



**NORTH PEACE LEISURE POOL
COMMISSION MEETING
AGENDA
9:00 a.m. – August 7, 2018
NPLP Meeting Room**



-
1. **Call the Meeting to Order:**
 2. **Additions to the Agenda:**
 3. **Adoption of Agenda:**
 - M1 – M3 4. **Adoption of Minutes:**
 - a) Pool Commission Minutes, June 5, 2018;
 5. **Business Arising from the Minutes:**
 6. **Delegation:**
 7. **Old Business:**
 8. **Correspondence:**
 9. **New Business:**
 - R1-R2
R3-R5
R6-R10 10. **Reports:**
 - a) Pool Manager Report – Karin Carlson, City of Fort St. John;
 - b) Finance Report – Angie Bernardin, City of Fort St. John;
 - c) Facility Manager Report – Corey Callison, City of Fort St. John;

Next Meeting Date: October 2, 2018 at 9:00am
Leisure Pool Meeting Room

Minutes of Regular North Peace Leisure Pool Commission Meeting



Date: June 5, 2018

Time: 9:03 a.m. – 10:09 a.m.

Place: NPLP – Meeting Room

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

Present: Commissioner Arlene Boon, Director Area B, PRRD
 Commissioner Karen Goodings, Director Area B, PRRD
 Commissioner Willi Couch, PRRD
 Trish Morgan, General Manager of Community Services, PRRD
 Karin Carlson, Pool 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
 Angie Bernardin, Deputy Treasurer/Collector, City of Fort St. John
 Corey Callison, Facilities Manager, City of Fort St. John
 Charity Nelson, Recreation Programmer, City of Fort St. John
 Carrie Storozynsky, Clerk III, City of Fort St. John
 Alexa Rogers, User Group Representative

Absent: Commissioner Gord Klassen, Councillor, City of Fort St. John
 Shirley Collington, Director of Finance, City of Fort St. John

1. Call Meeting to Order:

The meeting was called to order at 9:03 a.m.

2. Additions to the Agenda:

- Additional report – PRRD to new business
- Fundraiser - BC SPCA North Peace Branch

Action

3. Adoption of the Agenda:

Resolution No. 08/18

MOVED by Commissioner Couch

SECONDED by Commissioner Boon

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

CARRIED

Action

4. Adoption of the Minutes:

Resolution No. 09/18

MOVED by Commissioner Goodings

SECONDED by Commissioner Boon

"THAT, the minutes of the North Peace Leisure Pool Committee Meeting of March 6, 2018 be accepted as presented."

CARRIED

Action

5. Business Arising from the Minutes:

None

Action

6. Delegation:

None

Action

7. Old Business:

North Peace Leisure Pool/Recreation Centre Feasibility Study Update:

- Public support has been positive with working together between Taylor and the PRRD.

Action

- collection for negative air pressure.
- Controls and changes in the Q decking/building envelope etc.
- Air Balancing: needs to be done anyways, there is a guy out of Burnaby that can answer any questions and could recommend any changes etc.
- We could install an air handler, for more air flow and should have a negative air flow which causes a fog once the air reaches a certain point.
- Water consumption update;
 - Pool consumption of water was 24,000 year to date, under last year and chemical usage was 25,000/year, this years' chemical usage is at 3,360 – substantially lower
- Custodian;
 - In 2011 there was a recommendation to hire a custodian for 30 hours/week – since this time was there any increase in this employ position?
 - The custodian was hired at 40 hours per week and she is incredibly efficient and operationally 30 hours is not enough time.

Resolution No. 11/18

MOVED by Commissioner Goodings

SECONDED by Commissioner Boon

“THAT, the custodian position at the North Peace Leisure Pool be a 40 hour per week position.”

CARRIED

- North Peace Leisure Pool Minutes;
 - Some of the 2013/2014 minutes were lost in an IT server crash
- Tot Pool;
 - Ideas? Ball pit/ fun zone / reading nook for children
 - Requesting direction on details; how would commissioners like it set up? Spinners, games etc.
 - Pictures and designs – can be costly to decorate the dry space

Carrie to locate these files from Legislative Department.

Corey to present to Commission options and pricing.

Would request ideas and costs of equipment.

11. Adjournment:

Action

The meeting was adjourned at 10:09 a.m.

Bruce Christensen, Chairperson

Carrie Storozynsky, Recording Secretary

Date/Year

Date/Year

12. Next Meeting:

**North Peace Leisure Pool – Pool Meeting Room
Tuesday, August 7, 2018 at 9:00 am.**

Action

Clerk book the Meeting room.

M3

North Peace Leisure Pool

MEMORANDUM

File # 2600-20

DATE: August 2, 2018
TO: Pool Commission
FROM: Karin Carlson, Pool Manager
RE: Pool Manager Report

Pool User Stats

Stats to July 31	2018 YTD	2017 YTD	% Change
Visits to Pool	76,554	79,087	3.2% decrease
Slide Use	38,453*	55,766	31% decrease
Aquafit Uses	3,507	4,527**	22.5% decrease
Swimming Lessons	2040	1910	6.8% increase

*The turtle slide has been closed since spring

** Significant decrease in visits (22.5%)

Aquafit – the turnout to aquafit has been low in 2018. These numbers are based on drop-in activities and this year we offered more registered fitness programs such as FloatFit, however it doesn't account for the full decrease. The Recreation Programmer will be conducting quality service surveys for aquafit and swimming lessons beginning in the fall. This will help us identify the reason(s) and make adjustments as may be required (type of offerings, time of day, quality of the program, etc).

Fees and Charges - Update

As indicated at the June meeting, the City is undertaking a fees and charges review. There were no submissions for the RFP that was issued. At this time, the City is in discussions with Urban Systems to determine if there is some work they can do such as the public engagement activities. They bylaw is required to be updated by January 2019.

Recreation & Leisure Guide

The fall Recreation & Leisure Guide will go live on September 4, 2018. 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 October, November and December. The link can be found on at

http://www.fortstjohn.ca/sites/default/files/Summer_2018_Recreation_Leisure_Guide_Online.pdf. The link has been shared with the PRRD communication department so they can share through their online presence and their social media platforms.



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



Budgeting - 2019

The City of Fort St John has released its budget calendar. To meet the timelines set out by the City, the 2019 budget will be developed by the end of August with review until October. Traditionally the Pool Commission reviews the budget in the fall with the final review in January once the tax rates are applied.

Annual Shutdown

The annual shutdown is scheduled from September 3 – September 23. We will reopen September 24 at 5:30am. Inconnu swim club will begin practice on September 24 and lessons will commence the week of October 1st.



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Actual vs Budget Year to Date
North Peace Leisure Pool
As of June 30, 2018

	<u>2017</u> <u>Actuals</u> <u>Jan-June</u>	<u>2017</u> <u>Prorated</u> <u>Budget</u> <u>(6 of 12</u> <u>months)</u>	<u>2018 Actuals</u> <u>Jan-June</u>	<u>2018</u> <u>Prorated</u> <u>Budget</u> <u>(6 of 12</u> <u>months)</u>	<u>%</u> <u>Variance</u>
Revenue:					
10-500 - General Admissions	117,240	95,087	107,076	98,219	9.02%
10-502 - Economy Tickets	28,510	19,500	21,481	20,995	2.32%
10-504 - Passes	20,536	12,797	14,806	14,015	5.64%
10-506 - Aquafit	12,582	10,845	11,566	8,902	29.93%
10-510 - Swimming Lessons	75,181	86,000	92,997	82,500	12.72%
10-512 - Lap Pool Rentals	33,177	22,467	27,900	23,455	18.95%
10-514 - Leisure Pool Rentals	1,531	1,875	2,771	936	196.18%
10-520 - NPLP Merchandise Sales	8,411	7,270	8,449	6,888	22.67%
10-525 - Rentals	4,057	2,575	8,612	2,619	228.87%
10-526 - Leases	17,814	19,100	17,814	17,590	1.28%
10-530 - Miscellaneous	1,173	7,559	6,761	7,606	11.11%
10-540 - Cash Over/Short	637	-	356	-	
Other Revenue from own Sources	320,848	285,074	320,589	283,723	12.99%
10-541 - Grants/Subsidy	-	1,569,871	-	1,563,140	100.00%
Grants & Subsidy	-	1,569,871	-	1,563,140	100.00%
Total Revenue	320,848	1,854,945	320,589	1,846,863	82.64%
Expense:					
20-110 - Administration & Overhead	59,698	81,740	64,694	72,669	10.97%
20-120 - Personnel	454,723	732,319	866,515	604,253	43.40%
20-135 - Overtime	14,178	13,096	46,973	11,112	322.74%
20-160 - Receiver General Contributions	32,576	50,898	60,278	40,656	48.26%
20-161 - Pension Contributions	30,649	49,340	45,823	42,114	8.81%
20-162 - Extended Health Contributions	5,038	11,189	8,846	9,841	10.12%
20-163 - Dental Contributions	5,852	14,143	8,963	9,905	9.52%
20-164 - BC Medical	6,601	23,750	5,344	9,011	40.70%
20-165 - Life & Disability Contributions	6,390	24,703	18,264	20,306	10.06%
20-169 - WCB	8,281	11,206	15,945	10,813	47.45%
20-199 - Other Payroll Expenses	-	-	70	-	100.00%
Salaries, wages and employee benefits	623,986	1,012,382	1,141,713	830,680	37.44%
20-212 - Freight	3,622	2,117	6,691	2,429	12.28%
20-213 - Telephone	1,025	5,573	1,499	1,458	18.03%
20-217 - Medical Reports/Chiropractor F	522	2,340	-	833	100.00%
20-221 - Advertising, Hosting & Promotic	3,663	10,894	9,468	13,829	50.68%
20-222 - Publications & Subscriptions	-	149	-	126	100.00%
20-234 - Memberships & Professional De	3,395	19,012	7,392	14,920	61.22%
20-236 - Insurance	-	150	-	-	
20-241 - Plumbing	644	1,433	1,920	1,214	95.30%
20-242 - Contract - Electrical	10,292	11,238	18,215	9,524	17.85%
20-243 - Contract - Mechanical	1,015	6,840	9,012	5,797	82.28%
20-246 - Contract - Other	16,961	19,973	34,286	16,785	77.67%
20-262 - Rentals & Leases	-	2,356	492	2,010	75.51%
Contracted and general services	41,139	82,072	88,974	68,926	29.09%

R3

Actual vs Budget Year to Date
North Peace Leisure Pool
As of June 30, 2018

	<u>2017</u> <u>Actuals</u> <u>Jan-June</u>	<u>2017</u> <u>Prorated</u> <u>Budget</u> <u>(6 of 12</u> <u>months)</u>	<u>2018 Actuals</u> <u>Jan-June</u>	<u>2018</u> <u>Prorated</u> <u>Budget</u> <u>(6 of 12</u> <u>months)</u>	<u>%</u> <u>Variance</u>
20-524 - First Aid Supplies & PPE	849	8,335	7,475	6,934	7.80%
20-525 - Protective Clothing - Other/Unif	4,607	10,469	457	8,873	94.85%
20-530 - Office Supplies	7,124	9,606	391	6,941	94.37%
20-532 - Building Maintenance Materials	2,948	3,306	4,362	2,801	55.73%
20-535 - Chemicals	17,849	18,126	14,161	15,361	7.81%
20-536 - Replacement Equipment	21,640	42,765	68,650	38,489	78.36%
20-537 - Merchandise for Resale	3,188	6,349	2,268	5,380	57.85%
20-539 - Materials - Maintenance	6,733	4,904	5,085	4,156	22.36%
20-561 - Parts	103	947	927	802	15.53%
20-564 - Small Tools	288	1,119	1,004	948	5.92%
20-565 - Major Purchases - Not TCA	1,749	250,000	7,298	229,583	96.82%
20-567 - Janitorial Supplies	7,032	10,170	17,754	8,619	105.98%
20-568 - Supplies - Special Event	1,545	9,480	2,936	7,083	58.55%
20-591 - Program Supplies	6,663	12,789	6,841	10,915	37.32%
Material, goods and supplies	82,319	388,360	139,610	346,886	59.75%
20-552 - Natural Gas	44,621	68,749	49,191	43,750	12.44%
20-553 - Electricity	46,690	63,058	52,819	54,167	2.49%
20-554 - Water & Sewer	42,054	50,085	32,748	41,667	21.41%
20-559 - Waste Disposal	1,278	3,357	2,114	1,875	12.75%
Utilities	134,644	185,249	136,872	141,458	3.24%
20-231 - Service Charges	2,581	5,306	1,755	3,125	43.85%
20-469 - Fee for Service	-	168,771	2,191	137,685	98.41%
20-475 - Carbon Offset Purchase	-	9,720	-	7,941	100.00%
20-490 - Licences & Permits	2,039	2,086	725	1,518	52.24%
20-499 - Grants in Aid	-	1,000	-	833	100.00%
Other Expenses	4,620	186,883	4,671	151,102	96.91%
Total Expense	886,708	1,854,945	1,511,840	1,539,053	1.77%
Net Total	(565,859)	-	(1,191,251)	-	

**Actual vs Budget Year to Date
North Peace Leisure Pool
As of June 30, 2018**

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Total Revenue	320,848	1,854,945	320,589	1,846,863	82.64%
<u>Expense:</u>					
Salaries, wages and employee benefits	623,986	1,012,382	1,141,713	830,680	37.44%
Contracted and general services	41,139	82,072	88,974	68,926	29.09%
Material, goods and supplies	82,319	388,360	139,610	346,886	59.75%
Utilities	134,644	185,249	136,872	141,458	3.24%
Other Expenses	4,620	186,883	4,671	151,102	96.91%
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Net Total	(565,859)	-	(1,191,251)	-	



Report to North Peace Leisure Pool Commission

TO: North Peace Leisure Pool Commission

FROM: Corey Callison

DATE: Tuesday , August 7th, 2018

RE: Facilities Report

1. **Shut down Items** -September 4th – 23rd. See attachment.
2. **Tots Pool.**
Tots pool play area has been established. We will be using a Pyramid type activity center with an angled cut away entrance into it. All four side of the center will have different types of activities. This will come out of the operating budget and be completed during the shutdown process.
3. **Front pool entrance** (Tender closing August 9th) Drawing attached.
Due to the safety concerns with the curb height and accessibility issues we have put out the tender to complete the pool front entrance work and is budgeted in Major purchases not TCA. This scope of this work will be completed during the pool shut down considering the bids come in under or on budget.
Items include
 - Decrease height of curb.
 - Install proper drainage in the front of the pool.
 - Replace brick walkway with brushed concrete for easier snow clearing and Maintenance.
 - Enlarge bus pullout.
 - remove heaved Storm pipe in front of the Bus pullout.
 - New parking signage
 - New accessibility ramps.
4. **Air balance report – Water slide issues** West Rockies report to follow
West Rockies Services Ltd showed up on July 30th. Upon doing his inspection and calculations Vic ran into an issue gaining access to the far end of Air handler unit #1. We could not get a lift safely over the hot tub and leisure pool where he needed to take data collection to give us a reliable reading. West Rockies will be providing us with recommendations on the report. The best coast effective recommendation is to replace the natatorium ceiling fan with one that has double capacity. This will decrees the positive air presser and exhaust more heat and humidity. If further action is required we will install a blower fan with an inline duct heater in the slide tower. We will be installing as soon as we receive the quotes for the motor and fan.

Respectfully Submitted by:

Corey Callison

Facilities Manager

RC

Pool Shutdown 2018

Mechanical Room

Take out and clean heating bundles for lap pool and inspect
Paint Pump pit area & mount motors to concrete (if possible) & install motor lift (if possible) fix lap valve
Clean, paint, calk surge tanks for leisure pool
Fix pipe supports in mechanical room/ remove old pipe support that are not attached
Move leisure pool pipe fill line for water meter .
Replace lap pool pipe and pump
Replace rusted flange hardware and gaskets as needed
Clean all Y strainers on chlorine system & replace air defusers in boiler room.
Clean boilers
Install pump lift in mechanical room. Completed
Fix leak on air release line for leisure pool
Replace damaged piping for swirl pool and re-mount pump
Fix leak on second floor drain pipe in mechanical room
Cut out tot pool piping and cap all areas
Install new swirl pump, filters and associated piping
Fix suction line on leisure pool. 10" surge tank line has been leaking

Change Rooms & Lobby

Paint lap and Swirl pool basins
Repair grout in family showers & inside drain areas for men/women's
Acid/SureBet wash change room floors
Deep clean lockers & cubbies
Dust entire building
lockers Repairs
Fix & repaint ladies stalls
Minor roof maintenance
Re-grout & re-tile spots in change rooms
Patch wall and paint behind bleachers in hallway
Put plywood behind table storage in meeting room
Re-tile lifeguard change room
Repaint lifeguard staff room shower area

Pool Area

Gel coat on old slide
Clean all water features and repair if required
Sand rough spots & scratches in sauna
Paint deck and upper water slide landing
Replace drain covers & gutters for channel drains
Paint lap pool gutters inside & out
Re-coat floor in sauna
Lift wooden shelving in lap pool storage so base isn't sitting in water
Paint pool Deck
Re-coat dry sauna floor

INVITATION TO TENDER

CITY OF FORT ST. JOHN - NORTH PEACE LEISURE POOL – EXTERIOR ENTRANCE UPGRADES

Sealed Tenders clearly marked **CITY OF FORT ST. JOHN – NORTH PEACE LEISURE POOL – EXTERIOR ENTRANCE UPGRADES** will be received at the main reception desk of City Hall no later than **2:00 PM**, local time, **August 7, 2018**.

Contract documents, contract drawings and any reference material for this project will only be distributed electronically in digital format (PDF) through the MERX tendering website at www.MERX.com/urban under the “Agencies, Crown & Private Corporations” tab. Information will be available online on or after **July 24, 2018**

The work to be undertaken generally consists of, but is not limited to, the following:

- **Installation of concrete walkway, concrete curb & gutter and asphalt at the North Peace Leisure Pool front entrance**
- **Installation of approximately 65m of storm drainage pipe.**
- **Installation of Site Furnishings – Benches/Bike Rack/Garbage Can**

All inquiries should be directed to the Consultant:

Urban Systems Ltd., **William Fritzsons**, Contract Administrator, 250-785-9697

Email: wfritzsons@urbansystems.ca

City of Fort St. John: 10631-100 Street, Fort St. John, BC, V1J 3Z5

Attention: Corey Callison – Facilities Manager

www.fortstjohn.ca



FORT ST JOHN
The Energetic City



ADDENDUM



No. 1
Project: North Peace Leisure Pool – Exterior Entrance Upgrades
Client: Peace River Regional District C/O City of Fort St. John
Date: August 1, 2018
Ref. No.: 1958.0420.01

This Addendum is issued prior to Tender Closing Date, in accordance with the Tender Documents and shall be considered an integral part of the Contract Documents, read together with the Drawings, Specifications and Addenda previously issued and with all subsequent Addenda.

Please ensure receipt of this Addendum is acknowledged on page 1 of the Form of Tender.

1. Change

The Tender Closing date and time has been extended. Change the Tender Closing Time and Tender Closing Date referenced in Section 3.1 of the Instructions to Tenderers Part I to read as follows:

on or before:

Tender Closing Time: 2:00:00 PM Local Time

Tender Closing Date: August 9, 2018

2. Clarification

The tender drawings/documents were locked through the upload process to Merx. If you'd like to receive an unlocked version, please send a request to Urban Systems via email, addressed to William Fritzsens, wfritzsens@urbansystems.ca

URBAN SYSTEMS LTD.

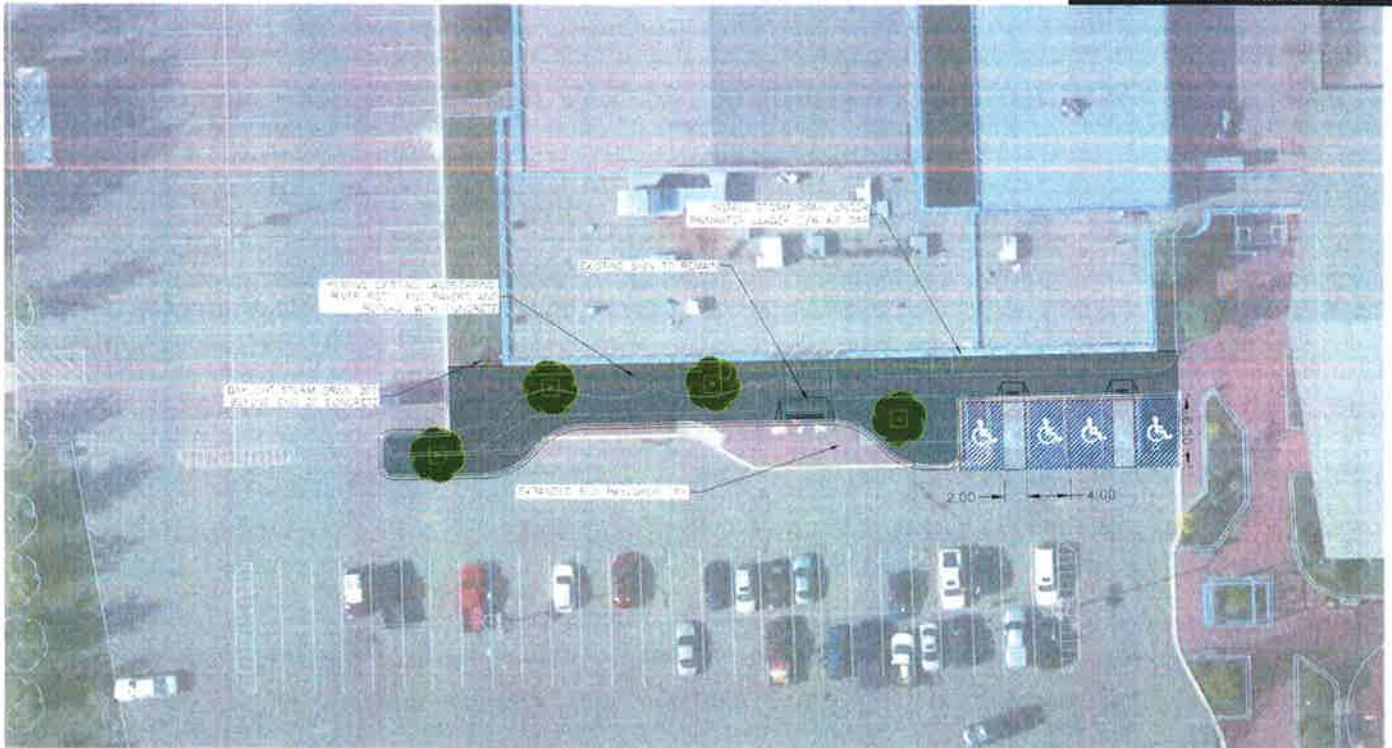
A handwritten signature in blue ink, appearing to read "William Fritzsens".

William Fritzsens
Contract Administrator

/sp

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North Peace Leisure Pool



URBAN
systems

11/20/14 10:00 AM

Issued for
Information
November 18, 2014
URBAN
SYSTEMS



Client/Project			
City of Kent, WA North Peace Leisure Pool			
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North Peace Leisure Pool
Entrance Enhancements

R10.

