NORTH PEACE LEISURE POOL
COMMISSION MEETING
AGENDA
10:00 a.m. – November 5, 2019
NPLP Meeting Room

	1.	**Call the Meeting to Order:**
	2.	**Additions to the Agenda:**
	3.	**Adoption of Agenda:**
M1 – M4	**4.**	**Adoption of Minutes:** a) Pool Commission Minutes, October 1, 2019;
	5.	**Business Arising from the Minutes:**
	6.	**Delegation:**
	7.	**Old Business:**
	8.	**Correspondence:**
	9.	**New Business:**
	10.	**Reports:**
R1-R4		a) Operating Budget - Shirley Collington, City of Fort St. John;
R5-R8		b) Variance Analysis - Shirley Collington, City of Fort St. John;
R9		c) Capital Financial Plan - Shirley Collington, City of Fort St. John;

Next Meeting Date: December 3, 2019 at 10:00am
Leisure Pool Meeting Room

Minutes of Regular North Peace Leisure Pool Commission Meeting

Date: October 1, 2019
Time: 9:00 am – 10:23 am
Place: Meeting Room, North Peace Leisure Pool, Fort St. John, BC

Chair: Commissioner Karen Goodings, Director, Area B, PRRD
Present:

Commissioner Willi Couch, Director, Area C, PRRD
Commissioner Arlene Boon, Director, Area B
Trevor Bolin , Councilor, City of Fort St. John
Brad Sperling, director Area C. PRRD
Shirley Collington, Deputy Treasurer/Collector city of Fort St John
Moira Green, General manager Community Services
Robin Langille, Director of Recreation and Leisure Services City of Fort St John
Vanessa Cumming, Pool Manager
Karen Prouse, City of Fort St. John, Recording Secretary

Sandra McDonald, Representative Inconneau Swim Club
Curtis Robinson, Head Coach Inconneau Swim Club
Talese Shilleto, North River Midstream

Absent:

Karin Carlson, Director of Recreation & Leisure Services, City of Fort St. John
Becky Grimsrud, Councilor, City of Fort St. John
Trish Morgan, General Manager PRRD
Bryan Casey, Recreation coordinator PRRD
Lyle Smith, chief Financial Officer PRRD
Charity Nelson, Recreation Programmer City of Fort St john
Corey Callison, Facilities Manager, City of Fort St. John

1. Call Meeting to Order
The meeting was called to order at 9:03 am

	Action
2. Additions to the Agenda: New Business: a) North River Midstream Sponsorship b) ADMIN Report NPLP Facility Allocation Update – NPLP Pool Allocation Policy No. 12/19 – NPLP Pool Allocation Policy 15/00 c) Admin Report NPLP – Refund Policy Update – NPLP Refund Policy 29/00 – NPLP Fees and Charges Policy 10/19 – DRAFT NPLP Registration and Refund Policy 11/19 d) Heat in the change rooms on June 4 meeting agenda was to be brought up at October meeting	
3. Adoption of the Agenda: **Resolution No.09/19** MOVED by Commissioner Boon SECONDED by Commissioner Couch **"THAT, the Agenda be approved as amended."** CARRIED	**Action**

	Action
4. Adoption of the Minutes: **Resolution No. 10/19** MOVED by Commissioner Boon SECONDED by Commissioner Couch ***"THAT, the minutes of the North Peace Leisure Pool Committee Meeting of June 4, 2019 be accepted as circulated."***	

CARRIED	
Business arising from the minutes: Heat in the change rooms from the June 4, 2019 meeting was added to 2020 budget.	2020 budget.
5. Delegation: Talese Shilleto, North River Midstream	**Action**

6. Old Business: **None**	**Action**

7. Correspondence: **None**	**Action**

8. New Business: **Action**

a) NorthRiver Sponsorship Agreement

Discussion:

Talese Shilleto on behalf of North River Midstream presented a program on behalf of NorthRiver Midstream who would like to sponsor a free family swim option on Sundays for a one year period. In one year's time the program will be reevaluated. Advertising will consist of: banners, a sandwich board, radio advertising, pool webpage, and the Recreation Guide, also information will be sent to the schools to advertise the swim.

Resolution No. **11/19**

MOVED by Councilor Bolin SECONDED by Commissioner Boon

"THAT, the North Peace Leisure Pool Commission approves the sponsorship proposed by North River Midstream.

AND THAT,

the North River sponsorship is to offer Sunday public swim free to the community, held each Sunday from 1pm - 4pm, excluding special events and swim meets.

AND FURTHER THAT,

the sponsorship is for one year, beginning October 6, 2019 through to Sunday, September 6, 2020 inclusive.

AND, NorthRiver Midstream will pay $32,000 to the NPLP."

CARRIED

Commissioner Sperling arrived at 9:12 am

b) Admin Report NPLP Facility Allocation Update *Allocation Policy 12/19*

Discussion:

Policy update has no procedural changes but is a consolidation with the recreation program policy to provide consistency.

Resolution No. **12/19**

MOVED by Commissioner Bolin SECONDED by Commissioner Couch

THAT the North Peace Leisure Pool Commission rescind North Peace Leisure Pool, Allocation Policy 15/00".

AND "THAT,

the North Peace Leisure Pool Commission adopt the Allocation Policy 12/19 as presented,

CARRIED

c) Admin Report NPLP – Refund Policy Update 29/00

Discussion:

M2

Active Net is an online scheduling software that allows for participant registration in pool programs. The software program also assists City staff in scheduling programs and determines staffing needs. Active Net charges the City a user fee and the customer does not see this fee. Registration fees may be reimbursed to registrants for various reasons and reimbursements may be full refunds or prorated refunds depending on the reason for cancellation. Resolution No. 13/19 MOVED by Commissioner Bolin SECONDED by Commissioner Couch **"THAT, the North Peace Leisure Pool Commission adopt the Refund Policy 11/19 as presented,** **AND,** **the North Peace Leisure Pool Commission rescind Refund Policy 29/00."** CARRIED	

9. Reports:	**Action**
a) Finance Report – Shirley Collington, City of Fort St. John; • Financials are accurate up to August • The financials will reflect the September shutdown in the next report. The largest part of budget spending will be spent for the pool shutdown • Significant increase in office supplies due to purchase of a merchandise cabinet • Utility prices cheaper due to the budget having been increased, this allowed finance to provide a more realistic budget • Chemical price last year was 21,000 and this year an significant increase to 31,000 • Services charge fees in Active Net have increased • Each facility pays their portion of Active Net user fees Resolution No. 14/19 MOVED by Commissioner Couch SECONDED by Commissioner Boon **"THAT, the North Peace Leisure Pool Commission receive the financial information as presented** CARRIED	Draft Budget will be sent out via email A Special Meeting will be held to discuss the Budget – Date to be determined Shirley will bring a response on the chemical pricing to the next meeting
b) Facility Manager Report – Corey Callison, City of Fort St. John; *Robin Langille, Director of Recreation and Leisure for Corey Callison, Facilities Manager* The Director of Recreation and Leisure provided a review of the shutdown completed items to date. • Slide continues to be a problem and engineers from the public works building will be also looking at the slide • inline heaters for change rooms are in the 2020 proposed budget • MCC panel will be moved to another room on the second floor, the work will be done on a Sunday evening and no shutdown will be necessary	Robin will check with Karin as to when the problem with the slide started – possibly around the time the second slide was installed
d) Recreation Programmer – Charity Nelson Update *Vanessa Cumming, Pool Manager for Charity Nelson* • The recreation programmer's hours were temporarily' increased to full time to support programming • summer programs for 2019 included 229 swimming lessons over 4 lesson sets • a significant jump private lessons to 819 participants • A new program item was introduced – Midweek Mayhems. This brought in over 1000 participants	Vanessa will pull the old report and do a review Vanessa will bring a recommendation

• Swim to Survive Day program received $1000 Grant worth of materials to run the event • 96 participants in the Swim to Survive Challenge Day • 19 participates took advantage of the Life guard scholarship program and 4 have been awarded their National Lifeguard certification • A partnership with SD 60 and the pool has students able to obtain high school graduation credits while achieving their lifeguard certification during school hours. 7 candidates have applied for the program e) **Pool Manager Report – Vanessa Cumming, City of Fort St. John;** • Completed the annual pool shutdown and the pool was opened on scheduled • Fall swimming lessons will be starting next week • Over the shutdown the hot tub was worked on by donated time from WL Construction Resolution No. 15/19 MOVED by Commissioner Couch SECONDED by Commissioner Boon **"THAT, the North Peace Leisure Pool Manager will send a thank you to WL Construction for the donated time to fix the hot tub in the form of a plaque and thank you card.** CARRIED • Pool Usage stats – are down in comparison to 2018 • Recreation Programmers hours were increased to full time. This has been very helpful with summer lesson programming and scheduling of events • Staff were able to plan a number of different events and thus increased participant numbers in courses and training • Working on Staffing and hiring pool attendants, lifeguard and administrative assistant role • Created an operational schedule, going really well and received positive feedback from staff • Made swimming lessons live with rec guide and will become available in the next season • Lessons reviewed on a weekly basis • It has been requested that all Pool Commission agenda reports be delivered to the clerk in a timely manner so that the agenda is not presented with late reports.	Robin will consult with Corey re: timeline for slide rewrap

10. Adjournment:	**Action**
Resolution 16/19 MOVED by Commissioner Bolin SECONDED by Commissioner Couch ***"THAT, the regular meeting of the North Peace Leisure Pool Committee be adjourned at 10:17 am.*** CARRIED	

Karen Goodings, Chairperson	Karen Prouse, Recording Secretary
Date/Year	Date/Year

11. Next Meeting:	**Action**
North Peace Leisure Pool Meeting Room **December 10, 2019 at 10:00 am.**	

North Peace Leisure Pool - 5 Year Financial Plan

2020-2024 Operating Plan

	2019 Budget	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Revenues		as of Oct 25th					
5 - Other Revenue from own Sources							
General Admissions	(199,777)	(193,788)	(200,000)	(200,500)	(200,500)	(201,000)	(201,000)
Economy Tickets	(42,703)	(27,833)	(40,000)	(40,000)	(40,500)	(40,500)	(41,000)
Passes	(28,507)	(18,043)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
Aquafit	(18,107)	(11,002)	(18,000)	(18,000)	(18,100)	(18,100)	(18,150)
Swimming Lessons	(167,805)	(174,578)	(200,000)	(200,000)	(200,500)	(200,500)	(201,000)
Lap Pool Rentals	(47,707)	(41,588)	(50,000)	(50,000)	(50,550)	(50,550)	(51,100)
Leisure Pool Rentals	(1,903)	(5,151)	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)
NPLP Merchandise Sales	(14,009)	(10,507)	(14,000)	(14,000)	(14,050)	(14,100)	(14,150)
Rentals	(8,000)	(4,876)	(5,200)	(6,200)	(6,200)	(6,200)	(6,200)
Leases	(35,251)	(28,845)	(35,000)	(35,000)	(35,000)	(35,000)	(35,000)
Miscellaneous	(15,471)	(8,965)	(10,000)	(10,000)	(10,100)	(10,100)	(10,150)
Cash Over/Short	-	882	-	-	-	-	-
Grants/Subsidy	(3,010,773)	(1,865,775)	(2,792,838)	(3,143,868)	(3,190,653)	(3,237,357)	(3,248,514)
Total Revenues	**(3,590,013)**	**(2,390,069)**	**(3,401,038)**	**(3,753,568)**	**(3,802,153)**	**(3,849,407)**	**(3,862,264)**
Expenses		2019 Actuals					
General Operations		as of Oct 25th					
1 - Salaries, wages and employee benefits							
Administration & Overhead	138,840	81,907	142,289	145,834	149,470	153,193	153,193
Personnel	1,119,601	985,066	1,126,529	1,148,628	1,171,184	1,193,140	1,193,140
Overtime	20,333	20,224	20,070	20,470	20,885	21,300	21,300
Receiver General Contributions	78,597	61,458	78,538	79,529	80,473	81,381	81,381
Pension Contributions	59,457	31,380	60,771	62,062	63,374	64,715	64,715
Extended Health Contributions	12,776	7,386	12,776	12,776	12,776	12,776	12,776
Dental Contributions	13,186	8,425	13,186	13,186	13,186	13,186	13,186
BC Medical	16,380	7,650	-	-	-	-	-
Life & Disability Contributions	30,785	21,179	31,252	31,744	32,244	32,769	32,769
WCB	20,999	17,962	21,147	21,533	21,914	22,301	22,301
Other Payroll Expenses	-	1,440	-	-	-	-	-
	1,510,954	1,244,077	1,506,558	1,535,762	1,565,506	1,594,761	1,594,761

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North Peace Leisure Pool - 5 Year Financial Plan

2020-2024 Operating Plan

	2019 Budget	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
2 - Contracted and general services							
Freight	5,000	3,866	5,000	5,000	5,000	5,000	5,000
Telephone	3,000	2,185	2,700	2,700	2,700	2,700	2,700
Medical Reports/Chiropractor Fees	2,000	1,396	2,000	2,000	2,000	2,000	2,000
Advertising, Hosting & Promotion	32,800	22,206	26,500	26,500	26,500	26,500	26,500
Professional Services	-	-	10,500	-	-	-	-
Memberships & Professional Development	20,250	8,573	23,950	23,950	23,950	23,950	23,950
	63,050	38,226	70,650	60,150	60,150	60,150	60,150
3 - Material, goods and supplies							
First Aid Supplies & PPE	7,000	2,004	5,050	5,050	5,050	5,050	5,050
Protective Clothing - Other/Uniforms	16,000	7,582	11,850	13,350	13,350	13,350	13,350
Office Supplies	18,000	11,814	16,200	18,400	18,400	18,400	18,400
Replacement Equipment	5,000	5,227	6,000	5,000	5,000	5,000	5,000
Merchandise for resale	12,000	5,760	12,000	12,080	12,300	12,300	12,350
Supplies - Special Event	12,640	10,653	13,000	13,000	13,150	13,200	13,250
Program Supplies	37,000	30,235	40,000	38,600	38,570	38,670	38,770
	107,640	73,275	104,100	105,480	105,820	105,970	106,170
6 - Other Expenses							
Service Charges	5,000	13,357	15,000	15,000	15,000	15,000	15,000
Employer Health Tax	-	26,977	50,000	50,000	50,000	50,000	50,000
Fee for Service	332,103	246,185	339,729	342,098	347,206	352,175	353,527
Licences & Permits	2,500	2,020	2,250	2,250	2,250	2,250	2,300
Grants in Aid	2,000	-	2,000	2,000	2,000	2,000	2,000
	341,603	288,539	408,979	411,348	416,456	421,425	422,827
Total for General Operations	**2,023,247**	**1,644,118**	**2,090,287**	**2,112,740**	**2,147,932**	**2,182,306**	**2,183,908**

R2

North Peace Leisure Pool - 5 Year Financial Plan

2020-2024 Operating Plan

	2019 Budget	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Building and Plant Maintenance		as of Oct 25th					
1 - Salaries, wages and employee benefits							
Administration & Overhead	37,182	30,856	38,111	39,057	40,030	41,026	41,026
Personnel	392,905	337,014	404,883	412,992	421,242	429,642	433,791
Overtime	13,797	35,995	34,503	35,194	35,900	36,614	37,024
Receiver General Contributions	25,337	26,171	25,341	25,344	25,347	25,348	25,351
Pension Contributions	42,821	36,106	44,148	45,048	45,969	46,909	47,319
Extended Health Contributions	9,914	7,049	9,914	9,914	9,914	9,914	9,914
Dental Contributions	10,331	8,040	10,331	10,331	10,331	10,331	10,331
BC Medical	5,742	3,956	-	-	-	-	-
Life & Disability Contributions	19,560	19,714	20,080	20,416	20,753	21,087	21,285
WCB	7,477	7,563	7,690	7,832	7,980	8,120	8,190
	565,066	512,466	595,001	606,128	617,466	628,991	634,231
2 - Contracted and general services							
Freight	3,000	5,956	5,000	5,000	5,000	5,000	5,000
Telephone	350	263	350	350	355	360	375
Memberships & Professional Development	7,800	2,776	5,000	5,000	5,000	5,000	5,000
Plumbing	5,000	1,899	3,000	3,000	3,000	3,000	3,000
Contract - Electrical	22,800	13,702	23,000	23,100	23,200	23,300	23,000
Contract - Mechanical	13,800	8,280	26,000	14,200	14,400	14,600	14,800
Contract - Other	50,000	33,054	40,000	40,000	40,000	40,000	40,500
Rentals & Leases	2,000	-	2,000	2,000	2,000	2,000	2,000
	104,750	65,929	104,350	92,650	92,955	93,260	93,675

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North Peace Leisure Pool - 5 Year Financial Plan

2020-2024 Operating Plan

	2019 Budget	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
3 - Material, goods and supplies							
First Aid Supplies & PPE	7,300	2,865	5,000	5,000	5,050	5,050	5,100
Protective Clothing - Other/Uniforms	4,000	3,035	4,000	4,000	4,000	4,000	4,000
Building Maintenance Materials	6,800	7,766	6,900	7,000	7,100	7,100	7,100
Chemicals	25,000	33,957	40,000	40,500	40,500	41,000	41,000
Replacement Equipment	100,000	62,351	75,000	75,000	75,000	75,000	75,000
Materials - Maintenance	18,000	2,541	18,000	18,000	18,000	18,000	18,000
Parts	1,900	-	1,500	1,500	1,500	1,500	1,500
Small Tools	1,950	680	2,000	2,050	2,050	2,100	2,100
Major Purchases - Not TCA	431,500	32,654	170,000	500,000	500,000	500,000	500,000
Janitorial Supplies	21,000	17,419	22,000	22,000	22,000	22,500	22,500
	617,450	163,269	344,400	675,050	675,200	676,250	676,300
5 - Utilities							
Natural Gas	80,000	60,474	80,000	80,000	80,500	80,500	81,000
Electricity	110,000	83,517	105,000	105,000	105,500	105,500	110,000
Water & Sewer	65,000	54,045	75,000	75,000	75,500	75,500	76,000
Waste Disposal	4,500	5,369	6,000	6,000	6,050	6,050	6,050
	259,500	203,405	266,000	266,000	267,550	267,550	273,050
6 - Other Expenses							
Carbon Offset Purchase	19,000	-	-	-	-	-	-
Licences & Permits	1,000	865	1,000	1,000	1,050	1,050	1,100
	20,000	865	1,000	1,000	1,050	1,050	1,100
Total for Building & Plant Maintenance	**1,566,766**	**945,934**	**1,310,751**	**1,640,828**	**1,654,221**	**1,667,101**	**1,678,356**
Total Expenses	**3,590,013**	**2,590,051**	**3,401,038**	**3,753,568**	**3,802,153**	**3,849,407**	**3,862,264**
Total	**-**	**199,982**	**-**	**-**	**-**	**-**	**-**

R4

Variance Analysis between 2019 and 2020

	2017 Actual	2018 Actual	2019 Actual	2019 Budget	2020 Budget	Variances in Budget	Comments
Revenues			as of Oct 25th				
5 - Other Revenue from own Sources							
General Admissions	(223,653)	(225,495)	(193,788)	(199,777)	(200,000)	223	increased to inline with actuals
Economy Tickets	(50,057)	(40,591)	(27,833)	(42,703)	(40,000)	(2,703)	decreased to inline with actuals
Passes	(31,172)	(28,303)	(18,043)	(28,507)	(30,000)	1,493	increased to inline with actuals
Aquafit	(20,070)	(20,347)	(11,002)	(18,107)	(18,000)	(107)	
Swimming Lessons	(151,893)	(275,089)	(174,578)	(167,805)	(200,000)	-	
Lap Pool Rentals	(54,595)	(43,817)	(41,588)	(47,707)	(50,000)	2,293	increased to inline with actuals
Leisure Pool Rentals	(2,047)	(5,259)	(5,151)	(1,903)	(6,000)	4,097	increased to inline with actuals
NPLP Merchandise Sales	(16,481)	(15,845)	(10,507)	(14,009)	(14,000)	(9)	
Rentals	(7,786)	(13,723)	(4,876)	(8,000)	(5,200)	(2,800)	decreased to inline with actuals
Leases	(35,249)	(37,346)	(28,845)	(35,251)	(35,000)	(251)	decreased to inline with actuals
Miscellaneous	(10,517)	(13,817)	(8,965)	(15,471)	(10,000)	(5,471)	decreased to inline with actuals
Cash Over/Short	(353)	156	882	-	-	-	
Grants/Subsidy	(2,504,324)	(2,790,498)	(1,865,775)	(3,010,773)	(2,792,838)	(217,935)	
Total Revenues	**(3,108,197)**	**(3,509,974)**	**(2,390,069)**	**(3,590,013)**	**(3,401,038)**	**(221,170)**	
Expenses							
General Operations			2019 Actuals as of Oct 25th				
1 - Salaries, wages and employee benefits							
Administration & Overhead	110,372	116,630	81,907	138,840	142,289	3,449	COLA increased added
Personnel	979,145	1,162,415	985,066	1,119,601	1,126,529	6,928	COLA increased added
Overtime	13,922	24,304	20,224	20,333	20,070	(263)	
Receiver General Contributions	62,232	75,551	61,458	78,597	78,538	(59)	
Pension Contributions	48,180	46,426	31,380	59,457	60,771	1,314	Pension rates have increased
Extended Health Contributions	7,932	9,117	7,386	12,776	12,776	-	
Dental Contributions	8,764	8,872	8,425	13,186	13,186	-	
BC Medical	14,344	7,688	7,650	16,380	-	(16,380)	MSP no longer billed through benefit deductions
Life & Disability Contributions	12,218	22,873	21,179	30,785	31,252	467	
WCB	17,478	20,915	17,962	20,999	21,147	148	
Other Payroll Expenses	500	70	1,440	-	-	-	
	1,275,087	1,494,861	1,244,077	1,510,954	1,506,558 -	4,396	

R5

Variance Analysis between 2019 and 2020

	2017 Actual	2018 Actual	2019 Actual	2019 Budget	2020 Budget	Variances in Budget	Comments
2 - Contracted and general services							
Freight	2,628	2,290	3,866	5,000	5,000	-	
Telephone	2,600	3,008	2,185	3,000	2,700	(300)	
Medical Reports/Chiropractor Fees	1,496	2,033	1,396	2,000	2,000	-	
Advertising, Hosting & Promotion	15,855	21,457	22,206	32,800	26,500	(6,300)	decreased to bring inline with actuals
Professional Services	-	-	-	-	10,500	10,500	Lifesaving Society Comprehensive Audit to be completed in 2020
Memberships & Professional Development	17,053	13,810	8,573	20,250	23,950	3,700	WSBC training for site-specific hazards (such as chlorine gas) - all staff will require this training in 2020
	39,632	42,598	38,226	63,050	70,650	7,600	
3 - Material, goods and supplies							
First Aid Supplies & PPE	3,996	8,563	2,004	7,000	5,050	(1,950)	lowered to bring inline with actuals
Protective Clothing - Other/Uniforms	15,827	9,963	7,582	16,000	11,850	(4,150)	lowered to bring inline with actuals
Office Supplies	24,032	6,342	11,814	18,000	16,200	(1,800)	in 2019 a display case was added to the budget - removed for 2020
Replacement Equipment	9,096	4,353	5,227	5,000	6,000	1,000	replacing baby change tables and pool inflatables
Merchandise for resale	12,751	7,342	5,760	12,000	12,000	-	
Supplies - Special Event	20,751	9,825	10,653	12,640	13,000	360	extra birthday and special event supplies
Program Supplies	27,083	30,282	30,235	37,000	40,000	3,000	added additional program supplies
	113,536	76,670	73,275	107,640	104,100 -	3,540	
6 - Other Expenses							
Service Charges	5,834	5,936	13,357	5,000	15,000	10,000	Activenet fees increased throughout 2019
Employer Health Tax	-	-	26,977	-	50,000	50,000	EHT replaced the BC MSP program in 2019
Fee for Service	154,309	323,107	246,185	332,103	339,729	7,626	
Licences & Permits	2,464	2,546	2,020	2,500	2,250	(250)	
Grants in Aid	-	-	-	2,000	2,000	-	
	162,607	331,589	288,539	341,603	408,979	67,376	
Total for General Operations	**1,590,862**	**1,945,718**	**1,644,118**	**2,023,247**	**2,090,287**	**67,040**	

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Variance Analysis between 2019 and 2020

	2017 Actual	2018 Actual	2019 Actual	2019 Budget	2020 Budget	Variances in Budget	Comments
Building and Plant Maintenance			as of Oct 25th				
1 - Salaries, wages and employee benefits							
Administration & Overhead	32,108	32,531	30,856	37,182	38,111	929	COLA increase added
Personnel	332,785	279,758	337,014	392,905	404,883	11,978	COLA increase added
Overtime	33,465	46,110	35,995	13,797	34,503	20,706	increased OT percentage to inline with actuals
Receiver General Contributions	17,368	23,519	26,171	25,337	25,341	4	
Pension Contributions	33,782	42,384	36,106	42,821	44,148	1,327	Increase in pension reates
Extended Health Contributions	5,277	8,116	7,049	9,914	9,914	-	
Dental Contributions	5,540	8,261	8,040	10,331	10,331	-	
BC Medical	5,780	3,694	3,956	5,742	-	(5,742)	MSP no longer billed through benefit deductions
Life & Disability Contributions	6,853	17,422	19,714	19,560	20,080	520	
WCB	6,043	8,722	7,563	7,477	7,690	213	
	479,001	470,517	512,466	565,066	595,001	29,935	
2 - Contracted and general services							
Freight	5,676	4,027	5,956	3,000	5,000	2,000	Increase to bring inline with actuals
Telephone	383	315	263	350	350	-	
Memberships & Professional Development	1,351	4,140	2,776	7,800	5,000	(2,800)	reduced to bring inline with previous actuals
Plumbing	1,622	2,113	1,899	5,000	3,000	(2,000)	reduced to bring inline with previous actuals
Contract - Electrical	24,290	39,577	13,702	22,800	23,000	200	
Contract - Mechanical	8,051	14,011	8,280	13,800	26,000	12,200	added funds for inline duct heaters to change rooms and hallways
Contract - Other	33,157	59,177	33,054	50,000	40,000	(10,000)	reduced to bring inline with previous actuals
Rentals & Leases	428	934	-	2,000	2,000	-	
	74,958	124,294	65,929	104,750	104,350 -	400	
3 - Material, goods and supplies							
First Aid Supplies & PPE	3,606	8,253	2,865	7,300	5,000	(2,300)	reduced to bring inline with previous actuals
Protective Clothing - Other/Uniforms	1,232	6,473	3,035	4,000	4,000	-	
Building Maintenance Materials	5,639	9,737	7,766	6,800	6,900	100	
Chemicals	38,911	47,982	33,957	25,000	40,000	15,000	increase to inline with actuals
Replacement Equipment	54,620	104,707	62,351	100,000	75,000	(25,000)	reduced to bring inline with previous actuals
Materials - Maintenance	14,777	20,286	2,541	18,000	18,000	-	
Parts	435	1,509	-	1,900	1,500	(400)	
Small Tools	1,561	1,969	680	1,950	2,000	50	
Major Purchases - Not TCA	337,875	437,573	32,654	431,500	170,000	(261,500)	Sound system/Kitchen reno/air handling unit
Janitorial Supplies	16,005	24,501	17,419	21,000	22,000	1,000	increase to inline with actuals
	474,661	662,990	163,269	617,450	344,400 -	273,050	

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Variance Analysis between 2019 and 2020

	2017 Actual	2018 Actual	2019 Actual	2019 Budget	2020 Budget	Variances in Budget	Comments
5 - Utilities							
Natural Gas	97,530	92,095	60,474	80,000	80,000	-	
Electricity	128,320	114,896	83,517	110,000	105,000	(5,000)	decrease to inline with actuals
Water & Sewer	91,371	74,502	54,045	65,000	75,000	10,000	Increase to inline with actuals
Waste Disposal	4,594	4,944	5,369	4,500	6,000	1,500	Increase to inline with actuals
	321,815	286,437	203,405	259,500	266,000	6,500	
6 - Other Expenses							
Carbon Offset Purchase	-	19,059	-	19,000	-	(19,000)	removed from budget - PRRD will be dealing with the Carbon program themselves
Licences & Permits	527	965	865	1,000	1,000	-	
	527	20,024	865	20,000	1,000	(19,000)	
Total for Building & Plant Maintenance	1,350,962	1,564,262	945,934	1,566,766	1,310,751 -	256,015	
Total Expenses	2,941,824	3,509,980	2,590,051	3,590,013	3,401,038 -	188,975	

RB

5 Year Capital Financial Plan

Capital Projects	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Air Handling Unit	125,000	500,000	500,000	500,000	500,000
Kitchen Updates	10,000				
Sound System Update	35,000				
Total for Capital Projects	**170,000**	**500,000**	**500,000**	**500,000**	**500,000**