

Minutes of North Peace Leisure Pool Commission Meeting - 2019

Date: November 5, 2019

Time: 10:00 a.m. – 11:05 a.m.

Place: NPLP Meeting Room

Chair:	Commissioner Karen Goodings, Director, Area B, PRRD
Present:	Commissioner Willi Couch, Director, Area C, PRRD
	Commissioner Arlene Boon, Director, Area B, PRRD
	Trevor Bolin , Councilor, City of Fort St. John
	Brad Sperling, Director Area C, PRRD
	Shirley Collington, Director of Finance, City of Fort St. John
	Robin Langille, Director of Recreation and Leisure Services, City of Fort St. John
	Vanessa Cumming, Pool Manager, City of Fort St. John
	Karin Carlson, Director of Recreation & Leisure Services, City of Fort St. John
	Trish Morgan, General Manager, PRRD
	Lyle Smith, Chief Financial Officer PRRD, via conference call
Absent:	Becky Grimsrud, Councilor, City of Fort St. John
	Bryan Casey, Recreation Coordinator, PRRD
	Charity Nelson, Recreation Programmer City of Fort St. John
	Corey Callison, Facilities Manager, City of Fort St. John
	Moir Green. General manager Community Services, City of Fort St. John

1. Call Meeting to Order:

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

2. Additions to the Agenda:

- Closed Meeting Recommendation

	Action
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3. Adoption of the Agenda:

Resolution No. 17/19

MOVED by Commissioner Couch

SECONDED by Councilor Bolin

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

CARRIED

	Action
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4. Adoption of the Minutes:

Resolution No. 18/19

MOVED by Commissioner Boon

SECONDED by Commissioner Sperling

“THAT, the minutes of the North Peace Leisure Pool Committee Meeting of October 1, 2019 be accepted as presented.”

CARRIED

	Action
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5. Business Arising from the Minutes:

- Water slide not covered yet for the winter.
- Concern about ice building in the slide – the slide is inspected daily for ice and water is continually running.
- Vapor in waterslide causing coughing/redness of the eyes – Vanessa will have a report Dec. 3, 2019 outlining the incidents.

	Action
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Robin to bring in and consult about fumes trapped in slide – sporadic and difficult to duplicate issue. Will cover in a couple weeks.

6. Delegation:

None

[illegible]

7. Old Business:

	Action
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None	
8. Correspondence:	Action
None	
9. New Business:	Action
Closed Meeting Recommendation	
10. Financial Reports:	Action
a) Finance Reporting: - Employer BC Medical – 2020 budget 50k based at 1.9% should be 29k – not 50k budgeted - The 50k is including both facility and NPLP staff – the budget reflects both payroll accounts. - MSP – end in 2019 – paid both fees for MSP, CPP, EI and Tax - Professional Services - what is this? - Contractors that are hired on to complete a task - Membership Fees – what is this? - Training for employees - Fee for Service – what is this? - Operating agreement between the City of Fort St John and PRRD. This fee is paid to the City for operating the pool. - Where is the Sunday Sponsored Swim captured? - Will be captured under Grants and Subsidies but will be broken out over 2019 and 2020 fiscal year - Chemicals – Were they misquoted last year? Or did we not budget enough for the usage? - Chemical costs budget for 2020 has been adjusted to reflect actuals costs - Overtime budgeted – no availability for staff overtime? - There is no overtime for exempt staff, only union staff. - Contracted and general services – what are Medical Reports/Chiropractor fees? - Fees employees are able to have reimbursed for medical services. This is a self-funded program. - What is TCA? - Capital purchases (Tangible Capital Assets). - Kitchen updates needed for staff room cupboards - Will require replacement/updating and probably minor appliances. - What is Contract – Other under Contracted and general services? - Other contractor is for snow removal or other contracted individuals. Not electrical or mechanical related. Mechanical is for Mechanical contractors, and Electrical for electrical contractors. - On average 62% of the revenue generated cost is wages/benefits – is this a correct? - Based on other sources Recreation and Leisure services typically have a salary/wage percent of between 60 – 65% 2020 budget is less than 2019 - Based on the figures – yes, but the grant from the Regional District has not been included yet. This will be a net amount to offset and balance the budget line. - Sound system – being assessed and issues with audio controls will require attention. A quote was obtained for this work. - Heaters for change rooms – is there an amount in budget for heaters? - Variance reporting notes inline duct heaters to change rooms and hallways.	CPP/EI/Fed. Prov. Taxes and Union Fees are estimated as rates may increase in January 2020. Budget will capture 32k for 2020, with 8k for 2019. Adjust kitchen updates from capital operations (max 5k) to building improvements (max 25k).

Recommendation No. 06/19

MOVED by Councilor Bolin

SECONDED by Commissioner Sperling

“THAT, the North Peace Leisure Pool Commission Adopt the financial reports in Draft form until the final financial reports are completed.”

CARRIED

