



**NORTH PEACE LEISURE POOL
COMMISSION MEETING
AGENDA
9:00 a.m. – August 1, 2017
City Hall - Council Committee Meeting Room**



1. **Call the Meeting to Order:**
 2. **Additions to the Agenda:**
 3. **Adoption of Agenda:**
 - M1 – M3 4. **Adoption of Minutes:**
 - a) Pool Commission Minutes, June 13, 2017;
 5. **Business Arising from the Minutes:**
 6. **Delegation:**
 - a) None.
 7. **Old Business:**
 - a) Special Meeting - September
 8. **Correspondence:**
 - a) None.
 - NB 1 9. **New Business:**
 - a) Family Friendly Coalition – Fort St. John Loves Families Week
 - R1 – R2
R3 – R7 10. **Reports:**
 - a) Pool Manager Report – Karin Carlson, City of Fort St. John;
 - b) Director of Finance Report – City of Fort St. John;
- Next Meeting Date:** October 3, 2017 at 09:00 a.m.
Pool Meeting Room

b) Facilities Manager Report – Corey Callison, City of Fort St. John:

- The Facilities Manager reviewed his report highlighting the following:
 - Provided an update on the upcoming annual pool shutdown;
 - Attended a conference and a company called Master Pools was also in attendance. Master Pools works out of Edmonton; the Facilities Manager learned that they have two (2) employees living in the Fort St. John area. The Facilities Manager is waiting to hear if they can provide possible work in September; this would be a cost savings to the City.
 - There is a small leak on the heat exchanger and it is slowly getting worse. The heat exchanger is 20 years old and to replace would be an approximate cost of \$8000. Facility Manager advised that it needs replacing and is providing this as item as information.

Resolution No. **13/17**

MOVED by Commissioner Sperling

SECONDED by Commissioner

“THAT, the North Peace Leisure Pool Commission receive the information as presented from the Facilities Manager to replace the aging heat exchanger at the lowest price.”

CARRIED

Discussion

Commissioner Goodings asked why the heat exchanges were not included in the previous budget. The Facilities Manager advised that there have been three (3) heat exchangers replaced over the years and this is the last original one. This information is provided only to inform the commission of the replacement plan.

c) Director of Facilities and Grounds Report – Robin Langille, City of Fort St. John;

- The Director of Facilities and Grounds reviewed his report highlighting the following:
 - There have been a lot of projects within facilities’ and parks.

Discussion:

It was asked that a possible alternate location for the next pool commission meeting be looked into as some members would like to participate via tele-conference and the pool does not have the technology to accommodate. Karen Prouse will confirm a location for the August 1 meeting.

- Alternate room for August 1 meeting.

11. Adjournment:

Action

Resolution No. **14/17**

MOVED by Commissioner Klassen

SECONDED by Commissioner Goodings

“THAT, the regular meeting of the North Peace Leisure Pool Committee be adjourned.”

CARRIED

The meeting was adjourned at 9:55 a.m.

Bruce Christensen, Chairperson

Karen Prouse, Recording Secretary

Date/Year

Date/Year

12. Next Meeting:

Action

**North Peace Leisure Pool – Meeting Room to be determined
Tuesday, August 1, 2017 at 09:00 am.**

**Pool Clerk
book City
Hall Meeting
room.**

MS

Success By 6
Helping all children succeed for life.



Credit
Unions BC



United Way

United Way Success By 6 Initiative



June 23, 2017

City of Fort St John
Pool Commission

Re: Fort St John Loves Families Week

Partners of the Family Friendly Coalition are inviting community organizations and businesses to take part in a weeklong celebration of families which will take place October 7th - 14th, 2017. Family Week is a great way to mark the significance that family plays in our community.

We are requesting to have Free Family Swims during this week long event for this initiative. If possible, we would like to request a free swim be on October 9th, but will take anytime during the week if this is not possible. The pool participated in this event last year with remarkable success of 70 families with 90 children attending and would appreciate continued support for Fort St John Loves Families Week. It's a great way to celebrate the families in our community.

We look forward to working with the City of Fort St John and appreciate your consideration in being a part of this celebration.

Sincerely,

Heather McBryan

Heather McBryan
Family Friendly Coalition
Success By 6/Children First Initiatives
ecdfsj@gmail.com
250.261.6278
www.familyfriendlycommunity.ca

NB 1

North Peace Leisure Pool MEMORANDUM

File # 2600-20

DATE: July 27, 2017
TO: Pool Commission
FROM: Karin Carlson, Pool Manager
RE: Pool Manager Report

This has been a year like no other with respect to the number of staff leaving at the end of the summer. At this time, there are nine staff members who are leaving the NPLP—most of whom will be starting or returning to university.

The staffing shortage started in the fall of 2016 and it has had a direct impact on service levels. The program that has been impacted the most is swimming lessons. For some levels we are not able to meet the full demand by the community.

After reviewing a significant amount of literature, it is obvious that staffing shortages are not exclusive to the NPLP. It is a trend that has been increasing across North America back as far as 2005 but in 2016 it was to critical levels. In many areas in North America, outdoor pools, lakes and beach fronts have modified service levels. Some locations scheduled opening dates later in the season, others went to unmanned bodies of water/swim at your own risk models and still others reduced the level of service by reducing the hours of operation. Grande Prairie is an example close to home. This spring the Eastlink Centre had to significantly reduce the level of service due to staffing shortages.

To combat the situation at the NPLP, I have scheduled numerous lifeguard training courses through the year as well as boot camps which condense the time to complete the training, and reduced the cost to the participant. Staff involved in these programs as instructors, administrators and marketers are currently debriefing the success of the boot camps with the intention of learning how to modify them in the future to make them more successful. There was great interest by potential candidates but many of the candidates were not fit enough or really didn't understand the job and so the success rate of candidates was minimal.

We currently have Eagle Vision hired to do some video footage of *the day in the life and of training activities of lifeguards* to use a promotional videos; I have a meeting scheduled later in the summer with school district 60 to see if we can actually run the courses as



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Operated by the City of Fort St. John



R1

part of the secondary high school program; I will be exploring options with Northern Lights College to try and recruit students from the College; and, once we finalize the assessment for the boot camps, we will look at how to have more success with them.

I have also been reviewing the pool schedule for the fall to explore potential modifications. Some of the considerations are:

- Reduction to the number of lessons offered each session – this reduction is in place for fall and the 2018 budget will reflect a reduction in lesson services
- close the pool at 9pm during the week rather than 10pm
- open the pool at 6am rather than 5:30am
- open on Saturday's & Sunday's at 12pm rather than 10:30am
- close on statutory holiday's

All of these options would reduce the level of service to our users and consultation with the stakeholders would be important prior to moving forward with any changes. At this time, I am seeking comments and concerns from the Pool Commissioners.



NPLP owned by the Peace River Regional District
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R2

**Actual vs Budget Year To Date
Community Services
North Peace Leisure Pool Building and Plant Maintenance
As of June 30, 2017**

	<u>2016 YTD</u>	<u>2017 YTD</u>	<u>2017</u>	<u>2017</u>	<u>Variance %</u>
	<u>Actual Cost</u>	<u>Actual Cost</u>	<u>Prorated</u>	<u>Variance</u>	
			<u>Budget</u>	<u>(Favorable /</u>	
			<u>(5 of 12</u>	<u>Unfavorable)</u>	
			<u>Months)</u>		
Expense:					
1 - Salaries, wages and employee benefits					
20-110 - Administration & Overhead	6,706	21,893	19,552	(2,342)	(12.0%)
20-120 - Personnel	174,455	126,761	190,916	64,154	33.6%
20-135 - Overtime	17,289	9,161	7,083	(2,078)	(29.3%)
20-160 - Receiver General Contributions	9,763	9,516	12,319	2,802	22.7%
20-161 - Pension Contributions	11,748	12,526	20,474	7,947	38.8%
20-162 - Extended Health Contributions	1,809	2,037	4,889	2,852	58.3%
20-163 - Dental Contributions	1,885	2,281	6,211	3,930	63.3%
20-164 - BC Medical	2,440	2,457	5,836	3,379	57.9%
20-165 - Life & Disability Contributions	4,765	2,657	9,483	6,825	72.0%
20-169 - WCB	1,945	2,229	2,951	721	24.4%
1 - Salaries, wages and employee benefits	232,805	191,519	279,711	88,192	31.5%
2 - Contracted and general services					
20-212 - Freight	625	2,995	1,487	(1,508)	(101.4%)
20-213 - Telephone	0	270	0	(270)	-
20-234 - Memberships & Professional Developmen	225	0	7,628	7,628	100.0%
20-241 - Plumbing	3,040	917	1,433	515	36.0%
20-242 - Contract - Electrical	2,832	9,862	11,238	1,375	12.2%
20-243 - Contract - Mechanical	8,225	7,831	6,840	(991)	(14.5%)
20-246 - Contract - Other	5,960	9,111	19,973	10,862	54.4%
20-262 - Rentals & Leases	610	0	1,068	1,068	100.0%
2 - Contracted and general services	21,517	30,986	49,665	18,679	37.6%
3 - Material, goods and supplies					
20-524 - First Aid Supplies & PPE	566	339	3,560	3,221	90.5%
20-525 - Protective Clothing - Other/Uniforms	2,209	103	1,780	1,677	94.2%
20-532 - Building Maintenance Materials	1,079	3,267	3,306	39	1.2%
20-535 - Chemicals	11,222	21,152	18,126	(3,026)	(16.7%)
20-536 - Replacement Equipment	19,372	27,752	38,265	10,513	27.5%
20-539 - Materials - Maintenance	3,395	9,567	4,904	(4,663)	(95.1%)
20-561 - Parts	88	298	947	649	68.5%
20-564 - Small Tools	680	484	1,119	634	56.7%
20-565 - Major Purchases - Not TCA	3,750	0	0	-	-
20-567 - Janitorial Supplies	4,160	7,779	10,170	2,391	23.5%
3 - Material, goods and supplies	46,523	70,739	82,174	11,434	13.9%
6 - Other Expenses					
20-490 - Licences & Permits	0	527	644	117	18.1%
6 - Other Expenses	0	527	644	117	18.1%
Total Expense	300,844	293,772	412,193	118,421	28.7%
Net Total	(300,844)	(293,772)	(412,193)	(118,421)	28.7%

P3

**Actual vs Budget Year To Date
Community Services
North Peace Leisure Pool Building and Plant Maintenance
As of June 30, 2017**

	<u>2016 YTD</u> <u>Actual Cost</u>	<u>2017 YTD</u> <u>Actual Cost</u>	<u>2017</u> <u>Prorated</u> <u>Budget</u> (5 of 12 Months)	<u>2017</u> <u>Variance</u> (Favorable / Unfavorable)	<u>Variance %</u>
Expense:					
1 - Salaries, wages and employee benefits	232,805	191,519	279,711	88,192	31.5%
2 - Contracted and general services	21,517	30,986	49,665	18,679	37.6%
3 - Material, goods and supplies	46,523	70,739	82,174	11,434	13.9%
6 - Other Expenses	0	527	644	117	18.1%
Total Expense	300,844	293,772	412,193	118,421	28.7%
Net Total	(300,844)	(293,772)	(412,193)	(118,421)	28.7%

R4

Actual vs Budget Year To Date
Community Services
North Peace Leisure Pool General Operations
As of June 30, 2017

	<u>2016 YTD</u>	<u>2017 YTD</u>	<u>2017</u>	<u>2017</u>	<u>Variance %</u>
	<u>Actual Cost</u>	<u>Actual Cost</u>	<u>Prorated</u>	<u>Variance</u>	
			<u>Budget</u>	(Favorable /	
			(5 of 12	Unfavorable)	
			Months)		
Revenue:					
5 - Other Revenue from own Sources					
10-500 - General Admissions	115,614	117,240	95,087	(22,153)	(23.3%)
10-502 - Economy Tickets	29,871	28,510	19,500	(9,010)	(46.2%)
10-504 - Passes	16,554	20,476	12,797	(7,679)	(60.0%)
10-506 - Aquafit	11,796	12,582	10,845	(1,737)	(16.0%)
10-510 - Swimming Lessons	80,901	75,181	86,000	10,819	12.6%
10-512 - Lap Pool Rentals	33,736	33,177	22,467	(10,710)	(47.7%)
10-514 - Leisure Pool Rentals	3,616	1,531	1,875	344	18.4%
10-520 - NPLP Merchandise Sales	8,761	8,411	7,270	(1,142)	(15.7%)
10-525 - Rentals	5,821	4,057	2,575	(1,482)	(57.6%)
10-526 - Leases	17,734	17,814	19,100	1,286	6.7%
10-528 - Recoveries	385	0	0	-	-
10-530 - Miscellaneous	14,043	1,173	7,559	6,386	84.5%
10-540 - Cash Over/Short	(192)	637	0	(637)	-
10-541 - Grants/Subsidy	909,682	(6,002)	1,569,871	1,575,873	100.4%
5 - Other Revenue from own Sources	1,248,322	314,786	1,854,945	1,540,158	(43.9%)
Total Revenue	1,248,322	314,786	1,854,945	1,540,158	83.0%

Expense:

1 - Salaries, wages and employee benefits

20-110 - Administration & Overhead	114,734	57,671	62,189	4,517	7.3%
20-120 - Personnel	492,202	480,676	541,403	60,727	11.2%
20-135 - Overtime	7,650	7,599	6,013	(1,586)	(26.4%)
20-160 - Receiver General Contributions	47,229	33,656	38,580	4,923	12.8%
20-161 - Pension Contributions	33,987	28,267	28,867	599	2.1%
20-162 - Extended Health Contributions	4,617	4,089	6,300	2,210	35.1%
20-163 - Dental Contributions	4,745	4,654	7,932	3,278	41.3%
20-164 - BC Medical	7,108	5,456	17,914	12,458	69.5%
20-165 - Life & Disability Contributions	13,377	5,108	15,220	10,112	66.4%
20-169 - WCB	9,893	8,736	8,255	(481)	(5.8%)
20-199 - Other Payroll Expenses	340	0	0	-	-
1 - Salaries, wages and employee benefits	735,882	635,913	732,671	96,758	13.2%

2 - Contracted and general services

20-212 - Freight	1,586	1,371	630	(741)	(117.6%)
20-213 - Telephone	2,620	1,036	5,573	4,537	81.4%
20-217 - Medical Reports/Chiropractor Fees	265	623	2,340	1,717	73.4%
20-221 - Advertising, Hosting & Promotion	4,633	5,505	10,894	5,389	49.5%
20-222 - Publications & Subscriptions	0	0	149	149	100.0%

Actual vs Budget Year To Date
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	<u>Actual Cost</u>	<u>Actual Cost</u>	<u>Prorated</u>	<u>Variance</u>	
			<u>Budget</u>	<u>(Favorable /</u>	
			<u>(5 of 12</u>	<u>Unfavorable)</u>	
			<u>Months)</u>		
20-234 - Memberships & Professional Development	834	6,788	11,384	4,596	40.4%
20-236 - Insurance	0	0	150	150	100.0%
20-242 - Contract - Electrical	55	1,173	0	(1,173)	-
20-246 - Contract - Other	1,426	2,611	0	(2,611)	-
20-262 - Rentals & Leases	0	0	1,288	1,288	100.0%
2 - Contracted and general services	11,418	19,105	32,407	13,301	41.0%
3 - Material, goods and supplies					
20-524 - First Aid Supplies & PPE	4,555	2,147	4,775	2,628	55.0%
20-525 - Protective Clothing - Other/Uniforms	4,059	5,008	8,689	3,680	42.4%
20-530 - Office Supplies	6,692	8,491	9,606	1,115	11.6%
20-532 - Building Maintenance Materials	297	21	0	(21)	-
20-536 - Replacement Equipment	2,342	1,531	4,500	2,969	66.0%
20-537 - Merchandise for Resale	3,069	3,378	6,349	2,971	46.8%
20-561 - Parts	63 0		0	-	-
20-565 - Major Purchases - Not TCA	9,418	1,749	250,000	248,251	99.3%
20-567 - Janitorial Supplies	850	0	0	-	-
20-568 - Supplies - Special Event	2,398	3,955	9,480	5,525	58.3%
20-591 - Program Supplies	10,458	19,395	12,789	(6,607)	(51.7%)
3 - Material, goods and supplies	44,199	45,676	306,187	260,511	85.1%
5 - Utilities					
20-552 - Natural Gas	55,457	49,044	68,749	19,705	28.7%
20-553 - Electricity	54,267	57,538	63,058	5,520	8.8%
20-554 - Water & Sewer	74,641	50,301	50,085	(216)	(0.4%)
20-559 - Waste Disposal	1,994	2,049	3,357	1,308	39.0%
5 - Utilities	186,359	158,932	185,249	26,316	14.2%
6 - Other Expenses					
20-231 - Service Charges	6,698	2,582	5,306	2,724	51.3%
20-469 - Fee for Service	127,903	0	168,771	168,771	100.0%
20-475 - Carbon Offset Purchase	0	0	9,720	9,720	100.0%
20-490 - Licences & Permits	725	1,512	1,442	(70)	(4.8%)
20-499 - Grants in Aid	0	0	1,000	1,000	100.0%
6 - Other Expenses	135,325	4,094	186,239	182,145	97.8%
Total Expense	1,113,184	863,720	1,442,752	579,032	251.3%
Net Total	135,138	(548,933)	412,193	961,126	(168.3%)

f6

**Actual vs Budget Year To Date
Community Services
North Peace Leisure Pool General Operations
As of June 30, 2017**

	<u>2016 YTD</u> <u>Actual Cost</u>	<u>2017 YTD</u> <u>Actual Cost</u>	<u>2017</u> <u>Prorated</u> <u>Budget</u> (5 of 12 Months)	<u>2017</u> <u>Variance</u> (Favorable / Unfavorable)	<u>Variance %</u>
Revenue:					
5 - Other Revenue from own Sources	1,248,322	314,786	1,854,945	1,540,158	(43.9%)
Total Revenue	1,248,322	314,786	1,854,945	1,540,158	83.0%
Expense:					
1 - Salaries, wages and employee benefits	735,882	635,913	732,671	96,758	13.2%
2 - Contracted and general services	11,418	19,105	32,407	13,301	41.0%
3 - Material, goods and supplies	44,199	45,676	306,187	260,511	85.1%
5 - Utilities	186,359	158,932	185,249	26,316	14.2%
6 - Other Expenses	135,325	4,094	186,239	182,145	97.8%
Total Expense	1,113,184	863,720	1,442,752	579,032	251.3%
Net Total	135,138	(548,933)	412,193	961,126	(168.3%)

R7