

**VILLAGE OF FRUITVALE
SENIOR'S GYM COMMITTEE MEETING AGENDA
Council Chambers
Wednesday, June 19, 2019**

A. CALL TO ORDER – 5:30 PM

B. ADOPTION OF THE AGENDA

C. DELEGATIONS, PRESENTATIONS & RECOGNITIONS

Information collected to date by committee members

D. UNFINISHED BUSINESS

- 1). Staff Liaison Report – Card Lock Door Access System
- 2). Staff Liaison Report – Seniors Gym Current Expenses Paid by the Village of Fruitvale

Open Discussion-pros-cons of a partial opening of the gym to non-seniors

E. DISCUSSION ITEMS & PUBLIC COMMENT

Further info required

F. EMERGENT CORRESPONDENCE

Next meeting

G. ADJOURNMENT

Minutes of the Seniors' Gym Committee Meeting held on Thursday May 30, 2019 in the Village of Fruitvale Council Chambers.

Present:	Mayor/Chair: Councillor:	Steve Morissette Lindsay Kenny
Staff Present:	Staff Liaison:	Kelli Tuttle
Others in Attendance:	Seniors' Representatives:	Rick Hammond Shannon Girardo Gae Kyle
	Juniors' Representatives:	Kayla Crockett Tina Feddersen Tracey Grayson

CALL TO ORDER:

Mayor Morissette called the Committee Meeting to order at 5:30 pm.

ADOPTION OF THE AGENDA

MOVED Kenny / SECONDED Crockett

THAT the agenda be adopted as presented.

CARRIED

NEW BUSINESS

a. Information collected to date by committee members

Salmo Gym Visit:

- Salmo facility was toured by 2 committee members.
- Gym Data:
 - Funded by the regional district and pay for use,
 - Approximately twice the size of the Fruitvale Seniors' Gym,
 - Open three days/week for eleven hours with the remaining days at four hours,
 - Hours:
 - M-W-F open 6 am to 11 am and 4 pm to 8 pm
 - The break between 11 am and 4 pm is for special use by seniors with a trainer brought in to assist seniors
 - T-Th 8 am to 11 am
 - Sat. 8 am to 11 am
 - Sun. Closed

- Just under 2000 sq. ft.
- Attendants are on site
- Membership is unknown at this time
- Fees:
 - Monthly membership, fees are displayed on the back page of the leisure guide
 - \$2 Drop in fee
- There has been no abuse of the equipment,
- Attendants perform regular cleaning and a monthly contract is in place for floor cleaning,
- The facility does not make a profit,
- An equipment replacement plan is budgeted each year,
- Classes are offered,
- Equipment is mostly commercial grade with a few lower quality pieces,
- The number of machines is approximately equal to Fruitvale's Seniors' Gym.

OPEN DISCUSSION

Pros and Cons of a partial opening of the gym to non-seniors

- The Village of Fruitvale has no money budgeted for equipment maintenance or replacement.
- The Seniors Gym is only suitable for light users and not athletic training.
- Age restrictions should be put in place to ensure only light users are using the facility, maybe age 21 and up.
- Younger users are willing to pay fees.
- Seniors' Concerns:
 - There is no idea how many people would want to access the gym if it were to be open to the public and seniors are concerned that if the numbers are high enough this could lead to extended hours for non-seniors that would start cutting into the seniors allotted time,
 - Machines may not stand up to high usage,
 - The capacity of the gym is only 7 or 8 people working out.

Other Interests, Concerns and Suggestions

- Put out a poll to see how many people would use the gym if it were open to the public.
- Public money pays for the gym's operating costs so maybe it should be open to the public.
- If the gym were open to the public it would only be a few hours per day?
- There is no maintenance or replacement plan and budget.
- Currently seniors do all the maintenance and cleaning.
- Would the gym still be free to use by seniors?
- Fees could pay part of the maintenance and replacement costs.

- Seniors have had the gym for free for three years and may be able to pay something, but some seniors may quit if they have to pay and the gym was started to promote an age friendly community that promotes aging well, mobility and seniors' health.
- Don't lose sight that the initiative to start the gym was to get seniors active.
- Would the Village office control the keys and could a new card system be installed with a reregistering and payment process?
- Most small community gyms are open to the public.
- New Horizons Seniors, the majority grantor of the gym, has given their approval to open the gym to the public.

NEXT STEPS

- a. Village of Fruitvale to report the current costs of operating the gym (electricity, cable, etc).
- b. Village of Fruitvale to report the costs of rekeying the cards or implementing a new card system that can be programmed to allow only certain hours of entry for certain cards.
- c. Committee to consider if a trial period is possible.
- d. Next Meeting: Wednesday, June 19, 2019 5:30 p.m.

ADJOURNMENT

The meeting adjourned at 6:38 pm.

Committee Chair

Certified Correct:

Chief Administrative Officer



THE CORPORATION OF
THE VILLAGE OF FRUITVALE

In the "HEART OF THE BEAVER VALLEY"

Date: June 19, 2019
To: Seniors' Gym Committee
From: Kelli Tuttle, MFCS
SUBJECT: Card lock door access system

Introduction and Analysis:

At the Seniors' Gym Committee meeting May 30, 2019 information was requested regarding the cost of upgrading the card lock system on the Seniors' Gym. The upgrades would allow access to extended users for specific periods of time.

Three different system configurations were investigated:

1. Hosted software – the Village does not own the software and pays a monthly fee for the management of system.
2. Purchased system – the Village purchases the hardware, software and manages the system in-house.
3. Upgrading the current system – the Village investigates upgrades to the current card system.

Information collected:

1. Hosted software –

Initial costs minimum 4 Doors:	\$2,000/controller
	800/reader installed
	500/reader electrical
	___/locksmith
	\$3,300/door X 4 = \$13,200
Monthly Costs:	\$ 150/month X 12 = \$1,800

2. Purchase system – Currently there are no dealers in the area. Dealers from Vancouver and Calgary are reluctant to give a quote saying it's too expensive

especially when including travel costs to the area. The Village does not have enough facilities to expand the project to a point where it would become cost effective.

3. Upgrading the Current System – There are several features with the Village’s current system that have not been implemented and some reconfiguration of the system will help streamline daily operations. The vendor is motivated to work with the Village team to fully develop and reconfigure the system. There are however some limitations to the system and some development costs. While the vendor is motivated to train and advice free of charge, any reconfiguration work or multiple input data will have an hourly rate charged to the Village. There are features built into the system that can limit card access to specific times and/or days, but this may be accompanied by the hourly charge for setup depending on the current configuration. More data input will be required when setting up cards translating into more time spent by clerks for initial card setup although the payoff will be easier tracking, monitoring and reporting from the system going forward. Once the system is reconfigured, reports will show who accessed and when access was gained to the facility.

A quote at this time is impossible because of the unknown current configuration, the amount of data and setup reconfiguration required, the amount of new data to be input and configuration and reporting requirements. The vendor will work with the Village team to keep costs low and provide the team with the capability to do the work in-house whenever possible.

Recommendations:

Due to the cost of the hosted option and the limitations on cost/benefit of the purchase option, the recommendation is to continue with the Village’s current card access system and further develop and when necessary reconfigure the current system in place at the Village of Fruitvale.

Alternatives:

Continue to source other options on the market.

Budget Impacts:

An hourly charge for work performed. The vendor will work with the Village to develop an equitable fee for service.



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In the "HEART OF THE BEAVER VALLEY"

Date: June 19, 2019
To: Seniors' Gym Committee
From: Kelli Tuttle, MFCS
SUBJECT: **Seniors Gym Current Expenses Paid by the Village of Fruitvale**

Introduction and Analysis:

The Seniors' Gym Committee has requested information regarding gym operating expenses incurred by the Village of Fruitvale. Limited operating expenses are currently budgeted by the Village with members of the Seniors' community in Fruitvale performing most of the operational work.

Costs currently incurred:

	Annual
Shaw Cable	560.04
Swipe Cards/50 cards (approx. 9 months)	350.00
Minor equipment repairs	50.00
Annual Expenditures	<u>960.04</u>

Estimated Costs if Open to Public:

	Annual
Shaw Cable	560.04
Swipe Cards/50 cards (approx. 6 months)	700.00
Minor equipment repairs	50.00
Janitor	21,000.00
Supplies	3,600.00
Equipment Lifecycle	6,000.00
Facility Lifecycle	<u>5,000.00</u>
	<u>36,910.04</u>

Recommendations:

Receive for information.

Alternatives:

N/A.

Budget Impacts:

\$35,950.00 potential increase in expenses.