



**NORTH PEACE LEISURE POOL
COMMISSION MEETING
AGENDA
1:30 p.m. – January 27th, 2017
City Hall – Council Committee Room**



1. Call the Meeting to Order:

2. Additions to the Agenda:

3. Adoption of Agenda:

4. Adoption of Minutes:

a) North Peace Leisure Pool Meeting of December 6, 2016;

5. Business Arising from the Minutes:

6. Delegation:

a) None.

7. Old Business:

a) None.

8. Correspondence:

a) None.

9. New Business:

a) Approve and Ratify 2017 Budget;

Re: Peace River Regional District 2017 Financial Plan – Kim Frech, Chief Financial Officer PRRD

10. Reports:

a) Pool Manager Report – Karin Carlson, Pool Manager;

- Lessons
- Accessibility Equipment

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

- Change Room Temperatures
- Water Usage Levels
- Interior Design and Décor Refresh Project
- Facilities Manager

Next Meeting March 7, 2017 at 9:00 a.m.
Date: Leisure Pool Meeting Room

M1 – M6

NB1 – NB3

R1 – R7

R8

Minutes of Regular North Peace Leisure Pool Commission Meeting



Date: December 6, 2016
Time: 10:00 am – 12:00 pm
Place: Leisure Pool Meeting Room

Chair: Commissioner Bruce Christensen, Councillor, City of Fort St. John, PRRD

Present: Commissioner Brad Sperling, Director Area C, PRRD
 Commissioner Willi Couch, Alternate for Director Sperling, PRRD
 Commissioner Arlene Boon, Alternate Director Area B, PRRD
 Commissioner Karen Goodings, Director Area B, PRRD
 Commissioner Gord Klassen, Councillor, City of Fort St. John

Karin Carlson, Pool Manager, City of Fort St. John
 Robin Langille, Director of Facilities and Grounds, City of Fort St. John
 Kimberly Shaw, President of Inconnu Swim Club
 Crystal Laboucane, Program Coordinator for the Special Olympics Club, Fort St. John
 Annette Lang, President for the Stingray Club
 Steve Carson, Head Coach of Inconnu Swim Club
 Carrie Storozytsky, Clerk III, City of Fort St. John
 Maxine Blennerhassett, Recording Secretary, City of Fort St. John

1. Call Meeting to Order:

The meeting was called to order at 10:02 a.m.

2. Additions to the Agenda:

Action

Commissioner Couch requested to discuss the stanchions on the pool deck under old business.

3. Adoption of the Agenda:

Action

Resolution No.22/16

MOVED by Commissioner Boon

SECONDED by Commissioner Sperling

"THAT, the agenda be adopted as presented."

CARRIED

4. Adoption of the Minutes:

Action

Resolution No.23/16

MOVED by Commissioner Boon

SECONDED by Commissioner Couch

"THAT, the minutes of the North Peace Leisure Pool Committee Meeting of October 4th, 2016 be accepted as presented."

CARRIED

5. Business Arising from the Minutes:

Action

None.

Commissioner Goodings arrived at 10:04 a.m.

6. Delegation:

Action

a) Request to Install Display Case & Storage Cabinet – Local Swim Clubs:

- Crystal Laboucane programmer and coordinator for the Special Olympics Club Fort St. John provided a brief background on the club, highlighting the following:
 - The local chapter of the Special Olympics team provides sporting opportunities to 36 athletes in the region with intellectual disabilities;
 - The local team is managed by a small group of volunteers, with funding coming mainly from fundraising and grants;
 - They offer a variety of sporting opportunities including bowling, rhythmic gymnastics, curling, athletics,

- swimming, figure skating, and golfing;
- Their future goals are to continue offering sport opportunities, continue with community inclusion, continue to recruit coaches, and continue to help athletes to be healthy and active;
- They are hoping to secure a space at the pool for a trophy display case in order to promote their team and to applaud their athletes' achievements.

Commissioner Klassen arrived at 10:07 a.m.

- Kim Shaw, President of Inconnu Swim Club provided information about the request, as the three swim clubs have decided that one shared unit could meet all of their space requirements:
 - There is very little storage space at the pool, and they currently only have one cabinet;
 - The Stingrays Swim Club and the Special Olympics currently do not have any storage space;
 - Inconnu's head coach will be constructing the cabinet and will be similar in structure to the existing one with a glass upper to showcase trophies, and a lockable cabinet underneath;
 - A lot of the materials for the cabinet will be donated, and any remaining costs will be split between the three groups;
 - The groups have discussed location options for the cabinet, and are now formally requesting that the Pool Commission considers the request and location for the cabinet;

Discussion:

- The Pool Manager recommends that the cabinet is located in the hallway adjacent to the existing case;
- The Pool Commission discussed multiple options for the location including near the entryway, with considerations on size, visibility, and safety concerns;
- Commissioner Christensen suggested to amend the resolution for Staff to work with the clubs to find the most suitable location at a later date;

Resolution No.24/16

MOVED by Commissioner Sperling

SECONDED by Commissioner Klassen

"THAT, the Pool Commission authorizes the three swim clubs to construct one combined trophy case and storage cabinet, AND FURTHER THAT, Staff works with the three clubs to determine an agreed upon location after evaluating all considerations."

CARRIED

The swim clubs thanked the Commission for considering the request.

7. Old Business:

Action

a) Review of the NPLP Operating Agreement:

- Commissioner Goodings requested the agreement to be included in the agenda package for information;
 - The term of the agreement is five years commencing January 1, 2015 and ending December 31, 2019;

Resolution No. 25/16

MOVED by Commissioner Goodings

SECONDED by Commissioner Couch

"THAT, the Pool Commission receives this agreement for information."

CARRIED

c) Pool Concession Operator Ratification - Karin Carlson, Pool Manager:

- Tasty Dogs was the successful proponent to the request for proposals;
- The lease is for one year with an option to renew for an additional two years;
- An email vote was conducted in favour of approving the lease;

Resolution No. 26/16

MOVED by Commissioner Goodings

SECONDED by Commissioner Couch

"THAT, the electronic email vote, conducted between November 2 – 5, 2016 authorizing staff to enter into a one year agreement with the successful proponent for the North Peace Leisure Pool concession"

be ratified and entered into the Pool Commission minutes.”

CARRIED

The formal lease agreement will be signed by the Chairperson following the meeting and be distributed to all parties.

d) Building Envelope Repair Update – Robin Langille, Director of Facilities and Grounds:

- The Director of Facilities and Grounds gave an update on the project highlighting the following:
 - Final invoices for the project have been received, with the total cost coming in at approximately \$567,000 with the original project budget of \$860,000 and original base contract of \$494,000;
 - Two main change orders occurred, due to the deteriorated roof decking over the slide and the replacement of the q-decking;

Discussion:

- Commissioner Christensen asked if the cold air temperatures have improved since the building envelope repair has been completed;
 - The Director of Facilities and Grounds stated that staff will monitor temperatures through cold weather, and are optimistic that the building envelope repair and dropping the radiant heaters in the hallway will help alleviate issues with the temperature;
 - Staff is also looking at alternative options to increase temperatures in the family room area;
- Commissioner Couch asked about the idea of adding a heater to help with the temperatures;
 - At a previous meeting the Commission decided to wait until the building envelope repair project was complete to see impacts, and will revisit the topic at an upcoming meeting if the issue persists;

e) Facility Walkthrough & Review of Interior Décor Refresh Design:

- The Commission opted to move the facility walkthrough to after the regular meeting has been adjourned;

f) Stanchions on the Pool Deck – Commissioner Couch:

- Commissioner Couch noted that the stanchions on the pool deck obstruct the view from the deck into the lap pool and asked if they could be removed or lowered;
 - The Pool Manager noted that the stanchions separate the food and drink area from the pool area and also noted that they also act as a safety barrier, therefore building protocol probably regulates height requirements;
 - The Commissioners decided to discuss the stanchions during the facility walkthrough.

8. Correspondence:

- **Inconnu Swim Schedule for 2017:**
 - The schedule only includes events for Inconnu, not the Stingray swim club which has an additional swim meet in June 2017;
- **Thank-You Letter from the Wonowon Elementary School PAC.**

Action

9. New Business:

a) Election of Chairperson and Alternate Chairperson for 2017:

- Commissioner Christensen called for nominations from the floor for the 2017 Chairperson and alternate Chairperson;

Resolution No. 27/16

MOVED by Commissioner Sperling

SECONDED by Commissioner Couch

“THAT, the North Peace Leisure Pool Commission elect Commissioner Bruce D. Christensen as Chairperson of the Commission for 2017, AND FURTHER THAT the North Peace Leisure Pool Commission elect Commissioner Karen Goodings as Alternate Chairperson for 2017.”

CARRIED UNANIMOUSLY

b) 2017 Meeting Dates:

- The following meeting date schedule for 2017 was proposed:

Action

- Tuesday, January 17, 2017 at 10:00 a.m.
- Tuesday, March 7, 2017 at 9:00 a.m.
- Tuesday, June 6, 2017 at 9:00 a.m.
- Tuesday, August 1, 2017 at 9:00 a.m.
- Tuesday, October 3, 2017 at 9:00 a.m.
- Tuesday, December 5, 2017 at 10:00 a.m.
- Commissioners Sperling and Klassen noted that they will not be able to attend the first meeting in January, but with four other Commissioners in attendance, quorum will be met.

Resolution No. 28/16

MOVED by Commissioner Sperling

SECONDED by Commissioner Boon

"THAT, the North Peace Leisure Pool Commission meeting schedule for 2017 be: January 17, March 7, June 6, August 1, October 3 and December 5, 2017."

CARRIED

Discussion:

- Commissioner Christensen asked about the recent pool closure;
- The Director of Facilities and Grounds provided a recap on the recent pool closure, highlighting the following:
 - The lap pool was closed from November 4, 2016 until November 10, 2016 due to what staff now believes was a contaminated sample;
 - Staff have since looked at procedures to reduce the possibility of this type of risk in the future;
 - Staff will be reminding patrons to always shower before entering the pool and not to wear outdoor shoes on the pool deck;
- The Pool Commission thanked staff for their hard work in resolving the issue quickly and stressed the importance of ensuring the pool is a safe environment for both staff and patrons.

c) Budget Review – 5 Year Operating Plan – Shirley Collington, Deputy Treasurer:

- A member from the Finance Department was not available to present the operating budget;
- The Director of Facilities and Grounds clarified that the operating budget includes 'Major purchases – Not TCA' which is designated for capital items and includes \$480,000 for 2017 for the items listed in the Capital Plan report (NB2);
- The Pool Manager clarified that the 'Other Expenses' include the fee for service from the PRRD, as well as carbon offset, licenses, and banking services;

Discussion:

- The Commission asked about salaries and wages line, which is substantially increased from 2016;
 - The Pool Manager stated that a large portion of the increase could be due wage increases as per the collective agreement, and that HR/Finance have been reconciling salary line items that were improperly coded from previous years;
 - The Pool Manager will look into the breakdown for the increase to salaries and wages and provide an update to the Commission at the next meeting;
- Commissioner Couch requested that funding for the additional heaters in the family room area be added to the budget to address cold temperatures, which is approximately \$10,000;
- The Commission noted that the Peace River Regional District's Chief Financial Officer will be present at the next meeting and will bring forward the budget showing impacts on taxation levels;
- The Pool Manager noted that the capital plan for 2017 does not include the interior décor refresh project and would need to be added if the Commission recommends to move forward on the project;

Pool Manager –
Look into increases
to 'Salaries and
Wages' for next
meeting.

Resolution No. 29/16

MOVED by Commissioner Couch

SECONDED by Commissioner Klassen

"THAT, the North Peace Leisure Pool 2017- 2021 Financial Plan be received and approved in principal to be forwarded to the PRRD Board, AND FURTHER THAT, the proposed operating budget for 'Not TCA – Capital Items' be increased to a total of \$500,000 for 2017, to include items to address the heating in the family room area."

CARRIED

MH

OB5) Water Usage Levels – Karin Carlson, Pool Manager:

- Water usage levels show quite a fluctuation in numbers month to month, but even despite repairs to two lines during shut down, actual water usage is still high;
- The Director of Facilities and Grounds stated that these values indicate there might be another leak;
 - Prior to the major leak repair, water levels in the leisure pool were dropping by 18 inches, and now they are only dropping by 2 inches, showing improvement, but still losing water;
 - Staff believe that the leak is in the leisure pool side, coming out the left side of the building;
- There have also been issues with the water meters, showing incorrect readings;
 - Staff will recheck the meters and continue to monitor water usage levels;
 - There are also normal fluctuations of water usage due to other parts of the facility being used;

Discussion:

- The Commissioners discussed next steps, expressing concern about where the leaked water is going;
- Commissioner Sperling suggested conducting a scope of the weeping tile to find out the precise location where the water is coming from;

d) Budget Review – Capital Plan for 2017 – Robin Langille, Director of Facilities and Grounds:

- The Director of Facilities and Grounds presented his report including a list of items that will be addressed in the capital plan for maintenance purposes;
 - To fix the filters, there are two options with different price points: A) defender filter package, or B) the sand filters with factory face piping;
 - Accessories, commissioning, and chemistry controllers will be completed with either option;
 - The proposed capital budget of \$480,000 includes option A, would decrease if option B is approved;

Resolution No. 30/16

MOVED by Commissioner Couch

SECONDED by Commissioner Goodings

"THAT, the Capital Plan for 2017, with additions, is received and approved in principal to be forwarded to the PRRD Board. AND FURTHER THAT, the North Peace Leisure Pool Commission recommends Staff to complete repair Option A – Defender Filter Package for the 2017 repair plan. "

CARRIED

10. Reports:

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

- The Pool Manager reviewed her report highlighting the following:
 - A couple of special events will be happening over the next month to celebrate the holiday season;
 - The 20th anniversary celebration was a success and the Pool Manager thanked the Commission for their attendance;

b) Director of Finance Report – Shirley Collington, Acting Director of Finance, City of Fort St. John:

- The Acting Director of Finance was unable to attend but provided a report on YTD values as of Nov. 30, 2016;

Discussion:

- The Director of Facilities and Grounds noted that the net total is favourable even though individual lines may be overspent or underspent for various reasons;
- The City is still expecting one more payment from the PRRD under the line for grants/subsidy.

11. Adjournment:

Resolution No. 30/16

MOVED by Commissioner Sperling

SECONDED by Commissioner Couch

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

CARRIED

The meeting was adjourned at 11:45 am.

The Pool Commission completed a walkthrough of the facility discussing the following:

- Layout and proposed interior redesign:

Action

Action

○ Trophy case/storage unit location options; ○ Stanchions on the pool deck.		
_____ Bruce Christensen, Chairperson		_____ Maxine Blennerhassett, Recording Secretary
_____ Date/Year		_____ Date/Year
12. Next Meeting: North Peace Leisure Pool – Pool Meeting Room Tuesday, January 17th, 2017 at 10:00 am.		Action Pool Clerk book the Council Committee Room

M6



Peace River Regional District REPORT

To: North Peace Leisure Pool Commission

Date: 9 January 2017

From: Kim Frech, Chief Financial Officer

Subject: 2017 Financial Plan

RECOMMENDATION:

THAT the North Peace Leisure Pool Commission approves the 2017 Budget, with the inclusion of \$500,000 capital and approximately \$300,000 into capital/building reserves, to be forwarded for inclusion in the Peace River Regional District 2017 Financial Plan.

BACKGROUND/RATIONALE:

The North Peace Leisure Pool Commission's operating and capital budgets have been added to the Peace River Regional District direct costs of administration fees, insurance, miscellaneous, transfer to reserves and revenue from grants-in-lieu. The total has resulted in a tax rate of 28.7¢ (last year tax rate was 28.2¢ - Commission direction has been to keep the tax rate below 31.0¢).

The calculations attached are based on the Operating Budget as submitted previously to the Committee and updated by FSJ Director of Finance, plus the capital budget of \$500,000 for capital including filters, mechanical room floor and air purifications. Based on last year's actuals and keeping the rate similar to last year, there will be room for a transfer to reserve estimated at \$300,000 (this will be dependent on final 2016 actual numbers).

This recommendation is based on current last year actuals (for surplus calculations) which will probably change as outstanding yearend invoices are received. If there is much of a change as the final year end numbers are received the transfer to reserve will reduce accordingly.

If the transfer yearend numbers result in having to drastically reduce the "Transfer to Reserve" to keep under the maximum 31¢, a revised budget will need to be brought back to the Commission for review and approval with a new reduced budget.

Note that if this recommendation is not the direction that the Commission wishes to proceed with then an amended operating and capital budget will have to be discussed.

Kim Frech

Service Fund Category	Defined General Operating - 01		Portfolio Staff	NP Leisure Pool Committee / Chair Chief Financial Officer											
	7131 North Peace Leisure Pool		Requisition Exhibit	30				DRAFT				(Used same, 2% inflation, or actual)			
2017	Acct	See		2016	2016	2016	2017	2018	2019	2020	2021				
Category	#	Note	Account Name	Budget	Actual	Variance	Budget	Budget	Budget	Budget	Budget				
REVENUE															
7131 North Peace Leisure Pool															
01-1-7131-	110		Requisition - electoral	2,380,119	2,380,119		2,314,230	2,816,471	2,847,389	2,937,405	2,965,012				
01-1-7131-	111		Requisition - municipal	1,030,617	1,030,617		956,737	1,164,371	1,177,153	1,214,367	1,225,780				
01-1-7131-	120		Grants-in-lieu	3,880	11,120	7,240	5,560	5,560	5,560	5,560	5,560				
01-1-7131-	121		Grant - Miscellaneous												
01-1-7131-	150	1	Fees	525,163	597,026	71,863	570,148	585,572	598,480	628,966	632,780				
01-1-7131-	157		Recovered Costs		28,408	28,408									
01-1-7131-	190		Unappropriated surplus	1,054,577	1,054,577	-0	685,820	-	-	-	-				
01-1-7131-	191		Transfer from Operating Reserve												
01-1-7131-	195	3	Transfer from Capital Reserve					-	-	-	-				
Total Category Revenue				4,994,357	5,101,866	107,510	4,532,495	4,571,974	4,628,582	4,786,298	4,829,132				
Tax Rates (based on current year assessments)>>>				0.292	Change from LY	(0.005)	0.287	0.350	0.354	0.365	0.368				
Total Amount to Requisition:				3,410,736	Requisition/Parcel Tax		3,270,967	3,980,842	4,024,542	4,151,772	4,190,792				
3,270,967				3,880	Grants		5,560	5,560	5,560	5,560	5,560				
Prior Year Requisition:					Borrowing Proceeds										
3,410,736					Trsf. From Reserves										
Change from Prior Year				1,054,577	Prior Year Surplus		685,820								
-139,769				525,163	Other		570,148	585,572	598,480	628,966	632,780				
				4,994,357			4,532,495	4,571,974	4,628,582	4,786,298	4,829,132				
EXPENDITURES															
7131 North Peace Leisure Pool															
01-2-7131-	258	5	Trsf to "Green" Carbon Reserve	19,059		-19,059	19,440	19,829	20,226	20,631	21,354				
01-2-7131-	259	1	Municipal Admin Fee (FSJ)	330,594	269,835	-60,759	337,542	344,663	350,617	365,100	371,197				
01-2-7131-	260		Insurance - RD	21,200	21,123	-77	22,300	24,000	24,000	24,000	24,000				
01-2-7131-	261		Administration fees - RD	15,000	15,000		15,000	15,000	15,000	15,000	15,000				
01-2-7131-	287		Insurance Claim Deductible												
01-2-7131-	299	2	Miscellaneous - RD	4,000	159	-3,841	4,000	4,000	4,000	4,000	4,000				
01-2-7131-	390	1/4	Capital	960,000	664,655	-295,345	500,000	500,000	500,000	500,000	500,000				
01-2-7131-	391		Major Non Capital		8,931	8,931									
01-2-7131-	500	1	Operations	2,794,503	2,586,344	-208,159	3,334,213	3,414,482	3,464,739	3,607,567	3,643,581				
01-2-7131-	603	3	Transfer to capital reserve	850,000	850,000		300,000	250,000	250,000	250,000	250,000				
Total Category Expenditures				4,994,356	4,416,047	-578,309	4,532,495	4,571,974	4,628,582	4,786,298	4,829,132				
Surplus (deficit) carry forward					685,820	Change from LY Budget	(461,861)	Taxes include Grants-in-Lieu							
							-9.25%	Total Taxes & Fees					3,846,675		
								Taxes					85%		
								Fees					15%		

Budget Notes:

3,334,213

- 1 Per submitted amended NP Leisure Pool Budget to the Committee for review and an updated version received from City of FSJ (Dec. 7/16)
- 2 Example: property taxes (parcel tax) to the City.
- 3 Per NPLP Commission meeting held **January 12, 2016** - keep the same Tax Rate and adjust Reserve Transfers accordingly. Last year the full amount went into the "Facility Replacement Reserve" (it will continue to do so unless directed to split any transfer to reserves to increase the "Capital" reserve.
- 4 Last year capital "building envelop" came in under budget and all capital planned was completed. This year capital budget is \$500,000 which consists of Filters, Mechanical Room Floor and Air Purifications
- 5 Provincial requirement to become carbon neutral requires purchasing carbon offsets. City of Fort St. John will be including with their reportings. Showing separately for tracking purposes for future reporting.

As of Dec. 31, 2015		Tangible Capital Assets			No Debenture	
Fund	43	Machinery & Equipment	367,653	Accu. Dep. 125,454	Net Value 242,199	
		Buildings	6,881,420	2,520,815	4,360,605	Capital Reserve Dec. 31 440,388
		Work in Progress	9,738		9,738	Facility Replacement Reserve Dec. 31 1,527,437
		Total	7,258,811	2,646,269	4,612,542	Total Reserves Dec. 31 1,967,825
		Annual Depreciation Expense		182,934		Bylaw 1970

EXHIBIT 30

Category

1-7131

North Peace Leisure Pool

City of Fort St. John, Electoral Area C and a Defined portion of Electoral Area B

Basis of Apportionment:

Converted Hospital Assessments - Improvements Only

Tax Rate or Other Limitations:

\$ 1.30 per \$1,000 taxable value

Bylaw No. 995, 1995

Max. Product \$ 10,397,628

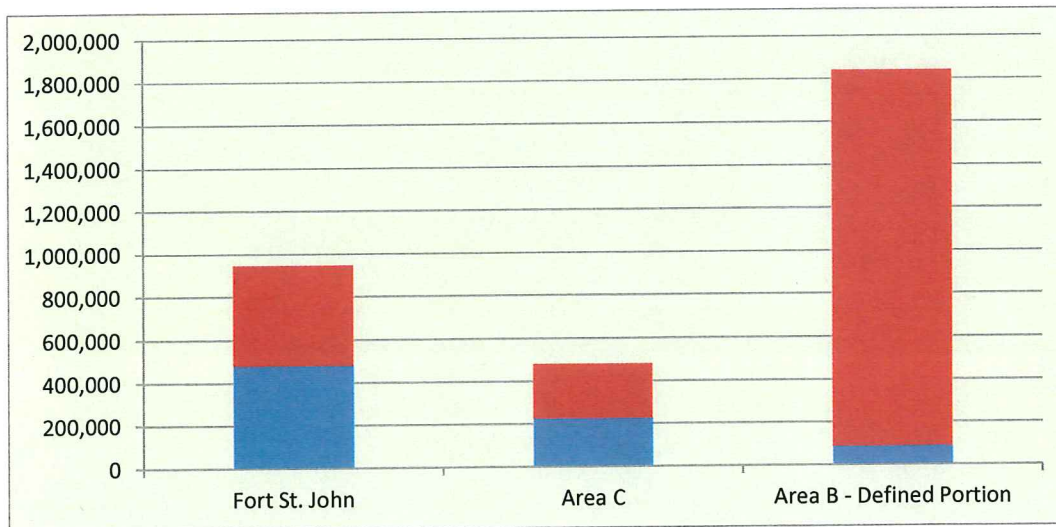
DRAFT	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Fort St. John	948,211	0.287	329,873,208	28.99%	8,527	956,737
Area B - Defined Portion	1,840,697	0.287	640,360,503	56.27%	(14,592)	1,826,105
Area C	482,060	0.287	167,703,961	14.74%	6,065	488,125
Total	3,270,967	0.287	1,137,937,672	100.00%	-	3,270,967

Municipal Requisition:	956,737
Electoral Area Requisition:	2,314,230
Total Requisition:	3,270,967

After Prior Year Adj

<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Requisition	3,410,736	-4.1%	(139,769)
Assessment	1,168,246,856	-2.6%	(30,309,184)
Tax Rate	0.292	-1.5%	(0.005)

Class 1 - Residential Total All Other Classes



NB3

North Peace Leisure Pool

MEMORANDUM

File # 2600-20

DATE: January 12, 2017
TO: Pool Commission
FROM: Karin Carlson, Pool Manager
RE: Pool Manager Report

Lessons

As reported in the Pool Commission Briefing note on December 14 there has been a significant reduction in Red Cross lessons compared to the fall 2016 lesson set (full briefing attached). In an effort to offer a very small amount of service, especially to those who were not able to register in this session, I have been working with Communications to develop a positive campaign plan. We are looking at a number of programs such as YouTube videos, newsletters, infographics and more. I hope to have the campaign finalized later this month and will circulate to Commissioners when it is complete.

Accessibility Equipment

We were able to purchase a second lift, wheelchair/shower chair and new change table for the disabled change room. The equipment has been delivered and installed. Staff is currently exploring the option to add the old lift into a family change room to have an additional family change room available to people who may require the equipment.



NPLP owned by the Peace River Regional District
Operated by the City of Fort St. John



MEMORANDUM

DATE: December 14, 2016

TO: Fort St John City Council

FROM: Karin Carlson, Pool Manager

RE: Council briefing notes - 2017 Reduction in Swimming Lessons

Swim lessons in January 2017 will decrease by 52% over fall 2016. This significant reduction in lessons is caused by staff shortages, staff burnout and limited physical space for some lessons. An effort is underway to hire and train more staff to teach lessons in the New Year. It is anticipated that through the course of 2017, there will be an opportunity to return to sustainable levels of service expectations and make-up some of the numbers over subsequent lesson sets later in 2017.

Quick Facts

- Fall 2016 (Oct – Dec) – 242 classes of lesson were offered which could accommodated 445 children
- Winter 2017 (Jan-Mar) – 118 classes will be offered (52% decrease compared to Fall 2016) which will allow the NPLP to get back to sustainable levels of service
- Public demand continues to exceed space for certain levels. Additional limitation is due to staff availability.

Background Information

One of the main activities offered at the North Peace Leisure Pool is swimming lessons. With the young population in the region and the relatively low cost of lessons (\$4.60 per 30 minute class), the demand for lessons is always high.

In the fall (Oct 12 – Dec 19) of 2016, there were 242 classes per week available for registration and there was a fill rate of 95% and waiting lists for some levels (for example there is high demand for levels 1, 2, 3, 4 and 5). Classes were offered two times per week for 10 weeks which translated into 424 children taking lessons or approximately 4,500 individual classes over the 10 week session. In January 2017, there will be 118 lessons offered for the public. This is a 52% decrease in the number offered compared to fall 2016, which means the pool will get back to sustainable levels of service.

The significant reduction in lessons is due to the limited availability of lanes space in the lap pool (levels 3-10 must be taught in the deeper water) and staff shortages, staff illnesses. Pools typically have a higher incident of illness for some of the following reasons:

1. Pool staff work around children all day and therefore they are exposed to more flus/bugs/viruses than the traditional office worker (similar to a school environment).

K2

2. The environment is hot and humid for every shift – the nature of an indoor pool.
3. Staff are providing an unsustainable level of service by teaching a higher than usual number of lessons this session (Sept- Dec 2016), which means they are in the water for longer periods of time than normal – sometimes up to 5 hours per shift.
4. Staff shortages are part of the reason people are teaching more as well as significant demand from the public. Being short staff compounds point #3 above, and each time a staff person is sick it compounds #3 because someone else must cover those lessons (and add more water time to their already heavy schedule). It becomes a vicious cycle.

Operational Requirements

There are currently 17 pool attendants, 2 aquatic supervisors, 3 slide attendants and 10 customer service representatives. Of the 17 pool attendants, 15 are currently qualified to teach lessons. Three staff members are recent additions to the team so up until November the team was very short. There are three spaces yet to be filled and last week one member returned from maternity leave so by January, there should a full complement of staff.

The pool is open to the public 92.5 hours per week with an additional 8 hours for Inconnu and swim lessons plus any private after hour rentals that are booked at the pool. There must always be at least 2 lifeguards on duty to open to the public or have swim club or lessons taking place and with each increase of 35 people to the pool, another lifeguard must be on the deck guarding (so as the patron numbers increase, the number of guards increases too. We must aim for a patron to guard ratio of 35:1. Swimming pools are labour intensive facilities.

Recruiting pool attendants is challenging. Aquatic facilities are extremely regulated environments. To meet the qualifications to be eligible for a pool attendant position, one must take at least 5 courses (see below) and it takes approximately 6 months and costs about \$ 2000.00, a lot of money for a young person.

Staff qualifications to teach lessons

According to the job description for a Pool Attendant 1 (PA1) at the City of Fort St John, a person must hold a current water safety instructor, national lifeguard and first aid certificates to be qualified as a Pool Attendant1. It takes approximately 6 months to complete all the courses that are required to become a qualified PA1.

Water Safety Instructor is a Red Cross certification program. The certification is made of up 4 phases of training. In the first phase, the candidate must complete a skills evaluation which takes approximately 3-6 hours. This is where the candidate's swimming skills are assessed. Phase 2 is an online course which takes approximately 14-20 hours. In phase 3, the candidate must do 8 hours of co-teaching with a certified instructor and finally as part of phase 4 the candidate must participate in a 21 hour course of class and in water instruction with a qualified WSI Trainer.

National Lifeguard is a Lifesaving Society of BC & Yukon certification program. The certification has four prerequisites before a candidate is eligible to enter the NL course. The candidate must be 16 year of age or older, must have completed the Bronze Medallion course, Bronze Cross course and aquatic emergency care or standard first aid.

The National Lifeguard Pool certification is designed to develop the fundamental values, judgment, knowledge, skills and fitness required by lifeguards. The National Lifeguard course emphasizes the lifeguarding skills, principles and practices, and the decision-making processes which will assist the lifeguard to provide effective safety supervision in swimming pool environments.

R3

Bronze Cross is designed for lifesavers who want the challenge of more advanced lifesaving training and an introduction to safety supervision. Candidates develop proficiency at performing patient assessments, managing aquatic spinal injuries, and preventing the loss of life in a variety of aquatic emergencies, while developing stroke endurance (includes a 600m timed swim) and fitness training skills.

Bronze Medallion teaches an understanding of the lifesaving principles embodied in the four components of water rescue education: judgment, knowledge, skills and fitness. Rescuers learn advanced lifesaving techniques for challenging rescues of increased risk, involving conscious and unconscious victims in varying water depths. Participants develop stroke efficiency and endurance in timed swims (500 metres). Includes CPR-A. This is a 20-hour classroom and in-water course.

Aquatic Emergency Care (20 hour course) or Standard First Aid (16 hour course) will meet the requirements for the first aid qualification for a lifeguard. It provides people with the rescue skills to manage illness or injuries while accessing emergency services. First aid training also has an injury prevention role as research has shown that individuals with first aid training are less likely to become injured.

R4

Attachments

- 2017 lesson schedule
- Frequently asked questions about the 10-week lesson format

R5

DID YOU KNOW THAT...?
IN 2015 THE NPLP GAVE 26,100 RED CROSS SWIM LESSONS TO 2,810 KIDS

LESSON SCHEDULE FOR 2017

DECEMBER 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2017

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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MAY 2017

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

JUNE 2017

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18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY 2017

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2017

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2017

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2017

S	M	T	W	T	F	S
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2018

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

LEGEND



Registration open for next lesson set



First day of lessons



Lesson set running length

Red Cross Lesson Frequently Asked Questions

Q: *Why did the pool change to a 10 week/20 lesson set?*

A: The change to a 10 week program was done to make the lessons more learner focused. It gives more consistency for the students to have the same instructor watching and assisting them with their skills over multiple levels, and allowing them more time to work on skills they are struggling with.

Q: *How will this change benefit my child?*

A: There are a variety of ways that this change will benefit a student, depending on their skills.

- If a student is struggling with one or two skills, often they are very close to grasping the skill near the end of the 10 lesson set. Because of the Red Cross 3x rule, an instructor needs to see a skill performed correctly on three separate days in order for the skill to be considered learned and complete. Too often some students just need a few more lessons to complete the skill they are struggling with. By making the set 20 lessons, these students have more time to work on their struggling skills with the same instructor, while still working towards skills in the next level.
- If a student is very strong, and catches onto their skills very quickly, often times they can start to get bored and act out. With the 20 lesson set, Instructors are prepared to teach up to 3 levels worth of skills, so that students who are excelling can work on the more difficult skills if they choose. A student will be evaluated at the skill level they are able to perform.

Q: *Why do the lessons cost so much more?*

A: The lessons do not actually cost any more, as you pay an amount depending on how many lessons are in the set. This is why the 10 week sets seem so much more, as you are paying for 20 classes instead of 10. If you had a set that was shortened because of a statutory holiday, you would have a decreased cost because of the shorter lesson set.

Q: *I can't commit to 10 weeks, what am I supposed to do?*

A: We have our 10 week lesson sets running in the fall and the winter lesson sets, for spring break we will be running a 2 week lesson set, for the spring we will run two 5 week lesson sets, until summer comes and we run our 2 week sets all summer, then returning to the 10 week lesson set for the fall. Please look on the reverse side of this page for more information for when registration will

open for each set, along with when each lesson set will start.

Q: *My child is registered for the higher of the two classes in the split class. Will they still be able to complete two levels if the next level is outside of their registered class?*

A: Instructors are prepared to teach skills for three levels per set, so if your child is, for example, in a 5/6 class, the instructor has prepared their lessons to teach skills from levels 5, 6 & 7. Just because there are 20 classes, does not mean that a student will complete two levels, it will depend on the student and their ability to demonstrate the skills for both levels.

Q: *Can my child complete three levels in a 20 lesson set? Or are they limited in how many levels they can complete in one paid session?*

A: Students will be taught and evaluated at the skill level they are able to demonstrate. They will be given the opportunity to work on skills from higher levels if they demonstrate the ability to perform the same skill at the lower level performance criteria.

Q: *Will we be told if our child has passed a level, or do we need to wait until the last day to find out how they did? Will parents be informed on their student's progress?*

A: Instructors will be giving updates every 5 classes. Day 5 and day 15 will be a verbal update to talk about what skills a student may be struggling with that might need time outside of class to practice. On day 10 will be a mid-session report where instructors will fill out report cards with whatever skills have already been demonstrated as complete. You will receive a mid-session report that you will be able to take home that shows what level your child is currently working on, along with what skills they are excelling at, or need work on in order to complete the level they are working towards. By day 10 you will know if your child has completed any levels yet, and know what they need to work on to succeed over the following 10 classes.

Q: *What if my child is not doing well, how will I know what I can do to help?*

A: During the instructor updates, if the child is having issues with a skill, the instructor will provide you with ways for you to help your child practice this skill, either at home or at the pool. Please feel free to ask the instructor for more information if you need it.



Report to North Peace Leisure Pool Commission

TO: North Peace Leisure Pool Commission

FROM: Robin Langille

DATE: Thursday, January 12, 2017

RE: Facilities Report

1. Change Room Temperatures

Since the building envelope repairs have been completed, we have not received any complaints about the change room temperatures. If a problem with the temperatures does surface, we have the solutions that were submitted to the Commission previously, as well as, another solution that was discovered during our research on this heating problem.

2. Water Usage for the month of December

The North Peace Leisure Pool has consumed for the month of December 3210.0 cubic meters of water for a cost of \$9,604.80. This cost includes the water consumption, as well as, the sewer charge.

We know there is a leak or leaks in the Leisure Pool Skimmer System. We have been working to isolate the location of the leak or leaks.

We have discovered leaks in both the East and West Skimmers. We are still trying to determine if we have a leak in the skimmer Drain on the beach. We are now trying to determine if the leak is in the two inch drains or in the four inch skimmer line.

3. Interior Design and Décor refresh

Looking for direction from the Pool Commission on how you would like to proceed with this project? The cost estimate of this project is \$300,000 to \$350,000.

I believe there are three options:

- a) Defer the project until the future budget
- b) Cancel the project
- c) Complete the project in 2017 budget

4. I would like to take this time to introduce Corey Callison to the Commission. He has accepted the position of Manager of Facilities for the City of Fort St John. Corey has been the NPLP Supervisor of Maintenance for four years. He has been a great help to me explaining the "unique" aspects of the North Peace Leisure Pool to me. He has a very strong background in Facility Operation and will be a great addition to the Management Team.

Respectfully Submitted by:

Robin Langille
Facilities Manager