

Minutes of Regular North Peace Leisure Pool Commission Meeting



Date: December 3, 2019

Time: 10:00am – 11:05am

Place: NPLP – Meeting Room

Chair: Commissioner Karen Goodings, Director Area B, PRRD

Present: Commissioner Arlene Boon, Director Area B, PRRD
 Commissioner Willi Couch, PRRD
 Commissioner Brad Sperling, Director Area C, PRRD
 Commissioner Trevor Bolin, 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
 Karin Carlson, Director of Recreation and Leisure Services, City of Fort St. John
 Vanessa Cumming, Pool Manager, City of Fort St. John
 Shirley Collington, Deputy Treasurer/Collector, City of Fort St. John
 Sandra MacDonald, Inconnu Representative
 Carrie Harder, Administrator II, City of Fort St. John

Telephone

Conference: Trish Morgan, General Manager, PRRD
 Lyle Smith, Chief Financial Officer, PRRD

Absent: Commissioner Becky Grimsrud, Councillor, City of Fort St. John
 Charity Nelson, Recreation Programmer, City of Fort St. John

1. Call Meeting to Order:

The meeting was called to order at 10:02am

2. Additions to the Agenda:

None

Action

3. Adoption of the Agenda:

Resolution No. 20/19

MOVED by Commissioner Bolin

SECONDED by Commissioner Boon

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

CARRIED

Action

4. Adoption of the Minutes:

Resolution No. 21/19

MOVED by Commissioner Bolin

SECONDED by Commissioner Boon

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

CARRIED

Action

Clerk adjust minutes to show:
 "Budget will capture 24k for 2020, with 8k for 2019."

5. Business Arising from the Minutes:

None

Action

6. Delegation:

None

Action

7. Old Business:

None

Action

MI

8. Correspondence:		Action
None		
9. New Business:		Action
a) Election of Chairperson for 2020: the Chair handed over the election process to Director of Recreation and Leisure Services. • Director called for nominations from the floor for the 2020 Chairperson; • Commissioner Sperling nominated Commissioner Goodings to the position of Chair in 2020 • Commissioner Goodings declined the nomination. • Commissioner Boon nominated Commissioner Sperling to the position of Chair in 2020 • Commissioner Sperling declined the nomination. • Counselor Bolin nominated Counselor Grimsrud to the position of Chair in 2020 • Will determine acceptance via correspondence.	Note: Commissioner Grimsrud accepted Chair position Dec. 3, 2019 at 10:22am via text msg.	
b) Election of Alternate Chairperson for 2020: the Chair handed over the election process to Director of Recreation and Leisure Services. • Director called for nominations from the floor for the 2020 Chairperson; • Commissioner Sperling nominated Commissioner Bolin to the position of Alternate Chair in 2020 • Commissioner Bolin accepted the nomination.		
Resolution No. 22/19 MOVED by Commissioner Sperling SECONDED by Commissioner Boon "THAT, the North Peace Leisure Pool Commission elects Commissioner Trevor Bolin as Alternate Chairperson of the Commission for 2020." CARRIED		
c) Pool commission meeting dates 2020; - January 7, 2020 at 10:00am - March 3, 2020 at 10:00am - June 2, 2020 at 9:00am - August 11, 2020 at 9:00am - October 6, 2020 at 9:00am - December 1, 2020 at 10:00am		
Resolution No. 23/19 MOVED by Commissioner Sperling SECONDED by Commissioner Boon "THAT, the North Peace Leisure Pool Commission approves the meeting dates and times proposed for 2020." CARRIED		
10. Reports:		Action
a) Financial Report – Shirley Collington, Deputy Treasurer/Collector: ○ NorthRiver Sponsorship, will have 24k posted into revenue for 2020. ○ Kitchen upgrades will be transferred from Capital to Operations. ○ BCGEU has decided on a .71 increase on all union employees beginning in January 2020. ○ CPP deductions are noted, still waiting on EI deduction amounts for 2020. ○ November 5th Grants and Subsidy (2.79M) did not include the 24k from NorthRiver for sponsorship. ○ 2019 – display cabinet was ordered and funds allocated, but will not receive in 2019 – supplier cannot fulfill the requirements, this will carry over to 2020 budget. ○ FTE on Pool Managers reporting is not included on the budgeted financials. ○ Decision in closed meeting in regard to mechanical/engineering will affect budgetary figures. ○ This budget is preliminary, Regional Board will have final figures, any overage funds will continue to grow in the reserve account and carry forward for 2020. ○ 2019 – Capital Reserve account balance 1,084,485.00 ○ 2019 – Building Reserve account balance 4,591,965.00(which included 975k from 2019), there is a cap on the reserve fund account as stated by the PRRD Bylaw; the reserve funds may not exceed the original asset value. ○ PRRD Budget Report will go before the board before City Budget is approved.	Lyle Smith confirmed any additional overage of funds will transfer into reserve acct – pending board approval.	

a) Pool Manager Report – Vanessa Cumming, Pool Manager:

- Recommendation; Aquatic Programmer position increase from a part-time(20 hours/week) position to a full-time(35 hours/week) position.
- This will increase payroll by 50k/year, but with all the additional lessons and increased revenue created by this position, along with report from summer revenue – it is proven that she has increased revenue for the NPLP.
- Charity Nelson is currently the Aquatic Programmer and has substantially increased programing numbers, lesson numbers and revenue, training and revenue for the NPLP. She has created support for instructors, increased lesson numbers and is part of the succession planning within the City of Fort St. John.

Resolution No. 24/19

MOVED by Commissioner Bolin

SECONDED by Commissioner Boon

“THAT, the North Peace Leisure Pool Commission approves the increase in funding for the Aquatic Recreation Programmer from 0.57FTE (19.95 hours/week) to 1.0FTE (35 hours/week) effective January 1, 2020.”

CARRIED UNANIMOUSLY

- Slide incident review, gathered figures from first aid reports and stats 2016 – 2019. Children and adults were reported as having similar respiratory symptoms and chest pain along with eye irritation. Although symptoms and situations are sporadic, it is serious as chest pain and breathing issues were reported symptoms.
- Zero slide-related first aid incidents reported in 2019.
- Currently there are postings for 2 positions; Auxiliary/on-call CSR, Auxiliary/on-call Waterslide Attendant, and will soon be posting for two part-time Pool Attendants for afternoon/evening hours.
- Launch of winter 2020 swim lesson was a success with online registration!

Trevor Bolin:
Possibly put
lesson registration
dates on City and
PRRD app to
allow 'reminders'
and boost
advertising and
enrollment.

b) Recreation Report – Charity Nelson, Recreation Programmer, City of Fort St. John:

- December 2nd New Recreation Guide went public:
<https://www.fortstjohn.ca/EN/main/parks-rec/recreation-leisure-guide.html>
- 8 registrants are enrolled in the scholarship program currently.
- NorthRiver Midstream Family Sunday Swim; on average 217 – 415 people attended each event from October 6th – November 17th.

c) Finance Budget Report (Cont.)

Resolution No. 25/19

MOVED by Commissioner Sperling

SECONDED by Commissioner Bolin

“THAT, the North Peace Leisure Pool Commission approves the 2020 draft budget to be forwarded for inclusion to the Peace River Regional District for Financial Reporting.”

CARRIED

11. Adjournment:

Action

The meeting was adjourned at 11:05am p.m.

Karen Goodings, Chairperson

Carrie Harder, Recording Secretary

Date/Year

Date/Year

12. Next Meeting:

**North Peace Leisure Pool – Pool Meeting Room
Tuesday, January 7, 2020 at 10:00am**

Action

**Clerk book the
Meeting room.**