



**NORTH PEACE LEISURE POOL
COMMISSION MEETING
AGENDA
9:00 a.m. – June 13th, 2017
Pool Meeting Room**



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1. **Call the Meeting to Order:**
 2. **Additions to the Agenda:**
 3. **Adoption of Agenda:**
 - M1 – M3 4. **Adoption of Minutes:**
a) North Peace Leisure Pool Meeting of March 7, 2017;
 5. **Business Arising from the Minutes:**
 6. **Delegation:**
a) None.
 7. **Old Business:**
a) None.
 - R1 – R3 8. **Correspondence:**
a) 2017 Financial Plan/Budgets – PRRD
 9. **New Business:**
 10. **Reports:**
a) Pool Manager Report – Karin Carlson, City of Fort St. John (TBD)
b) Facilities Manger Report – Corey Callison, City of Fort St. John;
R4 b) Director of Finance Report – Dan Kazymyrskiy, City of Fort St. John;
R5 – R6
- Next Meeting Date:** August 1, 2017 at 09:00 a.m.
Leisure Pool Meeting Room

Minutes of Regular North Peace Leisure Pool Commission Meeting



Date: March 7, 2017

Time: 9:00 a.m. – 10:00 a.m.

Place: NPLP – Meeting Room

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

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

Ross deBoer, Director of Recreation and Leisure Services, City of Fort St. John
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 Storzynsky, Recording Secretary, City of Fort St. John
Maxine Blennerhassett, Clerk III, City of Fort St. John

Absent:

Commissioner Karen Goodings, Director Area B, PRRD
Commissioner Willi Couch, Alternate for Director Sperling, PRRD

1. Call Meeting to Order:

The meeting was called to order at 9:04 a.m.

2. Additions to the Agenda:

Discussion regarding audit findings.

Action

3. Adoption of the Agenda:

Resolution No.06/17

MOVED by Commissioner Boon

SECONDED by Commissioner Klassen

"THAT, the agenda be adopted as amended."

CARRIED

Action

4. Adoption of the Minutes:

Resolution No.07/17

MOVED by Commissioner Klassen

SECONDED by Commissioner Boon

"THAT, the minutes of the North Peace Leisure Pool Committee Meeting of January 27th, 2017 be accepted as presented."

CARRIED

Action

5. Business Arising from the Minutes:

None.

Action

6. Delegation:

None.

Action

7. Old Business:

None.

Action

M1

The meeting was adjourned at 9:40 a.m.		
Bruce Christensen, Chairperson Karen Prouse, Recording Secretary Date/Year Date/Year		
12. Next Meeting: North Peace Leisure Pool – Pool Meeting Room Tuesday, June 6, 2017 at 09:00 am.		Action Pool Clerk book the Meeting room.

M3



PEACE RIVER REGIONAL DISTRICT

25 March 2017

North Peace Leisure Pool
10631 - 100 Street
Fort St. John, BC V1J 3Z5

Dear Karin:

RE 2017 Financial Plan / Budgets

For your information we have enclosed copies of the following documents from the Peace River Regional District 2017 Financial Plan and/or Peace River Regional Hospital 2017 Annual Budget:

North Peace Leisure Pool (7131)

Note that the full 2017 Financial Plan and Hospital Annual Budget are available on our website (www.prrd.bc.ca). **Please advise if you no longer require a paper copy since posted on our website.**

Please do not hesitate to contact the undersigned should you require additional information.

Yours truly,

Kim Frech (Mrs.)
Chief Financial Officer

Enclosures

diverse. vast. abundant.

PLEASE REPLY TO:

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca
☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: prrd.fsj@prrd.bc.ca

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Service	Defined	Portfolio	NP Leisure Pool Committee / Chair							
Fund	General Operating - 01	Staff	Chief Financial Officer							
Category	7131 North Peace Leisure Pool		Requisition Exhibit	30						
				Adopted 23 March 2017			(Used same, 2% inflation, or actual)			
2017	Acct	See	2016	2016	2016	2017	2018	2019	2020	2021
Category	#	Note	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	2,354,834	3,170,425	2,493,794	2,583,815	2,611,424
01-1-7131-	111		Requisition - municipal	1,030,617	1,030,617	973,313	1,310,417	1,030,748	1,067,957	1,079,368
01-1-7131-	120		Grants-in-lieu	3,880	11,120	7,240	5,560	5,560	5,560	5,560
01-1-7131-	121		Grant - Miscellaneous							
01-1-7131-	150	1	Fees	525,163	690,274	165,111	570,148	585,572	598,480	628,966
01-1-7131-	157		Recovered Costs		28,408	28,408				
01-1-7131-	190		Appr. Surplus - NP Leisure Pool	1,054,577	1,054,577	-0	628,141	-	-	-
01-1-7131-	191		Transfer from Operating Reserve							
01-1-7131-	195	3	Transfer from Capital Reserve							
Total Category Revenue			4,994,357	5,195,115	200,758	4,531,995	5,071,974	4,128,582	4,286,298	4,329,132
Tax Rates (based on current year assessments)>>			0.292	Change from LY	0.001	0.292	0.394	0.310	0.321	0.324
Total Amount to Requisition:			3,410,736	Requisition/Parcel Tax		3,328,146	4,480,842	3,524,542	3,651,772	3,690,792
3,328,146			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		628,141				
-82,590			525,163	Other		570,148	585,572	598,480	628,966	632,780
			4,994,357			4,531,995	5,071,974	4,128,582	4,286,298	4,329,132
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	314,219	-16,375	337,542	344,663	350,617	365,100
01-2-7131-	260		Insurance - RD	21,200	21,123	-77	22,300	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
01-2-7131-	287		Insurance Claim Deductible							
01-2-7131-	299	2	Miscellaneous - RD	4,000	159	-3,841	3,500	4,000	4,000	4,000
01-2-7131-	390	1/4	Capital	960,000	683,338	-276,662	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	2,655,146	-139,357	2,834,213	3,914,482	2,964,739	3,107,567
01-2-7131-	603	3	Transfer to capital reserve	850,000	850,000		800,000	250,000	250,000	250,000
Total Category Expenditures			4,994,356	4,566,974	-427,382	4,531,995	5,071,974	4,128,582	4,286,298	4,329,132
Surplus (deficit) carry forward				628,141	Change from LY	(462,361)	Taxes include Grants-in-Lieu			
					Budget	-9.26%	Total Taxes & Fees			
							3,903,854			
							Taxes			
							85%			
							Fees			
							15%			

Budget Notes:

- 1 Per info received from City of FSJ (Dec. 7/16)
- 2 Example: property taxes (parcel tax) to the City.
- 3 Per NPLP Commission meeting held January 27, 2017 - keep the same Tax Rate and adjust Reserve Transfers accordingly. Last year the full amount went into the "Facility Replacement Reserve" (requested at meeting to place \$200K in Equipment and remainder in Facility Replacement)
- 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, 2016	Tangible Capital Assets	Original	Accu. Dep.	Net Value	No Debenture
Fund 43	Machinery & Equipment	367,653	162,311	205,342	Capital Reserve Dec. 31
	Buildings	7,574,496	2,690,087	4,884,409	Facility Replacement Reserve Dec. 31
	Work in Progress	-	-	-	
	Total	7,942,149	2,852,398	5,089,751	Total Reserves Dec. 31
Annual Depreciation Expense				182,934	Bylaw 1970

R2

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

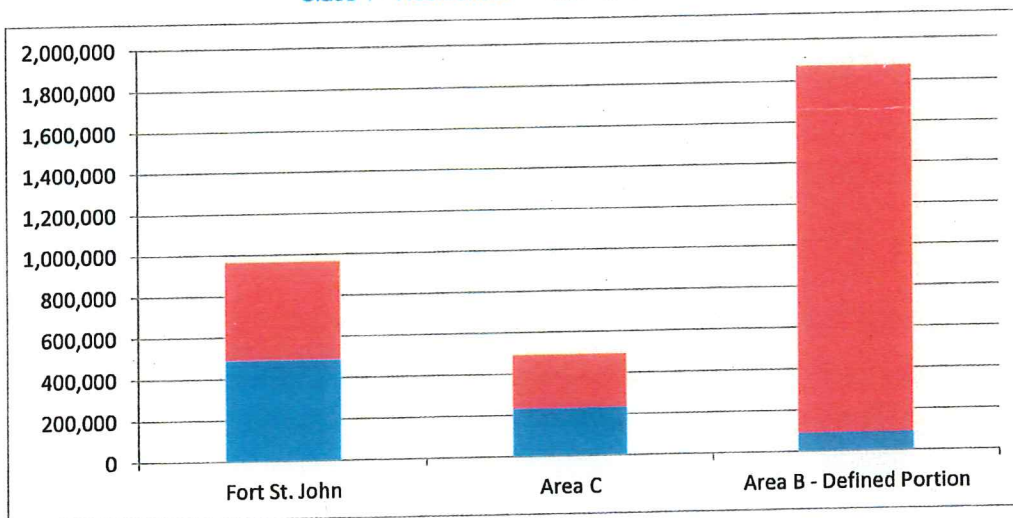
Tax Rate or Other Limitations:		\$ 1.30 per \$1,000 taxable value		Max Product \$ 10,397,628		
Bylaw No. 995, 1995						
Adopted 23 March 2017	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Fort St. John	964,786	0.292	329,873,208	28.99%	8,527	973,313
Area B - Defined Portion	1,872,874	0.292	640,360,503	56.27%	(14,592)	1,858,282
Area C	490,487	0.292	167,703,961	14.74%	6,065	496,552
Total	3,328,146	0.292	1,137,937,672	100.00%	-	3,328,146

Municipal Requisition:	973,313
Electoral Area Requisition:	2,354,834
Total Requisition:	3,328,146

After Prior Year Adj

Last Year		Change %	Change \$
Requisition	3,410,736	-2.4%	(82,590)
Assessment	1,168,246,856	-2.6%	(30,309,184)
Tax Rate	0.292	0.2%	0.001

Class 1 - Residential Total All Other Classes



R3



Report to North Peace Leisure Pool Commission

TO: North Peace Leisure Pool Commission

FROM: Corey Callison

DATE: Tuesday , June 13, 2017

RE: Facilities Report

1. Shut down updates
 - -We have hired Spline Contracting engineering. This company will design filter installation positions, piping locations and flow design.
 - Master pools out of Edmonton seem interested in our pool repair and filter installation projects and we are currently waiting to hear back from them.
2. The original Domestic hot water heat exchanger is failing. This is the heat source for all the showers and taps.

Here are a couple options:

 - a) Purchase new tube bundle at \$9,980 and anticipate 4 weeks delivery time.
 - b) Switch over the piping to the secondary pool heating exchanger currently assisting the leisure pool heating (we are hesitant on this option). Then will need to proceed to order the new exchanger for the next budget.

We are looking for direction from the Pool Commission on how you would like to proceed with this repair?

Respectfully Submitted by:

Corey Callison
Facilities Manager

Ry

Actual vs Budget Year To Date by

Division: NPLP

Reporting Period: January, 2017 To May, 2017 (5 Months)

Fund: - North Peace Leisure Pool; Department: <All>; GL Account:

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance	Prorated Variance 5 Months	Legend= Negative is Favourable for Expenses and Unfavourable for Revenues
Revenue:						
5 - Other Revenue from own	3,709,889	188,519	(3,521,370)	5.08%	-720%	unfavourable
10-500 - General	190,174	75,605	(114,569)	39.76%	-5%	unfavourable
10-502 - Economy	39,000	18,014	(20,986)	46.19%	10%	favourable
10-504 - Passes	25,594	14,314	(11,280)	55.93%	25%	favourable
10-506 - Aquafit	21,690	7,697	(13,993)	35.49%	-17%	unfavourable
10-510 - Swimming	172,000	42,644	(129,356)	24.79%	-68%	unfavourable
10-512 - Lap Pool	44,934	11,465	(33,469)	25.52%	-63%	unfavourable
10-514 - Leisure Pool	3,750	1,153	(2,597)	30.74%	-36%	unfavourable
10-520 - NPLP	14,539	5,505	(9,034)	37.86%	-10%	unfavourable
10-525 - Rentals	5,150	2,522	(2,628)	48.97%	15%	favourable
10-526 - Leases	38,200	14,085	(24,115)	36.87%	-13%	unfavourable
10-530 - Miscellaneous	15,117	(1,710)	(16,827)	-11.31%	468%	unfavourable
10-540 - Cash	0	3,227	3,227	0.00%	100%	favourable
10-541 - Grants/Subsidy	3,139,741	(6,002)	(3,145,743)	-0.19%	21896%	unfavourable
Total Revenue	3,709,889	188,519	(3,521,370)	5.08%		
Expense:						
1 - Salaries, wages and	2,024,764	27,421	(1,997,343)	1.35%	-2977%	favourable
20-110 - Administration	163,480	1,860	(161,620)	1.14%	-3562%	favourable
20-120 - Personnel	1,464,637	18,536	(1,446,101)	1.27%	-3192%	favourable
20-135 - Overtime	26,192	1,919	(24,273)	7.33%	-469%	favourable
20-160 - Receiver	101,796	1,855	(99,941)	1.82%	-2187%	favourable
20-161 - Pension	98,680	1,438	(97,242)	1.46%	-2758%	favourable
20-162 - Extended	22,377	248	(22,129)	1.11%	-3665%	favourable
20-163 - Dental	28,286	309	(27,977)	1.09%	-3717%	favourable
20-164 - BC Medical	47,500	431	(47,069)	0.91%	-4489%	favourable
20-165 - Life & Disability	49,405	364	(49,041)	0.74%	-5552%	favourable
20-169 - WCB	22,411	461	(21,950)	2.06%	-1926%	favourable
20-199 - Other Payroll	0	0	0	0.00%	0%	
2 - Contracted and general	164,143	29,830	(134,313)	18.17%	-129%	favourable
20-212 - Freight	4,234	2,312	(1,922)	54.62%	24%	unfavourable
20-213 - Telephone	11,146	694	(10,452)	6.23%	-569%	favourable
20-217 - Medical	4,679	497	(4,182)	10.63%	-292%	favourable
20-221 - Advertising,	21,788	3,529	(18,259)	16.20%	-157%	favourable
20-222 - Publications &	297	0	(297)	0.00%		favourable
20-234 - Memberships &	38,023	3,370	(34,653)	8.86%	-370%	favourable
20-236 - Insurance	300	0	(300)	0.00%		favourable
20-241 - Plumbing	2,865	644	(2,221)	22.48%	-85%	favourable
20-242 - Contract -	22,475	10,395	(12,080)	46.25%	10%	unfavourable

Actual vs Budget Year To Date by

Division: NPLP

Reporting Period: January, 2017 To May, 2017 (5 Months)

Fund: - North Peace Leisure Pool; Department: <All>; GL Account:

20-243 - Contract -	13,679	1,015	(12,664)	7.42%	-462%	favourable
20-246 - Contract - Other	39,946	7,372	(32,574)	18.46%	-126%	favourable
20-262 - Rentals &	4,711	0	(4,711)	0.00%		favourable
3 - Material, goods and	776,720	78,295	(698,426)	10.08%	-313%	favourable
20-524 - First Aid	16,669	786	(15,883)	4.72%	-783%	favourable
20-525 - Protective	20,937	4,607	(16,330)	22.00%	-89%	favourable
20-530 - Office Supplies	19,212	7,040	(12,172)	36.65%	-14%	favourable
20-532 - Building	6,611	2,704	(3,907)	40.89%	-2%	favourable
20-535 - Chemicals	36,251	16,064	(20,187)	44.31%	6%	unfavourable
20-536 - Replacement	85,529	21,640	(63,889)	25.30%	-65%	favourable
20-537 - Merchandise for	12,697	3,188	(9,509)	25.11%	-66%	favourable
20-539 - Materials -	9,807	4,184	(5,623)	42.66%	2%	unfavourable
20-561 - Parts	1,893	103	(1,790)	5.46%	-664%	favourable
20-564 - Small Tools	2,237	48	(2,189)	2.13%	-1859%	favourable
20-565 - Major	500,000	1,749	(498,251)	0.35%	-11814%	favourable
20-567 - Janitorial	20,340	7,032	(13,308)	34.57%	-21%	favourable
20-568 - Supplies -	18,960	2,486	(16,474)	13.11%	-218%	favourable
20-591 - Program	25,577	6,663	(18,914)	26.05%	-60%	favourable
5 - Utilities	370,497	126,594	(243,903)	34.17%	-22%	favourable
20-552 - Natural Gas	137,498	44,621	(92,877)	32.45%	-28%	favourable
20-553 - Electricity	126,115	46,690	(79,425)	37.02%	-13%	favourable
20-554 - Water & Sewer	100,170	34,004	(66,166)	33.95%	-23%	favourable
20-559 - Waste Disposal	6,714	1,278	(5,436)	19.04%	-119%	favourable
6 - Other Expenses	373,765	3,013	(370,752)	0.81%	-5068%	favourable
20-231 - Service	10,612	1,604	(9,008)	15.11%	-176%	favourable
20-469 - Fee for Service	337,542	0	(337,542)	0.00%		favourable
20-475 - Carbon Offset	19,440	0	(19,440)	0.00%		favourable
20-490 - Licences &	4,171	1,409	(2,762)	33.79%	-23%	favourable
20-499 - Grants in Aid	2,000	0	(2,000)	0.00%		favourable
Total Expense	3,709,889	265,152	(3,444,737)	7.15%		
Net Total	0	(76,633)	(76,633)	0.00%		