

Minutes of Regular North Peace Leisure Pool Commission Meeting



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| Date: | August 18 th , 2015 |
| Time: | 09:00 am – 10:00 am |
| Place: | Pool Meeting Room, North Peace Leisure Pool, Fort St. John, BC |
| Chair: | Commissioner Bruce Christensen, Councillor, City of Fort St. John |
| Present: | Commissioner Karen Goodings, Director, Area B, PRRD Commissioner Brad Sperling, Director Area C, PRRD Commissioner Gord Klassen, Councillor, City of Fort St. John Ross deBoer, Director of Recreation & Leisure Services, City of Fort St. John Trish Morgan, Manager of Community Services, PRRD Jessica Bookham, Pool Manager, City of Fort St. John Craig Stanley, Director of Facilities & Grounds, City of Fort St. John Robin Langille, Facilities Manager, City of Fort St. John Maxine Blennerhassett, Recording Secretary, City of Fort St. John Jason Brockman, Inconnu Swim Club |
| Absent: | Mike Roy, Director of Finance, City of Fort St. John Commissioner Willy Couch, Alternate for Director Sperling, PRRD Commissioner Arlene Boon, Alternate Director, Area B, PRRD |

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| 1. Call Meeting to Order |
| The meeting was called to order at 09:07 am. |

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| 2. Additions to the Agenda: | Action |
| Diagram of the fire damage to the North Peace Gymnastics Centre in relation to the North Peace Leisure Pool (handed out) under (a) New Business. | |

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| 3. Adoption of the Agenda: | Action |
| Resolution No.24/15 MOVED by Commissioner Sperling SECONDED by Commissioner Goodings <i>“THAT, the agenda be adopted as presented.”</i> CARRIED | |

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| 4. Adoption of the Minutes: | Action |
| Resolution No.25/15 MOVED by Commissioner Klassen SECONDED by Commissioner Sperling <i>“THAT, the minutes of the North Peace Leisure Pool Committee Meeting of June 2nd, 2015 be accepted as presented.”</i> CARRIED | |

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| 5. Delegation: | Action |
| None. | |

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| 6. Old Business: | Action |
| a) Used Cardio Room Equipment – Jessica Bookham, Pool Manager; <ul style="list-style-type: none"> • The North Peace Leisure Pool Commission purchased new equipment for the cardio room in the spring of 2015 and the old cardio equipment that was removed out of the cardio room needs to be disposed of; • The Commission reviewed the options of methods to dispose of the equipment, including sale of the items at the next available auction; • Revenue generated from the sale of the equipment would be applied to the miscellaneous revenue fund; | |

“THAT, the North Peace Leisure Pool Commission receives this report for information.”

CARRIED

Discussion:

- Commissioner Klassen asked whether there would be coverage for loss of revenue through the PRRD insurance;

b) Capital Adjustment – Craig Stanley, Director of Facilities and Grounds

- The Commission approved funds from the 2015 capital expenditures budget to cover building envelope repairs and retained the engineering and consulting services of Morrison-Herschfield to complete the work;
- However, the planning phase took longer than expected and the repair window for 2015 was missed meaning the majority of the funds for this project will be expensed in 2016;
- The recommendation to the Commission includes purchasing new pool toys for \$50,000 and making administrative office upgrades for \$20,000 in order to balance the capital expenditures for 2015;

Discussion:

- Commissioner Sperling questioned whether the construction on the envelope repair will affect the office space and questioned if the building envelope repair should be completed prior to the office upgrade;
- The Director of Facilities and Grounds indicated that the envelope repair should not impact the office space, but he suggested that the recommendation could be revised to omit flooring costs, and only include replacing the office equipment;
- Commissioner Christensen questioned whether there is a logistical benefit to purchasing the new office equipment now, as opposed to waiting until after the repair;
- The Pool Manager stated that there is a need to purchase the new office equipment now, because the office also needs to be reconfigured to provide space to accommodate the Facilities Supervisor, who’s office was significantly damaged in the fire; and that the cost to purchase new equipment and reconfigure the layout would be about \$10,000;
- Commissioner Christensen proposed a revised recommendation omitting the costs for flooring or wall upgrades to the area, and authorizing the expenditure of \$10,000 for new office equipment costs;

Resolution No.29/15

MOVED by Commissioner Klassen

SECONDED by Commissioner Sperling

“THAT, the North Peace Leisure Pool Commission directs Staff to expend financial resources in the amount of \$50,000 for new pool toys,

AND

THAT, Staff be authorized to expend \$10,000 for administration office upgrades including the purchase of new office equipment.”

CARRIED

- Commissioner Goodings asked what the new pool toys are specifically and how they would be used;
- The Pool Manager stated that they could include a floating obstacle course, and or a similar type of inflatable device that would be used for special events;

Manager of
Community Services
PRRD: Check into
insurance coverage
for loss of revenues;



9. Reports:

a) Pool Manager Report – Jessica Bookham:

- The Pool Manager reviewed her report with the Commission highlighting the following:
 - The fire to the North Peace Gymnastics Centre on July 18 caused an unfortunate facility closure that lasted 22 days while the facility was being restored;
 - The fire also resulted in damage to training equipment for the lifeguard training course and the advanced courses were unable to be rescheduled;

Action

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| <ul style="list-style-type: none"> • The Commission recommended that Staff defer the repair until the building envelope work is completed as it may help address the issues of cold air temperatures, and that Staff research the operating costs of each option; • Commissioner Goodings asked about the "leisure pool leaks" at it was previously stated that there was only one leak to be repaired; • The Manager of Facilities stated that there were in fact two leaks discovered, one in the skimmer line and one in the jet, which are very close in proximity and therefore easily repaired at the same time; <p>b) Director of Finance Report – Craig Stanley:</p> <ul style="list-style-type: none"> • The Director of Facilities, on behalf of the Director of Finance who was unable to attend the meeting, reviewed the report showing the NPLP's financial status, current as of July 31st, 2015, highlighting the following: <ul style="list-style-type: none"> ○ The line item of materials, goods and supplies will see a significant increase from the leak repair; ○ The line item showing mechanical plant salaries currently shows 0% due to an accounting error that will be adjusted by the finance department for 2016; ○ Maintenance and operational costs for the pool will be separated out from general operations in the budget process for 2016, which will impact overall numbers but won't result in a net increase or decrease; <p>Discussion:</p> <ul style="list-style-type: none"> • Commissioner Christensen noted that general admissions for the year will be down due to the pool shut down and the fire; • The Director of Recreation stated that revenues for admissions have been decreasing slowly from year to year for miscellaneous reasons and suggested that the Commission should discuss how to increase revenue; • Commissioner Klassen noted that rentals are only at 30% for YTD, which is low considering the time of year, to which the Pool Manager stated that there isn't the staffing capacity to focus on increasing rentals at this time, however there is room for improvement for the future in this area. | |
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| <p>10. Adjournment: Resolution 30/15 MOVED by Commissioner Klassen "THAT, the regular meeting of the North Peace Leisure Pool Committee be adjourned." CARRIED</p> <p>The meeting was adjourned at 10:17 am.</p> | <p>Action</p> |
| <p> _____ Bruce Christensen, Chairperson</p> <p><i>Nov 9/15</i> _____ Date/Year</p> | <p> _____ Maxine Blennerhassett, Recording Secretary</p> <p><i>November 9, 2015</i> _____ Date/Year</p> |

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| <p>11. Next Meeting:</p> <p style="text-align: center;">North Peace Leisure Pool Meeting Room Tuesday, October 6th, 2015 at 10:00 am.</p> | <p>Action Pool Clerk book the NPLP Meeting Room.</p> |
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