



June 30, 2009

**CITY COUNCIL  
COMMITTEE REPORT**

TO: MAYOR & COUNCIL

FR: Colleen Neil – Recreation Services Manager

**RE: Non Contracted Instructors**

**BACKGROUND:**

The Kenora Recreation Centre is utilized by a number of private instructors who rent space to provide education, recreation, fitness and leisure programs to the community. This ranges from forms of dance instruction to yoga to prenatal care. The Kenora Recreation Centre also directly contracts a number of instructors to offer programs directly offered by the City of Kenora. The purpose of this policy is to define the City of Kenora conditions for non contracted/private Group Fitness Instructors to conduct classes and run a business within City owned and operated facilities. This draft policy was completed with input and consultation from our contracted group fitness instructors.

On June 30, 2009 The Leisure Services Committee has reviewed and recommended the attached draft of a Non Contracted Instructor Policy for your consideration.

**BUDGET:**

**COMMUNICATION PLAN:**

City of Kenora Clerk  
General Public  
Leisure Services Committee Members

**RECOMMENDATION:**

THAT Council of the City of Kenora receive the recommendation from the Leisure Services Committee to approve the NON CONTRACTED INSTRUCTOR POLICY for City of Kenora; and

THAT Council hereby approves the Non-Contracted Instructor policy No. CS 3-1; and

THAT Council adopt the appropriate by-law for the this purpose.

## RECREATION SERVICES NON CONTRACTED INSTRUCTOR POLICY



SECTION COMMUNITY SERVICES	DATE	Approved by By-Law Number:	PAGE 1	OF 2
SUBSECTION KENORA RECREATION CENTER NON CONTRACT GROUP FITNESS POLICY	Supersedes By-law Number: N/A		POLICY NO. CS 3-1	

### PURPOSE

To define the City of Kenora conditions for NON CONTRACTED Group Fitness instructors to conduct classes and run a business within City owned and operated facilities.

### POLICY

1. Group Fitness non contracted instructors must provide Proof of Certifications First aid, CPR, and Insurance, and submit a copy to be on file with the City of Kenora Fitness Consultant. These are to be updated annually and current.
2. Group fitness non contracted instructors will be solely responsible for all cancellation and booking of classes.
3. Promoting of classes can only take place in designated areas in the building.
4. City Staff is not permitted to act as a personal assistant towards non contracted group fitness instructors in any way.
5. Noncontract group fitness instructors and their clients will follow, promote and abide by all Kenora Recreation Centre rules.
6. Staff and the City of Kenora will not be responsible for non contracted group fitness instructors own equipment of any kind. Equipment may not be stored on or at City of Kenora facilities without prior written consent from the Recreation Services Manager or designate.

**RECREATION SERVICES NON CONTRACTED GROUP FITNESS  
POLICY**

<b>POLICY NO.</b>	<b>PAGE 2</b>	<b>OF 2</b>
-----------------------	-------------------	-----------------

- 7. Non contracted group fitness instructors will not have access to City of Kenora equipment. Fitness equipment is not included in the price of a room rental without prior written consent from the Recreation Services Manager or designate.
  
- 8. All room rentals will be booked in advance through the City of Kenora’s Fitness Consultant and paid in advance of commencement of classes. Seven days prior written notice must be received for any cancellations.
  
- 9. Noncontract group fitness instructors must ensure that all clients have a paid admittance or hold a valid membership at the Kenora Recreation Centre, and check in at front desk prior to class.
  
- 10. Classes cannot conflict with existing classes being run by the Kenora Recreation Centre.
  
- 11. This policy shall be reviewed annually and updated as needed to best meet the needs of the City of Kenora.
  
- 12. Non contracted group fitness instructors will sign off that they have read, understood and agrees to abide by the conditions of this policy prior to conducting classes and or business on or in City of Kenora recreation facilities or property.

This Policy has been reviewed with me. I understand the policy and agree to abide by it.

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date