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# Parks and Recreation Key Performance Indicator Procedures

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Section: Capital Asset Management

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Keywords: Capital Asset Management, Asset Evaluation

Supports: **Policy CAM-004 – City of Selkirk Capital Asset Levels of Service Policy**

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## SUPPORTING POLICY, PROCEDURES AND TOOLS

### Policy:

### Procedures:

### Tools:

CAM-004-000-01 Key Performance Indicator (KPI) Database

## OBJECTIVES

Procedures to follow to record and report on parks and recreation service delivery using approved key performance indicators (KPI).

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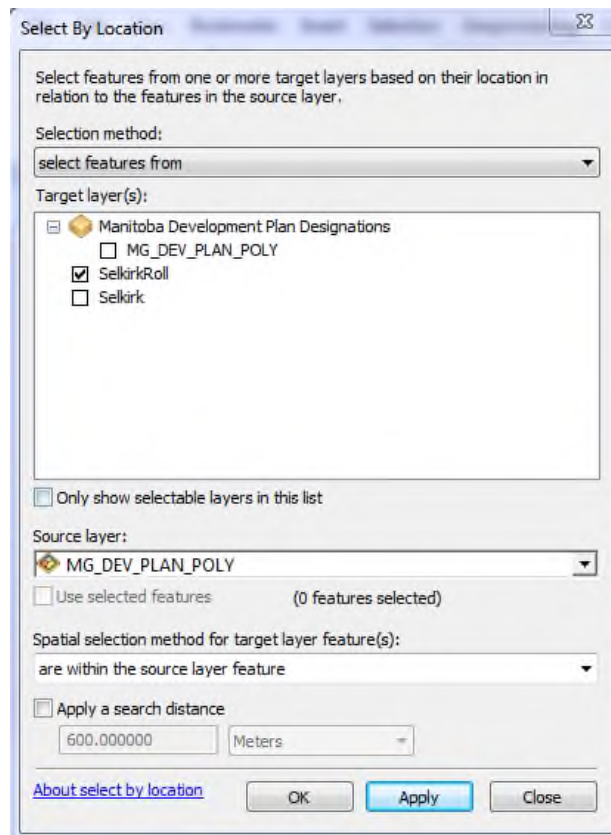
# 1. DETERMINE THE PERCENT OF HOUSEHOLDS WITHIN 400 METERS OF A PARK

**Who: GIS/Survey Technician**

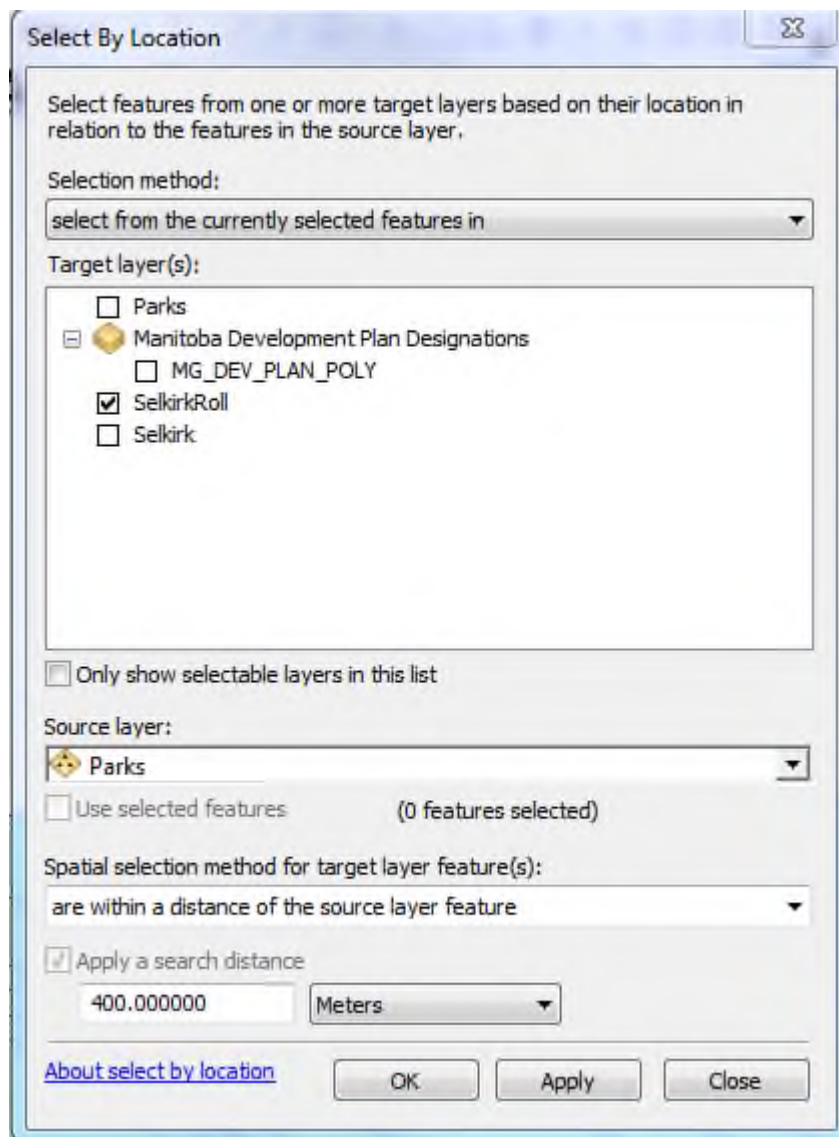
- 1.1. Open a new instance of ArcGIS.
- 1.2. Load the most recent Parks layer from the Land Improvements Geodatabase.
- 1.3. Load the SelkirkRoll Layer from the Property Geodatabase.
- 1.4. Load the Development Plan 19008 from the Property Geodatabase. Use the Definition Query tool to filter this layer to display only areas that are zoned as "Urban Neighbourhoods". Use the following script to filter the polygons:

"MUNI\_NAME" = 'Selkirk' AND "DES\_CATEGORY" = "Settlement Centre"

- 1.5. Select all properties that fall within this area zoned as a settlement centre, by using the Select by Location tool. Set the tool up as follows:



- 1.6. Make a note of the total number of property parcels that have been selected. This number will represent all the properties in Selkirk that are designated as a Settlement Center – you will need this number in Step 1.9.
- 1.7. Based on the selected parcel, refine the search by selecting only those that are also within a 400 m distance of a park using the Select by location tool. Set up the tool as follows:



- 1.8. Launch the attribute table to determine the number of parcels that remain selected. This number will represent the number of parcels in Selkirk that are located within 400m of a park.

1.9. Calculate the % of residential properties that are located within 400m of a park using the following equation:

$$= \frac{\text{Residential properties within 400m of park}}{\text{Total Residential properties}}$$

- 1.10. Record the percent of residential properties located within a 400m distance of a park in the Parks and Recreation tab of the KPI database, under the Technical KPI section.
- 1.11. The GIS/Survey Technician will save an .mxd copy of this map in the location holding all annual performance indicator data, organized by year.

## 2. DETERMINE THE AVERAGE CONDITION OF THE CITY'S PARKS AND RECREATION ASSETS

**Who: GIS/Survey Technician**

- 2.1. Open the City of Selkirk's Asset Registry.
- 2.2. Navigate to the "Service Area" column and use the drop down to select only "Parks and Recreation Services".
- 2.3. Navigate to the "Status" column and use the drop down to select only "Active" assets.
- 2.4. Navigate to the "Weighted Condition" column.
- 2.5. Select all cells that are in this column by selected the top cell, and pressing "Ctrl+Shift" and the Down Arrow on your keyboard. All cells will be selected .
- 2.6. Acquire the average weighted condition from the bottom right corner of the Asset Registry. This will appear next to "Sum:".
  
- 2.7. Record this value in the Parks and Recreation Services tab of the *KPI Database*, under the Technical KPI section.