



**NORTH PEACE LEISURE POOL
COMMISSION MEETING
AGENDA
10:00 a.m. – January 30, 2017
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, December 5, 2017; |
| | 5. | Business Arising from the Minutes: |
| | 6. | Delegation: |
| | 7. | Old Business: |
| | 8. | Correspondence: |
| NB1 - NB3 | 9. | New Business:
a) Approve and Ratify 2018 Budget;
Re: Peace River Regional District 2018 Financial Plan – Kim Frech, Chief Financial Officer, PRRD |
| R1 – R2
R3 – R4
R5 | 10. | Reports:
a) Pool Manager Report – Karin Carlson, City of Fort St. John;
b) Director of Finance Report – Shirley Collington, City of Fort St. John;
c) Facility Manager Report – Corey Callison, City of Fort St. John; |

Next Meeting Date: March 6, 2018 at 9:00am
Leisure Pool Meeting Room

Minutes of Regular North Peace Leisure Pool Commission Meeting



Date: December 5, 2017
Time: 9:58 a.m. – 11:20 a.m.
Place: NPLP – Meeting Room

Chair: Commissioner Bruce Christensen, Councillor, City of Fort St. John
Present: Commissioner Karen Goodings, Director Area B, PRRD
 Commissioner Arlene Boon, Director Area B, PRRD
 Commissioner Gord Klassen, Councillor, City of Fort St. John
 Commissioner Willi Couch, PRRD
 Ross deBoer, Director of Recreation and Leisure Services, 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
 Shirley Collington, Director of Finance, City of Fort St. John
 Corey Callison, Facilities Manager, City of Fort St. John
 Carrie Storzynsky, Clerk III, City of Fort St. John
Absent: Commissioner Brad Sperling, Director Area C, PRRD

1. Call Meeting to Order:

The meeting was called to order at 9:58 a.m.

2. Additions to the Agenda:

- Chemical like smell in PRRD Office

Action

3. Adoption of the Agenda:

Resolution No. 22/17

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. 23/17

MOVED by Commissioner Goodings

SECONDED by Commissioner Boon

"THAT, the minutes of the North Peace Leisure Pool Committee Meeting of October 3, 2017 be accepted as presented."

CARRIED

Action

5. Business Arising from the Minutes:

None

Action

6. Delegation:

None

Action

7. Old Business:

Revenue vs. Expenses Reporting

- Review of the new reporting from Director of Finance, Shirley Collington.
- Grant/Subsidies section balancing out the revenue and expense column, percentages is in line.

Action

MI

- Northern Health will need to approve this option – Corey meeting with them this week.
Cost and info. will be available January meeting.

- The Finance Report reviewed highlighting the following:
 - Revenue is down for the ytd ending November 2017.
 - Service charges were decreased as the NPLP is utilizing the TD Merchant terminal instead of Activenet (service charges are significantly decreased).
 - Overtime has increased with staffing challenges over the year.
- Draft budget will be submitted to Kim French with PRRD for their review and submissions.

SECONDED by Commissioner Boon

CARRIED

- The Pool Manager reviewed her report highlighting the following:
 - The Inconneau Swim Club has just informed Karin of their shortage over the year; they are 50k short for their club and therefore are required to significantly reduce their pool bookings & coaching fees to offset the cost.
 - This will open up the pool for more programming in the future to offset the cost and allow other lessons etc. to be available.
 - There are currently 5 maternity leaves in 2017, and have been fortunate to fill all of the positions.
 - Rec and Leisure guide was released (3rd edition) December 1st – it is a wonderful resource for all our customers – encouraged to check it out.
 - Accidents/Incidents are down from last year – but not uncommon to have an influx followed by a quiet period.
 - Parents of children under 8 must keep within arms' length at all times. We give wrist bands to clearly identify a child's proximity to a care-giver, this is a government legislated law, not just a pool policy. Also, each caregiver (16 and over) can only be in charge of 3 children under 8 at any given time.
 - ELC program for students – will receive 2 credits per week (16 children participating).
 - Reduction in lessons is equivalent to loss in revenue as staffing was an issue in 2017.
 - New programming options coming up in 2018 include snorkeling lessons for families, mer-tale lessons and log rolling lessons.
 - Transient population is still an issue currently, had to call RCMP last week about an individual that, while sober, is an agreeable person, but while under the influence can be violent and uncontrollable.

Action

Carrie Storozynsky, Recording Secretary

Date/Year

Action

Clerk book the Meeting room.



Peace River Regional District REPORT

To: North Peace Leisure Pool Commission

Date: 25 January 2018

From: Kim Frech, Chief Financial Officer

Subject: 2018 Financial Plan

RECOMMENDATION:

THAT the North Peace Leisure Pool Commission approves the 2018 Budget, with the inclusion of \$500,000 capital and approximately \$1M into capital/building reserves, to be forwarded for inclusion in the Peace River Regional District 2018 Financial Plan.

BACKGROUND/RATIONALE:

The North Peace Leisure Pool Commission's operating and capital budgets have been added to the Peace River Regional District direct costs of administration fees, insurance, miscellaneous, transfer to reserves and revenue from grants-in-lieu. The total has resulted in a tax rate of 29.4¢ (last year tax rate was 29.2¢ - Commission direction has been to keep the tax rate below 31.0¢).

The calculations attached are based on the Operating Budget as submitted previously to the Committee and updated by FSJ Director of Finance, which includes \$551,000 for capital including security upgrades; exterior building signage; AME Recommendations; Redesign from entrance, sidewalks, remove brick work; and outdoor bike rack.filters, mechanical room floor and air purifications. Based on last year's actuals and keeping the rate similar to last year, there will be room for a transfer to reserve estimated at \$1M (this will be dependent on final 2017 actual numbers).

This recommendation is based on current last year actuals (for surplus calculations) which will probably change as outstanding yearend invoices are received. If there is much of a change as the final year end numbers are received the transfer to reserve will reduce accordingly.

If the transfer yearend numbers result in having to drastically reduce the "Transfer to Reserve" to keep under the maximum 31¢, a revised budget will need to be brought back to the Commission for review and approval with a new reduced budget.

Note that if this recommendation is not the direction that the Commission wishes to proceed with then an amended operating and capital budget will have to be discussed.

Staff Initials:

Dept. Head:

Kim Frech

CAO:

NB1

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

First Draft - For Presentation Feb. 21, 2018

(Used same, 2% inflation, or actual)

2018 Category	Acct #	See Note	Account Name	2017 Budget	2017 Actual	2017 Variance	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
REVENUE											
7131 North Peace Leisure Pool											
01-1-7131-	110		Requisition - electoral	2,354,834	2,354,834	0	2,369,923	2,428,893	2,472,798	2,492,596	2,525,814
01-1-7131-	111		Requisition - municipal	973,313	973,313	0	947,808	971,392	988,951	996,869	1,010,154
01-1-7131-	120		Grants-in-lieu	5,560	76	-5,484	40	40	40	40	40
01-1-7131-	150	1	Fees	570,148	482,981	-87,167	567,446	576,566	585,841	595,272	604,865
01-1-7131-	190		Appr. Surplus - NP Leisure Pool	628,141	628,141	0	841,398	-	-	-	-
Total Category Revenue				4,531,995	4,439,344	-92,651	4,726,615	3,976,891	4,047,630	4,084,777	4,140,873
Tax Rates (based on current year assessments)>>>				0.292	Change from LY	0.001	0.294	0.301	0.306	0.309	0.313
Total Amount to Requisition:				3,328,146	Requisition/Parcel Tax		3,317,731	3,400,285	3,461,749	3,489,465	3,535,968
3,317,731				5,560	Grants		40	40	40	40	40
Prior Year Requisition:					Borrowing Proceeds						
3,328,146					Trsf. From Reserves						
Change from Prior Year				628,141	Prior Year Surplus		841,398				
-10,415				570,148	Other		567,446	576,566	585,841	595,272	604,865
				4,531,995			4,726,615	3,976,891	4,047,630	4,084,777	4,140,873

EXPENDITURES

7131 North Peace Leisure Pool											
01-2-7131-	258	5	Trsf to "Green" Carbon Reserve	19,440		-19,440	19,059	19,059	19,059	19,059	19,059
01-2-7131-	259	1	Municipal Admin Fee (FSJ)	337,542	259,803	-77,739	330,443	334,467	340,191	346,199	352,098
01-2-7131-	260		Insurance - RD	22,300	23,127	827	23,700	23,700	23,700	23,700	23,700
01-2-7131-	261		Administration fees - RD	15,000	15,000		15,000	15,000	15,000	15,000	15,000
01-2-7131-	299	2	Miscellaneous - RD	3,500	159	-3,341	3,500	3,500	3,500	3,500	3,500
01-2-7131-	390	1/4	Capital	500,000	39,715	-460,285	551,000	503,700	520,000	500,000	500,000
01-2-7131-	500	1	Operations	2,834,213	2,460,144	-374,069	2,783,913	2,827,465	2,876,180	2,927,319	2,977,516
01-2-7131-	603	3	Transfer to capital reserve	800,000	800,000		1,000,000	250,000	250,000	250,000	250,000
Total Category Expenditures				4,531,995	3,597,947	-934,048	4,726,615	3,976,891	4,047,630	4,084,777	4,140,873
Surplus (deficit) carry forward					841,398		194,620	Taxes include Grants-in-Lieu			
							4.29%	Total Taxes & Fees			
								3,885,217			
								Taxes			
								85%			
								Fees			
								15%			

Budget Notes:

- 1 Per info received from City of FSJ and update info received 28/12/17.
- 2 Example: property taxes (parcel tax) to the City.
- 3 To be determined at the January NPLP Commission meeting - how much into reserve (increase rate or leave same) and how much of total reserve is for building replacement and how much general capital such as equipment.
- 4 Per info received from City of FSJ: Security Upgrades (\$150K); Exterior Building Signage (\$50K); AME Recommendations (\$100K); Redesign front entrance, sidewalks, remove brick work (\$250K), Outdoor Bike Rack (\$1K)
- 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			No Debenture	
Fund	43	Machinery & Equipment	367,653	162,311	205,342	
		Buildings	7,574,496	2,690,087	4,884,409	
		Work in Progress	-		-	
		Total	7,942,149	2,852,398	5,089,751	
		Capital Reserve Dec. 31		443,888		
		Facility Replacement Reserve Dec. 31		2,392,517		
		Total Reserves Dec. 31		2,836,405		
		Annual Depreciation Expense		182,934		
				Bylaw 1970		

NB2

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

Bylaw No. 995, 1995

Max Product \$ 10,316,301

First Draft - For Presentation Feb. 2

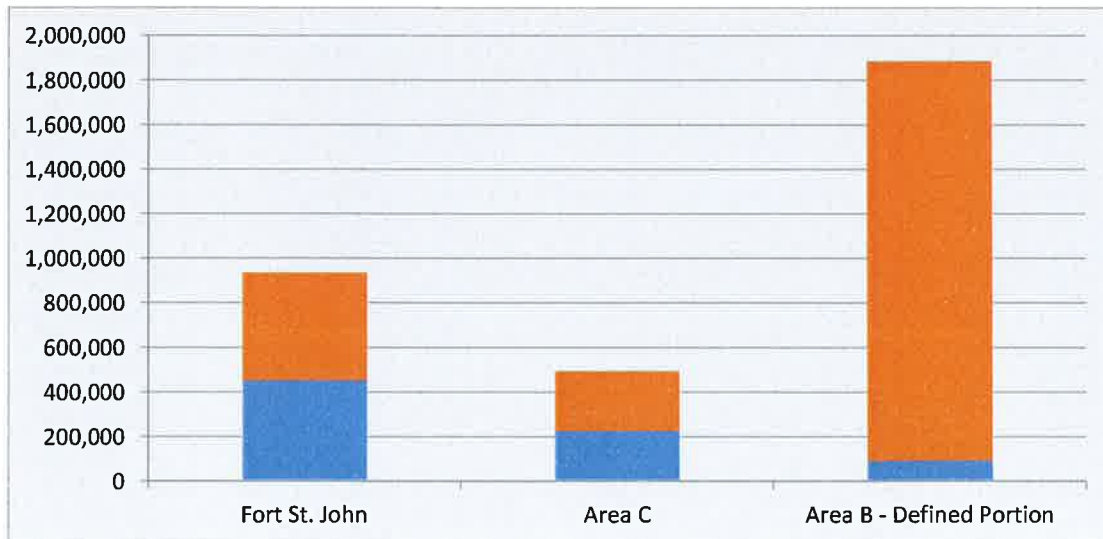
	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Fort St. John	936,358	0.294	318,967,415	28.22%	11,450	947,808
Area B - Defined Portion	1,887,428	0.294	642,946,353	56.89%	1,008	1,888,436
Area C	493,946	0.294	168,261,084	14.89%	(12,459)	481,487
Total	3,317,731	0.294	1,130,174,852	100.00%	0	3,317,731

Municipal Requisition:	947,808
Electoral Area Requisition:	2,369,923
Total Requisition:	3,317,731

After Prior Year Adj

<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Requisition	3,328,146	-0.3%	(10,415)
Assessment	1,137,937,672	-0.7%	(7,762,820)
Tax Rate	0.292	0.4%	0.001

Class 1 - Residential Total All Other Classes



NBS



File # 8100-20

Report To: **NPLP Commission**

From: **Karin Carlson, Pool Manager**

Subject: **Increase Hours to Recreation Programmer Position at NPLP**

Meeting Date: **January 24, 2018**

RECOMMENDATION:

“That, the North Peace Leisure Pool Commission approve an increase in the personnel budget for a part time aquatic recreation programmer from 45% FTE to 57.5%FTE. The increase would be a total of 4.25 hours per week at a total annual cost of \$9,277.58 to the personnel budget.”

CURRENT SITUATION:

Since 2013, the City of Fort St John Recreation & Leisure Services department and the NPLP have jointly funded one FTE recreation programmer. The City funds 55% and the NPLP funds 45%. This has served both areas well over the past five and half years. Logistically, the recreation programmer works at the NPLP 2 days per week and at the Pomeroy Sport Centre 3 days per week so there is existing workspace infrastructure in place and therefore, there would be no added setup costs.

At the end of December 2017, Recreation & Leisure Services was informed by the City of Fort St John Human Resources department that they were successful in obtaining an additional 45% funding toward a Recreation Programmer. Therefore, the person that was 45% at the pool and 55% at with Recreation & Leisure services would now be full time at the Pomeroy Sport Centre and the NPLP will have to hire a part time aquatic recreation programmer.

The work week for a recreation programmer is 35 hours per week and 45% FTE is equivalent to 15.75 hours per week. I am seeking an increase to the NPLP personnel budget by \$9277.58 per year to increase the hours from 15.75 per week to 20 hours per week for the recreation programmer.

There is constant demand from the community to provide new and creative aquatic programming at the NPLP and the statistics support the increased interest and participation in activities that are run at the pool. Since 2013 when the position was first established at 15.75

R.I

hours per week, there has been a 27.8% increase in the overall annual participation numbers at the pool.

ALTERNATIVE RECOMMENDATION:

“That, the North Peace Leisure Pool Commission receive this report for information.”

Respectfully submitted,

Karin Carlson
Pool Manager

Actual vs Budget Year To Date:

North Peace Leisure Pool

Reporting Period: January, 2017 To December, 2017

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
5 - Other Revenue from own Sources	3,709,889	2,829,024	(880,865)	76.26%
10-500 - General Admissions	190,174	207,952	17,778	109.35%
10-502 - Economy Tickets	39,000	44,005	5,005	112.83%
10-504 - Passes	25,594	29,302	3,708	114.49%
10-506 - Aquafit	21,690	18,705	(2,985)	86.24%
10-510 - Swimming Lessons	172,000	136,661	(35,339)	79.45%
10-512 - Lap Pool Rentals	44,934	48,125	3,191	107.10%
10-514 - Leisure Pool Rentals	3,750	2,047	(1,703)	54.58%
10-520 - NPLP Merchandise Sales	14,539	15,375	836	105.75%
10-525 - Rentals	5,150	7,206	2,056	139.92%
10-526 - Leases	38,200	34,869	(3,331)	91.28%
10-530 - Miscellaneous	15,117	7,649	(7,468)	50.60%
10-540 - Cash Over/Short	0	449	449	0.00%
10-541 - Grants/Subsidy	3,139,741	2,276,680	(863,061)	72.51%
Total Revenue	3,709,889	2,829,024	(880,865)	76.26%
Expense:				
1 - Salaries, wages and employee benefits	2,024,764	1,752,700	(272,064)	86.56%
20-110 - Administration & Overhead	163,480	142,480	(21,000)	87.15%
20-120 - Personnel	1,464,637	1,311,930	(152,707)	89.57%
20-135 - Overtime	26,192	47,386	21,194	180.92%
20-160 - Receiver General Contributions	101,796	79,600	(22,196)	78.20%
20-161 - Pension Contributions	98,680	81,962	(16,718)	83.06%
20-162 - Extended Health Contributions	22,377	13,209	(9,168)	59.03%
20-163 - Dental Contributions	28,286	14,304	(13,982)	50.57%
20-164 - BC Medical	47,500	18,849	(28,651)	39.68%
20-165 - Life & Disability Contributions	49,405	18,958	(30,447)	38.37%
20-169 - WCB	22,411	23,521	1,110	104.95%
20-199 - Other Payroll Expenses	0	500	500	0.00%
2 - Contracted and general services	164,143	108,146	(55,997)	65.89%
20-212 - Freight	4,234	8,304	4,070	196.12%
20-213 - Telephone	11,146	2,983	(8,163)	26.76%
20-217 - Medical Reports/Chiropractor Fees	4,679	1,496	(3,183)	31.97%
20-221 - Advertising, Hosting & Promotion	21,788	15,855	(5,933)	72.77%
20-222 - Publications & Subscriptions	297	0	(297)	0.00%
20-234 - Memberships & Professional Development	38,023	18,404	(19,619)	48.40%
20-236 - Insurance	300	0	(300)	0.00%
20-241 - Plumbing	2,865	1,622	(1,243)	56.61%
20-242 - Contract - Electrical	22,475	24,290	1,815	108.08%
20-243 - Contract - Mechanical	13,679	8,051	(5,628)	58.86%
20-246 - Contract - Other	39,946	26,714	(13,232)	66.88%
20-262 - Rentals & Leases	4,711	428	(4,283)	9.09%

Actual vs Budget Year To Date:

North Peace Leisure Pool

Reporting Period: January, 2017 To December, 2017

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
3 - Material, goods and supplies	776,720	569,911	(206,809)	73.37%
20-524 - First Aid Supplies & PPE	16,669	7,603	(9,066)	45.61%
20-525 - Protective Clothing - Other/Uniforms	20,937	17,136	(3,801)	81.84%
20-530 - Office Supplies	19,212	16,947	(2,265)	88.21%
20-532 - Building Maintenance Materials	6,611	5,517	(1,094)	83.45%
20-535 - Chemicals	36,251	43,827	7,576	120.90%
20-536 - Replacement Equipment	85,529	63,353	(22,176)	74.07%
20-537 - Merchandise for Resale	12,697	12,751	54	100.42%
20-539 - Materials - Maintenance	9,807	14,847	5,040	151.39%
20-561 - Parts	1,893	488	(1,405)	25.78%
20-564 - Small Tools	2,237	1,672	(565)	74.74%
20-565 - Major Purchases - Not TCA	500,000	324,558	(175,442)	64.91%
20-567 - Janitorial Supplies	20,340	15,691	(4,649)	77.14%
20-568 - Supplies - Special Event	18,960	18,438	(522)	97.25%
20-591 - Program Supplies	25,577	27,083	1,506	105.89%
5 - Utilities	370,497	321,975	(48,522)	86.90%
20-552 - Natural Gas	137,498	97,530	(39,968)	70.93%
20-553 - Electricity	126,115	128,320	2,205	101.75%
20-554 - Water & Sewer	100,170	91,371	(8,799)	91.22%
20-559 - Waste Disposal	6,714	4,754	(1,960)	70.80%
6 - Other Expenses	373,765	286,876	(86,889)	76.75%
20-231 - Service Charges	10,612	4,642	(5,970)	43.74%
20-469 - Fee for Service	337,542	259,803	(77,739)	76.97%
20-475 - Carbon Offset Purchase	19,440	19,440	0	100.00%
20-490 - Licences & Permits	4,171	2,991	(1,180)	71.71%
20-499 - Grants in Aid	2,000	0	(2,000)	0.00%
Total Expense	3,709,889	3,039,608	(670,281)	81.93%
Net Total	0	(210,584)	(210,584)	0.00%

R4



Report to North Peace Leisure Pool Commission

TO: North Peace Leisure Pool Commission

FROM: Corey Callison

DATE: Tuesday , January 30th , 2018

RE: Facilities Report

1. Tots pool Updates
 - Northern Health has responded and is in favor of all three options in converting the tots in to a splash pad.
 - Option one from the past report is the direction we are looking into. We are awaiting pressure testing on the supply line. Design, features and costs will depend on the test and expect the test to be completed February 2nd.
2. Water consumption still is down and we will continue to monitor. The water consumption comparison report to follow.
3. Change rooms Temperatures have been consistent and averaging around 25 degrees Celsius dipping down to 22 degrees couple of times when the cold snaps arrived. After adjusting the air handler louver, temperatures returned to acceptable temperatures within an hour.
4. High lights from 2017
 - Successful shut down
 - Substantial repairs on broken gutter pipes
 - Installation of new filters, DDC system and chemical controllers have made the operation of the leisure pool dependable. Temperatures and water levels are now constant.

Corey Callison
Facilities Manager