



**NORTH PEACE LEISURE POOL
COMMISSION MEETING
AGENDA
9:00 a.m. – October 2, 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, August 7, 2018;
5. **Business Arising from the Minutes:**
6. **Delegation:**
7. **Old Business:**
8. **Correspondence:**
 - C1 a) Letter from Ryder and Bradley
 - C2 – C7 b) BC Hydro – Recreation Pass Program
9. **New Business:**
 - NB1 - NB3 a) Code of Conduct policy
10. **Reports:**
 - R1 – R1 a) Community Services Report – Trish Morgan, PRRD
 - R2 – R6 b) Finance Report – Angie Bernardin, City of Fort St. John;
 - R7 – R9 c) Facility Manager Report – Corey Callison, City of Fort St. John;
 - R10 – R14 d) Pool Manager Report – Karin Carlson, City of Fort St. John;
 - R15 – R20 e) Recreation Programmer- Charity Nelson, City of Fort St. John;
 - R21 – R42 f) Urban Systems Signage Front and West wall
 - R42 – R51 g) Shutdown Slides

Walk through of the facility – to visualize and discuss shut down changes

**Next Meeting Date: December 4, 2018 at 10:00am
Leisure Pool Meeting Room**

Minutes of Regular North Peace Leisure Pool Commission Meeting



Date: August 7, 2018

Time: 9:03 a.m. – 9:36 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 Willi Couch, PRRD
 Commissioner Gord Klassen, Councillor, City of Fort St. John
 Moira Green, General 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
 Karin Carlson, Pool Manager, City of Fort St. John
 Corey Callison, Facilities Manager, City of Fort St. John
 Angie Bernardin, Deputy Treasurer/Collector, City of Fort St. John
 Carrie Storozynsky, Clerk III, City of Fort St. John

Absent: Commissioner Karen Goodings, Director Area B, PRRD

1. Call Meeting to Order:

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

2. Additions to the Agenda:

- None

Action

3. Adoption of the Agenda:

Resolution No. 12/18

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. 13/18

MOVED by Commissioner Boon

SECONDED by Commissioner Klassen

"THAT, the minutes of the North Peace Leisure Pool Committee Meeting of June 5, 2018 be accepted as presented."

CARRIED

Action

5. Business Arising from the Minutes:

SPCA fundraiser – Went well with \$250.00 worth of products and funds raised for the SPCA.

Action

6. Delegation:

None

Action

7. Old Business:

None

Action

replace tower main auditorium within operating budget. c) PRRD Report – Trish Morgan, General Manager of Community Services PRRD: ○ Reporting; ▪ Feasibility study #3 Prrd August any good pop up locations for study. ▪ Elected officials have been invited to events ▪ Listening to what the community input and opinion is and to inform public		
11. Adjournment: The meeting was adjourned at 9:36 a.m.		Action
_____ Bruce Christensen, Chairperson _____ Date/Year _____ Carrie Storozynsky, Recording Secretary _____ Date/Year		
12. Next Meeting: North Peace Leisure Pool – Pool Meeting Room Tuesday, October 2, 2018 at 9:00 am.		Action Clerk book the Meeting room.

M3.

DEAR POOL STAFF,

I SIMPLY WANTED TO COMMENT THAT I HAVE BEEN COMING TO THIS POOL FOR FOUR YEARS WITH MY SON AND LATELY I HAVE NOTICED THE POSITIVE EFFORTS BEING IMPLEMENTED AND WANTED TO SAY THANK YOU! FOR IMPROVING OUR EXPERIENCE HERE.

FROM THE FRIENDLY STAFF, BENCHES IN CHANGE ROOMS, ALL LOCKERS HAVING WRIST BANDS, NEW SOAP AND AIR DISPENSERS AND 2 YOUNG WOMEN TODAY (Aug, 30 @ 10:00 am) WERE EVEN SCRUBBING THE WALLS OF THE POOL!!

4 YEARS I'VE NEVER SEEN THIS BEFORE!

SO AGAIN, THANK YOU AND KEEP UP THE GOOD WORK!

RIDER

THANKS

FROM



BRADLEY & RYDER

THROSSELL

C1



Date: Revised Feb. 13, 2018

Re: **Implementation of the Site C Clean Energy – Recreation Pass Program**

The Site C Recreation Pass Program is a commitment within the Community Measures Agreement between the City of Fort St. John ("CFSJ") and BC Hydro ("BCH"). ATCO will refer the Site C worker accommodation contractor, including front desk, recreation coordinator.

The section of the Community Measures Agreement outlining the recreation pass commitment is included in Appendix 1, and the program details outlined below describe how this commitment will be implemented by CFSJ and BCH. The Site C Recreation Pass Program ("Program") consists of an eight (8) year program for the duration of the Site C worker accommodation camp operations.

1. Program Start and End Date

- The Program will begin after the Community Agreement is signed between CFSJ and BCH. The signing date is scheduled for April 22, 2016; therefore the Program will be scheduled to begin as of May 1, 2016.
- Year One of the Program has been adjusted to be May 1, 2016 to July 31, 2016.
- Year Two of the Program will be from August 1, 2016 to July 31, 2017, and will continue annually on these dates for the following six (6) years.
- The planned Program will end when the Site C Worker Accommodation camp is closed, which is expected to be in 2023.
- Program suspension or termination will follow the terms included in the Community Measures Agreement.

2. Program Payment Process

- As consideration for the issuance of each block of entry tickets, BCH agrees to pay to the CFSJ the amount set out in the Community Agreement (*Appendix 1*), which amount is inclusive of tax, annually on the date the Construction Period Payment is made for that year.
- No additional invoice is required from CFSJ.
- CFSJ will provide BCH with recreation passes on an annual basis one week prior to the annual start date.
 - For 2015-2016 passes this will be one week prior to May 1st, 2016.
 - For 2016 – 2023 passes this will be one week prior to August 1st (2016 – 2022)

3. Intended Pass Use

- Single use paper passes will be printed and clearly indicate their use as either;
 - a) One entry for skating at the Pomeroy Sport Centre (PSC), or
 - b) One entry for public swimming at the North Peace Leisure Pool (NPLP).*See recreation pass designs in Appendix 2.*

A handwritten blue mark, possibly initials or a signature, located in the bottom right corner of the page.

4. Pass Distribution

- Information on pool and rink schedules will be available at the Site C worker accommodation front desk, and information on annual closures will be communicated when workers are requesting passes to ensure that a worker does not go into town for an activity that is unavailable.
- Single use paper passes will be available to Site C workers living in the worker accommodations to pick up from BCH via the Worker Accommodation Front Desk.
- Information on passes and the public skating and public swimming calendar will be posted by BCH and communicated to workers on a regular basis. BCH will ensure all workers have equitable and fair access to passes.
- 150 pool passes will be provided to the Site C Health Clinic annually. Use will be tracked. If additional passes are required to support injury recovery they may be requested.
- 100 Swim passes and 100 skating passes will be available at the BC Hydro Site C Construction office, and offered for their use on first come-first serve basis (Nancy to lead coordination).

5. Pass Numbers

- No individual tracking.
- BCH to give approximately 430 passes (of each pass type: swimming / skating) at time to the Lodge. Once these are used, additional passes will be transferred and documented.
- A quarterly check-in between the Lodge front desk, BC Hydro will be undertaken to determine use, consider additional promotion that may be required.

The following table includes the number of passes per recreation facility based on worker numbers. Numbers are consistent with terms within the Community Agreement.

Construction Year	Quantity	Pass Tracking #	Pass Validation ¹	Pass Numbers
1	145	0-580 581-1161	May 1, 2016 - July 31, 2016	580 NPLP 580 PSC
2	502	1162-3170 3171-5179	August 1, 2016 - July 31, 2017	2008 NPLP 2008 PSC
3	683	5180-7912 7913-10645	August 1, 2017 - July 31, 2018	2732 NPLP 2732 PSC
4	792	10646- 13814 13815-16983	August 1, 2018 - July 31, 2019	3802 NPLP 2534 PSC
5	1372	16984- 22472 22473-27961	August 1, 2019 - July 31, 2020	6586 NPLP 4390 PSC
6	1227	27962- 32870 32871- 37779	August 1, 2020 - July 31, 2021	5890 NPLP 3926 PSC
7	768	37780-40852 40853-43925	August 1, 2021 - July 31, 2022	3686 NPLP 2458 PSC
8	233	43926-44858 44859-45791	August 1, 2022 - July 31, 2023	1118 NPLP 746 PSC

¹ All entry passes are valid for at least one year from date of issue. Year one of construction was from July 27, 2015 to July 26, 2016. Year one of the recreation program has been adjusted to start May 1, 2016 and go to July 31, 2016. Year two of the recreation program will be from August 1, 2016 to July 31, 2017.

6. Printing of Passes

- The single use paper pass, black and white will be printed in-house by CFSJ on an annual basis and provided to BC Hydro.
- CFSJ will provide BCH with recreation passes on an annual basis one week prior to the annual start date.

7. Redemption Procedure

- When the worker wishes to use a recreation pass, they must bring the appropriate pass (Swimming or Skating) and give it to the front desk at the NPLP or PSC for entry.
- It must be noted that the correct pass is required (Pool or Skating) and they are NOT interchangeable.
- ATCO, NPLP and PSC will track pass use for annual reporting (see #9).

8. Expired Pass Transfers

- Single use passes will be valid for at least one year from the date of issue. This has been adjusted for the first year of construction.
- Expired unused passes will be donated back to CFSJ from BCH within one week of the ticket expiry date for use by not-for-profit organizations.
- CFSJ will stamp these passes to add additional six month duration for use only by not-for-profit organizations. For example, organizations such as Scouts, Girl Guides, Kids Sport, School District 60 students will qualify to receive these passes.
- These passes will be monitored by the department managers. CFSJ will issue passes to appropriate not-for-profit organizations, track the general pass use, and include an update on use within the Annual report due February 1 of each year to BCH.

9. Promotions

BC Hydro will prepare posters with information on the Recreation Pass Program for posting in the Lodge, and in the BC Hydro construction offices. In addition, BC Hydro will prepare PDF / powerpoint slides that the Lodge can use to advertise the Rec. program on the internal TRL (Two Rivers Lodge) channel.

10. Reports

- ATCO will track usage of tickets on a quarterly basis, using total inventory received.
- As ticket packs are used up, additional tickets will be requested from the BC Hydro ATCO contract manager.
- CFSJ will prepare a brief annual report on the Site C Recreation Pass Program for February 1st of each year.
- The annual report will include the following:
 - Summary of worker recreation pass use for the previous construction year (ending July 31st)
 - Status of worker recreation pass use up until December 31st to indicate if use is on track, low, or high.
 - Update on not-for-profit organization recreation pass use.
 - Identification of Issues, Lessons learned, other.
- Annual or bi-annual check in meetings will be held between BCH, ATCO and CFSJ to review the program.

11. Recreation Program Contacts

- CFSJ Recreation Program Main Contact
Kylah Bryde, Recreation Manager
Phone: 250 794 3271
Email: kbryde@fortstjohn.ca
- Nancy Pepper, Sr Environmental Coordinator – Community Mitigation
Email: nancy.pepper@bchydro.com
- Once the Program is implemented, the CFSJ Recreation Manager may coordinate directly with the Site C Worker Accommodation Recreation Coordinator on recreational programming. BCH will facilitate introductions once program is initiated.

Appendix 1

CFSJ and BCH Community Measures Agreement – Recreation Pass Program Commitment

Section 3.6 Camp Workforce

- b) Subject to Section 3.6(c), for each Construction Year set out in Column A of the table below, the City will issue to BC Hydro, in advance, a block of entry tickets for the public swimming pool and skating rink facilities in Fort St. John, in the numbers set out in the applicable row of Column C and Column D, which entry tickets will be valid for at least one year from the date of issue. As consideration for the issuance of each block of entry tickets, BC Hydro agrees to pay to the City the amount set out in the applicable row of Column E, which amount is inclusive of tax, annually on the date the Construction Period Payment is made for that year.

A	B	C	D	E
Construction Year	Camp Population (based on EIS)	Total Pool Tickets (60% of tickets)	Total Skating Rink (40% of tickets)	Annual Payment
1	145	580	580	\$10,730
2	502	2,008	2,008	\$37,148
3	683	2,732	2,732	\$50,542
4	792	3802	2534	\$58,608
5	1,372	6586	4390	\$101,528
6	1,227	5890	3926	\$90,798
7	768	3686	2458	\$56,832
8	233	1118	746	\$17,242
Total				\$423,428

Note: The number of single passes/ visitations issued is based on the principle of 60% for swimming at NPLP and 40% for skating at PSC per worker living in the Site C worker accommodation camp per year. This number is used as an estimate only, and passes will not be tracked by individuals.

Appendix 2

Site C Recreation Pass Program Designs





CITY OF FORT ST. JOHN

NORTH PEACE LEISURE POOL
CODE OF CONDUCT
Committee Policy No. 6/00

Records Management Number: 7900-00
Community Services

NORTH PEACE LEISURE POOL
CODE OF CONDUCT POLICY

PURPOSE

The purpose of the "Code of Conduct" is to help everyone work and play together harmoniously according to the standards the Peace River Regional District and the City of Fort St. John has established for efficient and courteous service to the community.

POLICY

The North Peace Leisure Pool is a multi-purpose, family oriented venue. In keeping with the intent, all users and user groups are asked to respect the enjoyment of others using the facility.

The following will be grounds for disciplinary action:

1. Deliberate destruction, damage, or misuse of property, machinery, equipment, tools or the same belonging to the Peace River Regional District, City of Fort St. John, employees, or other users or occupiers.
2. Theft of property belonging to the Peace River Regional District, City of Fort St. John, employees, other users or occupiers.
3. Unsatisfactory conduct on/in Peace River Regional District, City of Fort St. John property, includes but may not be limited to:
 - Immoral conduct or indecency
 - Possession of an illegal weapon
 - Fighting
 - Abusive or obscene language
 - Threatening, intimidating or coercing others for any purpose
 - Possessing of/or using alcohol or illegal drugs
 - Smoking within the North Peace Leisure Pool.
4. Refusing to respond to staff directives.
5. Creating or contributing to unsafe or unsanitary conditions.

Serious incidents will be investigated and reported to Pool Manager, Facility Manager, Director of Community Services and Director of Facilities and Protective Services as well as the Chairperson of the NPLP Pool Commission to meet the requirements of the NPLP Communication Policy.

- The form of discipline may range from a warning to eviction from the facility.
- Expulsions from the facility may vary in length.

NB1



CITY OF FORT ST. JOHN

NORTH PEACE LEISURE POOL
CODE OF CONDUCT
Commission Policy No. 6/18

Records Management Number: 7900-01
Recreation and Cultural Services

NORTH PEACE LEISURE POOL
CODE OF CONDUCT POLICY

PURPOSE

The North Peace Leisure Pool is a multi-purpose, family oriented venue. In keeping with the intent, all users and user groups are asked to respect the enjoyment of others using the facility.

The purpose of the "Code of Conduct" is to ensure workers and users of recreation facilities understand the standards the Peace River Regional District and the City of Fort St. John has established for efficient and courteous service to the community.

SCOPE:

The Facility that will be covered by this policy is the North Peace Leisure Pool, owned by the Peace River Regional District and operated by the City of Fort St John.

POLICY

All users and user groups are asked to respect the enjoyment of others using the facility.

The following will be grounds for disciplinary action:

1. Deliberate destruction, damage, or misuse of property, machinery, equipment, tools or the same belonging to the Peace River Regional District, City of Fort St. John, employees, or other users or occupiers.
2. Theft of property belonging to the Peace River Regional District, City of Fort St. John, employees, other users or occupiers.
3. Unsatisfactory conduct on/in Peace River Regional District or City of Fort St. John 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. Possessing of/or using alcohol or illegal drugs on the premises
 - g. Smoking or vaping within the North Peace Leisure Pool.
4. Refusing to respond to staff directives.

11/8/2



CITY OF FORT ST. JOHN

NORTH PEACE LEISURE POOL
CODE OF CONDUCT
Commission Policy No. 6/18

Records Management Number: 7900-01
Recreation and Cultural Services

5. Creating or contributing to unsafe or unsanitary conditions.
6. Serious incidents will be investigated and reported to the Director or City Manager. Depending on the nature of the infraction:
 - a. The form of discipline may range from a warning to eviction from the facility
 - b. Expulsions from the facility may vary in length.

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 infractions and the reason(s) for eviction.

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

Anyone disagreeing with an eviction exceeding 48 hours may appeal to the Director of Recreation & Leisure or the City Manager.

NB3



REPORT

To: North Peace Leisure Pool Commission

Date: September 26, 2018

From: Trish Morgan, General Manager of Community Services

Subject: North Peace Leisure Pool Feasibility Study Update #4

RECOMMENDATION #1:

That the North Peace Leisure Pool Commission receive the September 26, 2018 report "North Peace Leisure Pool Feasibility Study Update #4" for information.

BACKGROUND/RATIONALE:

The first round of public engagement is wrapping up. As of September 19th, 1,267 surveys were completed and the pop-up booths has reached over 750 individuals. School District No 60 sent the survey to all students in the district, with the hope that more students would be able to provide feedback. The survey will close on September 30th.

Next Steps: A meeting will be scheduled for mid to end of November with all elected officials and commissioners. Neighboring First Nations communities will be invited to attend as well. At this meeting HCMA will:

- 1) Discuss next steps in the process
- 2) Review the results of the public engagement which will drive the program space options
- 3) Seeking direction about possible site options
- 4) Seek direction as to whether to expand the scope to consider a library space

STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☒ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.
- ☐ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S): \$200,000 has been budgeted for this project as part of the Regional District's 2018 budget.

COMMUNICATIONS CONSIDERATION(S): none

OTHER CONSIDERATION(S): none

Attachments: none

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Actual vs Budget Year to Date
North Peace Leisure Pool - Building & Plant Maintenance
As of August 31, 2018

	2017				2018			
	<u>2017</u>	<u>2017</u>	<u>\$ Variance</u>	<u>%</u>	<u>2018</u>	<u>2018</u>	<u>\$ Variance</u>	<u>% Variance</u>
	<u>Budget</u>	<u>Jan-Aug</u>	<u>Over/Under</u>	<u>Variance</u>	<u>Budget</u>	<u>Jan-Aug</u>	<u>Over/Under</u>	<u>% Variance</u>
Expenses:								
20-110 - Administration & Overhead	39,103	25,468	(13,635)	-34.87%	40,076	19,391	(20,685)	-51.62%
20-120 - Personnel	381,831	188,994	(192,837)	-50.50%	366,320	268,977	(97,343)	-26.57%
20-135 - Overtime	14,166	15,129	963	6.80%	13,527	36,825	23,298	172.23%
20-160 - Receiver General Contributions	24,637	14,075	(10,562)	-42.87%	23,084	21,993	(1,091)	-4.73%
20-161 - Pension Contributions	40,947	18,659	(22,288)	-54.43%	40,293	28,280	(12,013)	-29.81%
20-162 - Extended Health Contributions	9,778	2,949	(6,829)	-69.84%	10,013	5,348	(4,665)	-46.59%
20-163 - Dental Contributions	12,422	3,197	(9,225)	-74.26%	10,128	5,485	(4,643)	-45.84%
20-164 - BC Medical	11,672	3,432	(8,240)	-70.59%	5,742	2,644	(3,098)	-53.96%
20-165 - Life & Disability Contributions	18,965	4,026	(14,939)	-78.77%	18,147	11,340	(6,807)	-37.51%
20-169 - WCB	5,901	3,340	(2,561)	-43.40%	6,637	6,372	(265)	-3.99%
Salaries, wages and employee benefits	559,422	279,270	(280,152)	-50.08%	533,967	406,656	(127,311)	-23.84%
20-212 - Freight	2,974	3,369	395	13.28%	3,025	1,302	(1,723)	-56.97%
20-213 - Telephone	0	315	315	100.00%	500	210	(290)	-58.00%
20-234 - Memberships & Professional Develc	15,255	0	(15,255)	-100.00%	15,514	4,040	(11,474)	-73.96%
20-241 - Plumbing	2,865	925	(1,940)	-67.73%	2,914	1,920	(994)	-34.12%
20-242 - Contract - Electrical	22,475	18,352	(4,123)	-18.34%	22,857	18,215	(4,642)	-20.31%
20-243 - Contract - Mechanical	13,679	7,973	(5,706)	-41.71%	13,912	12,391	(1,521)	-10.93%
20-246 - Contract - Other	39,946	19,347	(20,599)	-51.57%	40,285	45,792	5,507	13.67%
20-262 - Rentals & Leases	2,136	0	(2,136)	-100.00%	2,172	776	(1,396)	-64.27%
Contracted and general services	99,330	50,281	(49,049)	-49.38%	101,179	84,645	(16,534)	-16.34%
20-524 - First Aid Supplies & PPE	7,119	1,088	(6,031)	-84.72%	7,240	6,993	(247)	-3.41%
20-525 - Protective Clothing - Other/Uniforms	3,560	995	(2,565)	-72.06%	3,621	2,164	(1,457)	-40.23%
20-532 - Building Maintenance Materials	6,611	3,894	(2,717)	-41.10%	6,723	4,455	(2,268)	-33.74%
20-535 - Chemicals	36,251	33,450	(2,801)	-7.73%	36,867	18,824	(18,043)	-48.94%
20-536 - Replacement Equipment	76,529	40,212	(36,317)	-47.46%	77,830	65,461	(12,369)	-15.89%
20-539 - Materials - Maintenance	9,807	10,474	667	6.80%	9,974	8,282	(1,692)	-16.97%
20-561 - Parts	1,893	445	(1,448)	-76.51%	1,925	1,509	(416)	-21.61%
20-564 - Small Tools	2,237	681	(1,556)	-69.56%	2,275	1,647	(628)	-27.60%
20-565 - Major Purchases - Not TCA	0	27,441	27,441	100.00%	551,000	13,912	(537,088)	-97.48%
20-567 - Janitorial Supplies	20,340	10,192	(10,148)	-49.89%	20,686	18,242	(2,444)	-11.81%
Material, goods and supplies	164,347	128,870	(35,477)	-21.59%	718,141	141,489	(576,652)	-80.30%
20-554 - Water & Sewer		69,837	69,837	100.00%	105,000	57,202	(47,798)	-45.52%
20-559 - Waste Disposal		2,830	2,830	100.00%	130,000	70,957	(59,043)	-45.42%
Utilities	0	72,667	72,667	100.00%	100,000	46,190	(53,810)	-53.81%
					4,500	2,965	(1,535)	-34.12%
					339,500	177,313	(162,187)	-47.77%
20-490 - Licences & Permits	1,287	527	(760)	-59.05%	19,059	0	(19,059)	-100.00%
Other Expenses	1,287	527	(760)	-59.05%	1,309	539	(770)	-58.82%
Total Expenses	824,386	531,616	(292,770)	-35.51%	20,368	539	(19,829)	-97.35%
Net Total	(824,386)	(531,616)	292,770	-35.51%	1,713,155	810,642	(902,513)	-52.68%
					(1,713,155)	(810,642)	902,513	-52.68%

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**Actual vs Budget Year to Date
North Peace Leisure Pool
As of August 31, 2018**

	2017				2018			
	<u>2017</u> <u>Budget</u>	<u>2017</u> <u>Actuals</u> <u>Jan-Aug</u>	<u>\$ Variance</u> <u>Over/Under</u>	<u>%</u> <u>Variance</u>	<u>2018</u> <u>Budget</u>	<u>2018</u> <u>Actuals</u> <u>Jan-Aug</u>	<u>\$ Variance</u> <u>Over/Under</u>	<u>%</u> <u>Variance</u>
Revenues:								
10-500 - General Admissions	190,174	172,651	(17,523)	-9.21%	196,438	153,463	(42,975)	-21.88%
10-502 - Economy Tickets	39,000	36,088	(2,912)	-7.47%	41,989	26,876	(15,113)	-35.99%
10-504 - Passes	25,594	22,992	(2,602)	-10.17%	28,030	18,144	(9,886)	-35.27%
10-506 - Aquafit	21,690	15,297	(6,393)	-29.48%	17,804	13,948	(3,857)	-21.66%
10-510 - Swimming Lessons	172,000	88,245	(83,755)	-48.69%	165,000	107,205	(57,795)	-35.03%
10-512 - Lap Pool Rentals	44,934	38,366	(6,568)	-14.62%	46,910	35,630	(11,280)	-24.05%
10-514 - Leisure Pool Rentals	3,750	1,531	(2,219)	-59.18%	1,871	3,837	1,966	105.09%
10-520 - NPLP Merchandise Sales	14,539	11,818	(2,721)	-18.71%	13,775	10,762	(3,013)	-21.87%
10-525 - Rentals	5,150	5,414	264	5.13%	5,237	9,493	4,256	81.27%
10-526 - Leases	38,200	24,383	(13,817)	-36.17%	35,180	25,470	(9,710)	-27.60%
10-530 - Miscellaneous	15,117	3,144	(11,973)	-79.20%	15,212	8,696	(6,516)	-42.83%
10-540 - Cash Over/Short	0	343	343	100.00%	0	355	355	100.00%
Other Revenue from own Sources	570,148	420,272	(149,876)	-26.29%	567,446	413,880	(153,566)	-27.06%
10-541 - Grants/Subsidy	3,139,741	1,021,721	(2,118,020)	-67.46%	3,126,280	0	(3,126,280)	-100.00%
Total Revenues	3,709,889	1,441,992	(2,267,897)	-61.13%	3,693,726	413,880	(3,279,846)	-88.80%
Expenses:								
20-110 - Administration & Overhead	163,480	101,511	(61,969)	-37.91%	174,406	88,447	(85,959)	-49.29%
20-120 - Personnel	1,464,637	850,505	(614,132)	-41.93%	1,450,206	1,111,998	(338,208)	-23.32%
20-135 - Overtime	26,192	25,330	(862)	-3.29%	26,668	52,038	25,370	95.13%
20-160 - Receiver General Contributions	101,796	58,974	(42,822)	-42.07%	97,574	76,974	(20,600)	-21.11%
20-161 - Pension Contributions	98,680	53,710	(44,970)	-45.57%	101,073	59,792	(41,281)	-40.84%
20-162 - Extended Health Contributions	22,377	8,128	(14,249)	-63.68%	23,619	11,430	(12,189)	-51.61%
20-163 - Dental Contributions	28,286	8,466	(19,820)	-70.07%	23,772	11,575	(12,197)	-51.31%
20-164 - BC Medical	47,500	10,801	(36,699)	-77.26%	21,627	8,044	(13,583)	-62.81%
20-165 - Life & Disability Contributions	49,405	10,675	(38,730)	-78.39%	48,735	25,445	(23,290)	-47.79%
20-169 - WCB	22,411	15,278	(7,133)	-31.83%	25,952	20,933	(5,019)	-19.34%
20-199 - Other Payroll Expenses	0	0	0	0.00%	0	70	70	100.00%
Salaries, wages and employee benefits	2,024,764	1,143,379	(881,385)	-43.53%	1,993,632	1,466,748	(526,884)	-26.43%
20-212 - Freight	4,234	5,125	891	21.04%	5,830	7,188	1,358	23.30%
20-213 - Telephone	11,146	1,800	(9,346)	-83.85%	3,500	2,062	(1,438)	-41.08%
20-217 - Medical Reports/Chiropractor Fees	4,679	830	(3,849)	-82.27%	2,000	0	(2,000)	-100.00%
20-221 - Advertising, Hosting & Promotion	21,788	7,743	(14,045)	-64.46%	33,190	11,695	(21,495)	-64.76%
20-222 - Publications & Subscriptions	297	0	(297)	-100.00%	302	0	(302)	-100.00%
20-234 - Memberships & Professional Development	38,023	7,994	(30,029)	-78.98%	35,809	10,961	(24,848)	-69.39%
20-236 - Insurance	300	0	(300)	-100.00%	0	0	0	0.00%
20-241 - Plumbing	2,865	925	(1,940)	-67.73%	2,914	1,920	(994)	-34.12%

R3

**Actual vs Budget Year to Date
North Peace Leisure Pool
As of August 31, 2018**

	2017				2018			
	<u>2017</u>	<u>2017</u>	<u>\$ Variance</u>	<u>%</u>	<u>2018</u>	<u>2018</u>	<u>\$ Variance</u>	<u>%</u>
	<u>Budget</u>	<u>Actuals</u>	<u>Over/Under</u>	<u>Variance</u>	<u>Budget</u>	<u>Jan-Aug</u>	<u>Over/Under</u>	<u>Variance</u>
20-242 - Contract - Electrical	22,475	18,352	(4,123)	-18.34%	22,857	18,215	(4,642)	-20.31%
20-243 - Contract - Mechanical	13,679	7,973	(5,706)	-41.71%	13,912	12,391	(1,521)	-10.93%
20-246 - Contract - Other	39,946	19,347	(20,599)	-51.57%	40,285	45,792	5,507	13.67%
20-262 - Rentals & Leases	4,711	0	(4,711)	-100.00%	4,824	776	(4,048)	-83.91%
Contracted and general services	164,143	70,088	(94,055)	-57.30%	165,423	111,000	(54,423)	-32.90%
20-524 - First Aid Supplies & PPE	16,669	3,262	(13,407)	-80.43%	16,642	9,360	(7,282)	-43.76%
20-525 - Protective Clothing - Other/Uniforms	20,937	6,286	(14,651)	-69.97%	21,294	6,591	(14,703)	-69.05%
20-530 - Office Supplies	19,212	11,391	(7,821)	-40.71%	16,659	2,531	(14,128)	-84.81%
20-532 - Building Maintenance Materials	6,611	3,894	(2,717)	-41.10%	6,723	4,455	(2,268)	-33.74%
20-535 - Chemicals	36,251	33,450	(2,801)	-7.73%	36,867	18,824	(18,043)	-48.94%
20-536 - Replacement Equipment	85,529	41,768	(43,761)	-51.17%	92,373	69,006	(23,367)	-25.30%
20-537 - Merchandise for Resale	12,697	7,161	(5,536)	-43.60%	12,913	2,450	(10,463)	-81.03%
20-539 - Materials - Maintenance	9,807	10,474	667	6.80%	9,974	8,282	(1,692)	-16.97%
20-561 - Parts	1,893	445	(1,448)	-76.51%	1,925	1,509	(416)	-21.61%
20-564 - Small Tools	2,237	681	(1,556)	-69.56%	2,275	1,647	(628)	-27.60%
20-565 - Major Purchases - Not TCA	500,000	27,441	(472,559)	-94.51%	551,000	13,912	(537,088)	-97.48%
20-567 - Janitorial Supplies	20,340	10,192	(10,148)	-49.89%	20,686	18,242	(2,444)	-11.81%
20-568 - Supplies - Special Event	18,960	4,040	(14,920)	-78.69%	17,000	6,280	(10,720)	-63.06%
20-591 - Program Supplies	25,577	21,583	(3,994)	-15.61%	26,195	9,679	(16,516)	-63.05%
Material, goods and supplies	776,720	182,066	(594,654)	-76.56%	832,526	172,767	(659,759)	-79.25%
20-552 - Natural Gas	137,498	62,483	(75,015)	-54.56%	105,000	57,202	(47,798)	-45.52%
20-553 - Electricity	126,115	78,931	(47,184)	-37.41%	130,000	70,957	(59,043)	-45.42%
20-554 - Water & Sewer	100,170	69,837	(30,333)	-30.28%	100,000	46,190	(53,810)	-53.81%
20-559 - Waste Disposal	6,714	2,830	(3,884)	-57.86%	4,500	2,965	(1,535)	-34.12%
Utilities	370,497	214,081	(156,416)	-42.22%	339,500	177,313	(162,187)	-47.77%
20-231 - Service Charges	10,612	4,080	(6,532)	-61.55%	7,500	1,771	(5,729)	-76.39%
20-469 - Fee for Service	337,542	136,926	(200,616)	-59.43%	330,443	214,381	(116,062)	-35.12%
20-475 - Carbon Offset Purchase	19,440	0	(19,440)	-100.00%	19,059	0	(19,059)	-100.00%
20-490 - Licences & Permits	4,171	2,039	(2,132)	-51.12%	3,643	1,264	(2,379)	-65.30%
20-499 - Grants in Aid	2,000	0	(2,000)	-100.00%	2,000	0	(2,000)	-100.00%
Other Expenses	373,765	143,046	(230,719)	-61.73%	362,645	217,416	(145,229)	-40.05%
Total Expenses	3,709,889	1,752,660	(1,957,229)	-52.76%	3,693,726	2,145,244	(1,548,482)	-41.92%
Net Total	0	(310,668)	(310,668)	-100.00%	0	(1,731,364)	(1,731,364)	-100.00%

R4

Actual vs Budget Year to Date
North Peace Leisure Pool - General Operations
As of August 31, 2018

	2017				2018			
	<u>2017</u>	<u>2017</u>	<u>\$</u>	<u>%</u>	<u>2018</u>	<u>2018</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>
Revenues:								
10-500 - General Admissions	190,174	172,651	(17,523)	-9.21%	196,438	153,463	(42,975)	-21.88%
10-502 - Economy Tickets	39,000	36,088	(2,912)	-7.47%	41,989	26,876	(15,113)	-35.99%
10-504 - Passes	25,594	22,992	(2,602)	-10.17%	28,030	18,144	(9,886)	-35.27%
10-506 - Aquafit	21,690	15,297	(6,393)	-29.48%	17,804	13,948	(3,857)	-21.66%
10-510 - Swimming Lessons	172,000	88,245	(83,755)	-48.69%	165,000	107,205	(57,795)	-35.03%
10-512 - Lap Pool Rentals	44,934	38,366	(6,568)	-14.62%	46,910	35,630	(11,280)	-24.05%
10-514 - Leisure Pool Rentals	3,750	1,531	(2,219)	-59.18%	1,871	3,837	1,966	105.09%
10-520 - NPLP Merchandise Sales	14,539	11,818	(2,721)	-18.71%	13,775	10,762	(3,013)	-21.87%
10-525 - Rentals	5,150	5,414	264	5.13%	5,237	9,493	4,256	81.27%
10-526 - Leases	38,200	24,383	(13,817)	-36.17%	35,180	25,470	(9,710)	-27.60%
10-530 - Miscellaneous	15,117	3,144	(11,973)	-79.20%	15,212	8,696	(6,516)	-42.83%
10-540 - Cash Over/Short	0	343	343	100.00%	0	355	355	100.00%
Other Revenue from own Sources	570,148	420,272	(149,876)	-26.29%	567,446	413,880	(153,566)	-27.06%
10-541 - Grants/Subsidy	3,139,741	1,021,721	(2,118,020)	-67.46%	3,126,280	0	(3,126,280)	-100.00%
Total Revenues	3,709,889	1,441,992	(2,267,897)	-61.13%	3,693,726	413,880	(3,279,846)	-88.80%
Expenses:								
20-110 - Administration & Overhead	124,377	76,043	(48,334)	-38.86%	134,330	69,057	(65,273)	-48.59%
20-120 - Personnel	1,082,806	661,511	(421,295)	-38.91%	1,083,886	843,021	(240,865)	-22.22%
20-135 - Overtime	12,026	10,201	(1,825)	-15.17%	13,141	15,213	2,072	15.77%
20-160 - Receiver General Contributions	77,159	44,899	(32,260)	-41.81%	74,490	54,981	(19,509)	-26.19%
20-161 - Pension Contributions	57,733	35,050	(22,683)	-39.29%	60,780	31,512	(29,268)	-48.15%
20-162 - Extended Health Contributions	12,599	5,179	(7,420)	-58.89%	13,606	6,082	(7,524)	-55.30%
20-163 - Dental Contributions	15,864	5,269	(10,595)	-66.79%	13,644	6,090	(7,554)	-55.36%
20-164 - BC Medical	35,828	7,369	(28,459)	-79.43%	15,885	5,400	(10,485)	-66.01%
20-165 - Life & Disability Contributions	30,440	6,649	(23,791)	-78.16%	30,588	14,105	(16,483)	-53.89%
20-169 - WCB	16,510	11,938	(4,572)	-27.69%	19,315	14,561	(4,754)	-24.61%
20-199 - Other Payroll Expenses	0	0	0	0.00%	0	70	70	100.00%
Salaries, wages and employee benefits	1,465,342	864,108	(601,234)	-41.03%	1,459,665	1,060,092	(399,573)	-27.37%
20-212 - Freight	1,260	1,756	496	39.35%	2,805	5,886	3,081	109.85%
20-213 - Telephone	11,146	1,485	(9,661)	-86.68%	3,000	1,852	(1,148)	-38.26%
20-217 - Medical Reports/Chiropractor Fees	4,679	830	(3,849)	-82.27%	2,000	0	(2,000)	-100.00%
20-221 - Advertising, Hosting & Promotion	21,788	7,743	(14,045)	-64.46%	33,190	11,695	(21,495)	-64.76%
20-222 - Publications & Subscriptions	297	0	(297)	-100.00%	302	0	(302)	-100.00%
20-234 - Memberships & Professional Developr	22,768	7,994	(14,774)	-64.89%	20,295	6,921	(13,374)	-65.90%
20-236 - Insurance	300	0	(300)	-100.00%	0	0	0	0.00%
20-262 - Rentals & Leases	2,575	0	(2,575)	-100.00%	2,652	0	(2,652)	-100.00%
Contracted and general services	64,813	19,807	(45,006)	-69.44%	64,244	26,355	(37,889)	-58.98%
20-524 - First Aid Supplies & PPE	9,550	2,174	(7,376)	-77.23%	9,402	2,366	(7,036)	-74.83%
20-525 - Protective Clothing - Other/Uniforms	17,377	5,292	(12,085)	-69.55%	17,673	4,426	(13,247)	-74.95%
20-530 - Office Supplies	19,212	11,391	(7,821)	-40.71%	16,659	2,531	(14,128)	-84.81%
20-536 - Replacement Equipment	9,000	1,556	(7,444)	-82.71%	14,543	3,545	(10,998)	-75.62%
20-537 - Merchandise for Resale	12,697	7,161	(5,536)	-43.60%	12,913	2,450	(10,463)	-81.03%
20-565 - Major Purchases - Not TCA	500,000	0	(500,000)	-100.00%	0	0	0	0.00%
20-567 - Janitorial Supplies	0	0	0	0.00%	0	0	0	0.00%
20-568 - Supplies - Special Event	18,960	4,040	(14,920)	-78.69%	17,000	6,280	(10,720)	-63.06%
20-591 - Program Supplies	25,577	21,583	(3,994)	-15.61%	26,195	9,679	(16,516)	-63.05%
Material, goods and supplies	612,373	53,196	(559,177)	-91.31%	114,385	31,278	(83,107)	-72.66%

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Actual vs Budget Year to Date
North Peace Leisure Pool - General Operations
As of August 31, 2018

	2017				2018			
	<u>2017</u>	<u>2017</u>	<u>\$ Variance</u>	<u>%</u>	<u>2018</u>	<u>2018</u>	<u>\$ Variance</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-Aug</u>				<u>Jan-Aug</u>		
20-552 - Natural Gas	137,498	62,483	(75,015)	-54.56%	0	0	0	0.00%
20-553 - Electricity	126,115	78,931	(47,184)	-37.41%	0	0	0	0.00%
20-554 - Water & Sewer	100,170	0	(100,170)	-100.00%	0	0	0	0.00%
20-559 - Waste Disposal	6,714	0	(6,714)	-100.00%	0	0	0	0.00%
Utilities	370,497	141,414	(229,083)	-61.83%	0	0	0	0.00%
20-231 - Service Charges	10,612	4,080	(6,532)	-61.55%	7,500	1,771	(5,729)	-76.39%
20-469 - Fee for Service	337,542	136,926	(200,616)	-59.43%	330,443	214,381	(116,062)	-35.12%
20-475 - Carbon Offset Purchase	19,440	0	(19,440)	-100.00%	0	0	0	0.00%
20-490 - Licences & Permits	2,884	1,512	(1,372)	-47.58%	2,334	725	(1,609)	-68.94%
20-499 - Grants in Aid	2,000	0	(2,000)	-100.00%	2,000	0	(2,000)	-100.00%
Other Expenses	372,478	142,519	(229,959)	-61.74%	342,277	216,877	(125,400)	-36.64%
Total Expenses	2,885,503	1,221,044	(1,664,459)	-57.68%	1,980,571	1,334,602	(645,969)	-32.62%
Net Total	824,386	220,948	(603,438)	-73.20%	1,713,155	(920,722)	(2,633,877)	-153.74%

RS



Report to North Peace Leisure Pool Commission

TO: North Peace Leisure Pool Commission

FROM: Corey Callison

DATE: Tuesday, October 2nd, 2018

RE: Facilities Report

- Pool Entrance to be completed by the 3rd of October.
- Water slide closure. We are waiting for the delivery of the second motor for the natatorium and date of completion is October 19th.
- Pool shut down completed items. See attachment.
- Pool tour.

Respectfully Submitted by:

Corey Callison
Facilities Manager

R7

Pool shut down completed Items

- Take out and clean heating bundles for lap pool
- Paint surge pit area & mount motors to concrete & install motor lift.
- Valve fixed. Leaking pipe by MCC
- Clean & paint heating pipe running to east pool. In up-stairs mechanical room.
- Clean, paint, calk surge tanks for leisure pool
- Fix new filter lids. Resealed .
- Fix pipe supports in mechanical room/ remove old pipe support and replaced.
- Move leisure pool pipe fill line and fix the leaks
- Replace lap pool supply pipe and pump
- Replace rusted flange hardware on lap . Replace gaskets as needed
- Clean all Y strainers & replace air vents in heating plant
- Clean boilers
- Install pump lift in mechanical room. (Safety)
- 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 for tots play area.
- Replace swirl pool line supply line . Put in new pump and filters
- Fix suction line on leisure pool. 10" .
- Deep clean Change Rooms & Lobby
- Paint lap pool basin
- 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
- Lubricate lockers
- Fix & repaint ladies stalls
- Paint where ever needed
- Roof repairs
- 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
- Paint floor and walls in custodial room

Pool Area

- Gel coat on old slide
- Sand rough spots & scratches in sauna
- Paint deck and upper water slide landing
- Change some weaker bulbs & check in pool area
- Replace drain covers & gutters for channel drains
- Paint lap pool gutters inside & out
- Re-coat floor in sauna
- Fix hose inlet by hot spots
- Lift wooden shelving in lap pool storage so base isn't sitting in water
- Paint lap pool
- Paint pool Deck
- Clean main AHU with pressure washer

Other planned tasks:

- Re-coat diving boards
- Fix electrical box in sauna
- Set-up tot pool as kids play area
- Fix tiles around lap pool
- Painted large gutter covers around lap pool
- Fixed leisure bypass piping
- Paint the scratches in sauna wall
- Paint the swirl pool
- Paint the viewing deck
- Deep cleaned front area, bathrooms and change rooms

North Peace Leisure Pool

MEMORANDUM

File # 2600-20

DATE: September 27, 2018
TO: Pool Commission
FROM: Karin Carlson, Pool Manager
RE: Pool Manager Report

Pool User Stats

Stats to Sept 2	2018 YTD	2017 YTD	% Change
Visits to Pool	86,319	89,923	-4 %
Slide Use	47,137	67,281	-43%
Aquafit Uses	4,069	4,950	-22%
Swimming Lessons	2,127	1,790	16%

*The turtle slide has been closed since spring

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. We have created a wide range of new offerings as well as kept some of the classes that were well attended in the past. This is in hopes to reinvigorate the fitness programs.

Grade 4 Swim Program – during the 2017/2018 school year 25 classes from 14 different schools attended the Grade 4 Swim @ School program with 25 – 30 swimmers per class.

Complimentary Passes – YTD the pool has issued 844 complimentary passes to those who have requested them. Early in the year it was decided to stop printing passes at the facility and order passes via an online publishing service, because of this, staff are no longer able to track redeemed passes.

Site C Passes – YTD Site C staff have used 641 swim passes and there have been 49 Not for Profit passes redeemed. Not for Profit passes only became available in August as part of the pass rotation schedule. There is a detailed report attached which outlines the community groups that have been provided with passes in 2018.

Disability Access passes – there have been 3 approved passes and 3 declined passes in the 2018 year. Declined passes were due to the patron receiving low income assistance, not disability assistance. As per the policy, only those receiving disability assistance from the government are eligible for the pass, or by manager approval.



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



Fees and Charges - Update

To date we have completed a public engagement process at the One Stop Registration and the Community Block Party in early September. The consultant will be hosting focus groups sessions with user groups beginning the week of October 7th. The timeframe for completion will be January 2019.

Recreation & Leisure Guide

The fall Recreation & Leisure Guide went 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.

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. The PRRD has released its budget calendar and has requested that the NPLP budget be provided to PRRD by November 16.

Building Signage

Urban systems has provided several conceptual drawings for building signage for the North Peace Leisure Pool. The drawings have been attached for your review and comment. The Consultant was asked to provide designs that would meet the branding guidelines for the PRRD as priority and if possible include the City branding guidelines.



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



ANNUAL PROGRAM ATTENDANCE STAT SHEET

2018

PROGRAM	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	ANNUAL TOTALS
SHOWERS	22	14	13	12	55	36	30	62	5				249
CARDIO ROOM	81	49	59	50	59	79	42	42	2				463
HOT SPOTS	115	80	76	64	42	71	107	89	0				644
TOTAL MISCELLANEOUS	218	143	148	126	156	186	179	193	7	0	0	0	1356
DAY LAP	312	235	292	364	343	324	278	266	0				2414
EVENING LAP	74	35	37	59	75	47	37	54	0				418
WEEKEND LAP	34	28	52	39	53	27	32	63	9				337
TOTAL LAP	420	298	381	462	471	398	347	383	9	0	0	0	3169
HYDRO RIDER	108	93	95	90	107	106	130	163	0				892
CARDIO BLAST AM	152	123	97	182	109	143	107	131	0				1044
WATERCISE LOW	179	135	161	194	169	136	134	141	0				1249
STRENGTH & STRETCH	27	28	36	58	37	42	68	80	0				376
HYDRO RIDER LUNCH	0	0	7	22	16	12	0	0	0				57
CARDIO BLAST PM	27	27	38	54	18	15	23	38	0				240
MIX IT UP	21	15	24	25	10	10	0	0	0				105
HIIT	7	6	1	0	0	0	0	0	0				14
HYDRO RIDER PM	0	0	0	0	0	0	0	0	0				0
CIRCUIT CLASS	8	7	13	30	9	6	10	9	0				92
WATER RUNNING	0	0	0	0	0	0	0	0	0				0
TOTAL AQUAFIT	529	434	472	655	475	470	472	562	0	0	0	0	4069
DAY PUBLIC	1861	1185	2496	1305	1162	1837	2586	3139	0				15571
EVE PUBLIC	2303	1615	2358	1767	1221	1699	2511	2315	0				15789
WEEKEND PUBLIC	2544	2193	2691	2582	983	1724	1149	1252	216				15334
SPECIAL EVENT	0	470	177	258	131	39	0	0	220				1295
TOTAL PUBLIC	6708	5463	7722	5912	3497	5299	6246	6706	436	0	0	0	47989
WATERSLIDE TOTAL	7654	5089	8813	4142	2750	4083	5922	8098	586	0	0		47137
2017 WATERSLIDE TOTALS	7236	7774	10846	6560	5842	4709	12799	11515	1065	6919	5248	5652	86165
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

R12

ANNUAL PROGRAM ATTENDANCE STAT SHEET

2018

PROGRAM	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	ANNUAL TOTALS
RED CROSS TOTAL	2540	2495	3807	2559	2544	2391	4060	1791	0				22187
GRADE 4 TOTAL	660	390	210	534	801	377	0	0	0				2972
JLC TOTAL	70	80	30	48	80	48	0	0	0				356
INCONNU	642	624	475	681	473	440	105	0	0				3440
SPECIAL O	9	16	9	27	0	0	0	0	0				61
STINGRAYS	0	0	0	0	402	320	320	130	0				1172
SWIM CLUB TOTAL	651	640	484	708	875	760	425	130	0	0	0	0	4673
PROGRAM TOTAL	11796	9943	13254	11004	8899	9929	11729	9765	452	0	0	0	86771
2017 TOTALS	11767	12555	12634	10631	10122	9114	12264	10836	844	9677	9761	8548	118753
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	2	5	3	1	1	3	3	3	0				21
PATRON REMOVALS	0	1	2	0	0	4	1	4	0				12
FEATURE CLOSURE	19	28	25	9	5	6	9	9	0				110
INCIDENTS	8	9	14	15	13	19	14	14	0				106
FIRST AIDS	35	27	43	25	24	37	33	27	1				252
INCIDENT TOTALS	64	70	87	50	43	69	60	57	1	0	0	0	501
2017 INCIDENT TOTALS	56	47	65	29	42	40	58	65	5	21	37	36	501
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

SITE C RECREATION PASS- NOT FOR PROFIT

Date	Organization	# of Passes Given Out	Pass No.
August 1 2018	Evangel Chapel Youth	50	6539-6489
August 15 2018	North Peace Gymnastics	30	7780 - 7794
August 15 2018	Success	25	9475-9484
August 15 2018	FSJ Literacy Society		7833-6871
August 16 2018	The Cyrstal Cup Pond Hock.		7245-7260, 6586-6570
August 17 2018	North Peace Minor BaseBall		6712-6676
August 1 2018	FSJ Community Enrich	30	
August 1 2018	NP Ride for the Disabled	30	
August 1 2018	FSJ womens Resource Soc.	50	
August 20 2018	FSJ Scout	100	7770-7669
Agust 20 2018	Girl Guides Canada	100	7670-7570
August 21 2018	Peace Passage Skate	10	6726-6750
August 3 2018	NP Pregnancy Care Centre	100	6675
August 7 2018	NE native Advancing Soc	15	6587-6601
August 7 2018	CDC	40	7281-7302
July 30 2018	On our way home Rescue	6	7205-7211
July 30 2018	City of Fort St John	25	7181 - 7195
July 31 2018	Girl Guides Canada	20	7158-7177
July 31 2018	FSJ Community Living	3	7178-7177
July 31 2018	NP Community Choir	16	7338-7352
July 31 2018	FSJ and area seniors care	30	7353-7382
July 31 2018	NP Fil-Can Association FSJ	50	7857-7907
July 31 2018	FSJ Community Living	20	7833-7852
July 31 2018	The Whiskey Jack Nordic Ski Club	20	6700-6680, 6660-6651
	FSJ Disc Sports Club	50	
	New Day in the Peace Ministries	15	
	FSJ & Dist Chamber of Comm	30	
	Community Bridge	30	
	Hudson Hope Public Library	35	
Total Passes		930	



Report to North Peace Leisure Pool Commission

DATE: 2018/10/02

TO: Pool Commission

FROM: Charity Nelson, Recreation Programmer

RE: North Peace Leisure Pool Lifeguard Program Scholarship

RECOMMENDATION:

“THAT, the North Peace Leisure Pool Commission approve a tiered discount system starting at 15% for a Lifeguard Scholarship Program.”

North Peace Leisure Pool Lifeguard Program Scholarship

The purpose of this scholarship program is to provide aid to National Lifeguard candidates looking to achieve their goal of becoming future North Peace Leisure Pool National Lifeguards and to increase the qualified applicant pool of those applying for jobs.

A recommendation is made to apply a tiered discount system on program fees for candidates that are interested in the North Peace Leisure Pool lifeguard programs. By providing candidates with these incentives, there will be an increase of accessibility for those who may not be able to pay for these courses without assistance and therefore increase certified lifeguards.

See Item 3 Tiered 15% Discount located on page 3.

CURRENT SITUATION:

Globally and nationally there is a shortage of qualified lifeguards, and Canada's northern communities are at the forefront of this shortage. As per an article published by "The Province" newspaper, a YMCA in Vancouver has completely cancelled all of their fall swimming lessons due to staff shortages.

Adding to this concern, the Chetwynd & Area Leisure Pool has had to dramatically cut their hours of operation and programming due to staff shortages.

Swimming Lessons

Fall 01 lessons, running October to November, are 88% full with 393 people enrolled out of 449 available spaces, and 68 people are currently on a waitlist for the most popular classes.

Fall 02 lessons, running November to December, are 60% full with 269 people currently enrolled out of 463 available spaces. There are also 28 patrons on a waitlist.

Swimming lessons have gone through a series of changes in regards to the amount of time instructors are in the water teaching in an effort to alleviate instructor burnout, but this has lowered the availability and variety of lessons, resulting in large numbers of patrons being waitlisted or simply not participating.

Many patrons opt to “not even try” to enroll as they know the lessons have become highly competitive and difficult to enroll into. On registration days, some patrons begin lining up in front of the registration desks as early as 7:00am when registration doesn’t begin until 9:00am. This is especially true for patrons looking for private swimming lessons.

Applicant Hiring Pool

Staff turnover is amplified in September and again in June due to staff members leaving for school. There has been a lot of effort put forward into hiring new staff, but there are a low number of qualified applicants that are suitable for a Pool Attendant position.

To increase the amount of qualified lifeguards at the North Peace Leisure Pool there was a recommendation to host a Lifeguard Bootcamp. This program was designed to offer full certification at a lower cost to candidates in a short period of time.

PAST PROGRAMS

Lifeguard Bootcamp

The Lifeguard Bootcamp program was offered in the Spring and Summer of 2017 and was a fast passed program that was designed to get candidates fully certified as Pool Attendants in a short period of time. The Bootcamp cost candidates \$699.00 + tax and included the following courses: Bronze Medallion, Bronze Cross, Standard First Aid with CPR C, Water Safety Instructor, and the National Lifeguard.

The strengths and successes of this program was getting fully certified Pool Attendants in a short period of time, with several successful candidates getting hired as jobs became available. The program also brought in candidates who would have otherwise not attended due to financial restrictions.

The weaknesses and challenges the facility was faced was that throughout the program candidates did not have enough time to develop their skills, or entered the program unprepared for the intense physical fitness required. This made the majority of the class unsuccessful and therefore lowered the candidate hiring pool.

FUTURE PROGRAMS

Get Ready to Guard

The Get Ready to Guard program is designed to prepare candidates for the steps required to become a full certified National Lifeguard. This program is for those who are interested in a career as a lifeguard but lack the swimming ability, confidence, and/or skills needed in order to be successful. For a small investment, candidates will acquire skills that are needed in order to proceed with future lifeguarding courses and programs. These will include, but are not limited to, stroke techniques, fitness, stamina, endurance, team work, and leadership.

Current Program Cost vs. Tiered Discount System

	Item 1 Cost For Participant	Item 2 Associated Costs	Item 3 Recommended Tiered 15% Discount
Get Ready To Guard	\$92.00	\$ 4.33	\$92.00
Bronze Medallion/Bronze Cross Combination	\$407.04	\$ 369.89	(-15%) \$345.98
Standard First Aid CPR C	\$257.25	\$ 144.72	(-20%) \$205.66
National Lifeguard	\$539.65	\$ 521.45	(-25%) \$404.73
Water Safety Instructor Stage 1	\$244.28	\$ 178.96	(-30%) \$170.99
Water Safety Instructor Stage 2	\$57.16	\$ 11.11	(-35%) \$ 37.15
Water Safety Instructor Stage 3	\$266.60	\$ 233.77	(-40%) \$159.96
Totals	\$1863.98	\$1464.23	\$1416.47

ALTERNATIVE RECOMMENDATION:

1. "THAT, the North Peace Leisure Pool Commission approve a tiered discount system starting at 10% for a Lifeguard Scholarship Program."
2. Received for information

Respectfully submitted:

Charity Nelson

Recreation Programmer, North Peace Leisure Pool

October 2, 2018



Report to North Peace Leisure Pool Commission

DATE: 2018/10/02

TO: Pool Commission

FROM: Charity Nelson, Recreation Programmer

RE: North Peace Leisure Pool Fall Program update

Fall Recreation Guide

The Fall Recreation & Leisure Guide features a variety of special events, courses, and programs that are happening October – December at the North Peace Leisure Pool, as well as in our community. This is the fourth Recreation Guide and the team is continually improving the layout and information to support the North Peace Leisure Pool events and programs.

Past Special Events and Programs

Summer Camps: The North Peace Leisure Pool partnered with the Pomeroy Sport Center to offer 4 weeks of day camps during the 2018 summer break. These day camps gave an opportunity for childcare for 40 families per week. The North Peace Leisure Pool staffed the 8-12 year old camp which saw all available spaces filled and had waitlists. In total, all four camps filled quickly and had waitlists.

Summer Midweek Mayhem: There were nine individually themed weeks for Summer 2018, with two out of the nine weeks having staffing and equipment shortages. Moving forward the North Peace Leisure Pool would like to continue to offer Midweek Mayhem in the summer of 2019, forecasting and improving the weaknesses encountered in 2018. There will be a heightened awareness of what equipment will be utilized during what weeks and that the equipment is in good working order, as well as ensuring there will be adequate staff for activities, and/or planning activities that would require minimal staffing resources.

Upcoming Special Events, Programs & Courses

The North Peace Leisure Pool Fall special events, programs, and courses can be found on the City of Fort St. John webpage, the City of Fort St John Recreation Facebook page, and in the Fall Recreation & Leisure Guide.

Fort St John Loves Families Week

Fort St John Loves Families Week is the second week of October, beginning October 7. The North Peace Leisure pool will be hosting a variety of activities for families to participate in, including:

- Northern Family Aquatic Ninja Warrior Competition – October 7
- Free Swim hosted by the North Peace Leisure Pool Commission – October 8
- Drop in Little Sea Horse Fitness – October 9
- We're Going On A Shark Hunt Event – October 10
- Aqua Sports Day – October 11

- Movie Night (Monsters vs. Aliens) – October 12

Junior Lifeguard Club

JLC is starting again on Wednesday October 10th with 10 participants enrolled. Kids learn attitudes and skills that could one day save a life their life, or someone else. This program is designed to let youth participate in activities similar to those of real lifeguards in a safe, fun and controlled setting. But just as important, kids experience teamwork and a sense of belonging.

Blended First Aid Training

The Canadian Red Cross has developed a blended first aid training opportunity that gives participants the option of doing their first aid training online followed by an in class skills assessment. The North Peace Leisure Pool is adopting this new technique in order to target busy families, employees, and students who otherwise wouldn't be able to attend a two-day course. This blended first aid program gives flexibility and the opportunity to become fully certified without spending 16 hours in a classroom.

Advance Training Requests

In an effort to offer more courses and programs with the benefit of being flexible, advanced training requests are meant for groups that require training who may not be able to attend predetermined course dates and times. The North Peace Leisure Pool will be providing a Standard First Aid class, Babysitters course, and a Home Alone course for Girl Guides of Canada in the upcoming weeks, all tailored to their unique schedule requirements.

Little Seahorse Fitness

Little Seahorse Fitness is a unique parent and tot aquatic fitness class that also features a social environment for parents to socialize. Parents will receive 30 minutes of fitness time that incorporates baby into the movements followed by 15 minutes of free time to socialize and enjoy the water. Our pilot program currently has 6 enrollees and we anticipate the Try It! class will spark even more interest.

Learn to Dive

Three employees were put through the Dive BC Learn to Dive Instructor program at the end of August, which will give the facility the ability to teach swimmers diving techniques otherwise not taught during regular lessons. The Learn To Dive program is designed to teach youth the basics of diving off both the low and high diving boards. The final goal of this program is to spark interest for a diving team to compete in the 2020 BC Winter Games. Currently there are only 3 enrolled in the class starting October 10th but staff are optimistic that once the public see the class in action, more interest will arise.

November CPR Month

November is National CPR month. There will be a variety of special events that are geared towards all ages, with the goal of getting community members involved in taking the steps to save a life.

- CPR Sundays – every Sunday facility users can demonstrate 2 minutes of compression only CPR for a chance to win a free first aid class.
- So You Think You Can Guard Pro-D day Swim – after the success of this Midweek Mayhem activity this summer, we will be offering the same activity on November 30th with the exception of featuring CPR techniques.
- Preschool Playday – Dr. McStuffin will be visiting the North Peace Leisure Pool on November 7th and will be demonstrating CPR, first aid skills on children's stuffed animals.

The ELC DPA Program:

North Peace Leisure Pool has partnered with the Energetic Learning Campus grade 10 students to offer a Daily Physical Activity Program that is aquatic based. The 2017/2018 school year had 17 students go through the program and for 2018/2019 school year there are 29 students enrolled. This program runs every Tuesday and Thursday morning and incorporates water safety skills, stroke correction, and aquatic fitness into student's school day.

Lifeguard PE:

New this school year is Lifeguard Physical Education. This is offered to Grade 11 and Grade 12 students who are enrolled at the local high school and are 16 years of age. This program runs every morning from 8:30am to 9:30am on regular school days. The goal for this program was to give students not only their Physical Education credits but also fully certify them as National Lifeguards. Currently there are only two participants in this program.

Respectfully submitted:

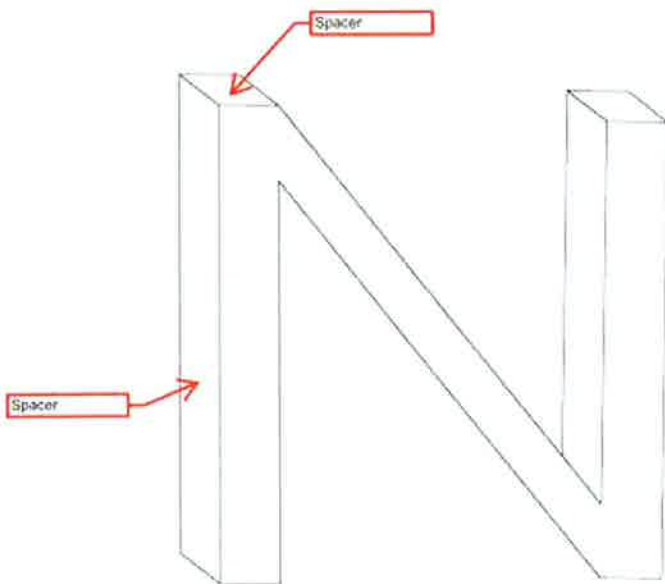
Charity Nelson
Recreation Programmer, North Peace Leisure Pool
October 2, 2018

Carrie Storozynsky

From: Will Fritzsons <wfritzsons@urbansystems.ca>
Sent: September-05-18 4:24 PM
To: Karin Carlson
Subject: RE: North Peace Leisure Pool - Signage Front + West Wall

Hi Karin,

I was envisioning more of a 3D element in a way. We could place spacers along the back of the lettering and the actual lettering itself would be made of a thin material such as metal attached to the spacers. I think that would look nicer? That being said, there is also opportunity to receive feedback and converse with the sign manufacturers on what the possibilities are.



Were you envisioning the same?

William Fritzsons

Civil Technologist

URBAN
systems

10808 100th Street
Fort St. John, BC V1J 3Z6
T: 250 785 9697 x 8209
C :250 263 2549
wfritzsons@urbansystems.ca
urbansystems.ca

From: Karin Carlson <KCarlson@fortstjohn.ca>
Sent: Wednesday, September 5, 2018 1:20 PM
To: Will Fritzsons <wfritzsons@urbansystems.ca>
Subject: RE: North Peace Leisure Pool - Signage Front + West Wall

Will,

North Peace Leisure Pool - Exterior Entrance Upgrades

ISSUED FOR
CONSTRUCTION
DATE: 05/09/2018

CITY OF FORT ST. JOHN / NORTH PEACE LEISURE POOL / 1958.0420.01 / September 05, 2018



SITE LOCATION

List of Drawings

Civil

- C01 Legend
- C02 Overall Site Plan
- C03 Detailed Site Plan
- C04 Site Grading
- C05 Cut Fill Plan
- C06 Details



URBAN
systems



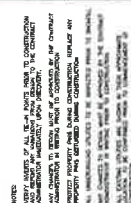
ISSUED FOR CONSTRUCTION
SEP-11-2015 US-4015
urbanysystems.ca

FORT-ST JOHN
The Energy City

URBAN SYSTEMS

North Pointe Avenue Pipe
Installation
Sheet 1 of 1
1999 5430 DT C02 0

224



ISSUED FOR
CONSTRUCTION
SEPTEMBER 25, 2018
urbansystemsa.ca



FORT ST. JOHN
The Peaceable City

URBAN
systems

North Peace Leisure Pool
 Courtenay Community Association

100

[illegible]

URBAN

North Pacific Lumber Pool
A Division of **Northwest** Lumber

[illegible]

227

NORTH PEACE LEISURE POOL

9505 100 STREET





L30

NORTH PEACE LEISURE POOL

9505 100 STREET





















R240





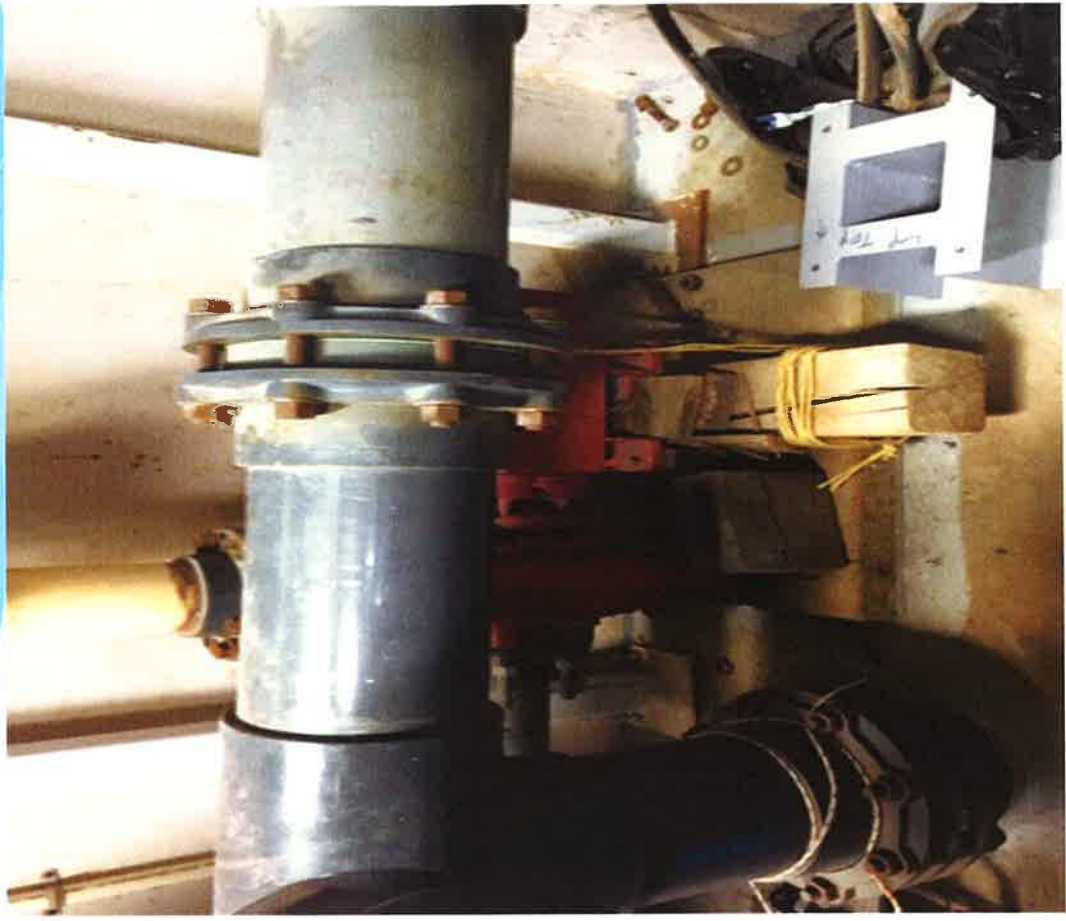
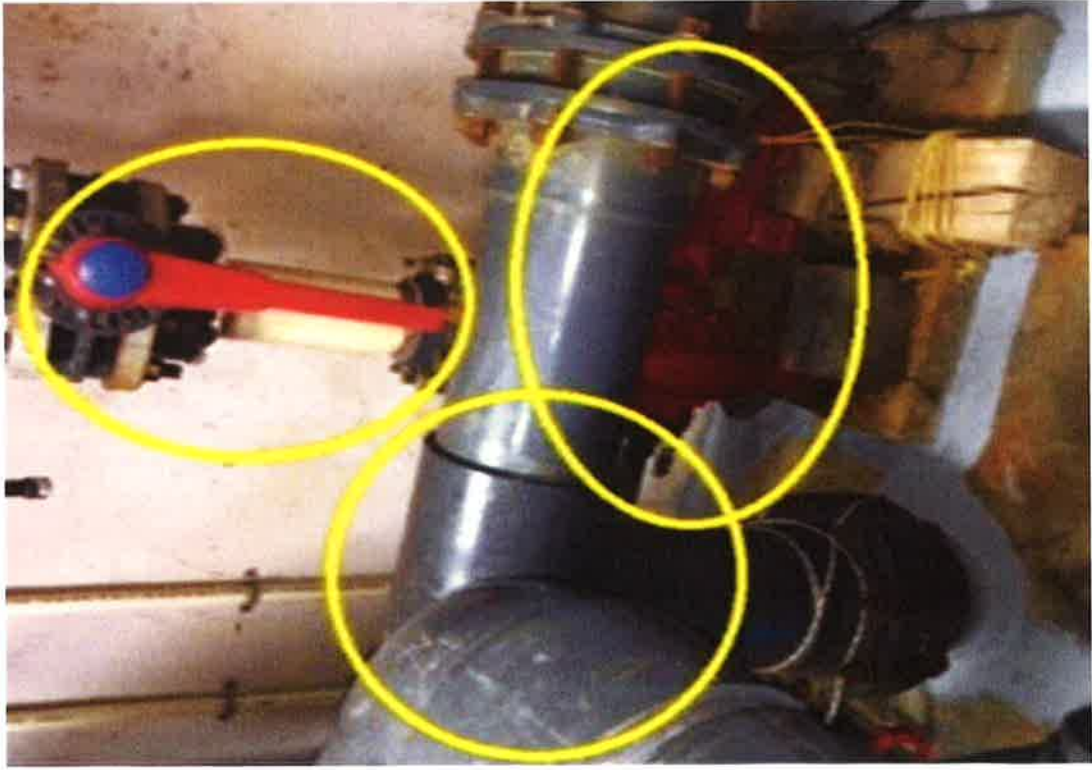
R42

Annual Pool Shut Down 2018

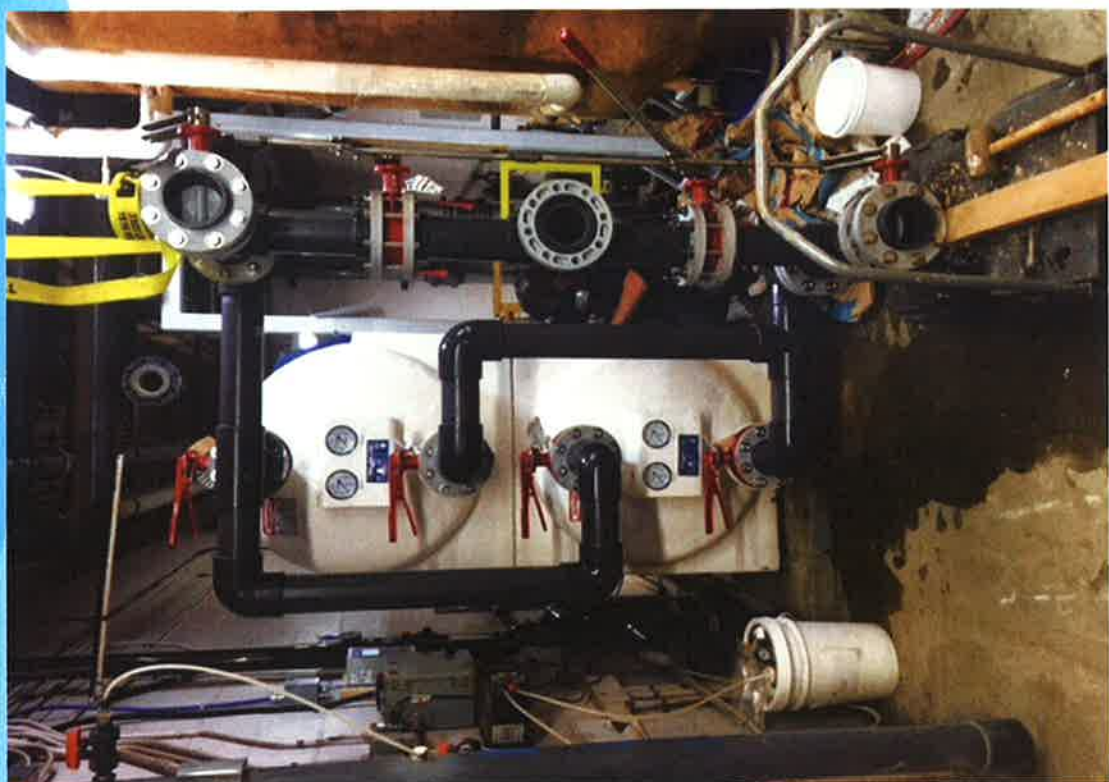
Clean & Painting of Heating Pipe running from east pool - located in the upstairs mechanical room



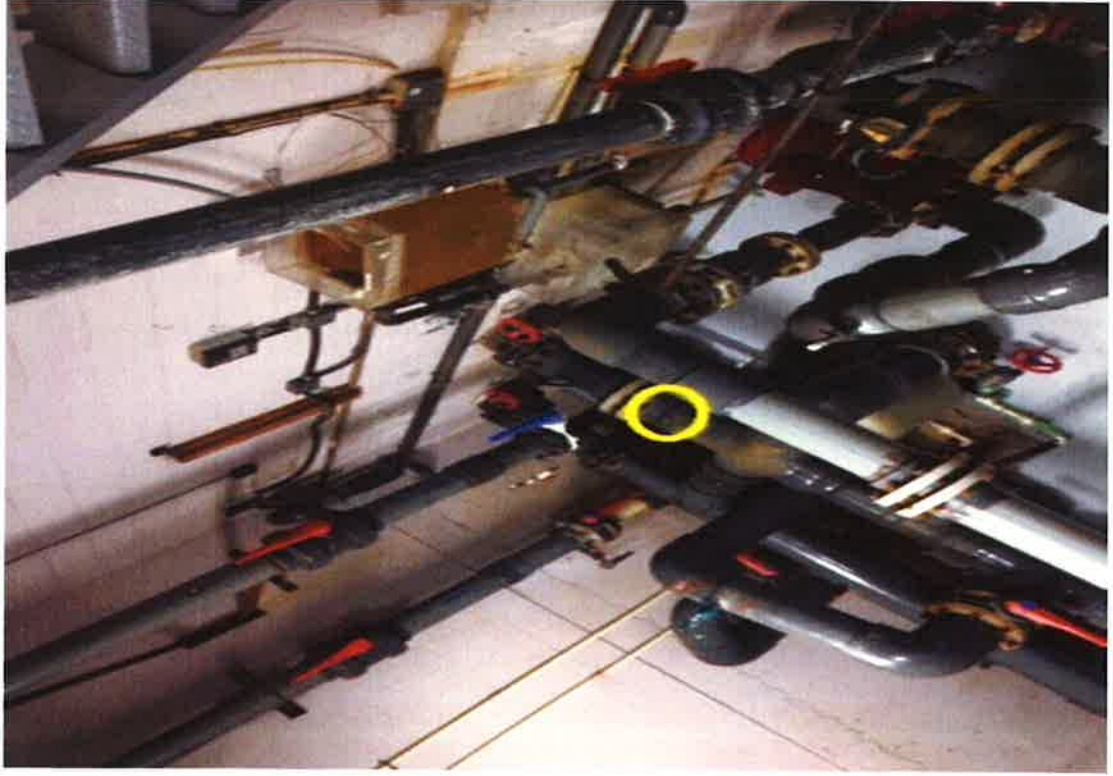
Replaced Leisure Pool Pipe







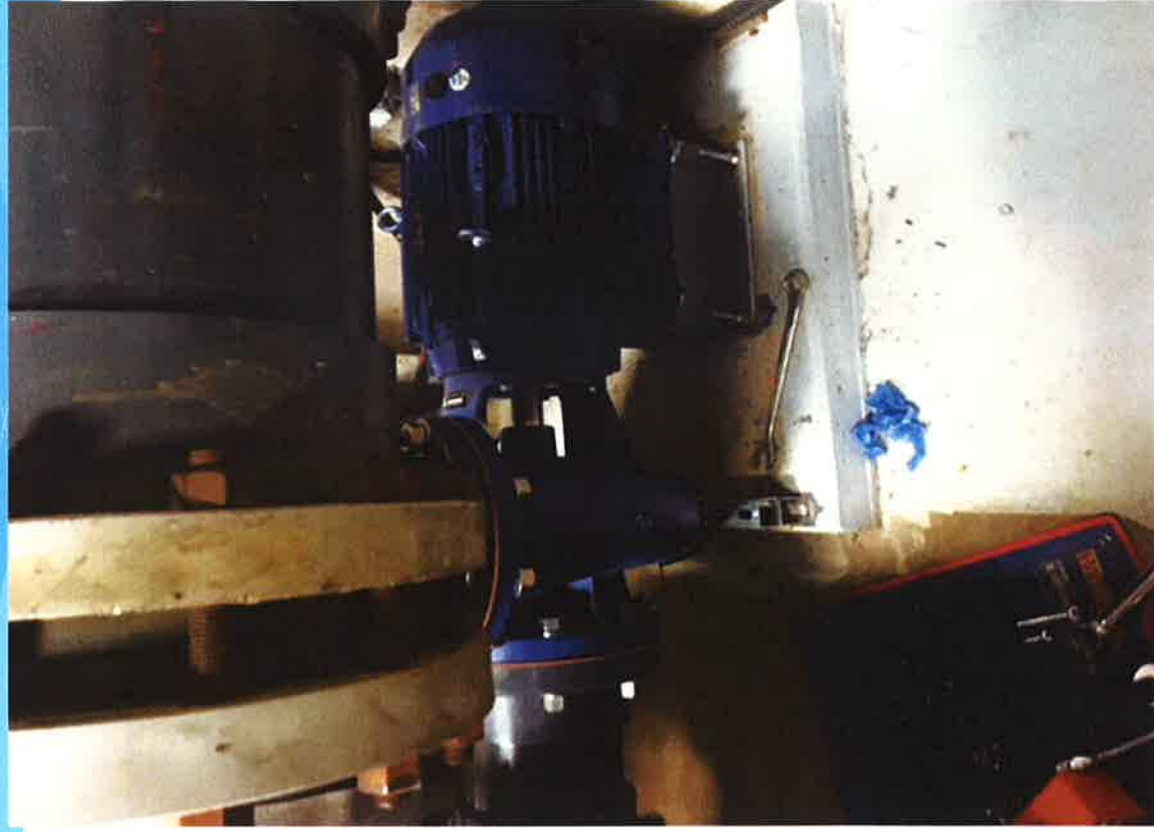
Suction Line on Leisure Pool



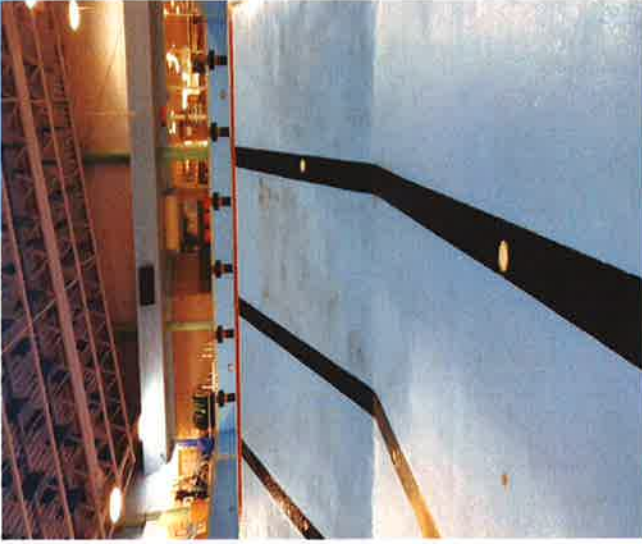
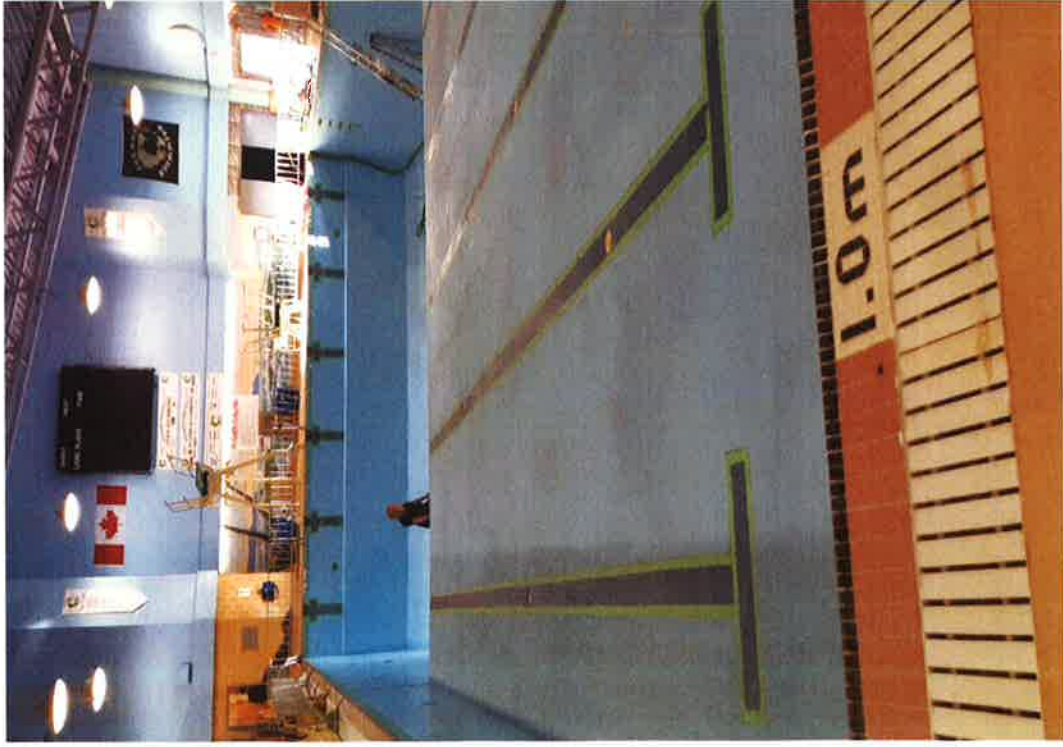
Swirl Pool Old Pump



Swirl Pool New Pump



Progress Photos



Additional completed projects

