

Minutes of North Peace Leisure Pool Commission Meeting - Budget/Finance 2019



Date: January 8, 2019
Time: 10:00 a.m. – 10:35 a.m.
Place: NPLP – Meeting Room

Chair: Commissioner Karen Goodings, Director Area B, PRRD
Present: Commissioner Arlene Boon, Director Area B, PRRD
 Commissioner Willi Couch, PRRD
 Commissioner Brad Sperling, Director Area C, PRRD
 Becky Grimsrud, Councillor, City of Fort St. John
 Trevor Bolin, Councillor, City of Fort St. John
 Trish Morgan, General Manager, PRRD
 Bryna Casey, Recreation Coordinator, PRRD
 Lyle Smith, Chief Financial Officer, PRRD
 Moira Green, General Manager, City of Fort St. John
 Angie Bernardin, Deputy Treasurer/Collector, City of Fort St. John
 Robin Langille, Director of Facilities and Grounds, City of Fort St. John
 Ross deBoer, Director of Recreation and Leisure Services, City of Fort St. John
 Karin Carlson, Pool Manager, City of Fort St. John
 Corey Callison, Facilities Manager, City of Fort St. John
 Charity Nelson, Recreation Programmer, City of Fort St. John
 Teriney McGuire, Acting Pool Manager, City of Fort St. John
 Carrie Harder, Administrator II, City of Fort St. John

Absent:

1. Call Meeting to Order:

The meeting was called to order at 10:00 a.m.

2. Additions to the Agenda:

None

Action

3. Adoption of the Agenda:

Resolution No. 01/19

MOVED by Commissioner Boon

SECONDED by Commissioner Couch

"THAT, the agenda be adopted as presented or amended."

CARRIED

Action

4. Financial Reports:

a) Finance Report – Actual vs. Budget Year to Date:

- Budget 16,000 – actual 15,097 – safety supplies/PPE – shut down increased safety supplies – also purchased oxygen defibrillators and pads for public(replacement needed every 2 years).
- Net totals include Revenues, also net total: R1 and R2 reporting – actuals 2017 and 2018 – comparison don't have December 2018 documented (in process of year end financials).
- Operations: Staff GL was not increased in 2017 or 2018 – should have accounted for the increase in wage here.
- Rentals/Groups: Last year swim periods went longer, this year not as frequent.
- Carbon Offset – End of year entry has not resulted on reporting yet. Carbon Cr. In reserve – will be offset with PRRD financials. This is part of the Gov't commitment in 2010 – to meet carbon legislation.

b) North Peace Leisure Pool – 5 Year Financial Plan:

- Utilities – electrical/water/sewer rates go up yearly, on budget we have not allowed for increase.
- Savings due to capital figures – PRRD will also review.
- Personnel – increase previous years did not take into consideration 2% increase in Union Staff Wages.

Action

M5

- Also, 2019 – 180k worth of personnel first year has been over cost – review estimates for staff. - Variance analysis – increase budget or decrease spending - 6% not just 3% - Line items: overall budget – take to variance increase personnel to 1,186,000.00 - Change in February 2019 – PRRD financials should be ready. - Update utilities and personnel - TCA – Tangible Capital Assets 2018 – did not purchase anticipated signage for exterior of building – 50k still avail. For this - Addition to lighting 14k – not attached to building? Project lighting... - Major projects: MCC Panel upgrade – moved, should not have been in building – cabinet is ordered. or move electrical/breaker panels- should be protected, main/large project. - Piping/pump replacing on report: Salt water was an issue in the past and caused equipment in the pool to age prematurely. - All cost variance/adjustments requested will go to Lyle Smith to review for February 5th meeting.		Karin to talk to HR 250k in budget for the project.
11. Adjournment: The meeting was adjourned at 10:35 a.m.		Action
Karin Goodings, Chairperson Date/Year Carrie Harder, Recording Secretary Date/Year		
12. Next Meeting: North Peace Leisure Pool – Pool Meeting Room Tuesday, February 5, 2019 at 10:00 am.		Action Clerk book the Meeting room.

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