



**NORTH PEACE LEISURE POOL
COMMISSION MEETING
AGENDA
10:00 a.m. – February 5, 2018
NPLP Meeting Room**



1. **Call the Meeting to Order:**
2. **Additions to the Agenda:**
3. **Adoption of Agenda:**
- M1 – M6 4. **Adoption of Minutes:**
 - a) Pool Commission Minutes, December 4, 2018;
 - b) Pool Financial meeting, January 8, 2019;
5. **Business Arising from the Minutes:**
6. **Delegation:**
7. **Old Business:**
8. **Correspondence:**
9. **New Business:**
- R1 10. **Reports:**
 - a) Acting Pool Manager Report – Teriney McGuire, City of Fort St. John;
 - R2 – R3 b) Facility Manager Report – Corey Callison, City of Fort St. John;
 - TBD c) Finance Report – Angie Bernardin, City of Fort St. John;
 - TBD d) Financial Reporting – Lyle Smith, PRRD

Next Meeting Date: April 2, 2019 at 9:00am
Leisure Pool Meeting Room

Minutes of Regular North Peace Leisure Pool Commission Meeting



Date: December 4, 2018

Time: 1:00p.m. – 2:55p.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
 Trish Morgan, General Manager, PRRD
 Bryna Casey, Recreation Coordinator, PRRD
 Moira Green, General Manager, 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: Trevor Bolin, Councillor, City of Fort St. John
 Angie Bernardin, Deputy Treasurer/Collector, City of Fort St. John

1. Call Meeting to Order:

The meeting was called to order at 1:00 p.m.

2. Additions to the Agenda:

- Feasibility Study

Action

3. Adoption of the Agenda:

Resolution No. 15/18

MOVED by Commissioner Goodings

SECONDED by Commissioner Boon

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

CARRIED

Action

4. Adoption of the Minutes:

Resolution No. 16/18

MOVED by Commissioner Goodings

SECONDED by Commissioner Cooch

"THAT, the minutes of the North Peace Leisure Pool Committee Meeting of October 2, 2018 be accepted as presented."

CARRIED

Action

5. Business Arising from the Minutes:

None

Action

6. Delegation:

None

Action

7. Old Business:

Signworks & Trimtek quote – Price quotes are vastly different and are not comparable to agree upon.

Action

November 11 – Remembrance Day

December 25 – Christmas Day

December 26 – Boxing Day”.

CARRIED

b) Recreation Report – Charity Nelson, Recreation Programmer, City of Fort St. John:

- December 1st Rec Guide went out to public:
<https://www.fortstjohn.ca/EN/main/parks-rec/recreation-leisure-guide.html>
- FSJ Loves Families – free swim, 336 participants
- National Lifeguard course – 9 candidates, hoping to have more interest/staff
- Lifeguard scholarship/tiered system – January 8th
- New equipment – lane rope wheel, wheel chair replacement by end of December
- Hydro lift to hot tub: outstanding & still working but it is expensive.
- NDI Grant/disability grants could off-set cost to PRRD for equipment.
- Jump start – fitting for sport council initiative.
- Report back for budget process.

Charity to obtain a quote to Pool Commission. Charity to contact PRRD Grant Writer to discuss options.

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

- Facility Reports;
 - Urban Systems and DGS: October 6th completion date for front of building construction, delayed 3 days due to asphalt plant going down.
 - Water slide closure, air balancing will add a new fan and pump; will cost 1/3rd of the cost – and deliver this week – will open the slide and monitor.
 - Pool Shutdown completed and was successful – did all repairs that were anticipated.

Grant funding to look into for Special O or rotary, hydro or NDI.

c) Acting Pool Manager Report – Teriney McGuire, City of Fort St. John:

- Stats entered for end of October, 2018.
- NL Course – 9 registered
- 6 red cross instructors – came out of course
- Teaching supervisor: Teach & supervise at that point.
- Red Cross – psychological first aid – mental health and personal care and protection.
- Fees/charges – Urban Systems working on with public engagement: Looking to have aligned with budget.
- Leisure guide released December 1, 2018 featured Charity as staff member featured.
- Opening for life guard, 1 full time, 2 part time and 6 auxiliary.

d) Facility Report – Corey Callison, City of Fort St. John:

- Updates;
 - Hot tub closures in past – part of weekly cleaning, black stuff coming out of line, flushed and sanitized, organic material cleaned out.
 - Decided to shock pool to destroy any organic materials contaminating the hot tub.
 - Modified the line to ensure it doesn't happen again.
- Exhaust Fans;
 - Slide closure – humidity problem – report done by west rockies, root specs – 3 quotes
 - 3 day process – can work on it consistently – temporary.
 - Scaffolding – best idea for motor to exhaust fan. We have a positive pressure.
 - Possibly will communicate with Karin & Teriney to go forward.

c) Pool Manager Report – Karin Carlson, Pool Manager, City of Fort St. John:

- Overtime Cost;
 - Cost of overtime has gone up as less staff, we need to have OT for our current staff to bridge the gap
 - Feasibility
 - Listening to what the community input and opinion is and to inform public

m3

11. Adjournment:

Action

The meeting was adjourned at 2:55 p.m.	
Karen Goodings, Chairperson	Carrie Harder, Recording Secretary
Date/Year	Date/Year
12. Next Meeting: North Peace Leisure Pool – Pool Meeting Room Tuesday, January 8, 2019 at 10:00 am.	
Action Clerk book the Meeting room.	

DRAFT

MY

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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Report to North Peace Leisure Pool Commission

DATE: February 5, 2019
TO: NPLP Pool Commission
FROM: Teriney McGurie, Acting Pool Manager
RE: Pool Report Winter 2019

Pool User Stats

Stats to January 31 th	2019 YTD	2018 YTD	% Change
Visits to Pool	5702	6708	18% decrease
Slide Use	3331*	7654	129% decrease
Aquafit Uses	519	529	2% decrease
Swimming Lessons	2234	3200	43 % decrease

*The turtle slide has been closed since spring 2018

Staffing – Update

Staffing situation is improving, currently filling 4 Slide Attendant positions, 1 PA Aux position on February 11th for City Orientation.

Aquatic Supervisor position has been awarded to Kreesha McDonald. She will be doing her City Orientation February 25th and then will begin training at the NPLP.

Recreation & Leisure Guide

The Spring Recreation & Leisure Guide goes live on March 1, 2019. The NPLP Clerk and Recreation Programmer have been working diligently to ensure that all programming and advertising is ready to be launched. The Rec Guide contains all the programs and services offered by the Recreation & Leisure Department including parks, aquatics, dry floor programs, ice programs and special events for the months of April, May and June.



Report to North Peace Leisure Pool Commission

TO: North Peace Leisure Pool Commission

FROM: Corey Callison

DATE: Tuesday, February 4th

RE: Facilities Report

1. Slide Fan upgrades

-Waiting new confirmation dates for installation. Concerns around safety and user group times. New proposed dates are Family day long weekend. Starting February 16th and work around user groups and completed on the 17th-18th.

2. AME Preventative upgrades.

-The yellow highlighted areas are the pieces of equipment facilities have selected as high priority for replacement this year. The Slide Fan can be delayed until the upgrade fan is installed.
-All other items not selected can be scheduled in within the next two year budget.
-The chlorine shut off is part of the new legislation and is required for all gas chlorine pools.

Respectfully Submitted by:

Corey Callison
Facilities Manager

2019 AME preventative Maintenance upgrades

ITEM #	TITLE	DESCRIPTION	Other criteriac for replacement other than the AME report.	TOTAL
M-8	P-11 Lap Pool Circulation	Base Mounted 15 Hp Pump	old and needs to be replaced before it breaks	\$16,800
M-10	P-13 Waterslide Pump	Base Mounted 25 Hp Pump	needs to be changed as it is old and worn	\$13,800
M-20	P-7 Lap Pool Chemical By-pass Pump	1 Hp Chemical By-pass Pump	Pump is showing significant corrosion on pump exterior	\$1,300
M-23	HE-1 Lap Pool HE	Shell & Tube Heat Exchanger	past its life span	\$12,000
M-24	HE-2 Mutti Pool HE	Shell & Tube Heat Exchanger	past its life span	\$12,000
M-25	HE-4 Leisure Pool HE	Shell & Tube Heat Exchanger	past its life span	\$12,000
M-26	HE-5 Swirl Pool HE	Shell & Tube Heat Exchanger	past its life span	\$12,000
M-40	UH-7 Wave Room Unit Heater	Hydronic Unit Heater	past its life span	\$4,800
M-42	F-1 Wave Fan	Wave Machine Fan	Past its life span	\$24,000
M-43/44	EF-6 & EF-7 Wave Room Fans	Wave machine Exhaust Fan	Fans showing signs of significant corrosion and wear	\$3,800
M-45	UH-1 Main Floor Unit Heater	Hydronic Unit Heater	corrosion and past its life span	\$4,800
M-47/48/49	Hair & Lint Strainers	Hair & Lint Strainers	These are past their life span and showing sings of significant ware	\$8,500
M-61	Slide Tower Exhaust Fan	Pool Hall Rooftop Exhaust Fan	Fan is assumed to be under-performing due to complaints regarding air quality in the slide tower	\$18,000
M-64	P-1 Primary Heating Pump	(Two (2) 1-1/2 Hp Motors) Heating	Heavy Corrosion and past its life span	\$5,800
M-65	P-2 Pool Heating Pump	Vertical Inline 5 Hp Pump	Heavy Corrosion and past its life span	\$2,800
M-66	P-4 Perimeter Heating Pump	Vertical Inline 3 Hp Pump	Heavy Corrosion and past its life span	\$2,800
M-68	HE-3 Domestic Water HE	Shell & Tube Heat Exchanger	Heavy Corrosion and past its life span	\$2,800
Chlorine Room Emergency Shut Off				\$13,745
Total upgrades				\$171,745
Facilities recommended upgrades to be replaced this year				\$99,654.00