



**NORTH PEACE LEISURE POOL
COMMISSION MEETING
AGENDA
9:00 a.m. – April 2, 2019
Council Committee Meeting Room**



1. **Call the Meeting to Order:**
2. **Additions to the Agenda:**
3. **Adoption of Agenda:**
- M1 – M6 4. **Adoption of Minutes:**
 - a) Pool Commission Minutes, February 5, 2019;
5. **Business Arising from the Minutes:**
6. **Delegation:**
7. **Old Business:**
8. **Correspondence:**
- NB1-NB47 9. **New Business:**
 - a) Presentation with consultant at 9:30am – conference call
10. **Reports:**
 - R1-R2 a) Finance Report – Shirley Collington, City of Fort St. John;
 - R3-R4 b) Facility Manager Report – Corey Callison, City of Fort St. John;
 - R5 c) Acting Pool Manager Report – Teriney McGuire, City of Fort St. John;
 - R6-R7 d) Recreation Programmer Report – Charity Neilson, City of Fort St. John;

Next Meeting Date: June 4, 2019 at 9:00am
Leisure Pool Meeting Room

Minutes of North Peace Leisure Pool Commission Meeting



Date: February 5, 2019

Time: 10:00 a.m.

Place: NPLP – Meeting Room

Chair: Commissioner Karen Goodings, Director Area B, PRRD

Present: Commissioner Arlene Boon, Alternate Director Area B, PRRD
 Commissioner Brad Sperling, Director Area C, PRRD
 Commissioner Willi Couch, Alternate Director Area C, PRRD
 Commissioner Becky Grimsrud, Councillor, City of Fort St. John
 Trevor Bolin, Councillor, City of Fort St. John
 Moira Green, General Manager Community Services
 Karin Carlson, Director of Recreation and Leisure Services, City of Fort St. John
 Teriney McGuire, Acting Pool Manager
 Charity Nelson, Recreation Programmer
 Robin Langille, Director of Facilities and Grounds, City of Fort St. John
 Corey Callison, Facilities Manager, City of Fort St. John
 Karen Prouse, Administrative Assistant II, City of Fort St. John
 Conference Call: Lyle Smith, Chief Financial Officer, PRRD

1. Call Meeting to Order:

The meeting was called to order at 10:04 a.m.

2. Additions to the Agenda:

NPLP Building discussion – the state of the NPLP building after closure.

Action

3. Adoption of the Agenda:

Resolution No. 02/19

MOVED by Commissioner Boon

SECONDED by Commissioner Grimsrud

“THAT, the agenda be adopted as presented or amended.”

CARRIED

Action

4. Adoption of the Minutes:

Resolution No. 03/19

MOVED by Commissioner Boon

SECONDED by Commissioner Grimsrud

“THAT, the minutes of the North Peace Leisure Pool Committee Meeting of December 4, 2018 and January 8, 2019 be accepted as presented.”

CARRIED

Action

5. Business Arising from the Minutes:

- Grant funding for Special Olympics
- Lift for the hot tub, applying for grants for this option.
- Quotes requested for cost of lift to present to Pool Commission.

Action

Looking into grant funding

6. Delegation:

None

Action

7. Old Business:

None

Action

8. Correspondence:

None

Action

9. New Business:

None

Action

10. Reports:	Action
a) Acting Pool Manager Report – Teriney McGuire, City of Fort St. John: ▪ Please see attached for review b) Facilities Manager Report – Corey Callison, City of Fort St. John; ▪ Please see attached for review c) Recreation Programmer - Charity Nelson, City of Fort St John; ○ Spring Recreation Guide going out on March 1, 2019 (https://www.fortstjohn.ca/EN/main/parks-rec/recreation-leisure-guide.html). ○ January Pro-D Day pool attendance was over 200 ○ Comments from patron would like to see inflatables brought back on Saturdays, will speak with Teriney McGuire, Acting Pool Manager ○ Upcoming events for February and March: ○ National Women's Day Swim, Sweetheart Swim and Skate, ○ Free swim moved to February 16th and pool open for regular admission on Family Day ○ Extend invitation to new Canadians for International Women's Day. ○ Charity will look into hosting men's only swim and report to Commission. b) Director of Recreation & Leisure Services – Karin Carlson, City of Fort St. John: ▪ Review of first 2 months of finances: ○ Improvements completed at the pool during shutdown has resulted in a decrease in utilities ○ Major improvements have had had considerable effects on consumption ○ Big leaks were fixed in 2014 ○ Skimmers were fixed in 2018 and the budget reflects less water loss ○ Staffing at the end of 2018 – did get a lot of budget personnel lines corrected in November have went through detailed reports and 2018 corrected ▪ Call back to Lyle 10:40 am ▪ Lyle Smith, H.B.Com, CPA, CGA Chief Financial Officer ○ Lyle describes his financial report for 2019 budget. ○ Put forth scenarios for a transfer to reserve ○ Keep tax fairly level ○ If we were going to increase that transfer to reserve then our tax is going to go up ○ Brad what do we normally put in, do we have standard ○ Director Recreation & Leisure services suggested reserves may only be to the original value of the pool ○ Report done 2/3 years ago found 7 years life expectancy ○ Good to keep annual reserve contribution at close to a million but not impact the net tax levy paid by the resident or by industry Lyle signed off at 10:59am Discussion on heat temperature of the change rooms, ambient temperature vs radiant heat temperature - Facilities to look into change rooms for radiant heat. Facility: what will happen to the existing facility when a new pool is built? - Commissioners were updated with the NPLP Feasibility Study - Site structure, components to include etc.	M2



FORT ST. JOHN
The Energetic City

Community Services Fees and Charges Bylaw Update

Pool Commission

April 2, 2019

Agenda

- Purpose of today's workshop
- Principles
- Benefits-Based Cost Allocation
- Example Fees and Charges 2019/2020
- Approach for Annual Increases



Community Services Fees and Charges Bylaw No. 2137, 2014

The Bylaw outlines fees and charges for leisure services provided by the City, including:

- Drop in
- Rental fees

The current fees and charges schedule was set in 2014 and outlines fees until 2019.

NPLP sets fees separately, but may wish to align approach with City.

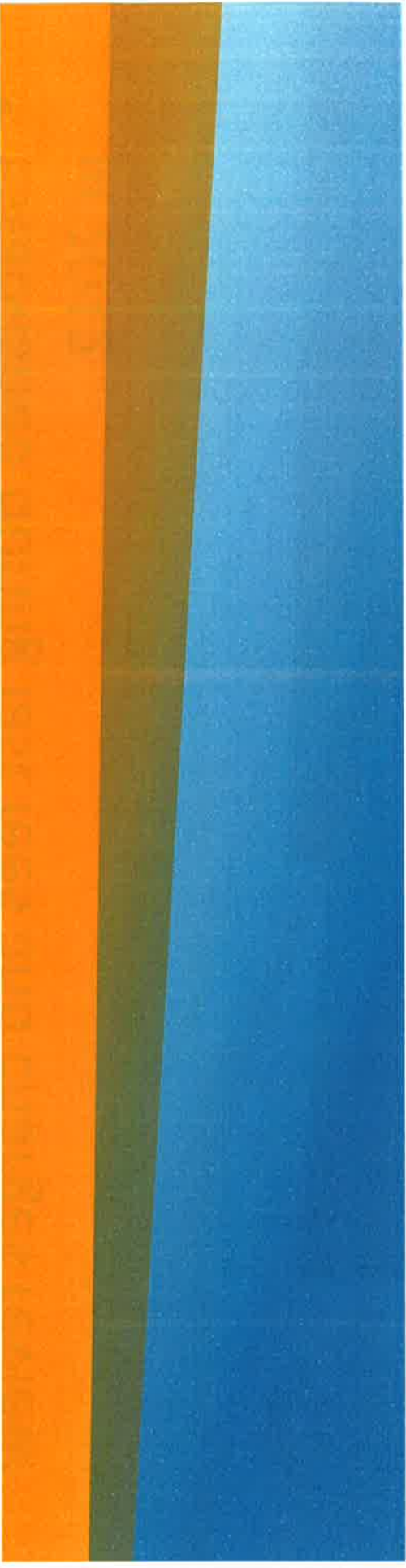


NS4

Purpose of Today's Workshop

- To present the principles that will be used to set the City's Community Services fees and charges to support alignment, where possible, between the NPLP and City Recreation Services





Discussion #1

Update to Principles for Community Services Fees and Charges

Current Approach

- Primarily Benefits-Based Approach, influenced by cost-based and market-based approaches
- Established during last fees and charges review in 2012

Update to Principles

- Transparency
- Service Efficiency
- Public Engagement
- Actual Cost
- Benefits



Transparency Principle

- User fees and subsidies are reported for all City recreational services in a transparent manner

Alignment: Updated fees and charges will be shared with user groups before they go into effect.



Transparency Principle – Policy Implications

- To evaluate fee pricing as a means to achieve City goals and objectives
- To report to Council the extent that each City service is subsidized
- To enable better-informed decisions on fees and revenue generation through transparent reporting
- To improve citizen understanding of the role of user fees and subsidies
- To explore the targets and outcomes for user fees and subsidies



Service Efficiency Principle

- Prices are set to ensure optimal service delivery and government efficiency

Alignment: Changes to fees and charges will be reviewed with staff and user groups to ensure that any increases will not reduce participation.



Service Efficiency Principle – Policy Implications

- To collect fees or charges only when the revenue collected is greater than the cost of collection
- To evaluate user fee pricing as a means of achieving City goals and objectives (e.g., using strategies such as peak-load pricing, time-of-use pricing, seasonal pricing, geographical/location-based pricing, behavioural pricing, discouraging unreasonable uses of staff time, etc.)
- To not use public sector funds to undermine the ability of the private sector to compete in the marketplace
- To consider the use of public recreation areas and facilities by private groups as secondary to general public use or use by non-profit recreation or service organizations

Public Engagement Principle

- The public will have opportunities to engage with the City, and to provide input on a user fee and subsidies policy



Alignment: The public and user groups were engaged through a community survey, pop-up booths, and focus groups.



FORT ST. JOHN
The Energetic City

Public Engagement Principle – Policy Implications

- To follow the City's public engagement practices when gathering and incorporating public feedback on a fees and subsidies policy
- To clearly articulate the expectations, goals and outcomes of public engagement to ensure citizen expectations are compatible with Administration's expectations
- To enable the public to have, either directly or indirectly, an impact on defining what constitutes a private individual benefit and what constitutes a public benefit
- To inform the public well in advance of changes to fees and subsidies to permit advance planning by groups who may have to adjust registration fees and fund-raising activities to accommodate the new rates



11/15/14

Actual Cost Principle

- The actual cost of service delivery is well understood prior to setting user fee or subsidy rates
 - Note: Full cost recovery is **not** the goal. Municipally-provided recreation services are normally subsidized.

Alignment: The City is currently preparing a financial policy framework and improving its asset management practices. On future updates to fees and charges, the full cost of facilities (including operating and lifecycle costs) will be available. The current update will use average operating costs and amortized capital costs for the past three years to determine fees.



Actual Cost Principle – Policy Implications

- To consider a service's full costs as the starting point before determining user fees and subsidy rates
- To examine the user fee and subsidy rates for all City services that have not yet factored in the full cost of service delivery when setting rates
- To pass on to the user any costs of additional staff time or other resources to support a rental booking, beyond what is regularly scheduled or resourced
- To charge a rental fee for use of equipment and supplies as may be deemed rentable - commodities shall include any item that would enhance the City's ability to give high quality public service
- Leases of City-owned space will be negotiated separately, but according to the principles of the benefits-based approach
- The community has a right to profit on the use of its facilities when public resources are utilized by profit-motivated individuals, groups or companies

Benefit Principle

- Those who benefit from a good or service should pay in proportion to the benefit they receive

Alignment: The Benefit-based Approach cost allocation was used to determine user fees based on public vs. private benefit.



Public Benefits

Focus groups
were used to
identify public
benefits of
Community
Services

Publicly Worthwhile Goals		
Growth of Community	Publicly Worthwhile Objectives	Growth of Individual
• Fitness and Well Being • Preschool Recreation Opportunities • Basic Skills for School Aged Children • Advanced Skills for School Aged Children • Social Opportunities for Teens • Basic Skills for Adults • Advanced Skills for Adults • Recreation Opportunities for Seniors • Interpreting the Environment • Reflection/Escape • Leisure Education • Communication System		• Special Events • Support for Local Community Groups • Spectator Sport • Exposure to the Arts • Social Functions • Protecting Natural Resources • Beautify the Community • Opportunities for Family Units • Mixing Generations and Subgroups

*From the 2011 Fees and Charges Update by PERC.

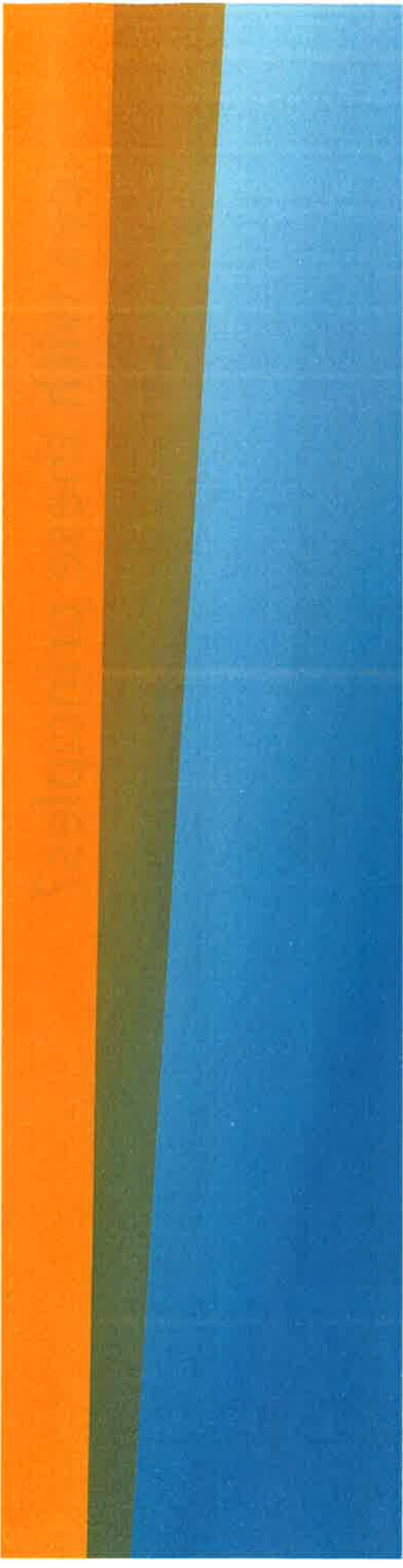
Benefits Principle – Policy Implications

- To consistently apply the benefits principle across all City services. Without this consistency, the principle may be applied inequitably across City services, resulting in inequities between citizens.
- To understand that, under the benefits principle, the balance between user fees and subsidies will not necessarily be the same across all City services.
- To align user fee payments to the private benefits derived from a City service, and tax-supported subsidies to the public benefit derived from a City service
- To use public and private benefits distribution as a foundation for setting subsidy and user fee rates
- To provide guidance on identifying which City services are eligible for user fee pricing under a partial-cost or full-cost recovery model, and which City services are eligible for full subsidization under a no-cost-recovery model
- To explore levying user fees for City services that are currently 100 per cent subsidized, but provide clear private benefits
- To evaluate targeted subsidies on the basis that public net benefits increase when a specific group is offered targeted subsidies

Discussion

The principles direct how fees and charges will be set at the City of Fort St. John.

- Does the Pool Commission wish to align pool fees with these principles?



Discussion #2

Benefits-Based Cost Allocation

Benefits Principle

- Assumes some services have more public value than others
 - e.g., services for children are worthy of public support more than services for adults
- A higher rate of subsidy is justified for services that have more public benefit



History of this Approach

- Easy to understand and relate to actual fees
- Aligns with community values and recognition of public benefits of access to recreation
- Easy to replicate in future updates
- Staff report that this approach has served them well



Thresholds of Cost Recovery (Based on Benefit) *

	0%	25%	50%	75%	100%
Type of Activity	Public goods and services	Merit goods and services with relatively high community benefit	Merit goods and services with a relatively equal mix of community and private benefit	Merit goods and services with relatively high private benefit	Private goods and services
Pricing Strategy	No price charged	25% cost recovery	50% cost recovery	75% cost recovery	At a minimum, full cost recovery
Cost Recovery Benchmark	None	25% of all costs	50% of all costs	75% of all costs	At a minimum, 100% of all costs

*This graphic is from the 2011 Fees and Charges Update by PERC. **Merit goods and services** are those with mixed benefits - some of the benefits go to individuals, while some go to the community as a whole.

Current Cost Allocation

This table was developed through staff assessment of the justification for public subsidy for each user category.

Uses	
Drop-In Admissions	Rentals

Individuals		
Pre-School (0 - 5 years)	0%	
Youth (6 - 18 years)	25%	
Adult (19 - 64 years)	50%	
Senior (65 years +)	25%	
Family (2 adults + 4 youth)	2 adults + 1 youth	

Users

Groups		
Youth Non Profit		25%
Senior Non Profit (PROPOSED)		25%
Adult Non Profit		50%
Private		75%
Commercial		100%
School District		0%

*From the 2011 Fees and Charges Update by PERC.
 **The commercial rate for commercial use is 125%.



Average Cost Recovery Rates 2015-2018

Facility	Cost Recovery*
Kids Arena Fieldhouse	28%
North Peace Arena	22%
Pomeroy Sport Centre	18% (excluding sponsorship/donations)
NPLP	20%

*These figures include operating and capital costs.



Programs

- Programs are not part of the current bylaw
- City's current approach – charge the full cost of the instructor and materials, but do not charge for facility or budgeted staff time – will continue this approach
- Current approach at NPLP is to charge the full cost + 30%

Programs

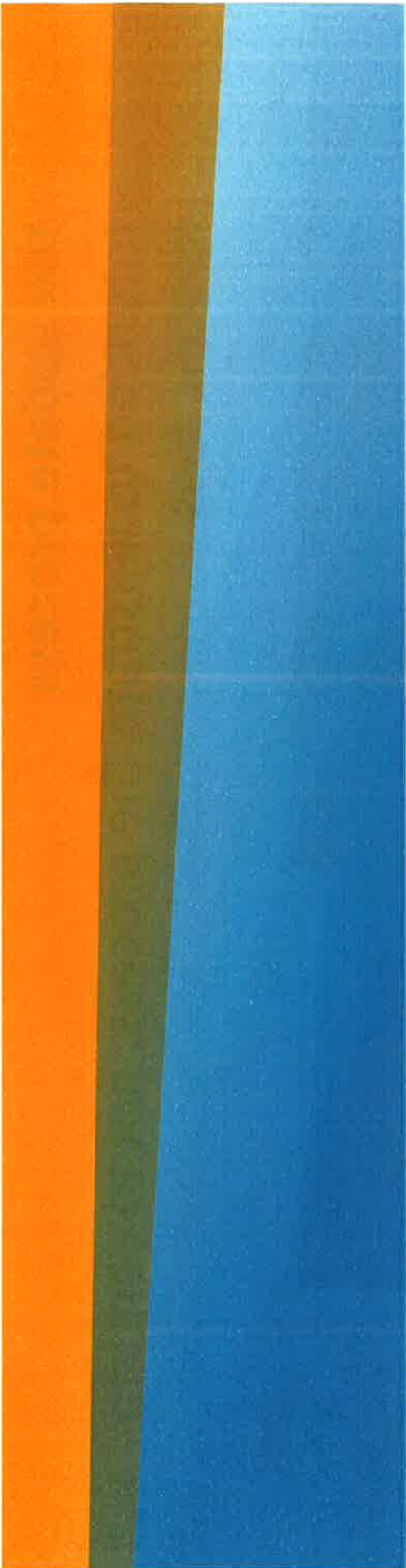
- How should NPLP program fees be set moving forward?



Discussion

- Any other considerations for the benefits-based cost allocations?





Discussion #3

Example Proposed Fees 2019/2020

Purpose

- Demonstrate the application of the actual cost and benefits principles
 - Remaining principles addressed in other parts of the update process
 - Intended to illustrate the process, not to confirm specific fees

Calculating 2019/2020 Rates

Step	Description
Step 1 – Total facility cost	Average of past three years of operating plus amortized capital costs
Step 2 – Cost per facility component	Percentage of total facility cost, determined through staff input
Step 3 – Cost per hour	Cost per facility component / total hours used in 2018, harmonized for similar facilities
Step 4 – User fees	Application of the Benefits-based Approach to the cost per hour
Step 5 – Reasonability Test	Evaluate new fees against current rates and comparable communities

Example Step 1 – Total Facility Costs

Facility	Average Cost 2016-2018*
NPLP	\$3,280,000

*Figure has been rounded. Based on three-year average operating costs plus amortized capital costs.

Step 2 – Cost per Facility Component

NPLP	Percentage of Total Costs *	Average Cost 2016-2018 **
Pool – entire facility	95%	\$3,110,000

* Estimates based on staff knowledge.

** Figures have been rounded.



Step 3 – Cost per Hour

NPLP	Average Cost 2016-2018 *	Total Hours Used 2018	Cost per Hour
Pool – entire facility	\$3,110,000	6,697	\$662

*Figure has been rounded.

Step 4 – User Fees – Entire Pool

This is for illustrative purposes only.

User	Benefit-based Approach	2019/2020 Proposed Hourly Fee Based on Benefits-Based Approach **
Minor / Youth Non-Profit	25%	\$166
Senior Non-Profit	25%	\$166
Adult Non-Profit	50%	\$332
Private	75%	\$497
Commercial	100%	\$663

**Rounded to the nearest \$1.00.



Step 5 – Reasonability Test

- Compare new fees with:
 - Current rates – do cost increases need to be phased?
 - Comparable communities – are fees and charges far lower or far higher than other communities?
- Adjust fees as needed
 - For example, any large increase in fees will be phased

Notes on Pool Fees

- Fees have not increased in a number of years and they have fallen behind costs
- There will likely need to be a phase-in period to adjust fees to reflect costs

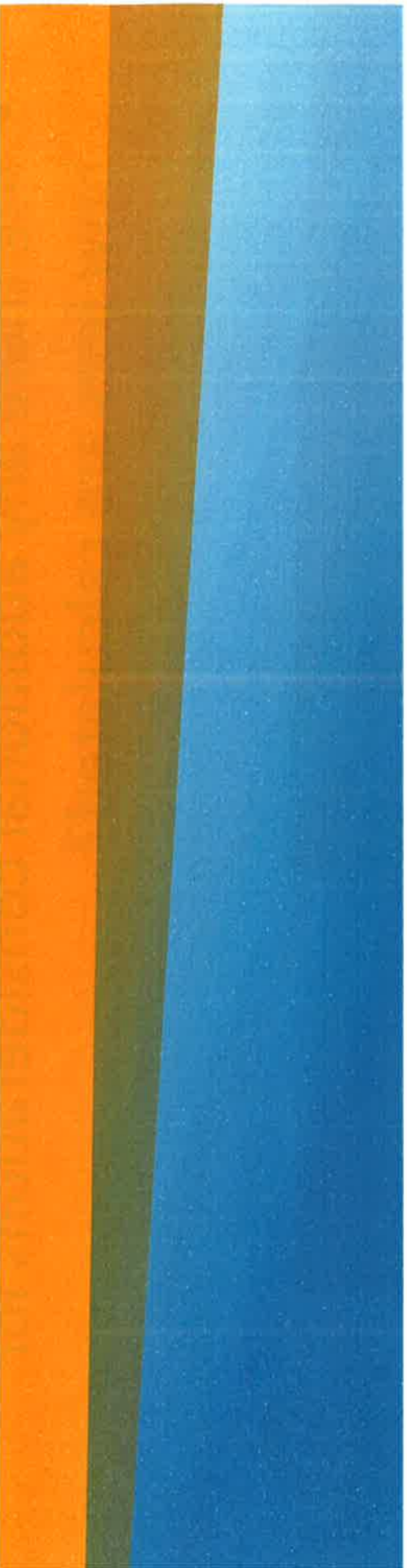
Drop-In Rates

- It is proposed that pool and ice drop-in fees are aligned
- There will need to be a phase-in period where pool drop-in fees stay the same while ice rates increase

Discussion

This approach is based on the application of the principles.

- Are there any additional considerations for how fees are calculated?



Discussion #4

Annual Increase – 2019/2020 to 2023/2024

Context

- Community Services Fees and Charges Bylaw outlines fees for five years at a time
- Need to determine how fees will be increased annually from 2019/2020 to 2023/2024



Proposed Approach

Step 1 – Set annual increase to 2%

- Comparable to the consumer price index and cost-of-living increase in Collective Agreement (keep up with potential cost increases)
- Comparable to precedent increases over previous five years (no surprises for users)

Step 2 – Review fees annually to ensure fees are keeping up with cost increases

- Adjust fees if costs increase or decrease by 4% (threshold for fee update)
- City is currently improving asset management practices and preparing a financial policy framework – cost calculations will improve over time

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Example Fee Table – Entire Pool

User	Benefit-based Approach	2018 / 2019 Fee (Current)	2019 / 2020	2020 / 2021	2021 / 2022	2022 / 2023	2023 / 2024
Minor / Youth Non-Profit	25%	\$99.00	\$122.00	\$144.00	\$166.00	\$170.00	\$174.00
Senior Non-Profit	25%	n/a	\$122.00	\$144.00	\$166.00	\$170.00	\$174.00
Adult Non-Profit	50%	\$250.00	\$229.00	\$280.00	\$332.00	\$339.00	\$346.00
Private	75%	\$250.00	\$333.00	\$415.00	\$498.00	\$508.00	\$519.00
Commercial	100%**	\$335.00	\$445.00	\$554.00	\$663.00	\$677.00	\$691.00

*Proposed fees have been rounded to the nearest \$1.00.

**The commercial rate for commercial use is 125%.

This is for illustrative purposes only.



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3-Year Phase-In Period



NB43

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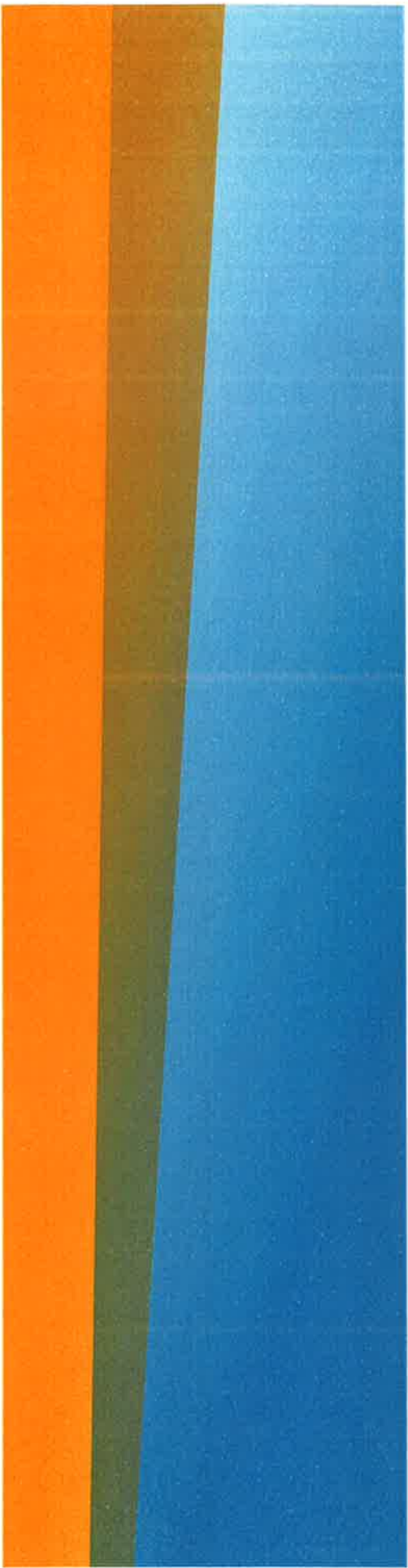
2% per year increase once fees have been adjusted.

*Proposed fees have been rounded to the nearest \$1.00.
**The commercial rate for commercial use is 125%.

Discussion

- Are there any considerations for the proposed approach for annual increases?





Questions or Comments?

Thank you!

**Actual vs Budget Year to Date
North Peace Leisure Pool
As of March 31, 2019**

	2018				2019			
	<u>2018 Budget</u>	<u>2018 Actuals Jan-Mar</u>	<u>\$ Variance Over/Under</u>	<u>% Variance</u>	<u>2019 Budget</u>	<u>2019 Actuals Jan-Mar</u>	<u>\$ Variance Over/Under</u>	<u>% Variance</u>
Revenues:								
10-500 - General Admissions	196,438	63,255	(133,183)	-67.80%	199,777	46,804	(152,973)	-76.57%
10-502 - Economy Tickets	41,989	11,967	(30,022)	-71.50%	42,703	10,050	(32,653)	-76.47%
10-504 - Passes	28,030	8,097	(19,933)	-71.11%	28,507	6,979	(21,528)	-75.52%
10-506 - Aquafit	17,804	4,899	(12,905)	-72.48%	18,107	3,766	(14,341)	-79.20%
10-510 - Swimming Lessons	165,000	82,825	(82,175)	-49.80%	167,805	21,205	(146,600)	-87.36%
10-512 - Lap Pool Rentals	46,910	14,692	(32,218)	-68.68%	47,707	17,045	(30,662)	-64.27%
10-514 - Leisure Pool Rentals	1,871	2,297	426	22.76%	1,903	1,837	(66)	-3.48%
10-520 - NPLP Merchandise Sales	13,775	4,739	(9,036)	-65.60%	14,009	3,327	(10,682)	-76.25%
10-525 - Rentals	5,237	5,903	666	12.71%	8,000	2,479	(5,521)	-69.01%
10-526 - Leases	35,180	8,907	(26,273)	-74.68%	35,251	5,938	(29,313)	-83.15%
10-530 - Miscellaneous	15,212	3,949	(11,263)	-74.04%	15,471	2,882	(12,589)	-81.37%
10-540 - Cash Over/Short	0	356	356	100.00%	0	(152)	(152)	-100.00%
Other Revenue from own Sources	567,446	211,887	(355,559)	-62.66%	579,240	122,161	(457,079)	-78.91%
10-541 - Grants/Subsidy	3,126,280	0	(3,126,280)	-100.00%	3,010,773	0	(3,010,773)	-100.00%
Total Revenues	3,693,726	211,887	(3,481,839)	-94.26%	3,590,013	122,161	(3,467,852)	-96.60%
Expenses:								
20-110 - Administration & Overhead	174,406	30,436	(143,970)	-82.55%	176,022	24,179	(151,843)	-86.26%
20-120 - Personnel	1,450,206	380,001	(1,070,205)	-73.80%	1,512,506	382,903	(1,129,603)	-74.68%
20-135 - Overtime	26,668	20,468	(6,200)	-23.25%	34,130	13,483	(20,647)	-60.49%
20-160 - Receiver General Contributions	97,574	27,487	(70,087)	-71.83%	103,934	23,370	(80,564)	-77.51%
20-161 - Pension Contributions	101,073	20,951	(80,122)	-79.27%	102,278	16,662	(85,616)	-83.71%
20-162 - Extended Health Contributions	23,619	3,852	(19,767)	-83.69%	22,690	3,994	(18,697)	-82.40%
20-163 - Dental Contributions	23,772	3,049	(20,723)	-87.17%	23,517	4,132	(19,385)	-82.43%
20-164 - BC Medical	21,627	3,563	(18,065)	-83.53%	22,122	2,738	(19,385)	-87.63%
20-165 - Life & Disability Contributions	48,735	6,312	(42,423)	-87.05%	50,345	9,444	(40,901)	-81.24%
20-169 - WCB	25,952	7,249	(18,703)	-72.07%	28,476	6,603	(21,873)	-76.81%
20-199 - Other Payroll Expenses	0	70	70	100.00%	0	39	39	100.00%
Salaries, wages and employee benefits	1,993,632	503,438	(1,490,194)	-74.75%	2,076,020	487,546	(1,588,474)	-76.52%
20-212 - Freight	5,830	1,581	(4,249)	-72.88%	8,000	702	(7,298)	-91.23%
20-213 - Telephone	3,500	679	(2,821)	-80.61%	3,350	678	(2,672)	-79.78%
20-217 - Medical Reports/Chiropractor Fees	2,000	0	(2,000)	-100.00%	2,000	247	(1,753)	-87.65%
20-221 - Advertising, Hosting & Promotion	33,190	1,915	(31,275)	-94.23%	32,800	2,060	(30,740)	-93.72%
20-222 - Publications & Subscriptions	302	0	(302)	-100.00%	0	0	0	0.00%
20-234 - Memberships & Professional Development	35,809	1,525	(34,284)	-95.74%	28,050	1,212	(26,839)	-95.68%
20-241 - Plumbing	2,914	57	(2,857)	-98.04%	5,000	138	(4,862)	-97.24%

R1

**Actual vs Budget Year to Date
North Peace Leisure Pool
As of March 31, 2019**

	2018				2019			
	<u>2018</u>	<u>2018</u>	<u>\$ Variance</u>	<u>%</u>	<u>2019</u>	<u>2019</u>	<u>\$ Variance</u>	<u>%</u>
	<u>Budget</u>	<u>Jan-Mar</u>	<u>Over/Under</u>	<u>Variance</u>	<u>Budget</u>	<u>Jan-Mar</u>	<u>Over/Under</u>	<u>Variance</u>
20-242 - Contract - Electrical	22,857	9,270	(13,587)	-59.45%	22,800	215	(22,585)	-99.06%
20-243 - Contract - Mechanical	13,912	4,546	(9,366)	-67.32%	13,800	451	(13,349)	-96.73%
20-246 - Contract - Other	40,285	19,358	(20,927)	-51.95%	50,000	9,737	(40,263)	-80.53%
20-262 - Rentals & Leases	4,824	492	(4,332)	-89.80%	2,000	0	(2,000)	-100.00%
Contracted and general services	165,423	39,423	(126,000)	-76.17%	167,800	15,438	(152,362)	-90.80%
20-524 - First Aid Supplies & PPE	16,642	1,535	(15,107)	-90.77%	14,300	364	(13,936)	-97.46%
20-525 - Protective Clothing - Other/Uniforms	21,294	1,907	(19,387)	-91.05%	20,000	840	(19,160)	-95.80%
20-530 - Office Supplies	16,659	(3,659)	(20,318)	-121.97%	18,000	3,166	(14,834)	-82.41%
20-532 - Building Maintenance Materials	6,723	2,510	(4,213)	-62.66%	6,800	647	(6,153)	-90.48%
20-535 - Chemicals	36,867	(924)	(37,791)	-102.51%	25,000	8,011	(16,989)	-67.96%
20-536 - Replacement Equipment	92,373	47,461	(44,913)	-48.62%	105,000	6,498	(98,502)	-93.81%
20-537 - Merchandise for Resale	12,913	1,703	(11,210)	-86.81%	12,000	1,762	(10,238)	-85.32%
20-539 - Materials - Maintenance	9,974	266	(9,708)	-97.33%	18,000	289	(17,711)	-98.39%
20-561 - Parts	1,925	303	(1,622)	-84.25%	1,900	0	(1,900)	-100.00%
20-564 - Small Tools	2,275	406	(1,869)	-82.15%	1,950	23	(1,927)	-98.82%
20-565 - Major Purchases - Not TCA	551,000	7,250	(543,750)	-98.68%	431,500	(18,932)	(450,432)	-104.39%
20-567 - Janitorial Supplies	20,686	8,355	(12,331)	-59.61%	21,000	5,156	(15,844)	-75.45%
20-568 - Supplies - Special Event	17,000	650	(16,350)	-96.18%	12,640	769	(11,871)	-93.91%
20-591 - Program Supplies	26,195	3,087	(23,108)	-88.22%	37,000	8,660	(28,340)	-76.59%
Material, goods and supplies	832,526	70,850	(761,676)	-91.49%	725,090	17,254	(707,836)	-97.62%
20-552 - Natural Gas	105,000	21,248	(83,752)	-79.76%	80,000	18,111	(61,889)	-77.36%
20-553 - Electricity	130,000	33,008	(96,992)	-74.61%	110,000	19,239	(90,761)	-82.51%
20-554 - Water & Sewer	100,000	11,160	(88,840)	-88.84%	65,000	18,815	(46,185)	-71.05%
20-559 - Waste Disposal	4,500	701	(3,799)	-84.43%	4,500	766	(3,734)	-82.99%
Utilities	339,500	66,116	(273,384)	-80.53%	259,500	56,930	(202,570)	-78.06%
20-231 - Service Charges	7,500	1,744	(5,756)	-76.75%	5,000	3,430	(1,570)	-31.41%
20-469 - Fee for Service	330,443	2,191	(328,252)	-99.34%	332,103	0	(332,103)	-100.00%
20-475 - Carbon Offset Purchase	19,059	0	(19,059)	-100.00%	19,000	0	(19,000)	-100.00%
20-490 - Licences & Permits	3,643	725	(2,918)	-80.10%	3,500	830	(2,670)	-76.30%
20-499 - Grants in Aid	2,000	0	(2,000)	-100.00%	2,000	0	(2,000)	-100.00%
Other Expenses	362,645	4,660	(357,985)	-98.71%	361,603	4,259	(357,344)	-98.82%
Total Expenses	3,693,726	684,487	(3,009,239)	-81.47%	3,590,013	581,428	(3,008,585)	-83.80%
Net Total	0	(472,600)	(472,600)	-100.00%	0	(459,266)	(459,266)	-100.00%

R2



Report to North Peace Leisure Pool Commission

TO: North Peace Leisure Pool Commission

FROM: Corey Callison

DATE: Tuesday , April 2nd, 2019

RE: Facilities Report

1. Water consumption

The water consumption is up a little for the beginning of the year. Facilities are monitoring for leaks going off the base line created in 2018, no leaks detected at this point.

2. Costing Prices for heating in the Change rooms.

Radiant heating and hot water forced air not recommended for the humidity levels In the Pool change rooms. Recommendations from contractor's - electric or inline duct heaters.

Costs

Electric forced air heaters \$5,000.00

Pro

Cost efficient

Cons

- Can become noisy
- In plain sight

Inline Duct heaters \$8,000.00 - \$10,000.00

Pro

- Concealed in ceiling

Cons

- costly

3. Slide Air Quality.

- New slide tower fan installed.
- Slide reopened February 28th
- One report of coughing. Report stated patron was getting over a sickness.
- Late last week more reports of coughing.

We have been in contact with Master Pools and are looking into other solutions. Recommended temporarily action is to take off slide covers from late spring to early fall until solution is found.

Respectfully Submitted by:

Corey Callison

Facilities Manager

NORTH PEACE LEISURE POOL

CONSUMPTION COMPARISON

Cubic Meters

YEAR	METER	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD
2019	low side	807.00	821.00	860.00										2488.00
	high side	1108.00	894.00	1227.00										3229.00
	Total Usage	1915.00	1715.00	2087.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5717.00

YEAR	METER	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD
2018	low side	736.00	705.00	1227.00	1462.00	1173.00	1023.00	1036.00	779.00	445.00	804.00	708.00	739.00	10837.00
		347.00	548.00	860.00	817.00	987.00	895.00	1108.00	1411.00	1465.00	1626.00	1320.00	1259.00	12643.00
	Total Usage	1083.00	1253.00	2087.00	2279.00	2160.00	1918.00	2144.00	2190.00	1910.00	2430.00	2028.00	1998.00	23480.00

YEAR	METER	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD
2016	low side	1601.35	1457.92	1465.31	1075.48	298.75	1595.88	1652.70	1654.54	698.14	1062.76	1184.17	1305.56	15052.56
	high side	4033.75	4354.60	4295.83	2453.50	899.17	2457.67	4259.66	4740.64	2266.03	2491.34	2254.50	1911.36	36418.05
	Total usage	5635.10	5812.52	5761.14	3528.98	1197.92	4053.55	5912.36	6395.18	2964.17	3554.10	3438.67	3216.92	51470.61
meter work completed														

R4



Report to North Peace Leisure Pool Commission

DATE: April 2, 2019
TO: NPLP Pool Commission
FROM: Teriney McGuire, Acting Pool Manager
RE: Pool Report January/ February 2019

Pool User Stats

Stats to February 2019	2019 YTD	2018 YTD	% Change
Visits to Pool	10923	12171	11 % decrease
Slide Use	6385	12743	99.5% decrease
Aquafit Uses	916	963	5% decrease
Swimming Lessons	4475	6085	36% decrease
Family Day Free Swim	270	470	74% decrease

*The turtle slide opened March 1st 2019; we have not yet seen a significant increase in usage

Staffing – Update

We will be having 3 staff members transfer to Grounds for the summer; 1 Pool Attendant and 2 Customer Service Representatives.

The Summer Pool Attendant positions have closed and interviews are complete, hoping to move forward with the hiring process.

Three Part Time Pool Attendant positions closed March 31st, will be reviewing the files as soon as possible.

Lessons

The Spring Lesson registration was very busy. I reviewed the classes and waitlists with Niki Bahm last Monday and we were able to open an additional 25 classes, people on the waitlists will receive calls first before opening to the public. Hopefully, this will help accommodate more of the public. This will not have a negative impact on staff, the additional classes have been added on to the end of pre-existing classes and auxiliary instructors have been added to Mon/Wed classes and Saturday classes.

Family Day Weekend Free Swim

The free swim sponsored by Bergen Financial this year was moved to Saturday as we had anticipated being closed on the Family Day Monday. The swim took place while many other activities were going on during High On Ice and we had 200 less people than in 2018.

RS



Report to North Peace Leisure Pool Commission

DATE: 2019/04/02
TO: Pool Commission
FROM: Charity Nelson, Recreation Programmer
RE: North Peace Leisure Pool Winter Program Update

Spring Recreation & Leisure Guide

The Spring Recreation & Leisure Guide features a variety of special events, courses, and programs that are happening throughout April, May, and June at the North Peace Leisure Pool, as well as in our community. Release date for the Spring Recreation & Leisure Guide was March 1st with Meet Our Staff being one of the North Peace Leisure Pool's Lifeguards Dayna. Dayna was also the on the Spring Recreation & Leisure Guide front page.

Past Special Events and Programs

Bergen Financial Free Swim

February 16th was the free Mukluk Swim sponsored by Bergen Financial (422 attendance).

Family Day Swim

February 18th the pool was open from open from 1:00pm – 4:00pm for public swim (attendance 251).

NID Swim

February 25th there was public swim from 5:30am to 3:30pm with inflatables in the water from 1:00pm to 3:00pm (attendance 315).

National Women's Day

March 8th from 7:30pm to 10:00pm the North Peace Leisure Pool hosted a women only swim for National Women's Day. We have reached out to our local churches and temples, and Teriney did a CBC radio interview in a hope to draw a variety of women from a wide range of backgrounds.

There was a total of total of 40 women attending the event and most participated in the swim lesson and aquatic fitness class that was offered at no extra charge. The hope for this event was to offer a safe and welcoming aquatic experience to those who may otherwise not participate in sessions where men may be present and I believe we succeeded.

Lucky Charm Family Swim

March 17th from 1:00pm to 3:00pm was the Lucky Charm Swim with inflatable obstacle course. There was a Scavenger Hunt made up with a variety of activities that patrons had to complete to get their name in a draw for the pot of gold (attendance 217).

Upcoming Special Events, Programs & Courses

The North Peace Leisure Pool Spring 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 Spring Recreation & Leisure Guide.

<i>Seniors Spring Tea</i> April 5 th 11:00am to 3:00pm	<i>National Health and fitness Day</i> June 1 st 11:00am to 12:00pm
<i>Paw Patrol Preschool Play Day</i> April 11 th 1:00pm to 3:00pm	<i>Father's Day Swim</i> June 16 th 12:00pm – 5:00pm
<i>NID Day at the Pool</i> May 10 th 1:00pm-3:00pm	<i>Summer Solstice Adults Only Swim</i> June 21 st 9:00pm – 11:00pm
<i>Mother's Day Swim</i> May 12 th 12:00pm to 5:00pm	<i>Last Class Bash</i> June 27 th 7:30pm to 10:00pm
<i>National Lifejacket Day</i> May 16 th	<i>Spray Park Summer Kick Off</i> June 28 th 11:00 am - 2:00 pm

Spring Swim Lesson Registration

Registration for April/May and May/June swimming lessons opened at 9:00am on Tuesday, March 19. At the time this report was created, 380 of the 401 available lesson spaces in Spring 01 (April/May) were filled. There are currently 188 people on the Spring 01 waitlists for classes that filled.

Hot Tub Lift System

March 22nd, meeting with Corey to discuss different systems and anchor mechanisms that would accommodate deck space, hot tub dimensions, and facility lift users.

There have been no official quotes from suppliers; the hope is to have a recommendation report for next meeting. Once quotes are received grant and funding research will begin.

Respectfully submitted:

Charity Nelson
Recreation Programmer, North Peace Leisure Pool
March 20, 2019