (e.g.: parking, crowd control, noise, security risks, etc.);
 - c) Non-traditional use of a space (e.g.: concert or festival on a ball diamond or sport court, exclusive use of Memorial Park);
 - d) Alcohol or cannabis consumption on site;
 - e) Multiple food (5+) food vendors; or
 - f) Multi-day events.

- 2) **Renter Responsibilities** – In addition to Section 6, event organizers are responsible for:
 - Obtaining all permits and provide copies to Parks and Recreation
 - Completing the “Booking Request” and “Event Report” Form
 - Providing safety/site plans
 - Ensuring compliance with applicable regulations

Parks and Recreation may also require pre- and post-event reviews as part of its oversight.

- 3) **Additional Fees** – additional fees may apply for:
 - Sales revenue, license fees, and permits
 - Extending hours, staffing, utilities
 - Cleaning, facility restoration, specialized equipment and/or services.
- 4) **Alcohol and Recreational Drug Consumption** - Alcohol service is permitted only if approved in advance by Parks and Recreation and must comply with:
 - Liquor and Cannabis Regulation Branch
 - Provincial and municipal regulations

Parks and Recreation reserves the right to impose additional conditions or deny alcohol service.

Recreational drug use is not permitted on Parks and Recreation facilities or during Parks and Recreation sanctioned events.

Commented [CW21]: This section is a new policy direction and replaces Policy # M-1 (2002) Special Events which was specific to beverage gardens. This modernizes special event expectations and language.

Commented [CW22]: New clause

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- 5) **Mobile Food Vendors** - Mobile food vendors must be approved to operate within the City of Armstrong; at Parks and Recreation facilities or events; and must operate in designated areas only. Operators must provide:
 - Proof of all required business and health permits
 - Evidence of liability insurance as required by Parks and Recreation and the City of Armstrong
 - Valid Fire Department inspection, approval, and decals
 - Compliance with Technical Safety BC/Canadian Safety Authority

To ensure safety, accessibility and proper use of facilities, Parks and Recreation reserves the right to limit, relocate, or revoke approval for mobile food vendors.

- 6) **Ticket Takers and Security –Parks and Recreation** may require ticket takers, attendants, or security personnel based on event size and/or risk. Costs associated with requiring staff will be borne by the event organizer. Security personnel must meet regulatory and Parks and Recreation standards.
- 7) **Food, Beverage, Ticket or Retail Sales** – The sale of food, beverages, and/or merchandise requires Parks and Recreation approval. A City of Armstrong business license is required for all sales. Sales must comply with applicable health authority, licensing, and taxation requirements. Revenue sharing arrangements, where applicable, will be outlined in the Agreement and may include a basic hour rate plus a percentage of gate/sales receipts.
- 8) **Noise Abatement** – Event organizers must comply with the City of Armstrong Good Neighbour Bylaw and Facility Permit conditions. Failure to comply may result in event/rental termination or future booking restrictions. Amplified sound level may be restricted based on:
 - Time of day
 - Proximity to residential areas
 - Nature of the event
- 9) **Prime Contractor** – Events and tournaments may be required to complete and follow the terms of the Prime Contractor agreement and will fulfill the obligations of a Prime Contractor according to the Workers Compensation Act.

SECTION 8: SPONSORSHIP AND REVENUE GENERATION

- 1) **Sponsorship of Public Programs** -Parks and Recreation may permit organizations or businesses to sponsor public recreation programs, including but not limited to free public

Commented [CW23]: New Policy

Policy #: xxx.xxx

Certified Correct:

Date Adopted: Month, day, year

Resolution #:

ARMSTRONG SPALLUMCHEEN PARKS & RECREATION

Policy #: xxx.xxx

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skating or swimming sessions, for the purpose of promoting community participation and supporting recreation services. Sponsorship arrangements shall align with Parks and Recreation objectives and applicable municipal policies and bylaws. Detailed eligibility requirements, recognition standards, and administrative processes shall be established and maintained through approved operational procedures.

- 2) **Advertising** – The Parks and Recreation may permit advertising within Parks and Recreation-operated facilities, including but not limited to, arena rink boards and agricultural facility boards. Advertising opportunities shall be managed in a manner consistent with Parks and Recreation’s values, municipal policies, and applicable bylaws. Detailed advertising standards, eligibility requirements, placement guidelines, and administrative processes shall be established and maintained through approved operational procedures. The sale of advertising at public facilities will be decided according to the revenue being sufficient to warrant the time spent on sales and maintenance, and whether the advertising cheapens or degrades the facility.

Advertising at agricultural facilities is generally permitted; however, it may be restricted or adjusted during the annual Interior Provincial Exhibition to accommodate the exhibition’s own advertising program. Specific exclusions and restrictions related to exhibition events will be clearly communicated in advance.

- 3) **Concession** – Concession services at Parks and Recreation facilities and events are intended to supplement operational income while providing convenient access to food, beverages, merchandise, and recreation-related items for participants and visitors. Pricing will be established based on cost recovery and market benchmarking. This ensures that prices help cover costs while contributing to operational income without creating financial loss.

- 4) **Volunteer Recognition Program** - Volunteer instructors are eligible for a recognition program which may include complimentary gym, program or fitness passes for the duration of their program.
 - Complimentary passes are non-transferable, have no cash value, and expire automatically upon the expiry or termination of the applicable volunteer contract or agreement.
 - Eligibility is subject to compliance with Parks and Recreation policies and facility rules.
 - Parks and Recreation may suspend or revoke access at its discretion where services cease or conditions of use are not met.

Commented [CW24]: New language

SECTION 9: REFUND ADMINISTRATON AND LATE PAYMENT CHARGES

Policy #: xxx.xxx

Certified Correct:

Date Adopted: Month, day, year

Resolution #:

ARMSTRONG SPALLUMCHEEN PARKS & RECREATION

Policy #: xxx.xxx

Page 17 of 17

- 1) **Refunds** - Refunds shall be issued as follows:
 - a) Credit Card Payments: Refunds will be returned to the original credit card used for the transaction.
 - b) Debit, Cash, or Other Payment Methods: Refunds will be issued by:
 - i) Cheque, which may require up to two (2) weeks for processing.
 - ii) Account Credit: Refunds may be applied to a client account and are reviewed annually.
- 2) **Non Sufficient Funds / Late Payment Charges** – Outstanding balances may result in suspension of booking or automatic payment privileges.

Commented [CW25]: New Language

SECTION 10: INTERPRETATION & ADMINISTRATIVE PROCEDURES

- 1. **Definition** Where a term is not defined in this policy, the interpretation shall align with:
 - The Fees and Charges bylaw
 - Applicable municipal bylaws
 - Provincial or Federal legislation
 In the event of conflict, Council-approved bylaws and agreements prevail.
- 2. **Municipal Use** – Parks and Recreation facilities used for official municipal purposes by the Councils of the City of Armstrong or Township of Spallumcheen, or by municipal departments, may be scheduled in accordance with operational requirements and may only be exempt from facility rental fees where the use directly supports joint municipal programs, services, or civic functions.
- 3. **Joint Use Agreement** - Use of Parks and Recreation facilities by School District No. 83 (North Okanagan–Shuswap) shall comply with the terms and conditions of any applicable joint use or shared facility agreements between the municipalities, the Commission, and the School District.
- 4. **Appeals Mechanism** – Appeals related to fees or charges, allocations, refunds, or credits may be appealed in writing to the Commission within fourteen (14) days of the decision. Appeals will be reviewed by the Commission and the decision is final.

Commented [CW26]: New language

Commented [CW27]: New language

Policy #: xxx.xxx
Date Adopted: Month, day, year
Resolution #:

Certified Correct:

Annual Fee Waiver and Community Access Procedure

The Commission is required by the Community Recreation Policy to approve an **Annual Fee Waiver and Community Access** schedule identifying events, programs, user group categories, and Commission-led community access initiatives eligible for full or partial fee waivers, reduced rates, or no-cost admission opportunities. This schedule will be reviewed and approved annually as part of the budget and operational planning process.

The Annual Approved Fee Waiver and Community Access Schedule will identify:

- Host organization
- Specific events, tournaments, programs, or initiatives eligible for fee waivers;
- The extent and nature of the waiver, including whether the waiver applies to facility rental fees only or includes additional costs such as staffing, utilities, equipment, custodial services, or technical support;
- Commission-operated no-cost or low-cost recreation opportunities, including public admissions, community events, introductory programs, wellness initiatives, or accessibility-focused participation opportunities to be offered annually;
- New applications will require estimated value of waived fees, event outcomes, participation numbers, and community benefit.

Fee waivers not identified within the Annual Fee Waiver and Community Access Schedule require separate approval in accordance with Commission policy or delegated authority.

All approved fee waivers remain subject to the requirements, conditions, and limitations outlined in the Community Recreation Policy, Facility Use Agreement, applicable procedures, and all operational, safety, insurance, and user obligations established by the Commission.

2026 Annual Fee Waiver and Community Access Schedule

Fee Waivers

Organization	Full	Partial	Purpose/Event	Facility	Terms or Conditions
Royal Canadian Legion Branch 35	x		Remembrance Day	Hassen Arena	1994-Centennial Hall 2009 -Hassen Arena
Armstrong Scout Group	x		Remembrance Day	Centennial Hall	
A/S Chamber of Commerce	x		All Candidates Forum	Centennial Hall	
Armstrong Vernon Lumby 4H District Council	x		4H Rally Day	Cattle Swine Complex	
Local non-profits	x		Use of meeting room during rental or tournaments	Sunbelt/Hassen Arena	Only permitted if not rented by others
Armstrong Ladies Club	x		Easter Egg Hunt	Memorial Park	
Armstrong/Spallumcheen Medical Loan Cupboard	x		Medical Loan office and equipment storage	Hassen/Room A – Loan Cupboard	*since 2007
School District #83	x		Facility use	All	1999 Joint Use Agreement
School District #83			-Grad -PVSS Music in the park		<i>Outside agreement</i>
Senior Shamrock Lacrosse			Dressing room		

Free Community Access:

Program	Demographic	Season	Frequency
Parent and Tot Skate	Families	Fall/Winter	Weekly
Indoor Walking	Seniors	ALL	Weekly/three times
Free Floor Time	All	Fall/Winter	Weekly
Toonie Swim	All	Summer	
Canada Day Swim	All	Summer	Once/July
Skating	All	Winter/Christmas	2 weeks/sponsored

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DRAFT

**ARMSTRONG-SPALLUMCHEEN
PARKS AND RECREATION
COMMISSION**

MANUAL

of

FEES and CHARGES

&

POLICY and PHILOSOPHY

1983

Adopted by City of Armstrong
at a Council Meeting dated
Monday, June 11, 1984

Adopted by Township of Spallumcheen
at a Council Meeting dated
Monday, June 4, 1984

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I Introduction

Various levels of government have recognized that recreation makes a significant contribution to the quality of individual and community life. It provides opportunities for community involvement, for personal growth, and for the development of life-skills through enjoyable experiences. It also provides both relaxation and stimulation, as well as reinforcing community identity.

Recreation is a matter of individual choice and therefore recreational opportunities should be accessible to everyone, allowing the maximum freedom to choose. Because governments recognize that such decisions can best be made at the community level, municipalities are primarily responsible for recreation services. The focal point of this grass-roots level of involvement is the Recreation Commission, authorized under various sections of the Municipal Act

II Responsibilities of the Armstrong-Spallumcheen Parks and Recreation Commission

The Armstrong-Spallumcheen Parks and Recreation Commission is authorized under By-Law Numbers 796 dated 27th July 1981 (City of Armstrong) and 992 dated 15th December 1980 (Township of Spallumcheen), to provide recreational services for all people of the City of Armstrong and the Municipality of Spallumcheen. Specifically, the Commission assumes the following responsibilities in carrying out its duties:

1. to establish and maintain a diversity of recreation opportunities for the people of Armstrong-Spallumcheen regardless of age, sex, religion, race or economic status.
2. to place, develop and operate a variety of facilities in a manner that will provide fair and equitable opportunities for a wide range of interests at a minimum cost to the taxpayer and participant.
3. to continually analyze programs and assess facilities to ensure that they meet every-changing needs.
4. to co-operate with other recreation agencies and City and Municipal Councils to assist and advise on matters relating to the co-ordination of total community recreation services and facilities.

Attainment of these responsibilities would be virtually impossible if the Commission were to rely exclusively on tax support, and therefore it is inevitable that a system of fees and charges must be maintained as a supplemental means of financing Parks and Recreation operations.

III Principles of Recreation

The Parks and Recreation Commission has adopted the following guiding principles which form the rationale for establishing policies for setting fees and charges:

1. A service so vital in the building of character and citizenship should be provided on the same basis as public education. Like education, health or safety, we feel recreation is a basic human need and should be available to all. It is in the public interest that public recreation be considered on the same financial policy as public education and libraries.
2. The concept of public recreation as a joint Armstrong-Spallumcheen government function justifying tax support, is based on provision of basic services which can be enjoyed by the vast majority of the population.
3. Each financial policy should be evaluated in terms of its discriminatory effect on all segments of the population. Fees and charges tend to restrict participation on the part of those individuals, families or other groups who can least afford to pay but are most in need of the public services.
4. A fee, no matter how small, places a greater value on the activity and tends to eliminate some of the non-interested participants and the trouble maker.
5. Children of school age should not be charged for certain basic opportunities.
6. Services that are above a basic standard must be paid for in part by the participant group or individual rather than the community as a whole.
7. Fees and charges should be based on the premise that all recreation activities should be self-supporting.
8. Revenues should be obtained for a purpose and are never an end in themselves.
9. Complete subsidy for leadership, supplies, equipment and facilities would seriously limit the scope of recreation services regardless of the size of budget and expansion of services will be directly influenced by the amount of money recovered.
10. A higher fee is advisable when the number benefiting is small, when the initial expense is disproportionately great, or when maintenance cost is high.
11. The direct beneficiary of a special comparatively exclusive service which may involve special instruction, special privilege, or private use should pay a higher or full share of costs.

12. The community has the right to profit on use of facilities or organization of programs when public resources are utilized by profit-motivated individuals, groups or companies.
13. Competition with private enterprise should not necessarily be avoided if in the Receptions Commission's opinion it is in the best interest of the community.
14. Non-residents should not be entitled to all of the benefits of the local taxpayer.
15. The worth of a program should not be measured only by the amount of revenue produced.
16. The cost of collection of revenues should not be disproportionate to the advantage gained.

IV Fees and Charges - Rationale

The question of how much to charge for a particular service, program or facility is one of the most difficult tasks facing the Recreation Commission. Discrepancies among communities exist not only in how much is being charged, but why and how the charges are being made. Sound policies are needed that serve as the basis for financial planning, that satisfy local political realities, and that prevent yielding to the pressures of individual interest groups.

Municipal expenditures for recreation have increased from an average of 7 percent of all provincial municipal expenditures in 1962 to 12 percent in 1980. In Armstrong-Spallumcheen, these figures have shown little change - from 6.88 percent in 1977 to 9.70 percent in 1983. The City of Armstrong committee 9.77 percent of its budget to the Parks and Recreation Commission, and the Municipality of Spallumcheen contributed 9.64 percent (1983).

Recreation services, by and large, supported primarily through tax revenues. The need, however, to recover at least some of the costs through fees and charges is a direct response to the increasing pressure on municipal governments to reduce taxes and expenditures at a time when their own operating and capital costs are high.

After reviewing the literature and examining current policies in other communities, it is evident that fees and charges are an acceptable practice. The following conclusions may be drawn:

1. Fees are presently established primarily by annually increasing rates by some percentage or by reviewing the rates of other agencies.
2. There is some concern that fees should be based at least partially on the costs of the service, although fees should not restrict participation. In addition, the percentage of cost recovery should be based on the nature of the user group.
3. Different groups in the community need to be subsidized to a greater or lesser extent, with the amount of subsidy related to the worth of the activity to the community as a whole.

V Fees and Charges - Policies

The policies that follow are grouped into seven categories for purposes of clarity:

1. Rental of Buildings, Grounds and other Facilities
2. Admission Charges to Public Activities
3. Rental of Equipment
4. Program or Activity Fee
5. Sales Revenues
6. Special Service Charges
7. License Fees

1. Rental of Buildings, Grounds and Other Facilities

- 1.1 Parks and tot lots, playgrounds, community play fields, community tennis courts and the wading pool are considered a basic service and no charge will be made for use as long as there is no admission charged and/or exclusive use required.
- 1.2 A charge will be made for exclusive use of an Parks and Recreation facilities. (Exclusive use is defined as use of a public facility by any group for its own purposes.)
- 1.3 A basic hourly or daily rate plus a percentage of gate receipts will be charged for rental of buildings, grounds and other facilities.

- 1.4 Activity rentals of the pool and rink will consist of a base rate plus a per capita assessment for the number attending in excess of thirty persons.
- 1.5 There will be a nominal meeting room charge for youth groups, senior citizen groups, and for meetings of local adults providing services to youth. (Note: This applies only to meetings related to youth and senior citizen services, and not to social activities.)
- 1.6 All bookings will be placed on a rental agreement form which should be completed at time of booking and not later than 48 hours prior to the event.
- 1.7 Bookings involving a nominal or no rental charge may be canceled in favour of bookings that require a rental charge. Suitable notice will be given in this case.
- 1.8 A damage or cleanup deposit for all bookings will be made at the Parks and Recreation office in advance with the balance to be paid from receipts within one month of the event.
- 1.9 Application for credit will be made in writing to the Parks and Recreation secretary who shall have authority to approve monthly billings to established organizations or regular users.
- 1.10 Preferential booking shall be given to previously established functions or groups; including but not limited to the Interior Provincial Exhibition, Kinsmen Club Rodeo, Armstrong-Enderby Riding Club Spring Show, Armstrong & District Fish and Game Club Demolition Derby.
- 1.11 A service charge of two dollars will be made on all billings of ten dollars or less.
- 1.12 A charge will be made to all groups and organizations for on site storage of supplies or equipment and this charge is to be based on square foot market value.
- 1.13 If security is required, an extra charge may be levied. (see Section 7.1)

2. Admission to Facilities (User Fee)

- 2.1 An evaluation will be undertaken periodically to determine whether or not increases in swimming and skating admissions has had an adverse effect on attendance or on certain segments of the populations.
- 2.2 Periodic free access to public skating and public swimming shall be provided.
- 2.3 An evaluation will be undertaken periodically to determine whether collection of revenues is warranted.

3. Rental of Equipment

- 3.1 A rental fee for use of equipment and supplies as may be deemed rentable will be charged. Included would be:
- eight foot folding tables
 - metal and wood stacking chairs
 - 2 one hundred cup coffee perks
- 3.2 The Parks and Recreation secretary will prepare a report establishing a detailed equipment rental policy with a view to identifying which equipment or supplies are rented as a public service, and that this policy include a proposal for recording costs and revenue with a view to making the rental service self sustaining.

4 Program or Activity Fees

- 4.1 There will be a 'no charge policy' for basic playground use. (see section 1.1)
- 4.2 A token fee will be charged for most organized programs for children and young people to assure their interest in the activity.
- 4.3 An additional charge will be made to cover costs of all expendable supplies and equipment used in organized programs for children.
- 4.4 A fee will be charged for youth programs utilizing major facilities and this fee will be sufficiently high to recover rental costs where applicable.
- 4.5 Notwithstanding policies 4.3 and 4.4 above, community financial support will be sought and encouraged for public recreation programs in order to keep costs of programs within reach of most people. Furthermore, all program costs are to be kept to a minimum in order to keep fees within reach of most people.
- 4.6 Most adult program fees will be sufficient to cover all leadership, supply and equipment costs, facility costs and advertising expenses.
- 4.7 Notwithstanding policy 4.6 above, the Commission will have authority to approve subsidy of certain adult programs for senior citizens or people of low income.
- 4.8 A percentage charge or administrative fee to programs will be levied to defray basic administrative costs.

5. Sales Revenue

- 5.1 Concession and food services for the dual purpose of providing a public service and to supplement income are encouraged.
- 5.2 The practice of leasing concession rights on a contract basis will be made for a maximum of a one year period.
- 5.3 The sale of commodities in addition to confections and foods, such as souvenirs and other activity related items such as skate laces, tape, swim goggles, etc. is permitted.
- 5.4 The sale of advertising at public facilities will be decided according to the revenue being sufficient to warrant the time spent on sales and maintenance, and whether the advertising cheapens or degrades the facility.
- 5.5 A sales charge may be made to groups on a per capita basis or as a flat rate when liquor is sold and consumed in or on a Parks and Recreation Commission facility.

6. Special Fees

- 6.1 Special services to groups and organizations on a cost recovery plus ten per cent basis will be made if it does not disrupt the routine operation of the Commission.
- 6.2 A special charge will be made for non-resident use of Parks and Recreation facilities and equipment.

7. License Fees

- 7.1 Where control or supervision of an area is impractical from a financial point of view, or when a particular type of use results in excessive expense to the taxpayer, a license fee will be instituted to pay for supervision or for recovery of expense incurred due to unsupervised use. (see section 1.1)

VI Fee Structure and Pricing Methods

In the past, pricing methods have not been established nor revised according to basic, annually increasing, costs. They have usually been determined by going rate pricing where the fee for an activity is set at the same level as other activities offering a similar service, or by demand-oriented pricing where the fee is set at the level that the client group is willing to pay. Although both these kinds of determining fee structures are related to facility or program use, they do not give consideration to facility or program cost.

As much as it is reasonable and feasible, the Commission is committed in the setting of fees and charges for the use of its facilities and the operation of its programs, to a long range plan to reducing and equalizing subsidies.

As a general principle, fees, charges and rates will be set according to the operational and administrative costs of the facility being used as well as the nature of the user and the purpose of the use.

VII Fees, Charges and Rates

For the purpose of interpreting this schedule, the following definitions and guidelines shall apply:

- a child is a person under 12 years of age
- a student is a person 12 years of age and under 16 years of age or the holder of a student's identification card.
- A senior is a person over 65 years of age unless otherwise specified
- a family consists of one or more adults in addition to one or more of their offspring.
- an amateur group is one that provides an opportunity for local people to pursue a form of recreation and/or provides a cultural experience for the people of Armstrong and Spallumcheen. The act of compensating participants or entertainers in any material way would disqualify the group. Payment to leader, director, coach or instructor, however, is permissible. Amateur groups should apply to the Commission for this concession and those to whom it is granted are required to submit a financial statement within thirty days following the event.

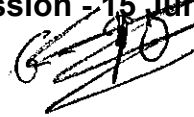
Interpretation of application of charges shall be the responsibility of the Commission secretary. Such interpretations may be appealed to the Commission.

The Commission in consultation with the Commission secretary shall have the authority to approve joint sponsorship or negotiate special rental terms and conditions.

The Parks and Recreation Commission shall have the authority to grant fee admission to public activities from time to time.

User groups shall be divided into eight categories covering local and no-local groups, profit and non-profit groups, admission charges and no admission charged functions, and youth-adult users. Category descriptions as follows:

- Category A** Local recreation, cultural, educational or service organizations using public or School District facilities for organizational purposes, general meetings or social events open to the public and with no admission charge.
- Category B** Local recreation, cultural, educational or service organizations using public or School District facilities for a social event and charging an admission fee or registration fee.
- Category C** Any religious, political or non-profit organization using public or School District facilities for organizational purposes, general meetings or social events.
- Category D** Any profit-making organization, group or individual using public or School District facilities.
- Category E** Any educational or youth group using a public or School District facility for a school program, registered community program or Commission program with a nominal or no registration fee.
- Category F** Any public youth program, association or club using a public or School District facility and charging their own registration or user fee, or for the purpose of raising money.
- Category G** Any local adult program, association, club or private party using a public or School District facility.
- Category H** Any non-local adult program, association or club using a public or School district facility.



Policy - Fees and Charges

Revised July 11, 2002

1. That facility rental fees adopted annually by the Parks and Recreation Commission will be charged in full and that no further reduction in fees will take place as a result of requests from users.

Armstrong Spallumcheen Parks and Recreation Commission Policy and Procedures

Section:	Special Events	Policy no.	M-1
Subject:	C.A.P.E. Committee/Beer Garden	Pages	2
Approved By:			
Effective Date:	December 1, 2002		

Purpose:

To regulate Special Event Beer Gardens in the Community

Membership:

C.A.P.E. (Committee to Approve Public Events) may consist of representatives from:

- a) Parks and Recreation Commission
- b) Provincial Liquor Inspector
- c) Interior Health Authority
- d) R.C.M.P.
- e) Both City and Township Councils
- f) Local Liquor Store

Background:

As a Sub-Committee of The Parks And Recreation Commission The C.A.P.E. (Committee) is regulated by the BC Liquor Control Board to control Special Event Beer Gardens in the community and meets annually in March. In January of each year the Committee will advertise for applications from groups wishing to hold Special Event Beer Gardens in the community. The Committee reports to the Parks and Recreation Commission.

Policy:

- 1) The C.A.P.E. Committee requires all groups requesting a Beer Garden in the City of Armstrong or the Township of Spallumcheen to make written application outlining all details of the proposed event. Councils have given authority to the Parks and Recreation Commission to advertise, review applications and approve.

- 2) If the application is approved, then the group and/or organization will agree to pay to the Parks and Recreation Commission as per the applicable rate in advance.

- 3) All approved Beer Gardens must serve beverages in a plastic container and from an appropriate vending station approved to by the the Parks and Recreation Manager or designate (pick up trucks are not permitted). The Beer Garden must also have a controlled access/egress with a seperate location for this event if held in conjunction with another activity.

- 4) All applications shall name the non-profit organization which will receive the profits from this activity and submit a financial statement.
- 5) The Parks and Recreation Representative will act as the Chairperson for this committee.
- 6) Financial Report must be submitted to Armstrong Spallumcheen Parks & Recreation Commission within 60 days after the completion of the event.
- 7) Deadline for applications will be February 28 annually and must be Accompanied by a non-refundable \$25.00 administrative fee.
- 8) Funds realized through this special license must be used for charitable or public community projects.

October 20, 2025 ASPRC

From: Lisa Gyorkos
To: amszarek@outlook.com
Cc: Staff
Subject: RE: ASPRD becoming Venue for Easter Seals Access2 Cardholders
Date: September 25, 2025 9:44:46 AM

<input type="checkbox"/>	COTW		Mayer	<input type="checkbox"/>	
<input type="checkbox"/>	REG		Council	<input type="checkbox"/>	
<input type="checkbox"/>	IC		Table	<input type="checkbox"/>	
<input type="checkbox"/>	OTHER				
<input type="checkbox"/>	CAO	<input type="checkbox"/>	CO	<input type="checkbox"/>	CFO
<input type="checkbox"/>	MO	<input type="checkbox"/>	DCO	<input type="checkbox"/>	Planner
<input type="checkbox"/>	P. Tech	<input type="checkbox"/>	All Staff	<input type="checkbox"/>	Weekly Sum
<input type="checkbox"/>	Inspectors	<input type="checkbox"/>	Fire	<input type="checkbox"/>	Building
<input type="checkbox"/>	Other				
<input type="checkbox"/>	File				

Thank you for your email. The Armstrong Spallumcheen Parks and Recreation Commission is committed to ensuring that “Everyone Plays” and has an opportunity to participate wherever possible. To that end, they have a program in place currently called an Affordable Access Pass. This pass allows those that qualify to participate in events with a 75% reduction in fees and free access for their caregivers. More information can be found in each of the Activity Guides published by Parks and Recreation. The Township also has some basic information about the program in our News and Information section: <https://www.spallumcheentwp.bc.ca/blog/Press-Release---Armstrong-Spallumcheen-Parks-and-Recreation-are-introducing-an-affordable-access-pass-to-qualifying-individuals-and-families-in-Armstrong-and-Spallumcheen.htm>

We appreciate your interesting in making sure everyone has an opportunity to participate in our facilities and activities. Please don’t hesitate to reach out to Parks and Recreation for more information on the program.

Thank you,

Lisa Gyorkos

Manager of Strategic Priorities, Township of Spallumcheen
4144 Spallumcheen Way | Spallumcheen, BC V4Y 0N1
Phone: (250) 546-3013 | Fax: (250) 546-8878 | Website: www.spallumcheentwp.bc.ca

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From: Alexis & Marc Szarek <amszarek@outlook.com>
Sent: September 23, 2025 12:36 PM
To: AS-parksandrec@asprd.com; Staff <mail@spallumcheentwp.bc.ca>; info@cityofarmstrong.bc.ca
Subject: ASPRD becoming Venue for Easter Seals Access2 Cardholders

You don't often get email from amszarek@outlook.com. [Learn why this is important](#)

To Armstrong Spallumcheen Parks & Rec Commission,

I am emailing to ask the ASPRD to consider becoming a venue that accepts the Access2 Card, creating more local opportunities for people with disabilities.

Through ASPRD, the Access2 Card could be accepted for skating, roller skating, swimming and any other activity where it may be cost prohibitive for the support person to pay in addition to the person with disability and therefore the person with a disability ends up not being able to participate.

There are many venues across the country that accept this card. As the owners of Bloom Flower Festivals, we accept the Access2 Cards for our events; the application process is straightforward and it has been a great opportunity to support visitors with disabilities.

Here is the link to explore how ASPRD can enroll and participate: [For Interested Venues – Access2](#)

About the Access 2 Card program

Easter Seals Canada's award winning Access 2 Card program was launched in 2004 with support from Cineplex Entertainment and a group of national disability organizations. The Access 2 Card program helps to ensure that entertainment, cultural and recreational opportunities are more available and accessible to all. Managed and administered by Easter Seals Canada (located in Toronto), the Access 2 Card program has grown to reach over 100,000 Canadians who are living with disabilities, and includes over 500 participating partner venues across the country.

With the support of all our proud partner venues and fantastic cardholders, Access 2 has emerged as a national leader in helping create opportunities for individuals with disabilities and raising awareness about the importance of accessible venues.

Thank you for your consideration!

--

Alexis & Marc Szarek

***REPORT TO COMMISSION**



Armstrong Spallumcheen Parks & Recreation

TO: ARMSTRONG SPALLUMCHEEN PARKS AND RECREATION COMMISSION

FROM: GENERAL MANAGER

DATE: OCTOBER 20, 2025

SUBJECT: AFFORDABLE ACCESS PASS FEEDBACK

General:

The Armstrong Spallumcheen Parks and Recreation Commission currently offers an Affordable Access Pass. This program has been in place since 2023. The Township, as the Service Manager, has received feedback from the public that the current program excludes those under the age of 18.

Previous Resolution:

At the January 23, 2023 Commission meeting the AS Parks and Recreation Commission passed the following resolutions:

Main Motion:

THAT the Armstrong Spallumcheen Parks & Recreation Commission approve the Affordable Access pass as presented.

Amendment to the Motion:

THAT the Armstrong Spallumcheen Parks and Recreation Commission amend the motion as follows:

- *Add entrance for caregiver at no cost*
- *Add that the manager can remove the requirement for ID at their discretion.*

Main Motion as Amended:

THAT the Armstrong Spallumcheen Parks and Recreation Commission approve the affordable access pass program allowing one caregiver free access and that the General Manager can have discretion regarding proof of identification should an applicant not be able to provide proof of identification.

Timeline:

January 23, 2023	Program introduced to Commission
February 21, 2023	Commission reviewed a flyer that was to be used to advertise the program to the public
March 1, 2023	public communications posted on Township, City and Parks and Recreation about the program
September 23, 2025	Emails received from the public by the Township asking for the Commission to adopt the Easter Seals Access 2 Cardholders program
September 25, 2025	response provided by the Township informing them of the Affordable Access Pass program
September 25, 2025	One original sender responded thanking staff for the information and advising that those under 18 are not eligible to participate in the current program offered

COMMUNICATIONS:

- Priority 1 Full on community Engagement that may affect day-to-day activities, commerce, transit, health & safety.
- Priority 2 Statutory Advertising Policy requirements must be met
- Priority 3 Informational or Promotional – statutory advertising not required

Audience: Council Staff General Public Other: AS Parks and Rec Commission

BACKGROUND:

The current Affordable Access Pass program indicates that:

- Eligible individuals receive 75% off the cost of entry to the activity at Parks and Recreation
- Eligible individuals can have a support person enter with them at no cost
- To be eligible, qualifying individuals or families include the following designations:
 - Persons or Families receiving Regular Income Assistance Benefits
 - Persons or Families with Disability (PWD)
 - Persons or Families with Persistent Multiple Barriers (PPMB)

As noted in the attached email, persons under 18 are not able to receive any of the above noted designations:

- Persons or Families receiving Regular Income Assistance Benefits
 - *The Provincial website indicates this is a program for individuals or families and is directly related to your reporting on you employability plan*
- Persons or Families with Disability (PWD)
 - *The Provincial website indicates that to be eligible for this designation you must be 18 years of age or older.*
- Persons or Families with Persistent Multiple Barriers (PPMB)
 - *The Provincial website indicates that the persons with persistent multiple barriers (PPMB) category provides assistance to recipients who have long-term barriers to employment that are not expected to be overcome in the short term.*

CONCLUSION:

Now that the program has been running for 2.5 years it may be time for the Commission to review the program and ensure that it is achieving the goals they want including who is eligible to participate.

Respectfully submitted:
Manager of Strategic Priorities
Township of Spallumcheen



June 7, 2026

Armstrong Spallumcheen Parks & Recreation Commission
3351 Park Drive
Armstrong, BC V4Y 0K1

Re: North Okanagan Minor Hockey Association – Ice Logo Fee

Dear Parks & Rec Commission Members,

North Okanagan Minor Hockey Association respectfully requests that the Armstrong/Spallumcheen Parks & Recreation Commission waive the fee associated with placing our association's logo in the ice at Sunbelt Arena.

This is a cost our association has never previously been required to absorb. As with many community organizations, we are working diligently to keep registration fees as affordable as possible for families. The cost of participating in youth sports has risen significantly in recent years, and we are committed to ensuring that hockey remains accessible so parents can continue to provide their children with the opportunity to participate in a healthy, community-based recreational activity.

Eliminating this fee would support our efforts to keep hockey accessible for Armstrong and Spallumcheen families, ensuring children can continue participating in a valued community sport.

Thank you for your consideration. We would welcome the opportunity to discuss this request further at your convenience.

Sincerely,

Alida Lucas
President - North Okanagan Minor Hockey Association

COMMISSION MONTHLY REPORT



Armstrong Spallumcheen Parks & Recreation

TO: ARMSTRONG SPALLUMCHEEN PARKS AND RECREATION COMMISSION
FROM: GENERAL MANAGER, CHERYL WIEBE
DATE: June 15, 2026
RE: MONTHLY ACTIVITY REPORT – APRIL/MAY 2026

1. COMMISSION RESOLUTIONS

Meeting Date	#	Resolution	✓
April 20, 2026	xx/2026 unadopted	THAT the Armstrong Spallumcheen Parks and Recreation Commission approve that the U18AA Okanagan Mainline Amateur Hockey Association (OMAHA) team have exclusive use of the Junior B dressing room for \$500 non-refundable upfront fee upon execution of the agreement and \$50/month charge from September 1, 2026-March 31, 2027.	
GM Action: A Rental Contract has been executed with OMAHA for rental of the locker room. Ice time to be scheduled through NOMHA.			
April 20, 2026	xx/2026 u nadopted	<p>THAT the Armstrong Spallumcheen Parks and Recreation Commission approve the following reallocations in the 2026 Capital Plan:</p> <ul style="list-style-type: none"> • Amend Pool Chemical Delivery system from \$25,000 to \$32,000 • Delete Riding Ring #2 Stairs - \$25,000 • Delete Hassen floor protection \$21,000 • Amend Pool Grates from \$29,000 to \$15,000 which was originally approved in 2028 • Add Hassen and Fairground Electrical Panels - \$32,000 <p>AND THAT the Commission authorize an exemption from the Purchasing Policy to permit a direct award of the Hassen/Fair ground electrical panel project to Tillicum Electric & Controls LTD. To avoid delays that could increase risk, liability, timing and costs;</p> <p>AND FURTHER THAT the Commission provide early budget approval for \$32,000 for the Chemical Delivery</p>	

System and the Hassen/Fairgrounds Electrical panels.		
GM Action: The Township will update the financial plan. This change does not change the amount committed to by both the Township and the City. The emergency electrical work at Hasen and the Fair grounds has been complete as has the majority of the Chemical Delivery system at the pool.		
April 20, 2026	xxx/2026 unadopted	That the Armstrong Spallumcheen Parks and Recreation Commission authorize the General Manager to pursue a seasonal mobile vendor for Memorial Park in Armstrong for the 2026 season; AND THAT the General Manager report back to the Commission at the end of the season about the challenges and opportunities of mobile vending in Memorial Park.
GM Action: The RFP was posted, and no bids were received. The GM will work on extending the RFP. It may be too late in the season for a 2026 vendor.		
March 16, 2026	021/2026	THAT the Armstrong Spallumcheen Parks and Recreation Commission direct staff to provide the Hassen Arena without charge to the Canadian Red Cross Emergency Social Services (ESS) mock reception centre training for a maximum of three (3) days or \$2500 in Spring of 2026.
GM Action: This training has been booked at Hassen Arena for June 5-7, 2026		
March 16, 2026	022/2026	THAT the Armstrong Spallumcheen Parks and Recreation Commission direct the General Manager to reach out to the Interior Provincial Exhibition (IPE) to clarify the 15-day language related to hand over of the grounds in the current IPE contract.
GM Action: Signed contract has been received.		

2. FINANCE AND ADMINISTRATION:

- (a) One of the slush machines is at end of life – there was one at each site (Hassen, Sunbelt and the Pool) with two being located at Hassen Arena in the fall. As there is a large pop refrigerator at Sunbelt, staff have discussed not replacing the slush machine at this location. One machine will be located at the Pool and one at Hassen Arena for the Summer with both machines located at Hassen Arena in the fall. The replacement cost is \$3500-4500 for a new machine and \$1900 for a used one. As the machine is not deemed a high priority, staff will monitor requests and consider other options going forward.
- (b) Completed hiring and onboarding of the following positions were complete.
 - a. Five (5) new lifeguards joined the Aquatics team
 - b. Aquatic and Recreation coordinator is complete
 - c. Seasonal Parks and Facilities Operator
 - d. Casual Facility Attendant

GRANTS:

- (a) **Mini-Peaks Legacy Project** - Mini Peaks Grant (www.minipeaks.ca). “As a legacy of the FIFA World Cup 2026™, this partnership between the Province of B.C., viaSport BC, and Vancouver Whitecaps FC will install professional-quality mini-pitches in communities throughout the province. This project turns underused spaces into permanent, community-owned soccer facilities...”.

The Commission does not currently have land identified for additional sport fields. In addition, the existing ball diamonds at the Fairgrounds present ongoing challenges due to their location within a flood plain and the significant impacts associated with the IPE.

At the same time, aging infrastructure continues to require substantial staff resources and attention. Pursuing this grant application would require staff time that is currently prioritized toward other planning and infrastructure renewal projects. As such, unless otherwise directed by the Commission, the GM will not be pursuing this grant opportunity.

3. CAPITAL/SPECIAL OPERATING PROJECTS:

- (a) **Pool Changeroom Mould (\$65,000)** – This project is substantially complete at the writing of this report and ready for the 2026 pool season. The floor has been identified as slippery, and the contractor is coming back to address this issue.
- (b) **Pool Grates (\$15,000)** – This project is complete.
- (c) **Pool Chemical Delivery System (\$25,000)** – A liquid chlorine system has been installed replacing the old granular chlorine system. Staff are working on new chemical controllers and a Carbon Dioxide system to manage the pH. This project reduces staff exposure to chlorine and muriatic acid and will continue concurrent with pool operations.
- (d) **Pool Boiler (\$120,000)** – project is complete and operational.
- (e) **Hassen and IPE Electrical Panel Upgrade** – project is complete.

**As significant investment was made to the pool, pictures have been included below.*

4. POLICY:

- The following free access opportunities were provided based on policy: “Periodic free access to public skating and swimming will be provided.”
 - School visits
- The following low-cost access opportunities were provided based on historical practice:
 - N/A

5. RECREATION OPPORTUNITIES:

- (a) Spring Summer Registration (To date):

Year	Total Programs	Total Registration
*2026 STD	32	270
2025	139	952
2024	153	875
2023	136	915

**STD (season to date) - Registrations to May 25, 2026 (summer swim lesson registration not included – registration starts June 6, 2026)*

6. OPERATIONS/FACILITIES:

- (a) During the season start up activities at the pool, it was determined that the main pool pump would fail. During the initial assessment of the pump, it was identified that the motor had also reached end of life and required replacement. This only became evident during disassembly of the electric motor which revealed a corroded motor shaft. This is not a piece of equipment that could routinely be dismantled for inspection. Due to the restricted space in the pump pit, the only motor that will fit is the exact model currently in use - which unfortunately is no longer available in Canada nor is it commonly produced. As such, the parts needed to come from the United States and were delayed in transit. This resulted in the pool opening being delayed by two weeks. Luckily most of the weather during that time was below 20 degrees which is not ideal outdoor swimming. The GM is working with a mechanical engineer on other options for future replacement of the unit (anticipated in 5-years).
- (b) The flag on the large flagpole at Memorial Park remains down. We require a lift to remove the top of the pole to send off for repairs. This work will align with the IPE later this year when we have access to proper lift. Flags remain at the cenotaph.
- (c) The domestic hot water system at Sunbelt is past its lifespan. The replacement cost, depending on demand requirements, can vary between \$90,000-\$180,000. The arena uses less hot water as ice maintenance no longer requires hot water for flooding. Contractors have conducted a demand test to determine how much hot water the facility uses. This information will inform budget 2027 decisions. It is important to note that any piece of equipment that is past its lifespan is at risk of failure. In discussion with the contractor, if a failure requires a minor repair, that repair will likely costs \$10-15,000. A substantial failure would require full replacement. The impact would be no hot water at the facility (showers, washrooms and concession). The concession would need to close as it requires hot water to operate.
- (d) Significant April/May events:
 - a. Still Standing (CBC Television show) featuring comedian Jonny Harris.
 - b. Vernon Minor Fastball hosted a two-day pitching clinic
 - c. IPE spring Dance
 - d. Okanagan Thunder Spring Tournament
 - e. Farmers Market
 - f. Easter Hunt in Memorial Park
 - g. Vimy Ridge memorial
 - h. Centennial Bike Ride (Regional event)
 - i. Asparagus Theatre Spring performance
 - j. Farmers Market
- (e) Sunday Roller Skating ended for the season
- (f) Seasonal start of lacrosse, minor ball and horse events
- (g) Seasonal ice removal at Sunbelt arena.
- (h) Initial testing of the sound mitigation project between Asparagus Theatre and the ASPR is showing 80% improvement of noise transfer. This will be monitored through the season to see if additional work needs to be complete. The project cost ASPR \$693 plus labour.

7. HEALTH AND SAFETY:

- (a) Hosted two (April/May) Joint-Health and Safety meetings with the May meeting including training from Simply Safe. Highlights and concerns include:
 - Reviewed the Health and Safety policy and first aid procedures
 - Seven (7) staff completed first aid training

- Rubber mats in the Sunbelt change room have been trimmed to mitigate trip hazards. Monitoring for efficiency
- Safety concerns have been identified:
 - Minor First aid – experienced when starting the power washer (recoil). Investigation and training will follow.

8. COOPERATION WITH OTHER AGENCIES

(A) IPE – Priorities and opportunities for the 2026/2027 capital plan.

(B) South Okanagan Roller Derby Association – Discussed issues with temporary derby lines and local history.

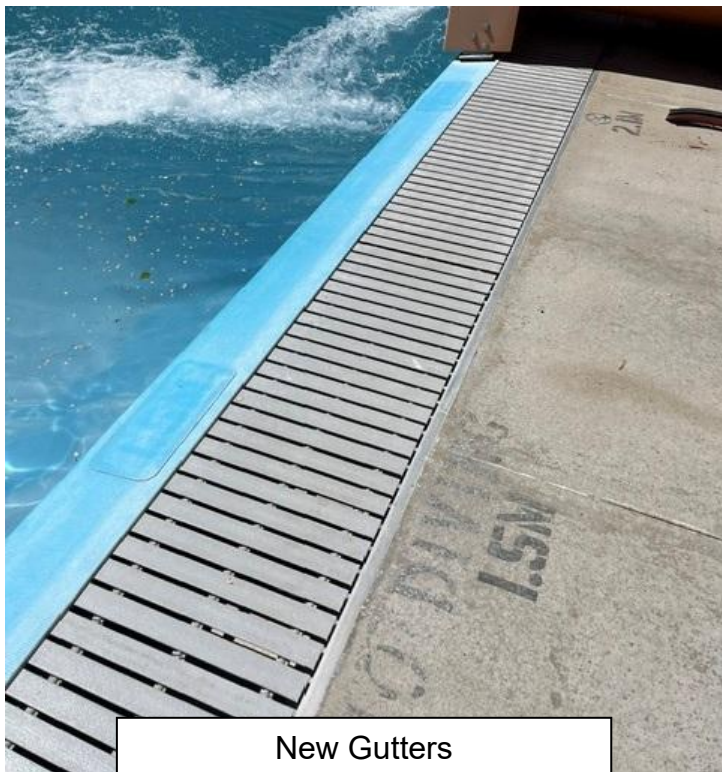
9. EMERGING ISSUES

- A verbal update will be provided regarding any emerging issues that require attention.

Respectfully submitted:

Cheryl Wiebe, General Manager

Women's Change Room



New Gutters



Liquid Chlorine Tank

THIS AGREEMENT is dated for reference the 1st day of January 2026.

BETWEEN:

THE TOWNSHIP OF SPALLUMCHEEN
4144 Spallumcheen Way
Spallumcheen, BC
V4Y 0N1

(the "Township")

THE CITY OF ARMSTRONG
P.O. Box 40
Armstrong, BC
V0E 1B0

(the "City")

OF THE FIRST PART

AND:

THE INTERIOR PROVINCIAL EXHIBITION ASSOCIATION
P.O. Box 490
Armstrong, BC
V0E 1B0

(the "I.P.E.")

OF THE SECOND PART

WHEREAS:

The City and the Township recognize the long-standing history and tradition of the Fair organized annually by the I.P.E. and the benefits the event brings to the communities, and

The I.P.E. recognizes the important contribution volunteers and non-profit community groups make to the success of the Fair, and

The I.P.E. recognizes its central location within the City and will make every effort to initiate and support activities within the City core during the period of the Fair, and

The City and the Township recognize that the I.P.E. provides a venue for fundraising by non-profit organizations, and is made up, on the whole, of volunteers, and

The City and the Township, and the I.P.E. wish to consult and cooperate with each other in the creation and implementation of a 5-year Capital Improvement Plan for the repair and upgrading of the Facilities used for the I.P.E. Fair.

Therefore, in consideration of the terms and conditions in this agreement, the I.P.E., and the Township and the City agree as follows:

1.0 Definitions:

In this Agreement:

“*Commission*” means The Armstrong-Spallumcheen Parks and Recreation Commission having the authority to enter into the agreement as per the City of Armstrong Township of Spallumcheen Armstrong-Spallumcheen Parks and Recreation Service Interim Intermunicipal Services Agreement Bylaw (City of Armstrong Bylaw No. 1931, 2024) (Township of Spallumcheen Bylaw No. 2159, 2024)

“*Facilities*” means those buildings and other fixtures such as fences, gates, roadways, walkways, etc. located on lands owned by the City and Township and depicted in Schedule “A” attached to this Agreement.

“*Fairgrounds*” means those lands owned by the City and Township, as described by Schedule “B” attached to this Agreement. It does not include the Armstrong Spallumcheen Sunbelt Arena building, adjacent parking lot, skateboard park, pool, or Memorial Park.

“*Fair*” means the Annual Fair of approximately 5 days in length produced by the I.P.E.

“*General Manager*” refers to the Armstrong Spallumcheen Parks and Recreation Service General Manager.

“*Joint Staff Steering Committee*” is the same as that defined within the Armstrong-Spallumcheen Parks and Recreation Service Interim Intermunicipal Services Agreement Bylaw (City of Armstrong Bylaw No. 1931, 2024) (Township of Spallumcheen Bylaw No. 2159, 2024)

“*Prime Contractor*” as defined under the regulations of the *Workers Compensation Act*

“*Service Manager*” is the same as that defined within the Armstrong-Spallumcheen Parks and Recreation Service Interim Intermunicipal Services Agreement Bylaw (City of Armstrong Bylaw No. 1931, 2024) (Township of Spallumcheen Bylaw No. 2159, 2024)

2.0 Land and Premises Covered by this Agreement:

This Agreement governs the use of:

2.1 The facilities on the Fairgrounds described in Schedule “A” attached hereto.

- 2.2 The land owned by the City and Township as described in Schedule "B" attached hereto (in this Agreement called the "Fairgrounds").
- 2.3 Notwithstanding Section 2.1, this Agreement does not include the Armstrong & District Curling Club building situated on the Fairgrounds.

3.0 The I.P.E.:

The I.P.E. agrees it:

- 3.1 Will have priority and exclusive use of the Facilities and Fairgrounds for Fair related activities for a period of up to thirty days (30) consecutive days annually. An additional period of up to fifteen (15) consecutive days may be permitted for the purpose of facilitating clean up, site restoration and a staggered turnover of the Facilities and Fairgrounds to the Commission, for a maximum of forty-five (45) consecutive days annually, subject to the terms of this Agreement.
- 3.2 Has full responsibility for the coordination, preparation and organization of all activities of the Fair, with ongoing and cooperation with the Service Manager.
- 3.3 Will hold the Fair on the five (5) days preceding the Labour Day Monday. The Fair will work collaboratively with the Service Manager to determine the date of possession of the grounds and will provide notice either at the first meeting with the Service Manager following the IPE AGM or by Mar 1st of each year which ever is first.
- 3.4 Will consider requests for use of the Facilities during the forty-five (45) day period in a cooperative manner. The Service Manager will provide written requests by February 15th annually, and the Fair will make reasonable efforts to accommodate such requests, considering operational requirements of the Commission and Fair-related activities.
 - a. Any requests for use of the Facilities which are mutually agreed upon, will be confirmed by the Service Manager in writing and documented as Schedule D – Approved Facility Use annually by June 1.
 - b. The Service Manager will require access for the public to the Hassen Gym and Medical Loan Cupboard during this period and will work with the I.P.E to ensure that logistics for use of these areas does not interfere unduly with use of the Facilities by the I.P.E. and that any black out periods for use are reduced to the smallest window of time possible.
 - c. Where there is an emergency situation that requires use of the Facilities or Fairgrounds by the City or the Township such as for fire or flood evacuees, the Service Manager will contact the I.P.E. immediately after being notified of the need and include them in the planning for use of the Facilities or Fairgrounds to mitigate impact where possible.

- 3.5 Is entitled in accordance with this agreement to in kind use of the Fairgrounds and Facilities for Fair related activities, save and except the cost of utility usage.
 - a. Utilities include to electricity, water, sewer, and gas.
- 3.6 The IPE shall be deemed the Prime Contractor and shall be responsible for meeting all the requirements associated with this role from the date of possession of the Fairgrounds to the date that the grounds are returned to the Service Manager.
- 3.7 May collect and retain rentals for all Facilities and Fairgrounds sublet to third parties in direct connection with Fair related activities.
- 3.8 Will inspect the condition of the Facilities and Fairgrounds with the General Manager and a Parks and Recreation staff member one (1) month preceding the Fair and both parties will agree in writing as to the current condition of the Facilities and Fairgrounds and any existing defects which require remedial action by the Service Manager prior to the Fair.
 - a. The parties agree to inspect the Facilities and Fairgrounds with the General Manager and a Parks and Recreation staff member immediately prior to occupancy to confirm the condition of the Facilities and Fairgrounds and the status of any remediated works.
- 3.9 Will, with the General Manager and a Parks and Recreation staff member at the conclusion of the occupancy by the I.P.E., after the Fair, re-inspect the condition of the Facilities and Fairgrounds and both parties will agree on a list of any required alterations and repairs required to be completed by the I.P.E.
 - a. The time frame for completing the repairs will be determined in discussion between the Service Manager and the I.P.E. based on the extent of the repair required.
 - b. The I.P.E. will prioritize completing required alternations and repairs for portions of the Facilities and Fairgrounds where they have been notified in writing by the General Manager that a subsequent booking has been made for that Facility or Fairgrounds and will make every effort to not extend beyond the date of the next booking.
- 3.10 Will repair and restore the Facilities and Fairgrounds to the condition they were in prior to occupancy.
 - a. Vandalism committed during the period of occupancy will be repaired by the I.P.E.
- 3.11 The I.P.E. will prioritize vacating portions of the Facilities and Fairgrounds where they have been notified in writing by the General Manager that a subsequent booking has been made for that Facility or Fairgrounds and will make every effort to not extend beyond the date of the next booking.

- a. Where the I.P.E. is ready to vacate a portion of the Facilities or Fairgrounds to accommodate that booking, they shall notify the General Manager in writing who will arrange an inspection within 48 hours of that portion of the Facilities or Fairgrounds the same as indicated in section 3.9.
- 3.12 Will give the Service Manager prompt written notice of any defect or damage that they determine while in possession of the Fairgrounds and Facilities.
- a. Such notice will be provided for the any defects noted in but not limited to the following areas:
 - i. heating or air conditioning systems,
 - ii. water pipes,
 - iii. gas pipes,
 - iv. telephone lines,
 - v. electric light or other wires, and/or
 - vi. any other damage or defect to the Facilities or Fairgrounds
- 3.13 Will not make structural alterations or additions to the Facilities or the Fairgrounds without first submitting plans and specifications to the Service Manager and obtaining the prior written consent of the Service Manager.
- a. The I.P.E. will be responsible for obtaining all necessary drawings, permits or licenses connected with any alterations or additions and will ensure that they are in compliance with all applicable federal, provincial and local codes and bylaws.
- 3.14 Will provide the Service Manager with audited financial statements for the previous year prepared in accordance with generally accepted accounting principles annually. Presented in-camera as per agreement / remains confidential
- a. Once provided to the Service manager, the I.P.E. will be notified of the next Armstrong Spallumcheen Joint Council meeting where they will be invited to present information to the Joint Council on the financial statements and Fair in general.
- 3.15 Will participate with the Service Manager in developing a 5-year Capital Improvement Plan for the Facilities and Fairgrounds (the "Capital Improvement Plan") including identifying for the Service Manager the I.P.E.'s priorities for maintenance, repairs and special projects.
- a. Will meet with the Joint Staff Steering Committee, as required, but at minimum semi-annually in the months no later than April 30 and October 31 annually, to discuss matters of mutual concern and to review the Capital Improvement Plan
 - b. Prior to these meetings the I.P.E. will notify the Service Manager, about any Capital Improvements they have invested into for the Facilities and Fairgrounds including the nature of the project and the funds contributed.

- 3.16 The I.P.E. will allow staff from the City, Township and/or Parks and Recreation and their agents and contractors access to the Facilities and Fairgrounds during the period of the Fair to effect emergency repairs only.
- a. The City, Township and/or General Manager will make every effort to inform the I.P.E. prior to entering the grounds to effect the emergency repairs.
- 3.17 Will use the Facilities and Fairgrounds at its own risk and agrees that neither the Commission, the City, the Township nor their respective officers, employees, servants, agents, heirs, successors and assigns have made any warranties or representations respecting the suitability or condition of the Facilities and Fairgrounds.
- 3.18 Further agrees that it will indemnify and save harmless the City, the Township, the Commission and their respective officers, employees, servants, agents, heirs, successors and assigns from and against any and all claims whatsoever, including all damages, liabilities, expenses, costs, including legal or other fees incurred in respect of any such claim(s) or any action(s) or proceeding(s) brought thereon arising directly or indirectly from or in connection with the I.P.E.'s use of the Facilities and Fairgrounds.
- 3.19 Will obtain and maintain comprehensive general liability insurance including, without limitation, coverage for the indemnity provided herein, on terms satisfactory to the City and Township. The Commission, the City and the Township are to be included as named insured. Such policy will be written on a comprehensive basis with inclusive limits of not less than \$5,000,000 per occurrence including \$5,000,000 for bodily injury and/or death to any one or more persons including voluntary medical payments and property damage or such higher limits as the City and Township may require from time to time.
- a. The policy will contain a clause providing that the insurer will give the Service Manager forty-five (45) days prior written notice in the event of cancellation or material change.
- b. The I.P.E. will provide the Service Manager with evidence of such insurance coverage in the form of an executed copy of a Certificate of Insurance in a form satisfactory to the Service Manager ten (10) days prior to the execution contained in this Agreement, and proof of current insurance by March 1 of each year.
- 3.20 Will determine what additional insurance coverage, if any, including but not limited to WorkSafe BC and Participants Insurance, are necessary and advisable for its own protection and/or to fulfill its obligations under this contract.
- a. Any such additional insurance shall be maintained and provided at the sole expense and responsibility of the I.P.E.

- 3.21 Acknowledges that the Parks and Recreation office may remain open during the I.P.E.'s possession of the Facilities and Fairgrounds and that the Parks and Recreation service still operates and maintains facilities other than those on the Fairground.
- a. Parking will be provided for Parks and Recreation staff and equipment during their working hours as close to their work areas as possible given the space constraints of the fair.
 - b. Every effort will be made by the General Manager to find parking for staff that does not impede the I.P.E.'s use of the parking lot next to Sunbelt Arena.
 - c. The General Manager shall provide a list of employees that require parking in the Sunbelt Arena and their hours of work at least seven (7) days prior to the I.P.E.'s possession of the grounds.
 - d. Parks and Recreation staff will not require I.P.E. entrance passes and will not be asked to produce them to access parking at the Sunbelt Arena or anywhere else on the Fairgrounds mutually agreed to as a parking spot for the Parks and Recreation staff during their hours of work while the I.P.E. is in possession of the Fairgrounds.

4.0 Storage Areas

- 4.1 Storage areas will be made available to the I.P.E. on the Fairgrounds and identified on the map included as Schedule "C".
- 4.2 The I.P.E. will provide its own garbage disposal and security for their use of the storage areas identified in Schedule "C".
- 4.3 The I.P.E. will request written permission from the Service Manager prior to using areas for storage other than those indicated on the map in Schedule "C".
- 4.4 Repairs required for the storage areas in use by the I.P.E. will form part of the Capital Investment Plan and funding distribution will be determined in agreement with the I.P.E. and the Service Manager.
- 4.5 The I.P.E. will provide the Service Manager a list of all items stored in each of the storage areas.
- 4.6 If items from the storage area need to be moved to a different area for any reason, written notification will be provided.
- a. This includes if items need to be moved by the I.P.E or by the Service Manager for an emergent situation or to complete repairs in the Facility.
 - b. The entity doing the moving shall inform the other party as soon as possible in writing:
 - i. The reason for the move
 - ii. What items were moved
 - iii. Where they were moved
 - iv. When or if they can be returned to the original location

5.0 The City of Armstrong and the Township of Spallumcheen:

The City, the Township, and the Commission agree they:

- 5.1 Will give the I.P.E. priority and exclusive use of the Facilities and Fairgrounds for Fair-related activities for up to thirty (30) consecutive days annually. An additional period of up to fifteen (15) consecutive days may be permitted to facilitate a phased restoration and return of the Facilities and Fairgrounds, for a maximum of forty-five (45) consecutive days annually, subject to the terms of this Agreement and , notwithstanding section 3.4.

During the allocated period, the Facilities and Fairgrounds shall remain exclusively available to the I.P.E. No other groups shall be permitted to use the Facilities, and no overlapping bookings shall occur until final written approval has been granted by the Service Manager and as documented in Schedule D.

- 5.2 Will collect and retain all proceeds from rentals of the Facilities outside of Fair related activities.
- 5.3 Will retain keys to, and custody and control of, the Facilities and Fairgrounds including all areas (e.g., staff rooms, storage, and workshops) equipment and machinery normally used exclusively by the Parks and Recreation staff.
- 5.4 Will ensure that the General Manager or a representative of the Service Manager and a Parks and Recreation staff member participates in the inspection of the condition of the Facilities and Fairgrounds with a representative of the I.P.E. one month preceding the Fair and both parties will agree in writing as to the current condition of the Facilities and Fairgrounds and any existing defects which will require remedial action by the Service Manager prior to the Fair.
- 5.5 The Service Manager will notify the I.P.E. throughout the year of any repairs, to be undertaken by the Service Manager, which may impact the I.P.E's occupancy period or operation of the fall fair.
- 5.6 Will, ensure that the General Manager or a representative of the Service Manager and a Parks and Recreation staff member with a representative of the I.P.E. participates in an inspection at the conclusion of such occupancy after the Fair, re-inspect the condition of the Facilities and Fairgrounds and both parties will agree on a list of alterations and repairs required to be completed by the I.P.E.
- a. Repairs, maintenance, or cleaning required under section 5.6 that are undertaken by Parks and Recreation employees or contractors, at the request of the I.P.E., will be billed to the I.P.E. on an 'as cost' basis by the Service Manager unless prior arrangements have been made.

- 5.7 Will participate with the I.P.E. in developing a Capital Improvement Plan for the Facilities and Fairgrounds including reviewing the I.P.E's priorities for maintenance, repairs and special projects.
- 5.8 Will provide the I.P.E. with a copy of the Capital Improvement Plan and any approved upcoming Capital projects once the budget has been approved by the Councils of the City and Township.
- 5.9 Shall ensure that the Joint Staff Steering Committee meets with the I.P.E. in October and April to discuss matters of mutual concern.
- 5.10 Will not, during the period of occupation for the purpose of the Fair, be responsible in any way for any injury or death to any person; any loss of or damage to any property belonging to the I.P.E. or its agents or other persons attending at or about the Fairgrounds; or indirect or consequential damage.
- 5.11 Will ensure that the I.P.E. is included as an additional insured on the liability insurance carried with the Municipal Insurance Association of British Columbia and will provide the I.P.E. with current proof of same.
- 5.12 Shall be fully responsible for the care, custody and control of all Equipment used by the Parks and Recreation service including but not limited to, bucking chutes, pens, jumps, booths, and electrical boxes for the duration of the borrowing period. For the purpose of this Agreement, Equipment shall be classified as follows:
 - a. Standard Equipment: Equipment that is fixed or routinely used in Parks and Recreation operation and is typically stored on-site (eg: pens, jumps, booths, electrical boxes, etc.)
 - b. Non-Standard Equipment: Equipment that is not routinely used, including specialized I.P.E. owned or rented items (e.g.: scissor lifts, arena groomer, etc.)
- 5.13 The General Manager, or designate, shall submit a written request for use of the Equipment no less than one (1 week) in advance of intended use Parks and Recreation staff shall ensure that all Equipment is handled in a safe and proper manner and is returned and secured, and stored appropriately immediately following the event.
- 5.14 Upon receipt of the request, the I.P.E. shall provide written approval or denial within 48 hours. Use of Equipment is not permitted without written authorization.
- 5.15 Agrees to return all Equipment in the same condition as received, reasonable wear and tear excepted. Any Equipment that is lost, stolen, damaged or otherwise rendered

unusable during the borrowing period shall be, at the sole cost of the Commission, promptly repaired or replaced to the reasonable satisfaction of the I.P.E.

- 5.16 Assumes all risk associated with use, operation and possession of the Equipment and agrees to indemnify and hold harmless the I.P.E. from all claims, damages, losses, or expenses arising from such use, including those involving non-standard or third party-owned Equipment, except where caused by I.P.E. negligence.

6.0 Dispute Resolution Mechanism:

- 6.1 Any dispute between the parties concerning the interpretation or application of this agreement will be resolved through the procedures set out in this section.
- 6.2 A party may initiate a dispute under this Agreement by giving written notice thereof (a "Notice of Dispute") to the other party.
- a. The Notice of Dispute will set out, in reasonable detail, the nature of the dispute and the material facts on which it is based.
- 6.3 Following delivery of a Notice of Dispute, the parties will have a period of 60 days to participate in good faith negotiations to attempt to resolve the dispute.
- 6.4 Each party will appoint a representative (the "Principal Representative") to be the principal contact person for that party in the negotiations.
- 6.5 If the Principal Representatives of the parties are not able to resolve the dispute through negotiation within 60 days following delivery of the Notice of Dispute, either party may, within 30 days following expiry of the 60 day period, request by written notice to the other party that a Referee be appointed to resolve the dispute.
- a. Each party will have 30 days following delivery of a written notice requesting the appointment of a Referee to submit the names of up to three proposed Referees, provided that:
- i. In the case of a dispute principally of an accounting nature relating to the allocation of operating expenses, the Referee shall be a Chartered Public Accountant experienced in accounting for municipal corporations;
- ii. In the case of a dispute about whether a capital project is used and useful for the residents of a party, the Referee will be a Professional Engineer experienced in matters of public infrastructure; and
- iii. In the case of a primarily legal nature about the interpretation of this Agreement, the Referee will be a lawyer experienced in representing local governments.
- 6.6 If the parties are unable to agree on a Referee, either party will be at liberty to apply to the Supreme Court of British Columbia or other body with the power to appoint arbitrators under the Arbitration Act (British Columbia) for the appointment of a Referee.

- 6.7 The Referee shall determine the dispute according to such procedure as the Referee may determine, which may include relying on written submissions only, or such other form of hearing or submissions, with or without oral testimony, as the Referee may determine. The decision of the Referee will be final and binding on the parties. The costs of the Referee will be paid by the party against whose interest the dispute was resolved or, where there was divided success in the resolution of the dispute, by the parties equally. The parties will pay their own legal expenses.

7.0 Term of Agreement and Other Conditions:

The City, the Township and the I.P.E. agree:

- 7.1 This Agreement completely replaces all earlier agreements, subsequent amendments, or memorandums of agreement.
- 7.2 This Agreement sets out the complete understanding between the parties, and there are no other agreements or representations, whether oral or in writing.
- a. The I.P.E. acknowledges that there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to this Agreement save as expressly set out herein, and that this constitutes the entire agreement between the City, the Township and the I.P.E.
- b. This Agreement may not be modified except as herein explicitly provided or excepted by a subsequent agreement in writing.
- 7.3 The term of this agreement shall be from the date of reference above noted until December 31, 2030.
- 7.4 In the event that the I.P.E. becomes insolvent or fails to hold a Fair for two consecutive years, this Agreement shall become null and void.
- 7.5 In the event of a force majeure event such as act of God, hurricane, earthquake, and other natural disasters, epidemic, pandemic, terrorism, government act, embargo, labor strike and lockout, and other events beyond the control of the parties, clause 7.5 in the agreement will not apply.
- 7.6 If any portion of this Agreement is held to be illegal or invalid by a court of competent jurisdiction, the illegal or invalid portion will be severed and the decision that it is illegal or invalid will not affect the validity of the remainder of the Agreement.

8.0 Authority

Each signatory warrants it has full authority to bind the party it represents. The Armstrong Spallumcheen Parks and Recreation Commission warrants it holds the delegated authority as outlined in the City of Armstrong Township of Spallumcheen Armstrong-

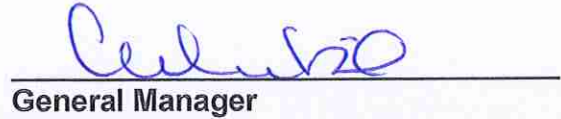
Spallumcheen Parks and Recreation Service Interim Intermunicipal Services Agreement Bylaw (City of Armstrong Bylaw No. 1931, 2024) (Township of Spallumcheen Bylaw No. 2159, 2024).

IN WITNESS WHEREOF, the Armstrong Spallumcheen Parks and Recreation Commission and I.P.E. have executed this agreement as of the date first written above.

ARMSTRONG SPALLUMCHEEN PARKS AND RECREATION COMMISSION



Chair



General Manager

THE INTERIOR PROVINCIAL EXHIBITION ASSOCIATION



President



General Manager

SCHEDULE "B"

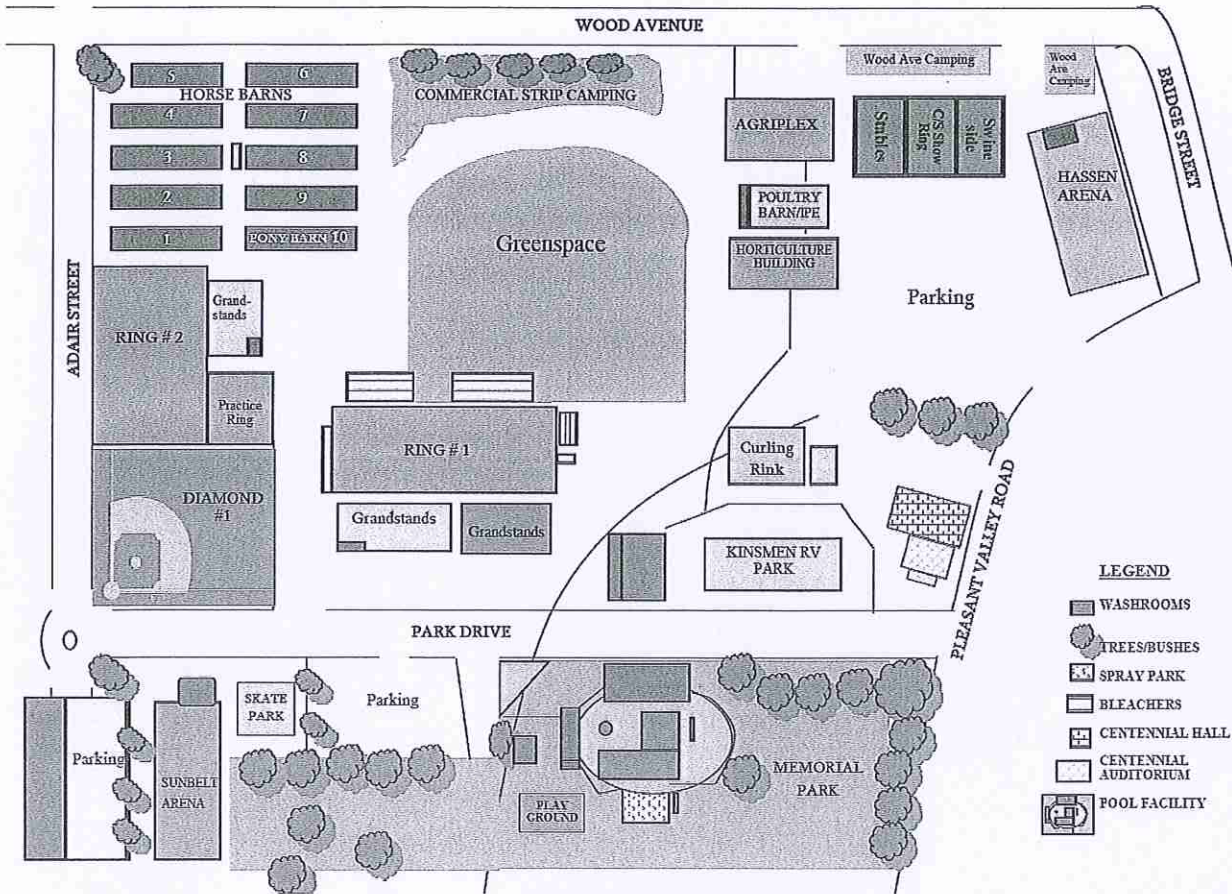
City & Township Fairground Property Legal Description

<u>ADDRESS</u>	<u>FOLIO</u>	<u>PID</u>	<u>LEGAL DESCRIPTION</u>
3371 Pleasant Valley Road	20200603725	011-352-931 012-151-131 012-163-554 012-163-589 012-163-601 012-163-635 012-192-767 012-204-587 013-994-026	Lot 2; Plan KAP1701 Section 6; Township 35; District 25
3315 Pleasant Valley Road	20200603726	004-542-339 004-542-304	Lot 1; Plan KAP3192B; Section 6 Township 35; District 25; KDYD, Except Plan KAP 1701

SCHEDULE "C"
I.P.E. Storage Areas

The following areas have been identified as historical use:

1. Poultry barn
2. Small animal barn (Swine)
3. Show barn (upstairs storage rooms and sign room)
4. Red Grand stand (underneath for non-combustable items only)



SCHEDULE D
Approved Facility Use
*Updated June 1st Annually

RECEIVED

APR 29 2026

SPALLUMCHEEN



April 15 2026

Dear Armstrong Spallumcheen Parks and Recreation Commission,

Re: 2026 Canada Day Activities

As we begin planning for our **Canada Day 2026 celebrations**, we wanted to reach out to ask if the Commission would once again consider offering a **free community swim on July 1**.

This has been a much-anticipated and appreciated tradition for over 20 years, and we know it is something many families in our community look forward to each year.

Canada Day activities in Memorial Park are scheduled from **4:00 – 8:00 PM**.

We completely understand that staffing considerations may require different swim times, and we are happy to work around what is feasible.

If a swim is possible, please let us know the details so we can include it in our marketing and promotion leading up to the event.

Thank you for your continued support in helping create a vibrant and inclusive Canada Day for our community. We truly value this partnership and all that you do for residents and families in Armstrong Spallumcheen.

Take care

Patti Noonan, Executive Director
Armstrong Spallumcheen Chamber of Commerce

<input type="checkbox"/>	COTW		Mayor	<input type="checkbox"/>
<input type="checkbox"/>	REG		Council	<input type="checkbox"/>
<input type="checkbox"/>	IC		Table	<input type="checkbox"/>
<input checked="" type="checkbox"/>	OTHER	ASPRC - JUN. 15/26		
<input type="checkbox"/>	CAO	<input checked="" type="checkbox"/> CO	<input type="checkbox"/> CFO	
<input type="checkbox"/>	MO	<input type="checkbox"/> DCO	<input type="checkbox"/> Planner	
<input type="checkbox"/>	P. Tech	<input type="checkbox"/> All Staff	<input type="checkbox"/> Weekly Sum	
	Inspectors	<input type="checkbox"/> Fire	<input type="checkbox"/> Building	
<input checked="" type="checkbox"/>	Other	① EMAIL ASPRC FOR SUPPORT		
<input type="checkbox"/>	File	② ASPRC G.M		

Cindy Webb

From: Cheryl Wiebe
Sent: April 13, 2026 4:34 PM
To: 'gale_pat@hotmail.com'
Subject: FW: State of Sports Fields

Good afternoon - thank you for taking the time to share your concerns regarding the condition of our sports fields. Your message was sent to me from the City of Armstrong. Currently the ball diamond at the IPE grounds is the only sport field under the maintenance control of the Armstrong Spallumcheen Parks and Recreation Department (City of Armstrong and Township of Spallumcheen). The balance of the sports fields are maintained by the School District.

We recognize that field conditions are an important part of the user experience. Our staff work to maintain these spaces within the resources available; however, with a limited operating budget, we must balance maintenance across a wide range of community amenities, including parks, playgrounds, facilities, fairgrounds and other recreational infrastructure.

It is also important to note that this field is built on a floodplain, which presents ongoing challenges for long-term surface stability and drainage. The uneven ground conditions that you have been identified would require significant capital investment to address, including substantial infill, regrading, and potential reconstruction of the field base. These types of improvements are beyond routine maintenance and are not currently funded within the existing budget. However, our staff have also identified this an issue requiring future investment.

We have just started a new ball season and I'll have my staff inspect the backstop to ensure that there are no safety concerns.

We are continually assessing our maintenance practices and long-term planning, and feedback such as yours is valuable as we look at future improvements and budget considerations.

Sincerely,

Cheryl Wiebe
General Manager
Armstrong Spallumcheen Parks and Recreation Box 88, 3351 Park Drive, Armstrong, B.C. V0E 1B0
(250) 546-9456 ext. 203

-----Original Message-----

From: Pat Gale <gale_pat@hotmail.com>
Sent: March 20, 2026 8:05 AM
To: Info <info@cityofarmstrong.bc.ca>
Subject: State of Sports Fields

[You don't often get email from gale_pat@hotmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

I understand that the IPE is your bread & butter for many of your programs but I think instead of Focusing on the IPE you should Focus on Your Youth!!

Armstrong Spallumcheen Parks and Recreation Commission - 15 Jun 2026 Ite...

For the last couple of years I have been attending Soccer games @ Highland Park the Soccer Field is often uncut & holes in the Field.

Worse yet the State of the Ball Diamond on the IPE Grounds.

The grass is uncut, uneven Ground. People using the Ball Diamond as a Dog Park.

The Backstop is rusty & in several spots is broken & spokes sticking out.

There are Several Parents willing to Volunteer to Coach & keep the Youth busy.

It is shocking how the state of these Fields are in Comparison to the Excellent Fields in Enderby.

Armstrong has almost Double the Amount of the Population I think it's time you upgrade your Fields Spend a Little Bit of Money & Time to invest in your Youth!

Thank You!

Sent from my iPhone

Cindy Webb

From: Cheryl Wiebe
Sent: May 25, 2026 12:31 PM
To: 'Rob McMillan'; mayor@cityofarmstrong.bc.ca
Cc: Sheila Devost; Darryl Adamson; Brandon Buliziuk; councilcorrespondence@cityofarmstrong.bc.ca; info@cityofarmstrong.bc.ca; info@rdno.ca
Subject: RE: Exploring the Return of Junior Hockey to Armstrong

Good afternoon Rob,

Thank you for your continued interest in bringing a Junior B team to Armstrong Spallumcheen.

Further to our emails and phone conversations, Armstrong Spallumcheen cannot consider a Junior B team for the 2026/2027 hockey season. We currently have an agreement in place with OMAHA and their U18AA team for the 2026/2027 season that will utilize the Junior B locker room and prime ice time. In addition, we are in the process of finalizing 2026-2027 ice allocations with our existing arena user groups. Changes at this point will cause significant disruption to our existing users.

It is important for Armstrong Spallumcheen to ensure that any future partnership aligns with the long-term needs and priorities of our organizations and communities. As such, we will be considering a formal application and review process for the 2027/2028 season that would allow us to evaluate potential opportunities and determine the best fit moving forward.

We appreciate your interest and understanding.

Sincerely,

Cheryl Wiebe
General Manager
Armstrong Spallumcheen Parks and Recreation
Box 88, 3351 Park Drive,
Armstrong, B.C. V0E 1B0
(250) 546-9456 ext. 203



Armstrong Spallumcheen Parks & Recreation

From: Rob McMillan <rm@okanagan-wealth.ca>
Sent: Saturday, May 23, 2026 8:07 AM
To: mayor@cityofarmstrong.bc.ca
Cc: Sheila Devost <sheiladevost@yahoo.ca>; Darryl Adamson <adamson_darryl@hotmail.com>; Brandon Buliziuk

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<President@crestonvalleythunder.com>; councilcorrespondence@cityofarmstrong.bc.ca; info@cityofarmstrong.bc.ca; info@rdno.ca; Cheryl Wiebe <cherylw@asprd.com>

Subject: Exploring the Return of Junior Hockey to Armstrong

Dear Mayor, Council, CAO, and City Staff,

My name is Rob McMillan, a local businessman from Kelowna bc.

I know there has been considerable interest from various parties regarding bringing hockey back to Armstrong, but ultimately I believe the decision comes down to choosing the right league.

Since the departure of the North Okanagan Knights, I believe there has been a noticeable void left in Armstrong. Junior hockey brings more than just entertainment. It creates community pride, local identity, opportunities for young athletes, economic activity for local businesses, and something for families to rally around.

I wanted to reach out because I believe there may be an opportunity to bring junior hockey back to Armstrong sooner rather than later (26/27 season)

Previously, I was involved in supporting the transition of the struggling Summerland Steam organization into what later became the Williams Lake Mustangs, which gave me valuable firsthand experience and reinforced the importance of selecting the right league. If a city chooses the wrong league, it can lead to financial challenges that ultimately put the long-term viability of the team at risk and could result in the team leaving once again, in what it takes operationally, financially, and from a community standpoint to establish sustainable junior hockey.

From my perspective, there may be some misunderstanding around the changing junior hockey landscape, and specifically the opportunity presented through the WIJHL.

Initially, my thought process was to wait for the KIJHL landscape to fully sort itself out and determine the best fit. However, based on financial sustainability, city size, arena capacity, operational realities, and player recruitment, I strongly believe through the WIJHL may represent the strongest long-term fit for Armstrong.

With Enderby moving forward and another nearby market expected to announce shortly, I believe there is an opportunity for Armstrong to position itself proactively rather than waiting another year or more.

My concern is simple: if the wrong league fit is selected, there is an increased risk of financial challenges, recruitment difficulties, and long-term instability for the franchise.

To help provide additional perspective, I would love to coordinate a call or meeting with anyone interested and include Brandon Buliziuk, Chairman of the WIJHL Board, to help answer questions and provide insight into the evolving dynamics of junior hockey across the Interior.

If there is interest, I believe there is a path to seeing a team skating in Armstrong for the 2026/27 season.

Thank you for your time and consideration. I'd welcome the opportunity to continue the conversation.

In gratitude,

Rob McMillan
Kelowna, BC
250-864-2806

Cindy Webb

From: Cindy Webb
Sent: June 8, 2026 1:53 PM
To: Cindy Webb
Subject: FW: RE: Re. Outdoor rink in Armstrong

From: Cheryl Wiebe
Sent: Tuesday, April 21, 2026 4:59 PM
To: 'Amy Mihal'; mayor@cityofarmstrong.bc.ca
Cc: info@cityofarmstrong.bc.ca
Subject: Fw: RE: Re. Outdoor rink in Armstrong

Dear Parker - That is an awesome idea—outdoor ice rinks are so much fun, especially in the winter! You clearly put a lot of thought into something that would make people happy in our community. Right now, we do not have plans to build a free outdoor rink. Projects like that take a lot of planning, money, and ongoing maintenance to keep them safe and usable, so they need to be planned well in advance. In smaller communities like ours, we must make careful choices about what we build and offer. Often, that means focusing on maintaining the facilities we have, so we can't move forward with every great idea right away. Even so, I hope you and your family get a chance to enjoy some of the things that make Armstrong-Spallumcheen special like the fairgrounds, roller skating at Hassen Arena and our outdoor leisure pool. Not everyone has those in their community! Your idea is important to us. Suggestions like yours help us understand what people in the community would like to see and we'll keep it in mind as we plan for facility enhancements in the future!

Thank you for sharing with us.

Sincerely,

Cheryl Wiebe General Manager Armstrong Spallumcheen Parks and Recreation Box 88, 3351 Park Drive, Armstrong, B.C. V0E 1B0 (250) 546-9456 ext. 203

-----Original Message-----

From: Amy Mihal Sent: Monday, April 20, 2026 5:26 PM

To: Cheryl Wiebe ; mayor@cityofarmstrong.bc.ca Subject: Re. Outdoor rink in Armstrong [You don't often get email from amy.mihal@hotmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Dear Cheryl & Mayor Cramer, My name is Parker Mihal, I'm 10 years old and I live in the Armstrong/Spallumcheen community. I am writing to you to request your consideration of building an outdoor hockey/skating rink in our community. I think this would benefit our community greatly by providing a space for youth and families to enjoy all year. It keeps kids active, social, healthy and away

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from screens. Many other communities in the Okanagan (Kelowna, Lavington, Kamloops, Vernon) have these types of facilities available for free & they are cherished! It would provide a safe place for youth & families to gather and enjoy our wonderful community & the beautiful outdoors. In the winter it can be used as a hockey/skating rink, and during the spring/summer months for ball hockey, pickleball, basketball and many other activities. I appreciate your time and consideration of this request. Warm regards, Parker Mihal