

From: Carrie Harder <charder@fortstjohn.ca>

Sent: Monday, June 3, 2019 10:09 AM

To: Vanessa Cumming <VCumming@fortstjohn.ca>; Moira Green <mgreen@fortstjohn.ca>; Robin Langille <RLangille@fortstjohn.ca>; Karin Carlson <KCarlson@fortstjohn.ca>; Corey Callison <CCallison@fortstjohn.ca>; Becky Grimsrud <bgrimsrud@fortstjohn.ca>; Trevor Bolin <tbolin@fortstjohn.ca>; Arlene Boon <Aboon@outlook.com>; sofa2@telus.net; prrd dc <prrd.dc@prrd.bc.ca>; Trish Morgan <Trish.Morgan@prrd.bc.ca>; Lyle Smith <Lyle.Smith@prrd.bc.ca>; Bryna Casey <Bryna.Casey@prrd.bc.ca>; Chair Brad Sperling <brad.sperling@prrd.bc.ca>; Director Karen Goodings <karen.goodings@prrd.bc.ca>; Kylah Bryde <KBryde@fortstjohn.ca>

Subject: Pool Commission Package - June 4, 2019

Good morning,

Just a friendly reminder of our **Pool Commission meeting tomorrow morning at 9:00am in the NPLP Meeting Room**, please see attached package for review.

Let me know if you can attend so I can be sure we have quorum.

Thank you!

Carrie Harder

Administrative Assistant II, Community Services Department

Direct line 250 794 3312

9324 96 Street | Fort St. John, BC | V1J 6V5



From: hr-copier16 [<mailto:copier16@fortstjohn.ca>]

Sent: June-03-19 10:02 AM

To: Carrie Harder

Subject: Attached Image



**NORTH PEACE LEISURE POOL
COMMISSION MEETING
AGENDA
9:00 a.m. – June 4, 2019
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, April 2, 2019;
 5. **Business Arising from the Minutes:**
 6. **Delegation:**
 7. **Old Business:**
 8. **Correspondence:**
 9. **New Business:**
 10. **Reports:**
 - R1-R2 a) Finance Report – Shirley Collington, City of Fort St. John;
 - R3 b) Facility Manager Report – Corey Callison, City of Fort St. John;
 - R4-R8 c) Pool Manager Report – Vanessa Cumming, City of Fort St. John;
 - R9-R17 d) Director Report – Karin Carlson, City of Fort St. John;

Next Meeting Date: October 1, 2019 at 9:00am
Leisure Pool Meeting Room

Minutes of North Peace Leisure Pool Commission Meeting - 2019



Date: April 2, 2019

Time: 9:00 a.m. – 10:00 a.m.

Place: Council Committee Meeting Room

Chair: Commissioner Karen Goodings, Director Area B, PRRD

Present: Commissioner Arlene Boon, Director Area B, PRRD
 Commissioner Willi Couch, PRRD
 Becky Grimsrud, Councillor, City of Fort St. John
 Moira Green, General Manager, City of Fort St. John
 Annette Lang, Stingrays Representative
 Robin Langille, Director of Facilities and Grounds, City of Fort St. John
 Karin Carlson, Director of Recreation and Leisure Services, City of Fort St. John
 Vanessa Cummings, 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, Administration Assistant II, City of Fort St. John

Absent: Commissioner Brad Sperling, Director Area C, PRRD
 Trevor Bolin, Councillor, City of Fort St. John
 Trish Morgan, General Manager, PRRD
 Bryna Casey, Recreation Coordinator, PRRD
 Lyle Smith, Chief Financial Officer, PRRD
 Angie Bernardin, Deputy Treasurer/Collector, City of Fort St. John

1. Call Meeting to Order:

The meeting was called to order at 9:00 a.m.

2. Additions to the Agenda:

None

Action

3. Adoption of the Agenda:

Resolution No. 05/19

MOVED by Commissioner Boon

SECONDED by Commissioner Couch

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

CARRIED

Action

4. Adoption of the Minutes:

Resolution No. 06/19

MOVED by Commissioner Boon

SECONDED by Commissioner Grimsrud

"THAT, the minutes of the North Peace Leisure Pool Committee Meeting of February 5, 2019 be accepted as presented."

CARRIED

Action

5. Business Arising from the Minutes:

None

Action

6. Delegation:

None

Action

7. Old Business:

None

Action

8. Correspondence:

None

Action

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9. New Business: Vanessa Cumming is the new Pool Manager	Action
10. Financial Reports: a) Finance Report – Actual vs. Budget Year to Date: - Budget reporting – can we budget monthly? Unfortunately we can only gather adequate variances annually. - April swimming lessons are the busiest of the season, and with staffing constraints additional waitlists were needed to cope with the overages. - Promotions and events – Lower population, will continue to promote motion, received. b) Facility Report: - Water consumption 2016 – fixed leaks, base line to pin point 2019. - Water raised a little, no sign of leaking; Feb/March equal to last year - Not much water loss, will continue to monitor going forward - Electric heaters possible installation? Do we spend the funds to increase the pool 2 degrees from 82 - 85? Recommendation No. 01/19 MOVED by Commissioner Grimsrud SECONDED by Commissioner Couch <i>“THAT, the information for quote be requested and presented for review.”</i> CARRIED - Ceiling fan underway, Master Pools gave some options to try, took off slide wrap. - Complaints of the humidity seem to be later in the afternoon or early evening, but unpredictable. c) Acting Pool Manager Report: - February, admissions were down, slide usage was down - Aquafit classes are popular and full 3 staff have transferred to grounds – one pool attendant and two CSR's - Registrations are busy, additional 25 classes with 3 staff members - Should increase wages or hours to staff to support increase – cannot increase due to collective agreement. - Increase positions to full time? Recommendation No. 02/19 MOVED by Commissioner Grimsrud SECONDED by Commissioner Couch <i>“THAT, the information for full time lifeguard positions be presented for review.”</i> CARRIED d) Fees and Charges Presentation: - Fees and charges bylaw working with Urban Systems - What does it mean to evaluate targeted subsidies on the basis of increased usage, due to price evaluation? If benefits – targeted subsidies as children vs. adults, existing benefits to youth Recommendation No. 03/19 MOVED by Commissioner Boon SECONDED by Commissioner Couch <i>“THAT, the Fees and Charges Bylaw be reviewed for implementation and request for decision be recommended.”</i> CARRIED e) Recreation Report: - March 1, 2019 - Spring Recreation and Leisure guide was released - Opened more Leisure classes, 150 people enrolled, 38 were unable to accommodate. - Swim academy – could evaluate some time from user groups, options may be available still. f) Stingray Update: - Swim April 6-7th, 2019 - Coach from the US will come through Provincial Nominee Program - Timing system, needs to be tested	Action Corey to bring back information possibly add heater to budget Councillor Grimsrud dismissed 9:48am Corey to test timing clock

11. Adjournment:		Action
The meeting was adjourned at 11:00 a.m.		
Karin Goodings, Chairperson Date/Year		Carrie Harder, Recording Secretary Date/Year
12. Next Meeting:	North Peace Leisure Pool – Pool Meeting Room Tuesday, October 1, 2019 at 9:00 am.	Action Clerk book the Meeting room.

M3

Actual vs Budget Year to Date
North Peace Leisure Pool - General Operations
As of May 31, 2019

	2018				2019			
	<u>2018</u>	<u>2018</u>	<u>\$</u>	<u>%</u>	<u>2019</u>	<u>2019</u>	<u>\$</u>	<u>%</u>
	<u>Budget</u>	<u>Actuals</u>	<u>Over/Under</u>	<u>Variance</u>	<u>Budget</u>	<u>Actuals</u>	<u>Over/Under</u>	<u>Variance</u>
		<u>Jan-May</u>				<u>Jan-May</u>		
Revenues:								
10-500 - General Admissions	196,438	91,796	(133,183)	-67.80%	199,777	84,844	(152,973)	-76.57%
10-502 - Economy Tickets	41,989	19,319	(30,022)	-71.50%	42,703	17,650	(32,653)	-76.47%
10-504 - Passes	28,030	13,286	(19,933)	-71.11%	28,507	11,661	(21,528)	-75.52%
10-506 - Aquafit	17,804	9,628	(12,905)	-72.48%	18,107	6,483	(14,341)	-79.20%
10-510 - Swimming Lessons	165,000	112,820	(82,175)	-49.80%	167,805	81,939	(146,600)	-87.36%
10-512 - Lap Pool Rentals	46,910	22,910	(32,218)	-68.68%	47,707	27,534	(30,662)	-64.27%
10-514 - Leisure Pool Rentals	1,871	2,297	426	22.76%	1,903	2,013	(66)	-3.48%
10-520 - NPLP Merchandise Sales	13,775	7,400	(9,036)	-65.60%	14,009	6,202	(10,682)	-76.25%
10-525 - Rentals	5,237	8,461	666	12.71%	8,000	3,091	(5,521)	-69.01%
10-526 - Leases	35,180	14,845	(26,273)	-74.68%	35,251	14,760	(29,313)	-83.15%
10-530 - Miscellaneous	15,212	6,088	(11,263)	-74.04%	15,471	5,088	(12,589)	-81.37%
10-540 - Cash Over/Short	0	355	356	100.00%	0	(148)	(152)	-100.00%
Other Revenue from own Sources	567,446	309,205	(355,559)	-62.66%	579,240	261,117	(457,079)	-78.91%
10-541 - Grants/Subsidy	3,126,280	0	(3,126,280)	-100.00%	3,010,773	0	(3,010,773)	-100.00%
Total Revenues	3,693,726	309,205	(3,481,839)	-94.26%	3,590,013	261,117	(3,467,852)	-96.60%
Expenses:								
20-110 - Administration & Overhead	134,330	48,019	(110,825)	-82.50%	138,840	33,812	(123,951)	-89.28%
20-120 - Personnel	1,083,886	579,416	(807,166)	-74.47%	1,119,601	472,010	(837,728)	-74.82%
20-135 - Overtime	13,141	11,178	(9,488)	-72.20%	20,333	7,456	(15,365)	-75.57%
20-160 - Receiver General Contributions	74,490	38,547	(55,728)	-74.81%	78,597	28,138	(62,026)	-78.92%
20-161 - Pension Contributions	60,780	21,501	(50,401)	-82.92%	59,457	13,740	(51,131)	-86.00%
20-162 - Extended Health Contributions	13,606	4,328	(11,745)	-86.32%	12,776	3,366	(10,754)	-84.17%
20-163 - Dental Contributions	13,644	4,326	(12,602)	-92.36%	13,186	3,673	(11,101)	-84.19%
20-164 - BC Medical	15,885	2,850	(13,823)	-87.02%	16,380	3,525	(14,543)	-88.78%
20-165 - Life & Disability Contributions	30,588	9,043	(27,593)	-90.21%	30,785	8,666	(25,850)	-83.97%
20-169 - WCB	19,315	9,774	(14,995)	-77.64%	20,999	8,147	(16,119)	-76.76%
20-199 - Other Payroll Expenses	0	70	70	100.00%	0	660	39	100.00%
Salaries, wages and employee benefits	1,459,665	729,052	(1,114,295)	-76.34%	1,510,954	583,193	(1,168,529)	-77.34%
20-212 - Freight	2,805	1,039	(2,194)	-78.22%	5,000	633	(4,684)	-93.68%
20-213 - Telephone	3,000	1,177	(2,400)	-80.00%	3,000	904	(2,401)	-80.04%
20-217 - Medical Reports/Chiropractor Fees	2,000	118	(2,000)	-100.00%	2,000	1,002	(1,753)	-87.65%
20-221 - Advertising, Hosting & Promotion	33,190	8,638	(31,275)	-94.23%	32,800	4,035	(30,740)	-93.72%
20-222 - Publications & Subscriptions	302	0	(302)	-100.00%	0	0	0	0.00%
20-234 - Memberships & Professional Developi	20,295	3,631	(18,770)	-92.48%	20,250	4,042	(19,039)	-94.02%
20-262 - Rentals & Leases	2,652	0	(2,652)	-100.00%	0	0	0	0.00%
Contracted and general services	64,244	14,603	(59,593)	-92.76%	63,050	10,616	(58,617)	-92.97%
20-524 - First Aid Supplies & PPE	9,402	2,711	(8,097)	-86.12%	7,000	364	(6,636)	-94.80%
20-525 - Protective Clothing - Other/Uniforms	17,673	1,977	(16,073)	-90.95%	16,000	4,648	(15,627)	-97.67%
20-530 - Office Supplies	16,659	(494)	(20,318)	-121.97%	18,000	6,101	(14,834)	-82.41%
20-536 - Replacement Equipment	14,543	3,545	(10,998)	-75.62%	5,000	0	(5,000)	-100.00%
20-537 - Merchandise for Resale	12,913	3,085	(11,210)	-86.81%	12,000	1,762	(10,238)	-85.32%
20-568 - Supplies - Special Event	17,000	2,936	(16,350)	-96.18%	12,640	769	(11,871)	-93.91%
20-591 - Program Supplies	26,195	7,895	(23,108)	-88.22%	37,000	14,196	(28,340)	-76.59%
Material, goods and supplies	114,385	21,655	(106,153)	-92.80%	107,640	27,840	(92,547)	-85.98%

R1

Actual vs Budget Year to Date
North Peace Leisure Pool - General Operations
As of May 31, 2019

	2018				2019			
	<u>2018</u>	<u>2018</u>	<u>\$ Variance</u>	<u>%</u>	<u>2019</u>	<u>2019</u>	<u>\$ Variance</u>	<u>%</u>
	<u>Budget</u>	<u>Actuals</u>	<u>Over/Under</u>	<u>Variance</u>	<u>Budget</u>	<u>Jan-May</u>	<u>Over/Under</u>	<u>Variance</u>
20-231 - Service Charges	7,500	3,083	(5,756)	-76.75%	5,000	6,635	(1,570)	-31.41%
20-469 - Fee for Service	330,443	2,191	(328,252)	-99.34%	332,103	0	(332,103)	-100.00%
20-490 - Licences & Permits	2,334	725	(1,609)	-68.94%	2,500	725	(1,775)	-71.00%
20-499 - Grants in Aid	2,000	0	(2,000)	-100.00%	2,000	0	(2,000)	-100.00%
Other Expenses	342,277	5,999	(337,617)	-98.64%	341,603	7,360	(337,448)	-98.78%
Total Expenses	1,980,571	771,309	(1,617,658)	-81.68%	2,023,247	629,009	(1,657,141)	-81.91%
Net Total	1,713,155	(462,104)	(1,864,182)	-108.82%	1,566,766	(367,892)	(1,810,710)	-115.57%



Report to North Peace Leisure Pool Commission

TO: North Peace Leisure Pool Commission

FROM: Corey Callison

DATE: Tuesday, June 4th, 2018

RE: Facilities Report

1. Swirl pool

The swirl pool has been reopened on May 29th.

Received Northern health's recommendations and implemented.

- Pseudomonas cleaning procedure
- Scrubbed all surfaces and associated pipping and Ultra-Violet Canisters.
- Ran a 24 hour bio-film cleaning agent
- Submitted two samples with in a 48 hour period
- RegROUTED any suspicious areas that potentially could contain Pseudomonas.

2. PRRD Administration H-Vac system.

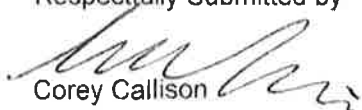
The City has gone through the quote process and has awarded the project.

The Installation date will be on June 17-21. We will need to block off an area of the front while removing and installing the new unit into place.

Cost for the project is \$13,625.23 plus electrical connections.

We have provided the PRRD office staff with oversized fans to help relieve the heat.

Respectfully Submitted by


Corey Callison
Facilities Manager



Report to North Peace Leisure Pool Commission

DATE: June 4, 2019
TO: NPLP Pool Commission
FROM: Vanessa Cumming, Pool Manager
RE: Pool Report June 2019

Pool User Stats

Stats to April 2019	2019 YTD	2018 YTD	% Change
Visits to Pool	25208	25805	2% Decrease
Slide Use	22171	25698	14% Decrease
Aquafit Uses	1970	2090	1% Decrease
Swimming Lessons	8233	11401	28% Decrease
Grade 4 Program	3048	1794	41% Increase
Special Events	600	905	34% Decrease

Grade 4 Program

The Grade 4 program has one more month left in its season and participation is already up 41% compared to last year. New participants this year include Buick Creek, Ma Murray, and Christian Life. The program included a variety of water safety skills for pool and waterfront settings. Participants received a Red Cross School Lesson progress card upon completion.

Staffing

Based on our current openings and applicant pools for each posting, we expect to be fully staffed by the end of June 2019. We currently have 6 positions pending hire:

- 2 Pool Attendant positions (Aux/PT)
- 1 Customer Service Representative positions (Aux)
- 3 Recreation Attendant positions (Aux)

Summer Schedule

Due to limited external applicant pool for two of our three Summer Term positions, we've decided to allow for current staff to supplement their weekly schedule with these additional hours instead of filling the positions. This has helped limit the movement of staff from permanent to temporary positions, and allows for current staff to supplement their weekly schedules with additional hours.

Accessibility Lift Systems

We currently have one option, and quote, for a hot tub lift replacement. Due to the limited selection to replace the lift in its current location, we are pursuing the feasibility of relocating our new lift at the opposite end of the hot tub. We are working with a local Physiotherapist from the Child Development Centre, as well as a representative from PG Surg-Med, who will make a formal recommendation to guide our decision in making the facility as accessible as possible.

Our 2019 budget accounts for \$40,000 to replace our hot tub lift. Based on the quotes we've received thus far, we expect to come in under budget. As such, we plan to use the

remaining funds to improve accessibility elsewhere in the facility. Possibilities include replacing the lift track system in our accessible change room and purchasing a system to replace our broken spare lift box.

Respectfully submitted:

A handwritten signature in black ink, appearing to read 'Vanessa Cumming', with a long, sweeping horizontal line extending to the right.

Vanessa Cumming
Pool Manager, North Peace Leisure Pool
May 30, 2019



Recommendation to North Peace Leisure Pool Commission

DATE: June 4, 2019
TO: NPLP Pool Commission
FROM: Vanessa Cumming, Pool Manager
RE: Code of Conduct Policy Update Request

RECOMMENDATION:

"THAT, the North Peace Leisure Pool Commission rescind the current Code of Conduct Policy No. 6/00, and adopt the City's newly revised Recreation Facility Code of Conduct Policy."

Background & Information

In the Fall 2018, the City of Fort St. John updated its Code of Conduct Policy for Recreation Facilities. The proposed update of the North Peace Leisure Pool's Code of Conduct Policy will align the Pool with other City operated recreation facilities, and include updates based on recent legislative and cultural changes such as the use of cannabis and the new popularity of e-cigarettes.

Please see attached for a draft of the recommended Code of Conduct Policy.

Respectfully submitted:

Vanessa Cumming
Pool Manager, North Peace Leisure Pool
May 30, 2019



CITY OF FORT ST. JOHN

NORTH PEACE LEISURE POOL
CODE OF CONDUCT
Committee Policy No.

Records Management Number:
Community Services

NORTH PEACE LEISURE POOL
CODE OF CONDUCT POLICY

PURPOSE

The purpose of the "Code of Conduct" is to ensure users of recreation facilities located in the City of Fort St. John, and owned by the Peace River Regional District (PRRD) understand the standards the City and the PRRD have established for efficient and courteous service to the community.

POLICY

All patrons and user groups are asked to respect the enjoyment of others using the facility. The following will be considered unacceptable behavior and the grounds for disciplinary action:

1. Deliberate destruction, damage, or misuse of property, machinery, equipment, tools or the same belonging to the City of Fort St. John, Peace River Regional District, employees, other users or occupiers.
2. Theft of property belonging to the City of Fort St. John, Peace River Regional District, employees, other users or occupiers.
3. Unsatisfactory conduct on/in City or Peace River Regional District property, includes but may not be limited to:
 - a. Immoral conduct or indecency,
 - b. Possession of an illegal weapon,
 - c. Fighting,
 - d. Abusive or obscene language,
 - e. Threatening, intimidating or coercing others for any purpose,
 - f. Using, possessing, consuming, or being under the influence of drugs, alcohol, mood altering substances or misuse of medications,
 - g. Tobacco use, chewing tobacco and/or vaporizing.
4. Refusing the respond to staff directives.
5. Creating or contributing to unsafe or unsanitary conditions.

Serious incidents will be investigated and reported to the Director or General Manager. Depending on the nature of the infraction:

- a. The form of discipline may range from a warning to eviction from the facility
- b. Evictions from the facility may vary in length depending on the severity of the infraction and if it has been a repeated infraction.

A City employee may evict anyone found violating any of the facility regulations and/or Code of Conduct from the facility for the remainder of the day. The staff witnessing the incident will be responsible for documenting, in writing using the standardized Incident Report Form, the name of the offender, the infraction and the reason(s) for the eviction.

R 7



CITY OF FORT ST. JOHN

NORTH PEACE LEISURE POOL
CODE OF CONDUCT
Committee Policy No.

Records Management Number:
Community Services

POLICY (continued)

All Incident Reports shall be submitted to the Pool Manager, who is authorized to further suspend individuals for a period of up to seven (7) days if an incident is deemed very serious or if the offender has been previously suspended within the last fourteen (14) days. Any suspension periods beyond seven (7) days must be submitted to the Director of Recreation and Leisure for approval.

Anyone disagreeing with an eviction exceeding 48 hours may appeal to the General Manager of Community Services of the City Manager.

R8

Report To: **NPLP Commission**

From: **Karin Carlson, Director of Recreation & Leisure Services**

Subject: **Fees and Charges Policy**

Meeting Date: **June 4, 2019**

RECOMMENDATION:

“THAT, the North Peace Leisure Pool Commission adopt the fees and charges policy 10/19 and, Schedule A Fees Table, as presented and, rescind Fees and Chareges Policy 16/12.”

KEY CONCEPTS DEFINED:

This policy regulates fees and charges for the use of the facility and services. The current Fees and Charges Policy 16/12 was reviewed and updated in conjunction with the City of Fort St John’s Community Services Fees and Charges Bylaw 2137, 2014 review to ensure transparency, service efficiency, and improved administration of the Policy.

CURRENT SITUATION:

Existing NPLP Fees and Charges Policy

NPLP Fees and Charges Policy No. 16/12 that is currently in force was adopted on 7th February 2012. The fees and charges model introduced in Policy 16/12 was primarily a benefits-based approach, influenced by cost-based and market-based approaches. The benefits principle aims to reasonably distribute the full cost of service between user fees and subsidies according to the private and public benefits derived from the service.

NPLP Fees and Charges Policy 01/19

The updated Policy 10/19 includes the benefits principle and introduces four additional principles that demonstrate a consistent and principled based approach to setting NPLP fees and charges. With plain language and use of consistent principles, it will be clearer for both the customer and staff to calculate and determine the fees for recreation services. The principles include:

- Transparency Principle - user fees and subsidies are reported for all NPLP recreational services in a transparent manner
- Service Efficiency Principle - prices are set to ensure optimal service delivery and administration efficiency

- Public Engagement Principle - the public will have opportunities to engage with the NPLP, and to provide input on a user fees and charges policy
- Actual Cost Principle - the actual cost of service delivery is well understood prior to setting user fees or subsidy rates
- Benefit Principle - those who benefit from a good or service should pay in proportion to the benefit they receive

BACKGROUND INFORMATION:

- NPLP fees and charges have not been reviewed since 2012 and have not changed since 2014.

BUDGET IMPLICATIONS:

- Schedule A includes a fees table for the 2019/2020 - 2023/2024 years.

COMMUNITY CONSULTATION:

Members of the public and user groups were invited to provide input on fees and charges as part of the process for updating the Community Services Fees and Charges Bylaw for the City of Fort St John which included fees related to the North Peace Leisure Pool. Three engagement methods were used:

- Two pop-up booths at the Community One Stop Registration and the Moose FM Block Party on September 8, 2018.
- Two user group workshops on October 2, 2018.
- An online community survey that was open from September 8 to October 24, 2018.

User groups were also invited to participate in a stakeholder survey, but no responses were received.

Key Findings (for all City owned and operated facilities):

- Participants would like to learn more about the City's cost recovery rate for recreation facilities and how user fees and charges contribute to the rate.
- There is support for increasing fees and charges if it is clearly tied to increasing operating costs, improving maintenance or quality of facilities, or improving equity.
- User groups expressed concern about the quality and maintenance of facilities, particularly ball diamonds and sports fields. User groups also expressed concern about supporting amenities, such as washrooms.
- Users of sports fields and ball diamonds expressed concern about the annual rate of increase for rental fees.
- There is a desire to maintain affordable drop-in fees for recreation to make physical activity accessible for everyone.
- There was some interest in exploring rates for prime and non-prime hours and differential rates for residents and non-residents.

PLANNED COMMUNICATION:

North Peace Leisure Pool Fees and Charges Policy 10/19, with Commission approval, will be distributed to all user groups in a prompt manner, allowing them to set rates for the upcoming seasons. A communication plan to share the information with the public at the facility and in the community at-large will be developed in keeping with the principle of transparency, service efficiency and community engagement.

ALTERNATE RECOMMENDATIONS:

"THAT, North Peace Leisure Pool Fees and Charges Policy 10/19 as presented, be amended in the following way:

indicate amendments

AND THAT, the Fees and Charges Policy 10/19 be adopted as amended, and furthermore, that North Peace Leisure Pool Fees and Charges Policy 16/12 be rescinded."

OR

"THAT, North Peace Leisure Pool Fees and Charges Policy, be received for information."

ATTACHMENTS:

- NPLP Fees and Charges Policy 10/19 – DRAFT 2019

RESPECTFULLY SUBMITTED:

Karin Carlson
Director of Recreation & Leisure Services



CITY OF FORT ST. JOHN
**NORTH PEACE LEISURE POOL
FEES AND CHARGES**
Commission Policy No. 10/19

Records Management Number: 1810-00
Finance

FEES AND CHARGES POLICY

PURPOSE

This policy regulates fees and charges for the use of the North Peace Leisure Pool facilities and services.

POLICY

1. DEFINITIONS

Categories of Public Users:

Individual users:

- Pre-Schooler: An individual from 0 to 5 years old;
- Youth: An individual between 6 to 18 years of age;
- Adult: An individual between 19 to 64 years of age;
- Senior: An individual 65 years of age and over;
- Family: Up to two adults and four youth residing in the same household.

Categories of User Groups:

- Youth Non Profit: A non-profit organization whose primary purpose is providing a community service where the youth in the local community is the beneficiary. 80% of the membership must be 18 years of age and under to qualify for youth status. Groups not meeting the 80% membership under the age of 18 would qualify for adult non-profit status. Examples include but not limited to Girl Guides, Scouts and Minor Sports groups.
- Adult Non Profit: A non-profit organization whose primary purpose is providing a community service where the adults in the local community are the beneficiary. Adults are between the age of 19 and 64 years of age. Examples include but not limited to Fort St. John Recreation Hockey, North Peace Potters Guild.
- Senior Non Profit: A non-profit organization whose primary purpose is providing a community service where the seniors in the local community is the beneficiary. 80% of the membership must be 65 years of age and over to qualify for senior status. Groups not meeting the 80% membership over the age of 64 would qualify for adult non-profit status.

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Examples include but not limited to Save Our Northern Seniors (SONS), North Peace Housing Society, and senior sport groups.

- **Private Group:** A private individual or organization requesting use of a facility for the purpose of a private function where no profit is being generated by that group. Examples include but not limited to family reunion, wedding or picnic; Church congregation activity; service club Annual General Meeting; government agencies providing training to their employees or corporations holding meetings.
- **Commercial:** A company or business requesting use of a facility for its own profit or generating revenue. Examples include an entertainment promoter, a travelling circus, the NHL Old Timers Promotion Show, and the CKNL Tradeshow.
- **Internal Users:** All departments and associated committees within the City of Fort St John using a recreational facility for its departmental needs. Examples would include but not limited to, Engineering meeting, Municipal Elections Committee, Council approved initiatives, YAC meetings, Sports Council, Learning and Development Training.

Miscellaneous Definitions:

- **Drop-In Admission or Ticket:** The drop-in admission or ticket provides the bearer with access to public swim use.
- **Non-Prime Time:** between 8:00am – 3:00pm, Monday through Fridays during the school year and is not applicable on holidays or non-instructional days.
- **Non-Profit Organization:** A registered society in the province of BC or Canada.
- **Rental Agreement Use:** A person and/or group who rents a space through a rental contract and controls the uses and the users of that space during the period of rental.
- **Taxes –** not included in the rental rate in Schedule A.

School Definitions:

- **Hours –** School use occurs during school hours (8:00 am – 3:00pm)
- **School District:** All schools, programs and departments as provided in School District No. 60 District Directory as well as Home schoolers, Christian Life School, and other students where they reside within City limits attending an accredited school



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2. OTHER

In cases where demand is high for a facility during a limited time period and there is an economic reason to attempt to shift some of that demand to an otherwise low demand period, discount pricing may be used to provide the incentive to shift demand to the lower use period. In cases where the costs exceed normal costs, there may be a premium applied to the regular rate schedule. This is the only reason that prices should vary with time. The following demand shifting incentives and premium charges will be implemented:

- **Non-Prime Time** - The City shall implement an incentive to use facilities during this time by offering a 25% discount to all hourly rates booked during Non-Prime time. This Non-Prime Rate shall not apply to rentals 3 hours or longer.

3. GUIDING PRINCIPLES TO CALCULATING FEES AND CHARGES

- **Transparency** – User fees and subsidies are reported for all City recreational services in a transparent manner.
- **Service Efficiency** – Prices are set to ensure optimal service delivery and administrative efficiency.
- **Public Engagement Principle** – the public will have opportunities to engage with the City, and to provide input on a user fee and charges bylaw.
- **Actual Cost Principle** – The actual cost of service delivery is well understood prior to setting user fee or subsidy rates.
- **Benefit Principle** – Those who benefit from a good or service should pay in proportion to the benefit they receive.

4. APPLICATION OF THE BENEFIT PRINCIPLE

Fort St John's assessment of the overall public benefit for all public leisure services as determined throughout the review in 2011, 2013 and again in 2018 is identified below. It reflects the assessment and the justification for public subsidy for each of the categories of uses and users that might be made of indoor and outdoor public recreation spaces.



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5. CALCULATING FEES AND CHARGES USING THE BENEFITS BASED PRINCIPLE

FIGURE 1

USES		DROP-IN ADMISSIONS	RENTALS
USERS			
Individuals			
	Pre-School (0-5 years)	0%	
	Youth (6 – 18 years)	25%	
	Adult (19-64 years)	50%	
	Senior (65 years +)	25%	
	Family (2a+4y)		
Groups			
	Youth Non Profit		25%
	Adult Non Profit		50%
	Senior Non Profit		25%
	Private		75%
	Commercial		100%

The recreation fees and charges are attached to and form part of this bylaw as Schedule "A".

6. REPEAL

Fees and Charges policy for the North Peace Leisure Pool Fees and Charges Resolution No. 16/12 will be repealed as of September 1, 2019.

7. SEVERANCE

If any section, subsection sentence, clause or phrase of this policy is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.



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8. EFFECTIVE DATE

This bylaw will come into force and take effect on September 1, 2019.

ADOPTED THIS 4th DAY OF June, 2019

KAREN GOODINGS, CHAIR
NORTH PEACE LEISURE POOL COMMISSION

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SCHEDULE A

	Current		Proposed			
Item	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
NPLP						
Drop-In Swimming						
Toddler (0 – 5)	No Charge					
Youth (6 – 18)	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
Adult (19 – 64)	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
Adult Aquafit (19 – 64)	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00
Senior	\$4.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
Senior Aquafit	\$5.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00
Family (Max, 2 adults and 4 youth residing in same house)	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Passes						
6 Visit	5 X Drop-In Rate					
12 Visit	10 X Drop-In Rate					
1 Month	10 X Drop-In Rate					
3 Month	28.5 X Drop-In Rate					
6 Month	54 X Drop-In Rate					
12 Month	105.6 Drop-In Rate					
Exclusive Use (per hour, up to 30 swimmers in the pool)						
Entire Facility – Minor / Youth / Senior Non-Profit	\$99.00	\$115.00	\$131.00	\$147.00	\$163.00	\$179.00
Entire Facility - Adult Non-Profit	\$177.00	\$213.00	\$250.00	\$286.00	\$322.00	\$359.00
Entire Facility – Private	\$250.00	\$308.00	\$365.00	\$423.00	\$481.00	\$538.00
Entire Facility – Commercial	\$335.00	\$412.00	\$488.00	\$565.00	\$641.00	\$718.00
Leisure Pool – Minor / Youth /Senior Non-Profit	\$59.25	\$69.00	\$79.00	\$88.00	\$98.00	\$108.00
Leisure Pool – Adult Non-Profit	\$119.60	\$139.00	\$158.00	\$177.00	\$196.00	\$215.00
Leisure Pool – Private	\$176.00	\$205.00	\$235.00	\$264.00	\$294.00	\$323.00
Leisure Pool – Commercial	\$235.00	\$274.00	\$313.00	\$352.00	\$391.00	\$431.00
Lap Pool – Minor / Youth / Senior Non-Profit	\$49.50	\$54.00	\$58.00	\$63.00	\$67.00	\$72.00
Lap Pool – Adult Non-Profit	\$83.60	\$96.00	\$108.00	\$120.00	\$132.00	\$144.00
Lap Pool – Private	\$104.50	\$127.00	\$149.00	\$171.00	\$193.00	\$215.00
Lap Pool - Commercial	\$104.50	\$141.00	\$178.00	\$214.00	\$251.00	\$287.00
Lane - Minor / Youth / Senior Non-Profit	\$8.33	\$9.00	\$10.00	\$11.00	\$12.00	\$13.00
Lane - Adult Non-Profit	\$13.93	\$16.00	\$18.00	\$21.00	\$23.00	\$25.00
Lane - Private	\$17.75	\$22.00	\$26.00	\$30.00	\$34.00	\$38.00
Lane - Commercial	\$21.25	\$27.00	\$33.00	\$39.00	\$44.00	\$50.00
Other Fees and Charges						
Additional pool attendant per hour (base rate + 30%)	\$48.80	\$40.00	Based on collective agreement			
Major sport event	Inquire					
Meeting Rooms in NPLP, PSC or KAFH						
Hourly						
Youth / Senior Non-Profit	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Adult Non-Profit	\$29.25	\$31.00	\$34.00	\$36.00	\$38.00	\$40.00
Private	\$34.75	\$40.00	\$45.00	\$50.00	\$55.00	\$60.00
Commercial	\$54.50	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00
Common Areas Rentals (per 32 square feet, per day)						
Youth / Senior Non-Profit	n/a	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Adult Non-Profit	n/a	\$31.00	\$34.00	\$36.00	\$38.00	\$40.00
Private	n/a	\$40.00	\$45.00	\$50.00	\$55.00	\$60.00
Commercial	n/a	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00
Damage Deposits						
Special Event Damage Deposit	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Additional Deposit - Events with Liquor	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Regular User Annual Damage Deposit	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Other Fees						
Additional Services and Requests	At cost					
Flip chart with paper & markers	\$19.00	\$19.00	\$20.00	\$20.00	\$21.00	\$21.00
Maintenance Services (per hour)	At cost					
SOCAN Fees	As per schedule					
Cancellation Fees						
Rentals - Less than 24 Hours Notice	\$30.00	\$31.00	\$32.00	\$33.00	\$34.00	\$35.00
Programs - 7 Days Notice	10% of Program Fee					
Programs - 48 Hours Notice	50% of Program Fee					

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