



**NORTH PEACE LEISURE POOL
COMMISSION MEETING
AGENDA
9:00 a.m. – March 7th, 2017
Pool Meeting Room**



-
- | | |
|----------------|---|
| M1 – M4 | <ol style="list-style-type: none">1. Call the Meeting to Order:2. Additions to the Agenda:3. Adoption of Agenda:4. Adoption of Minutes:<ol style="list-style-type: none">a) North Peace Leisure Pool Meeting of January 27, 2017;5. Business Arising from the Minutes:6. Delegation:<ol style="list-style-type: none">a) None.7. Old Business:<ol style="list-style-type: none">a) None.8. Correspondence:<ol style="list-style-type: none">a) None.9. New Business:<ol style="list-style-type: none">a) None. |
| R1 – R6 | <ol style="list-style-type: none">10. Reports:<ol style="list-style-type: none">a) Pool Manager Report – Karin Carlson, City of Fort St. John;<ul style="list-style-type: none">• Lessons;• Marketing;• Chainsaw Carving Unveiling;b) Facilities Manger Report – Corey Callison, City of Fort St. John;<ul style="list-style-type: none">• Change Room Temperatures;• Stanchions;c) Director of Finance Report – Dan Kazymyrskiy, City of Fort St. John; |
| R7 | |
| R8 – R9 | |

Next Meeting Date:	June 6, 2017 at 09:00 a.m. Leisure Pool Meeting Room
-------------------------------	---

Minutes of Regular North Peace Leisure Pool Commission Meeting



Date: January 27, 2017

Time: 1:30 p.m. – 3:00 p.m.

Place: Council Committee Room – City Hall

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

Present: 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

Ross deBoer, Director of Recreation and Leisure Services, City of Fort St. John
 Kim Frech, Chief Financial Officer, PRRD
 Dan Kazymyrskiy, Director of Finance, 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
 Corey Callison, Facilities Manager, City of Fort St. John
 Carrie Storozynsky, Clerk III, City of Fort St. John
 Maxine Blennerhassett, Recording Secretary, City of Fort St. John

Absent: Commissioner Brad Sperling, Director Area C, PRRD

1. Call Meeting to Order:

The meeting was called to order at 1:41 p.m.

2. Additions to the Agenda:

None

Action

3. Adoption of the Agenda:

Resolution No.01/17

MOVED by Commissioner Boon

SECONDED by Commissioner Couch

"THAT, the agenda be adopted as presented."

CARRIED

Action

4. Adoption of the Minutes:

Resolution No.02/17

MOVED by Commissioner Goodings

SECONDED by Commissioner Klassen

"THAT, the minutes of the North Peace Leisure Pool Committee Meeting of December 6th, 2016 be accepted as presented."

CARRIED

Action

5. Business Arising from the Minutes:

- The Pool Manager looked into the increase to 'salaries and wages' line in the budget:
 - Increase is due to collective agreement wage increases;
- Request to install storage cabinet and display case:
 - Groups have identified a preferred location working with the Pool Manager, but have not installed the unit yet, as it is currently being built.

Action

6. Delegation:

None.

Action

M1

10. Reports:	Action
a) Pool Manager Report – Karin Carlson, City of Fort St. John: - The Pool Manager reviewed her report highlighting the following: - New lesson set has begun; - There has been a significant reduction in lessons offered to the public to help with issues including staff shortages, staff burnout and limited physical space for some lessons; - An information package explaining the reduction has been sent out in the community; - Accessibility equipment, including a second lift, wheelchair/shower chair and a new change table for the disabled change room have been installed; - The Pool Manager encouraged all Commissioners to check out the new equipment; - Currently have lots of staff turnover with 4 staff members going on mat leave; Discussion - Commissioner Christensen asked about the recent Health & Safety incident at the pool; - The Pool Manager gave a briefing on the incident, highlighting the following: - A member of the public overdosed on fentanyl in the hallway between the NPA and the NPLP, with NPLP staff members involved in first response; - The Director of Recreation and Leisure Services informed the Commission that the City has budgeted for a comprehensive security review and funding for implementation for 2017; - Security has been an issue in many of the City's facilities and the NPLP will be included in the review, with safety as a major priority; - The Pool is a public facility, therefore staff have been exercising discretion when asking individuals to leave, escalating issues that involve disturbances to staff or other members of the public, and/or intoxication; - The Pool has an established process for staff to follow in these circumstances; - Facility and Pool Staff have now been conducting more frequent checks in the hallway; - The Commission thanked the Pool Manager and Staff for effectively managing the situation; b) Director of Facilities and Grounds Report – Robin Langille, City of Fort St. John: - The Director of Facilities and Grounds introduced Corey Callison, the new Facilities Manager to the Pool Commission: - Corey has been with the City for several years, with 4-5 years of experience as the Pool Supervisor; - The Director of Facilities and Grounds reviewed his report highlighting the following: - Since the building envelope repair, there have been no complaints about cold temperatures in the change room area; - Staff will still be making the changes to the hallway area planned for 2017; - Could also fix the issue with adding a special insert into the duct work that heats the air as it comes out; - Fluctuating water usage levels do indicate that there likely is one or more small leaks in the leisure pool; - Not losing a lot of water but could be a new leak since the skimmer lines were last repaired; - Staff having been conducting tests to try to accurately locate the leak; - The leak is likely located in the skimmer line, just haven't been able to reach a scope through the narrow lines; - Interior design and décor refresh: - The Commission reviewed the conceptual plans at the Dec. 6 meeting, Staff is looking for direction on whether to proceed on the project for this year; - Project would take approximately \$250,000 - \$300,000 to complete and has not been added to the budget for 2017; - The Commission discussed the project, on whether to defer, cancel, or move forward on it; No. 04/17 MOVED by Commissioner Klassen “THAT, the North Peace Leisure Pool Commission recommends to defer the interior design and décor refresh project for 2017, to be revisited for discussion during 2018 budget deliberations.” CARRIED	Facilities Manager – Obtain quotes for duct heating system insert

Page 4 of 4
Minutes of 27/01/2017 M4
NPLP is Owned by the Peace River Regional District – Operated by the City of Fort St. John

North Peace Leisure Pool

MEMORANDUM

File # 2600-20

DATE: March 6, 2017

TO: Pool Commission

FROM: Karin Carlson, Pool Manager

RE: Pool Manager Report

Lessons

January lessons will soon end and we will be offering a two week spring break lesson program followed by two more five-week lesson programs that will take us into summer registration. In the current lesson set, there were 372 spaces offered and 338 spaces filled which is a 91% fill rate. (stats sheet attached).

Hydro Rider Classes

There has been a strong interest in the hydro rider bike aquafit program. Some of the committed people that attend the early morning M, W, F class expressed interest in a five-day early morning class rather than three days. Staff is scheduled already and it did not add additional costs to the NPLP budget, therefore the program was extended. The program now runs M-F 6:45 – 7:30am

Marketing

The City of Fort St John has made extensive use of Facebook for marketing and communication with the public under the City's main Facebook Page. In an effort to provide better information to the public, on March 1st, the City launched the City of Fort St John Recreation Facebook page. Most information will continue to be posted on both the City's main page as well as the new page for the next month to encourage members of the public to migrate to the page that is most appropriate for him/her. Beginning April 1, most ongoing recreation postings will be made on the Recreation Facebook page. The NPLP continues to advertise market and communicate with the public via a wide range of avenues including Facebook but not exclusively.

Chainsaw Carving Unveiled

You are invited to the unveiling of the "Team Work" inspired wood carving, being donated from Chetwynd's Mayor and Council to the City of Fort St. John. This wood carving was created by Toby Craft during Chetwynd's annual wood carving competition. This piece has been donated



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



and received in recognition of our two community's partnership and working relationship over many years of successful projects and planning. The City will proudly display the carving at one of its facilities where there is high visibility for the community to enjoy the carving. This piece has a predominate Aquatic-theme, so will be situated at the main entrance of both the North Peace Leisure Pool and the North Peace Arena.

As part of the unveiling we will have: words from both Cities Mayors, a ceremonial "unveiling" of the wood carving, a media scrum, coffee and light snacks, a small presentation from the City of Chetwynd.

Location: Please come through the main entrance of the North Peace Arena located on 96th Ave.

Time: 10:00am – 12:00 noon

Date: Tuesday March 21st, 2017

Please RSVP directly to Lisa before March 15th at 4:00pm. Her contact information is listed below.

Lisa Rowbotham

Community Development Coordinator

Direct 250 787 5791

10631 100 Street | Fort St. John, BC | V1J 3Z5



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



R2

Special Events

A pre-school swim was hosted on Friday, February 24 and Frozen as the theme. Some staff dressed in costume, and special guests Olaf and Elsa made a special appearance. There were 140 patrons who attended the event.



Red Cross Swimming Lesson Stats - 2017										
	M/W	T/Th	F	Sa/Su	M-F	Classes Offered	Spaces Offered	Spaces Filled	Difference	Percentage
Winter	94	103	44	97	-	95	373	338	35	91%
Homeschool	-	-	21	-	-	4	24	21	3	88%
Spring Break	-	-	-	-				0	0	#DIV/0!
Clearview	-	-	-	-				0	0	#DIV/0!
Spring 01					-			0	0	#DIV/0!
Spring 02					-			0	0	#DIV/0!
Summer 01	-	-	-	-				0	0	#DIV/0!
Summer 02	-	-	-	-				0	0	#DIV/0!
Summer 03	-	-	-	-				0	0	#DIV/0!
Summer 04	-	-	-	-				0	0	#DIV/0!
Fall					-			0	0	#DIV/0!
Homeschool	-	-	-	-	-			0	0	#DIV/0!
2017 Year						99	397	359	38	90%

ANNUAL PROGRAM ATTENDANCE STAT SHEET

2017

PROGRAM	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	ANNUAL TOTALS
RED CROSS TOTAL	2612	2413	894	0	0	0	0	0	0	0	0	0	5919
GRADE 4 TOTAL	596	689	245	720	734	568	0	0	0	0	0	0	3552
JLC TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0
INCONNU	924	761	0	0	0	0	0	0	0	0	0	0	1685
SPECIAL O	33	20	0	0	0	0	0	0	0	0	0	0	53
STINGRAYS	0	0	0	0	0	0	0	0	0	0	0	0	0
SWIM CLUB TOTAL	957	781	0	0	0	0	0	0	0	0	0	0	1738
PROGRAM TOTAL	11767	12555	1325	720	734	568	0	0	0	0	0	0	27669
2016 TOTALS	11823	11098	12608	8619	8653	9804	10273	11932	2365	10171	9626	7993	116765
2015 TOTALS	9485	9792	12450	8777	8762	9240	6809	6372	691	10035	9162	8748	100323
2014 TOTALS	8693	9401	12789	6054	6931	9410	10926	9426	549	4985	8249	4701	92114
2013 TOTALS	9327	9051	8836	7935	9778	9063	12551	9320	1500	6425	6205	2865	92856
2012 TOTALS	9714	9163	11448	8438	7845	11500	6879	8924	2013	8564	8132	4428	97048
2011 TOTALS	9948	9895	11489	7003	5457	7781	6772	7040	5381	6622	7704	2963	88055
2009 TOTALS	9448	10441	12798	8580	7021	9234	8785	10782	7440	6725	8908	5198	105360
2008 TOTALS	9359	9763	12504	7919	5905	8128	8069	8825	4017	6528	8411	4532	93960
PULL OUTS	3	1	0	0	0	0	0	0	0	0	0	0	4
PATRON REMOVALS	1	0	0	0	0	0	0	0	0	0	0	0	1
FEATURE CLOSURE	13	11	0	0	0	0	0	0	0	0	0	0	24
INCIDENTS	14	10	0	0	0	0	0	0	0	0	0	0	24
FIRST AIDS	25	9	0	0	0	0	0	0	0	0	0	0	34
INCIDENT TOTALS	56	31	0	0	0	0	0	0	0	0	0	0	87
2016 INCIDENT TOTALS	66	46	50	35	43	51	32	47	15	48	52	32	517
2015 INCIDENT TOTALS	53	43	33	29	59	26	14	16	4	35	38	53	403
2014 INCIDENT TOTALS	29	23	24	26	38	43	38	49	8	18	34	10	340
2013 INCIDENT TOTALS	58	42	68	35	45	41	60	33	5	23	30	1	441
2012 INCIDENT TOTALS	51	50	103	37	32	42	33	46	8	32	50	29	513
2011 INCIDENT TOTALS	26	20	82	20	23	26	22	27	22	28	53	15	364
2010 INCIDENT TOTALS	35	30	85	11	-	-	16	69	18	23	30	7	324
2009 INCIDENT TOTALS	20	27	96	45	39	42	41	39	23	32	43	24	471

ANNUAL PROGRAM ATTENDANCE STAT SHEET

2017

PROGRAM	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	ANNUAL TOTALS
SHOWERS	22	24	2	0	0	0	0	0	0	0	0	0	48
CARDIO ROOM	226	224	6	0	0	0	0	0	0	0	0	0	456
HOT SPOTS	119	142	2	0	0	0	0	0	0	0	0	0	263
TOTAL MISCELLANEOUS	367	390	10	0	0	0	0	0	0	0	0	0	767
DAY LAP	309	388	10	0	0	0	0	0	0	0	0	0	707
EVENING LAP	75	101	2	0	0	0	0	0	0	0	0	0	178
WEEKEND LAP	80	63	0	0	0	0	0	0	0	0	0	0	143
TOTAL LAP	464	552	12	0	0	0	0	0	0	0	0	0	1028
HYDRO RIDER	97	126	6	0	0	0	0	0	0	0	0	0	229
CARDIO BLAST AM	168	136	8	0	0	0	0	0	0	0	0	0	312
WATERCISE LOW	164	185	18	0	0	0	0	0	0	0	0	0	367
STRENGTH & STRETCH	38	64	0	0	0	0	0	0	0	0	0	0	102
HYDRO RIDER LUNCH	-	3	0	0	0	0	0	0	0	0	0	0	3
CARDIO BLAST PM	78	78	7	0	0	0	0	0	0	0	0	0	163
MIX IT UP	29	25	0	0	0	0	0	0	0	0	0	0	54
HIIT	26	52	0	0	0	0	0	0	0	0	0	0	78
HYDRO RIDER PM	-	30	0	0	0	0	0	0	0	0	0	0	30
CIRCUIT CLASS	20	22	0	0	0	0	0	0	0	0	0	0	42
WATER RUNNING	8	19	0	-	-	-	-	-	-	-	-	-	27
TOTAL AQUAFIT	628	740	39	0	0	0	0	0	0	0	0	0	1407
DAY PUBLIC	1514	1596	60	0	0	0	0	0	0	0	0	0	3170
EVE PUBLIC	1781	2014	65	0	0	0	0	0	0	0	0	0	3860
WEEKEND PUBLIC	2696	2746	0	0	0	0	0	0	0	0	0	0	5442
SPECIAL EVENT	152	634	0	0	0	0	0	0	0	0	0	0	786
TOTAL PUBLIC	6143	6990	125	0	0	0	0	0	0	0	0	0	13258
WATERSLIDE TOTAL	7236	7774	0	0	0	0	0	0	0	0	0	0	15010
2016 WATERSLIDE TOTALS	6520	5235	8263	5018	3925	4642	6571	5501	754	1437	6287	5654	59807
2015 WATERSLIDE TOTALS	2837	2946	4357	2418	2110	2909	4114	6326	367	5606	5182	5969	45141
2014 WATERSLIDE TOTALS	3724	1906	-	206	1019	4691	8689	6230	-	211	2290	2504	31470
2013 WATERSLIDE TOTALS	7520	4024	8572	4877	3072	2974	735	7056	1449	3313	2536	3212	49340
2012 WATERSLIDE TOTALS	3494	2945	5317	3357	2694	2449	3630	5947	215	8217	5403	3483	47151
2011 WATERSLIDE TOTALS	-	1474	7802	3916	2697	3226	4850	5417	1349	3259	2114	2018	38122



Report to North Peace Leisure Pool Commission

TO: North Peace Leisure Pool Commission

FROM: Corey Callison

DATE: Monday, March 6, 2017

RE: Facilities Report

1. Change Room Temperatures

At the last Pool Commission meeting, change room temperatures were discussed. Upon further research, we discovered we could add a thermal tech two stage duct heater. The cost of the equipment and the installation will be \$3400. Would the commission like us to proceed?

2. Stanchions

At the last meeting, staff was tasked to find an alternative to the stanchions by the beach portion of the leisure pool. Upon investigation of this request, we found the stanchions must be 39 inches in height because of accessibility ramp. We also found that the existing stanchions are permanently mounted in the concrete deck. We can replace the existing stanchions with thinner stainless steel stanchion that we believe would reduce the sight line issues. For the next commission meeting we will present the commission with a price for the project. The project will be completed during shut down.

Respectfully Submitted by:


Corey Callison
Facilities Manager

Actual vs Budget Year To Date by Division:

Division: NPLP

Reporting Period: January, 2017 To February, 2017 (2 Months)

						Legend= Negative is Favourable for Expenses and Unfavourable for Revenues
	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance	Prorated Variance 2 Months	
Revenue:						
5 - Other Revenue from own Sources	3,709,889	80,426	(3,629,463)	2.17%	-669%	unfavourable
10-500 - General Admissions	190,174	30,495	(159,679)	16.04%	-4%	unfavourable
10-502 - Economy Tickets	39,000	8,591	(30,409)	22.03%	24%	favourable
10-504 - Passes	25,594	7,363	(18,231)	28.77%	42%	favourable
10-506 - Aquafit	21,690	3,390	(18,300)	15.63%	-7%	unfavourable
10-510 - Swimming Lessons	172,000	9,983	(162,017)	5.80%	-187%	unfavourable
10-512 - Lap Pool Rentals	44,934	5,079	(39,855)	11.30%	-47%	unfavourable
10-514 - Leisure Pool Rentals	3,750	1,034	(2,716)	27.58%	40%	favourable
10-520 - NPLP Merchandise Sales	14,539	2,269	(12,270)	15.61%	-7%	unfavourable
10-525 - Rentals	5,150	1,416	(3,734)	27.49%	39%	favourable
10-526 - Leases	38,200	5,938	(32,262)	15.54%	-7%	unfavourable
10-530 - Miscellaneous	15,117	2,881	(12,237)	19.05%	13%	favourable
10-540 - Cash Over/Short	0	1,987	1,987	0.00%	100%	favourable
10-541 - Grants/Subsidy	3,139,741	0	(3,139,741)	0.00%	0.00%	
Total Revenue	3,709,889	80,426	(3,629,463)	2.17%	-669%	unfavourable
Expense:						
1 - Salaries, wages and employee	2,024,764	34,301	(1,990,463)	1.69%	-884%	favourable
20-110 - Administration & Overhead	163,480	1,860	(161,620)	1.14%	-1365%	favourable
20-120 - Personnel	1,464,637	25,416	(1,439,221)	1.74%	-860%	favourable
20-135 - Overtime	26,192	1,919	(24,273)	7.33%	-127%	favourable
20-160 - Receiver General	101,796	1,855	(99,941)	1.82%	-815%	favourable
20-161 - Pension Contributions	98,680	1,438	(97,242)	1.46%	-1043%	favourable
20-162 - Extended Health	22,377	248	(22,129)	1.11%	-1406%	favourable
20-163 - Dental Contributions	28,286	309	(27,977)	1.09%	-1427%	favourable
20-164 - BC Medical	47,500	431	(47,069)	0.91%	-1736%	favourable
20-165 - Life & Disability	49,405	364	(49,041)	0.74%	-2161%	favourable
20-169 - WCB	22,411	461	(21,950)	2.06%	-710%	favourable
2 - Contracted and general services	164,143	11,879	(152,264)	7.24%	-130%	favourable
20-212 - Freight	4,234	1,479	(2,755)	34.94%	52%	unfavourable
20-213 - Telephone	11,146	328	(10,818)	2.94%	-467%	favourable
20-217 - Medical	4,679	160	(4,519)	3.42%	-387%	favourable
20-221 - Advertising, Hosting &	21,788	1,375	(20,413)	6.31%	-164%	favourable
20-222 - Publications & Subscriptions	297	0	(297)	0.00%	0.00%	
20-234 - Memberships &	38,023	877	(37,146)	2.31%	-623%	favourable
20-236 - Insurance	300	0	(300)	0.00%	0.00%	
20-241 - Plumbing	2,865	0	(2,865)	0.00%	0.00%	
20-242 - Contract - Electrical	22,475	4,807	(17,668)	21.39%	22%	unfavourable
20-243 - Contract - Mechanical	13,679	563	(13,116)	4.12%	-305%	favourable
20-246 - Contract - Other	39,946	2,289	(37,657)	5.73%	-191%	favourable

Actual vs Budget Year To Date by Division:

Division: NPLP

Reporting Period: January, 2017 To February, 2017 (2 Months)

20-262 - Rentals & Leases	4,711	0	(4,711)	0.00%	0.00%	
3 - Material, goods and supplies	776,720	21,638	(755,082)	2.79%	-498%	favourable
20-524 - First Aid Supplies & PPE	16,669	87	(16,582)	0.52%	-3111%	favourable
20-525 - Protective Clothing -	20,937	76	(20,861)	0.37%	-4466%	favourable
20-530 - Office Supplies	19,212	3,550	(15,662)	18.48%	10%	unfavourable
20-532 - Building Maintenance	6,611	1,161	(5,450)	17.57%	5%	unfavourable
20-535 - Chemicals	36,251	3,967	(32,284)	10.94%	-52%	favourable
20-536 - Replacement Equipment	85,529	6,340	(79,189)	7.41%	-125%	favourable
20-537 - Merchandise for Resale	12,697	293	(12,404)	2.31%	-623%	favourable
20-539 - Materials - Maintenance	9,807	1,193	(8,614)	12.16%	-37%	favourable
20-561 - Parts	1,893	72	(1,821)	3.83%	-336%	favourable
20-564 - Small Tools	2,237	0	(2,237)	0.00%	0.00%	
20-565 - Major Purchases - Not TCA	500,000	493	(499,507)	0.10%	-16814%	favourable
20-567 - Janitorial Supplies	20,340	1,571	(18,769)	7.72%	-116%	favourable
20-568 - Supplies - Special Event	18,960	1,369	(17,591)	7.22%	-131%	favourable
20-591 - Program Supplies	25,577	1,467	(24,110)	5.74%	-191%	favourable
5 - Utilities	370,497	41,259	(329,238)	11.14%	-50%	favourable
20-552 - Natural Gas	137,498	9,761	(127,737)	7.10%	-135%	favourable
20-553 - Electricity	126,115	12,669	(113,446)	10.05%	-66%	favourable
20-554 - Water & Sewer	100,170	18,396	(81,774)	18.36%	9%	unfavourable
20-559 - Waste Disposal	6,714	433	(6,281)	6.45%	-159%	favourable
6 - Other Expenses	373,765	33	(373,732)	0.01%	-188727%	favourable
20-231 - Service Charges	10,612	33	(10,579)	0.31%	-5261%	favourable
20-469 - Fee for Service	337,542	0	(337,542)	0.00%	0.00%	
20-475 - Carbon Offset Purchase	19,440	0	(19,440)	0.00%	0.00%	
20-490 - Licences & Permits	4,171	0	(4,171)	0.00%	0.00%	
20-499 - Grants in Aid	2,000	0	(2,000)	0.00%	0.00%	
Total Expense	3,709,889	109,109	(3,600,780)	2.94%	-467%	favourable
Net Total	0	(28,684)	(28,684)	0.00%	100.00%	unfavourable