

**NORTH PEACE LEISURE POOL
COMMISSION MEETING
AGENDA
9:00 a.m. – June 1, 2021
Via Zoom Meeting**

1. **Call the Meeting to Order:**
2. **Introductions:**
Jim Lequiere – City Councillor
Curtis Redpath – Civic Properties Manager
3. **Additions to the Agenda:**
4. **Adoption of Agenda:**
- M1 – M3 5. **Adoption of Minutes:**
a) Pool Commission Minutes, March 2, 2021
6. **Business Arising from the Minutes:**
7. **Delegation:**
8. **Old Business:**
- C1 9. **Correspondence:**
a) ELC Vice Principal, Lori Coulter
10. **New Business:**
11. **Reports:**
R1-R4 a) Pool Manager Report – Nick Mansfield, City of Fort St. John;
R5-R7 b) Program Update Report – Charity Nelson, City of Fort St. John;
R8-R9 c) Finance Report – Angie Bernardin, City of Fort St. John;
R10-R11 d) Facilities Report – Cameron Eggie

Next Meeting Date: August 9, 2021 at 9:00am
Zoom Meeting or North Peace Leisure Pool Meeting Room

Minutes of Regular North Peace Leisure Pool Commission Meeting

Date: March 2, 2021	
Time: 10:00am	
Place: Conference Call	
Chair:	Commissioner Karen Goodings, Director Area B, PRRD
Present:	Commissioner Lori Ackerman, Mayor, City of Fort St. John
	Commissioner Brad Sperling, Director Area C, PRRD
	Commissioner Arlene Boon, Director Area B, PRRD
	Trish Morgan, General Manager, PRRD
	Terri Vetter, Chief Financial Officer, PRRD
	Angie Bernardin, Deputy Treasurer/Collector, City of Fort St. John
	Karin Carlson, Director of Community Services, City of Fort St. John
	Cameron Eggie, Facilities Manager, City of Fort St. John
	Nick Mansfield, Aquatics Manager, City of Fort St. John
	Charity Nelson, Aquatics Programmer, City of Fort St. John
Regrets:	Heidi Avanthay, Administrative Assistant II, City of Fort St. John
	Shellie Gordey, Administrative Assistant II, City of Fort St. John
	Commissioner Trevor Bolin, Councillor, City of Fort St. John
	Commissioner Willi Couch, PRRD
	Shirley Collington, Director of Finance, City of Fort St. John

1. Call Meeting to Order:	
The meeting was called to order at 10:00 am	
2. Additions to the Agenda:	Action
Introduction of City of Fort St. John Facilities Manager, Cameron Eggie	
3. Adoption of the Agenda:	Action
Resolution No. 11/21	
MOVED by Commissioner Sperling	SECONDED by Commissioner Boon
<i>"THAT, the agenda be adopted with the addition of an Introduction of the new Facilities Manager for the City of Fort St. John."</i>	
CARRIED	
4. Adoption of the Minutes:	Action
Resolution No. 12/21	
MOVED by Commissioner Ackerman	SECONDED by Commissioner Sperling
<i>"THAT, the minutes of the North Peace Leisure Pool Committee Meeting of January 25, 2021 be adopted as presented."</i>	
CARRIED	
5. Delegation:	Action
Talese Shilleto, NorthRiver Midstream joined the call to thank the Commission for allowing NorthRiver Midstream to support the community where they live and work. The company will continue	Commissioners to stop by the

Staff do not recommend the use of the PRRD's COVID reserve funds to offset the loss of revenue as a result of decreased use of the facility. Resolution No. 14/21 MOVED by Commissioner Ackerman SECONDED by Commissioner Sperling <i>"THAT, the North Peace Leisure Pool Commission receives the presented Reports for information."</i> CARRIED	
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5. Adjournment:	Action
There being no further business, the meeting was adjourned at 10: 55am.	
Karen Goodings, Chairperson Heidi Avanthay, Recording Secretary Date/Year Date/Year	
12. Next Meeting: North Peace Leisure Pool – Pool Meeting Room Tuesday, June 1, 2020 at 9 am NPLP Meeting Room or Conference Call	Administrative Assistant will email meeting invite

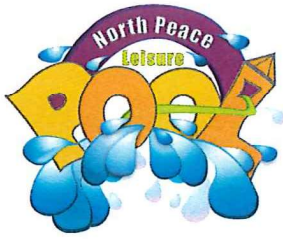
February 28, 2021

To Whom It May Concern,

It has been an absolute pleasure working with the City of Fort St. John Leisure Pool Department to develop an Active Living 12 - Lifeguard course. This program is a joint effort between North Peace Secondary School and the City of Fort St. John Leisure Pool which provides an opportunity for students to obtain Lifeguard courses and earn credits during the school day. As this is a joint effort students are offered a reduced cost to participate in this course. North Peace Secondary School is known for looking for innovative ways to provide students with opportunities to earn credits and the City of Fort St. John Leisure Pool department is also looking for ways to make a difference in the community. It just made sense to work together to support students and create an opportunity for students to give back to their community by becoming lifeguards. This program has been well received by students and parents. I would like to thank the City of Fort St. John's Leisure Pool department for all their hard work and dedication to providing excellent opportunities for youth in Fort St. John.

Sincerely,

Lori Coulter
Vice Principal
North Peace Secondary School
Energetic Learning Campus



Report To: **NPLP Pool Commission**

From: **Nick Mansfield, Aquatics Manager**

Subject: **Pool Update – Aquatics Manager Report**

Meeting: **Pool Commission**

Meeting Date: **June 1, 2021**

File #: 0360-20-06

RECOMMENDATION

“THAT, the North Peace Leisure Pool Commission receive the Aquatics Manager Report for information”.

Patron Usage Trends:

Usage Type	Jan-June 2019 (Q1&Q1)	Jan-June 2020 (Q1&Q2)	Jan-June 2021 (Q1&Q2)
Pool visits (excluding Sundays)	27,203	7,194	10,813
Aquafit drop-in	1,859	705	131
NorthRiver Midstream (Sunday Swim)	4,135	2,625	3,358
Total Pool Swims	33,197	10,524	14,302

Speaking to the stats:

In the previous meeting, the comparison was YTD usage of 2020 vs 2021 YTD. As we begin to look towards a slow growth of our programming with restrictions potentially easing, it is important to capture pre COVID programming to see where we want to go. While the 4-stage plan is encouraging, it is important to ensure that the NPLP sets the tone for consistent but responsible growth as we offer more openings for the public. This means projecting where we would have been last year this time without a shutdown, evaluating where the public's biggest needs are first and programming accordingly. We want to increase at a sustainable rate, ensuring the success and safety of our relaunch for staff and public alike.

What factors may challenge us to at meeting our goals to increase use?

- Other business re opening same time (other sports activities)
- Provincial number goals not being hit delaying new stage target dates

- Travel restrictions lifting

What factors will we consider to ensure a successful increase?

- Hiring and training staff now in preparation for increased load throughout summer
- Creative programming during summer to draw in more people during a potential high travel summer season
- Utilizing supporting activities to draw nearby crowds into the building (festival plaza and farmers market followed by a fun programming after the market is over)

Staffing:

We are currently 90% staffed at the pool due to reduction of services provided. We have begun increasing our numbers to prep for our annual fall turn over as well as the potential increase in load over the summer. In comparison since re opening we have sat between 65% and 80% staffing levels.

Within the topic of staffing, I would like to recognize and commend the ELC lifeguard program. As noted above, the annual fall turnover this year will result in us losing double the staff we normally would. This means we will lose 2 years of university students which will result in just over half our staff leaving at the end of the summer. Thanks to the hard work of our Recreation Programmer and the Managers before me, we have a large recruitment pool to tap into from our ELC courses resulting in no concern for staffing shortages.

Programming Goals:

With the new updates and staged releases, it is important that we ask what our programming could look like at each checkpoint from the province:

Drop in programs:

Stage 1: Target date = May 25 | Changes = No major change to the current programming we are offering. No spectators | Programs offered by NPLP = Aquafit (reduced class size of 6 and low intensity).

Stage 2: Target date = June 15 | High intensity indoor classes can return at reduced capacity. No spectators | Programs offered by NPLP = Aquafit at larger class size. Hydro Rider return for twice a week.

Stage 3: Target date = July 1 | All indoor fitness programs can run with an increased capacity. Limited Spectators | Programs offered by NPLP = same programs, greater variety and expand times of day courses run (lunch or after work demographic.)

Stage 4: Target date = Sept 7 | Normal programming possibility. Increased indoor and outdoor spectators | Plan for regular programming return.

Swim lesson programs:

Stage 1: Target date = May 25 | Changes = No major change to the current programming we are offering. No spectators | Programs offered by NPLP = Household swim lessons (custom classes to accommodate distancing needs).

Stage 2: Target date = June 15 | High intensity indoor classes can return at reduced capacity. No spectators | Programs offered by NPLP = Household swim lessons (custom classes to accommodate distancing needs and no spectators).

Stage 3: Target date = July 1 | All indoor fitness can run with an increased capacity. Limited Spectators | Programs offered by NPLP = same programs, greater variety/more instructors at one time (start reintroducing pre covid swim lessons).

Stage 4: Target date = Sept 7 | Normal programing possibility. Increased indoor and outdoor spectators | Plan for regular programming return.

External Partnerships:

An item that has come out of COVID has been the growth of partnerships with companies looking to sponsor swims. Many were not able to do their previous donating due to closures and reached out to the pool to see how they could support. At this time, we have 3 partnerships in 2021:

- NorthRiver Midstream: Contract Renewed for the entire year of 2021 for all Sunday swims. Prior agreement only sponsored afternoon swims. Contract this year sponsors morning and afternoon drop in swimming.
- Bergen Financial: Sponsored 3 dates at this time. 2 STAT swims in 2020-2021 and one regular Saturday in 2021
- North Peace Filipino Canadian Association (Fil Can): Sponsoring June 12 swim for Filipino Heritage month.

While not all businesses have gone through with the sponsored swims (we have had 5 total inquiries from December 2020-May 2021), it shows there is an opportunity for more sponsored swims or events.

Planning:

As we begin to turn our mind to a possible new normal, it is important to begin highlighting where we want to take the pool. These will be goals that are continually updated at each meeting.

Current Goals:

- Distance course delivery for isolated groups as we are a regional facility
 - o Offering CPR and SFA courses to groups in different areas of the Peace River Regional District Area B and Area C. where we utilize zoom to deliver the programs.
 - o Partnering with youth groups, school groups etc. inside and outside of the city (rural communities as well) where we travel to them or do a blended course (babysitter, stay safe, first aid courses, advanced lifeguard courses).
- How can we utilize our recreation campus to draw people into the pool or further our joint programming
 - o Partner dry programs/physical literacy items from the PSC with a swim workout or skill/play item that does not just focus on swimming. Education, water safety, lifejacket awareness, lifeguard games are other topics to explore. This could support youth/families and adult programming.
 - o Fun programs that align with external programing end times or just after peak times
- Volunteer Assistant Instructors
 - o Growing our ability to get younger candidates in the door sooner. These are called assistant instructors with Red Cross and essentially help instructors while they teach
 - o Allows new young applicants to be onboarded with a much better understanding of the pool and their role here
 - o Allows applicants who are still training and getting their certifications to still be a part of the pool and learn the ins and outs from trained staff.

A Final Story:

At the end of each meeting, I would like to highlight an operational impact story from the pool. We have an incredible team here that make a difference daily for children, youth and adults alike and it can be easy to miss some of the amazing things the team accomplishes.

Through our ELC School lifeguarding partnership program, we received a candidate who came from a challenging background and was not very enthusiastic about lifeguarding. He did not have the skills or knowledge to be successful in the lifeguard course and his swimming ability was quite weak. He started off at a point where swimming 25-50m

consecutively was exhausting for him. After some extra effort and some one-on-one support from our instructor, his attitude began to change and he would come to the pool before class to practice multiple times a week. His attitude and approach to the class from that point on never changed. He was engaged, driven, committed, asked questions and sought out his own development instead of just letting it pass him by.

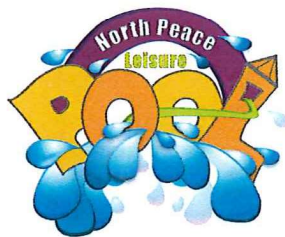
Following program completion and the passing of his lifeguarding certifications, this candidate was nominated and awarded an excellency award at the school. Further to these achievements, we have now hired him as a Slide Attendant at the pool and are very excited to see him grow within our team over the years.

The candidate, now staff member, has shown amazing dedication and growth over the last year and has gone from a non-swimmer to a hired slide attendant. This would not have been possible without the dedication and passion that our instructors demonstrate for the people that come through our building. These are the experiences and skills that we can provide to the community and the impact it has person to person.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'N. Mansfield', with a stylized, cursive script.

Nick Mansfield
Aquatics Manager, North Peace Leisure Pool
May 25, 2021



Report To: **NPLP Pool Commission** **File #: 0360-20-06**

From: **Charity Nelson, Recreation Programmer**

Subject: **Programing Update – Recreation Programmer Report**

Meeting: **Pool Commission**

Meeting Date: **June 1, 2021**

RECOMMENDATION

“THAT, the North Peace Leisure Pool Commission receive the Aquatics Recreation Programmer for information”.

North Peace Leisure Pool Spring Programming

We are continuing to follow all recommendations from our governing bodies and we are still currently working through our phased programming plan that was established in the Fall 2020. We are still limiting facility public users to 40 bathers and have increased our natatorium capacities to 60 people.

The North Peace Leisure Pool swim schedules is posted for Summer and will continue to have pre-booked swims that include public drop-in swims (lap and leisure swims, lap and public swims and public swims). We have continued to offer pre-booked drop-in, low intensity Aqua Fitness classes Mondays, Wednesdays, Fridays, and Saturdays.

Programs that we will be offering for the remainder of Spring 2021 include: Drop-In Public Swimming, Lap and Leisure Swims, Facility User Groups bookings, First Aid Training, Bronze Star, Junior Lifeguard Club, Bronze Medallion, Bronze Cross, National Lifeguard, Water Safety Instructor, Lifesaving Instructor,

Home Alone Program, Stay Safe Program, Babysitters Program, Aquatic Fitness Classes, School District 60 Swim bookings, Private Household Swimming Lessons, and Summer Kids Certification Camps.

School District 60 Swims

School District 60 swims have been successful, we had our first swim March 29 and we will continue to have individual bookings from 1:30-2:15pm Monday to Friday on school days for the month of June, with a 40-participant capacity.

Energetic Learning Campus Bronze Medallion Certification and Bronze Cross Certification

Energetic Learning Campus Students have currently finished their Bronze Medallion certification, and are in the last week of their Bronze Cross certification. All 12 students have done very well in this program with the majority of them signing up for Lifeguard PE in the Fall. The ELC students come every Tuesday and Thursday mornings, 8am-9:20am, last class will be June 9.

Lifeguard PE

28 students that have signed up for the LGPE 2021. With the current Lifesaving Society Program Standards, the North Peace Leisure Pool is required to keep the candidate numbers under 16 for the certification process. With the popularity of this program, the pool has continued to work with North Peace Secondary School to develop a pre-screening process to make modifications to the program. Modification include both a full certification option and a lifeguard physical education option to accommodate the large number of participants, as well as mentorship opportunities for students with prior experience in the programs. LGPE will be on schedule to start September 8.

Blended First Aid Training

First aid courses will continue for Spring and Summer 2021 in a blended format, consisting of online and in person skills assessment. Blended Emergency First Aid and Blended Standard First Aid have once again been approved by WorkSafe BC. Every month for the Spring, North Peace Leisure Pool will offer one skills assessment on the weekend (Saturdays) and one skills assessment during the weekday (Mondays).

Stay Safe! Babysitter Program

This Child and Youth Programming for Spring 2021 will continue with the Canadian Red Cross Stay Safe! and Babysitters programs. These programs will continue to follow The North Peace Leisure Pool Covid-19 program facilitation procedures, to keep participants, staff, and public facility users. Winter 2021 there was a total of 101 kids that registered and participated in both StaySafe! and Babysitting programs for January to March 2021.

Aquatic Fitness Classes

Aquatic Fitness classes have been running well, and are full on a regular basis. We will continue to offer options for participants to attend Monday, Wednesday and Friday (9:35-10:15am and 10:35am – 11:15am). The North Peace Leisure Pool added Saturday and Sunday Aquafits on April 3, due to the high demand. All Aquafit classes are full for June. The Aqua Fitness program has been developed to accommodate a variety of shallow and deep Aquatic Fitness moves that are low intensity and will allow for adequate spacing between participants. Each class will continue to have room for 8 participants, that can be pre-booked in advanced.

National Lifeguard

The National Lifeguard for Spring 2021 will start June 18. The North Peace Leisure Pool ran a total of 21 advanced programs from March to June 2021. This included Junior Lifeguard Club, First Aids, Water Safety Instructor, Bronze Medallion and Bronze Cross, National Lifeguard courses, Lifesaving Instructor and National lifeguard Course. Total enrolment was 89 participants.

North Peace Leisure Pool hosted a National Lifeguard Instructor course where delegates from the BC/Yukon Lifesaving Society instructed. There were 4 internal staff who participated in the certification and we are working closely with them to finish this training process. The Lifesaving Society was very impressed with the staff's performance, procedures, training plans and dedication to the aquatic community.

The North Peace Leisure Pool also hosted a National Lifeguard course for the District of Hudson's Hope. All 5 candidates completed their National Lifeguard certification and the North Peace Leisure Pool is proud to have added 5 more certified lifeguards to the Peace Region.

Swimming Lessons

Spring 02 Household Lessons feature 96 available lesson spots with 107 households on a waitlist. Classes run from May 25th to June 27th. Summer Household Lessons will start July 5th with 248 available lessons and running Monday to Friday for 8 sessions. Registration will open June 1st at 9am. Household lessons will follow the Red Cross Pre-School and Swim Kids content and customize each lesson to meet the needs of the individuals that are participating in the lessons. Class sizes will be limited to 5 members of the same household, with 1 instructor assigned each set. All Red Cross Pre-School classes to Salamander and Red Cross Swim Kids level 1 will require a parent to be in the water with participants in order to decrease contact between instructor and participants.

Respectfully submitted:



Charity Nelson
Recreation Programmer, North Peace Leisure Pool
May 25, 2021

**Actual vs Budget Year to Date
North Peace Leisure Pool
As of April 30th, 2021**

	2020				2021			
	<u>2020 Budget</u>	<u>2020 Actuals Apr</u>	<u>\$ Variance Over/Under</u>	<u>% Variance</u>	<u>2021 Budget</u>	<u>2021 Actuals Apr</u>	<u>\$ Variance Over/Under</u>	<u>% Variance</u>
Revenues:								
10-500 - General Admissions	200,000	31,518	(168,482)	-84.24%	145,000	29,122	(115,878)	-79.92%
10-502 - Economy Tickets	40,000	6,092	(33,908)	-84.77%	29,000	1,590	(27,410)	-94.52%
10-504 - Passes	30,000	5,599	(24,401)	-81.34%	28,000	9,764	(18,236)	-65.13%
10-506 - Aquafit	18,000	3,523	(14,477)	-80.43%	13,000	2,463	(10,537)	-81.05%
10-510 - Swimming Lessons	200,000	33,244	(166,756)	-83.38%	183,000	90,625	(92,375)	-50.48%
10-512 - Lap Pool Rentals	50,000	17,097	(32,904)	-65.81%	43,800	14,931	(28,869)	-65.91%
10-514 - Leisure Pool Rentals	6,000	1,790	(4,210)	-70.17%	3,300	0	(3,300)	-100.00%
10-520 - NPLP Merchandise Sales	14,000	2,237	(11,763)	-84.02%	10,200	1,801	(8,399)	-82.35%
10-525 - Rentals	5,200	2,806	(2,394)	-46.04%	3,100	0	(3,100)	-100.00%
10-526 - Leases	35,000	11,191	(23,809)	-68.02%	35,000	10,936	(24,064)	-68.75%
10-528 - Recoveries	0	0	0			8,113	8,113	
10-530 - Miscellaneous	10,000	3,349	(6,651)	-101.89%	5,400	(106)	(5,506)	50.25%
10-540 - Cash Over/Short	0	(189)	(189)		0	47	47	
10-568 - Donations/Sponsorships	24,000	24,000	0		0	0	0	
Other Revenue from own Sources	632,200	142,255	(489,945)	-77.50%	498,800	169,288	(329,512)	-66.06%
 10-541 - Grants/Subsidy	 2,902,655	 0	 (2,902,655)	 -100.00%	 3,519,769	 533,329	 (2,986,440)	 -84.85%
Total Revenues	3,534,855	142,255	(3,392,600)	-95.98%	4,018,569	702,617	(3,315,952)	-82.52%
Expenses:								
20-110 - Administration & Overhead	165,409	59,171	(106,238)	-64.23%	141,916	49,358	(92,558)	-65.22%
20-120 - Personnel	1,559,397	625,401	(933,996)	-59.89%	1,592,374	535,827	(1,056,547)	-66.35%
20-135 - Overtime	54,711	25,933	(28,778)	-52.60%	55,864	13,217	(42,647)	-76.34%
20-160 - Receiver General Contributions	107,578	49,357	(58,221)	-54.12%	113,396	40,429	(72,967)	-64.35%
20-161 - Pension Contributions	110,382	35,588	(74,794)	-67.76%	110,003	35,699	(74,304)	-67.55%
20-162 - Extended Health Contributions	21,091	6,808	(14,283)	-67.72%	31,796	8,075	(23,721)	-74.60%
20-163 - Dental Contributions	24,898	6,981	(17,917)	-71.96%	22,743	5,480	(17,263)	-75.90%
20-165 - Life & Disability Contributions	54,072	18,431	(35,641)	-65.91%	59,886	17,399	(42,487)	-79.68%
20-169 - WCB	31,231	14,065	(17,166)	-54.96%	35,442	12,168	(23,274)	-100.00%
20-199 - Other Payroll Expenses	0	(4,387)	(4,387)		0	0	0	
Salaries, wages and employee benefits	2,128,769	837,348	(1,291,421)	-60.67%	2,163,420	717,651	(1,445,769)	-66.83%
 20-212 - Freight	 10,000	 1,788	 (8,212)	 -82.12%	 8,000	 1,652	 (6,348)	 -79.36%
20-213 - Telephone	3,050	1,368	(1,682)	-55.15%	4,950	1,939	(3,011)	-60.83%
20-217 - Medical Reports/Chiropractor Fees	2,000	656	(1,344)	-67.20%	2,000	1,139	(861)	-43.05%
20-221 - Advertising, Hosting & Promotion	26,500	8,355	(18,145)	-68.47%	25,000	7,069	(17,931)	-71.72%
20-230 - Professional Services	10,500	0	(10,500)		10,500	60	(10,440)	
20-234 - Memberships & Professional Development	28,950	5,183	(23,767)	-82.10%	20,000	6,801	(13,199)	-66.00%
20-241 - Plumbing	3,000	1,377	(1,623)	-54.10%	3,000	1,842	(1,158)	-38.61%

**Actual vs Budget Year to Date
North Peace Leisure Pool
As of April 30th, 2021**

	2020				2021			
	<u>2020 Budget</u>	<u>2020 Actuals Apr</u>	<u>\$ Variance Over/Under</u>	<u>% Variance</u>	<u>2021 Budget</u>	<u>2021 Actuals Apr</u>	<u>\$ Variance Over/Under</u>	<u>% Variance</u>
20-242 - Contract - Electrical	23,000	17,240	(5,760)	-25.04%	23,100	5,040	(18,060)	-78.18%
20-243 - Contract - Mechanical	26,000	1,579	(24,421)	-93.93%	14,200	1,452	(12,748)	-89.78%
20-246 - Contract - Other	40,000	15,717	(24,283)	-60.71%	40,000	14,483	(25,517)	-63.79%
20-262 - Rentals & Leases	2,000	0	(2,000)	-100.00%	2,000	205	(1,795)	-89.74%
Contracted and general services	175,000	53,264	(121,736)	-69.56%	152,750	41,682	(111,068)	-72.71%
20-524 - First Aid Supplies & PPE	10,050	1,835	(8,215)	-81.74%	13,000	3,800	(9,200)	-70.77%
20-525 - Protective Clothing - Other/Uniforms	15,850	1,011	(14,839)	-93.62%	16,500	3,369	(13,131)	-79.58%
20-530 - Office Supplies	18,200	3,179	(15,021)	-82.54%	15,000	3,898	(11,102)	-74.01%
20-532 - Building Maintenance Materials	6,900	450	(6,450)	-93.48%	7,000	2,441	(4,559)	-65.13%
20-535 - Chemicals	40,000	4,973	(35,027)	-87.57%	40,500	8,593	(31,907)	-78.78%
20-536 - Replacement Equipment	81,000	23,582	(57,418)	-70.89%	81,000	22,493	(58,507)	-72.23%
20-537 - Merchandise for Resale	12,000	3,108	(8,892)	-74.10%	8,000	348	(7,652)	-95.65%
20-539 - Materials - Maintenance	28,000	6,130	(21,870)	-78.11%	21,000	5,134	(15,866)	-75.55%
20-561 - Parts	1,500	197	(1,303)	-86.85%	1,500	0	(1,500)	-100.00%
20-564 - Small Tools	2,000	161	(1,839)	-91.96%	3,500	1,161	(2,339)	-66.82%
20-565 - Capital Purchases	260,000	10,195	(249,805)	-96.08%	755,000	0	(755,000)	-100.00%
20-567 - Janitorial Supplies	22,000	6,979	(15,021)	-68.28%	22,000	4,808	(17,192)	-78.15%
20-568 - Supplies - Special Event	13,000	1,173	(11,827)	-90.97%	9,000	440	(8,560)	-95.11%
20-591 - Program Supplies	40,000	5,813	(34,187)	-85.47%	35,000	17,005	(17,995)	-51.41%
Material, goods and supplies	550,500	68,785	(481,715)	-87.50%	1,028,000	73,490	(954,510)	-92.85%
20-552 - Natural Gas	80,000	29,576	(50,424)	-63.03%	80,000	31,979	(48,021)	-60.03%
20-553 - Electricity	105,000	33,358	(71,642)	-68.23%	105,000	22,308	(82,692)	-78.75%
20-554 - Water & Sewer	75,000	11,398	(63,602)	-84.80%	75,000	25,286	(49,714)	-66.29%
20-559 - Waste Disposal	6,000	978	(5,022)	-83.69%	6,000	625	(5,375)	-89.58%
Utilities	266,000	75,311	(190,689)	-71.69%	266,000	80,199	(185,801)	-69.85%
20-231 - Service Charges	15,000	4,653	(10,347)	-68.98%	15,000	6,673	(8,327)	-55.51%
20-421 - Employer Health Tax	50,000	8,652	(41,348)	-82.69%	45,000	0	(45,000)	-100.00%
20-469 - Fee for Service	344,336	0	(344,336)	-100.00%	343,149	72,178	(270,971)	-78.97%
20-490 - Licences & Permits	3,250	0	(3,250)	-100.00%	3,250	0	(3,250)	-100.00%
20-499 - Grants in Aid	2,000	0	(2,000)	-100.00%	2,000	0	(2,000)	-100.00%
Other Expenses	414,586	13,305	(401,281)	-96.79%	408,399	78,851	(329,548)	-80.69%
Total Expenses	3,534,855	1,048,013	(2,486,842)	-70.35%	4,018,569	991,873	(3,026,696)	-75.32%
Net Total	0	(905,758)	(905,758)	-100.00%	0	(289,256)	(289,256)	-100.00%
Net Total without Grant/Subsidy line item		(905,758)				(822,586)	(83,172)	



Report To: **NPLP Pool Commission** **File #: 0360-20-06**

From: **Cameron Eggie, Facilities Manager**

Subject: **NPLP Facility Update – Facilities Manager Report**

Meeting: **Pool Commission**

Meeting Date: **June 1, 2021**

RECOMMENDATION

“THAT, the North Peace Leisure Pool Commission receive the Facilities Manager Report for information”.

Staffing:

The Facilities team covers the daily mechanical operations of the pool from 5am – 11:30pm. Our team consists of a Facility Supervisor, Facility Operator, and three Facility Labourers.

We are fortunate to have a team of dedicated Facility Labourers who take pride in the work that they do and who are continually looking for ways in which we can improve safety and service. We are near the final stages of developing an in-depth training package for our team that includes levels ranging from entry to advanced training. We have determined that it takes approximately 4-6 months for a Facility Labourer to gain the competency, and confidence required to successfully and safely operate the pool.

It is our desire to have all Facility Labourers trained or cross-trained at the pool over the next year. This will benefit the operational expenses by reducing unforeseen overtime costs related to trained staff absences.

Planning:

This is the time of year where we are taking a close look at the building and creating a task list for our annual shutdown. This process involves the Facility team and Program team compiling a list of maintenance items that will have a direct impact on public users which must be completed in their absence. The initial list is separated and triaged based on various factors which include; cost, time, in-house vs. contractor, and capital vs. maintenance related items.

This year, on top of our regular maintenance items we will be focusing on a few areas of concern, listed below. We will be doing further research and developing options to present to the commission based on our findings.

1. The hot tub which has not been operational
2. The main water line, which is rusted and we are concerned, it will catastrophic failure
3. Surge Tank Valves in the Sump Pit are deteriorating and replacement is complicated. We will seek technical expertise to understand the potential solution.

Updates:

- The Chlorine Room project is now complete
- Chemical Room has been cleaned, painted, and we've installed a Chemical Cabinet to store Acid. This cabinet is specifically vented outside as per regulations. This was to meet Worksafe requirements.
- Building an Acid Re-filling station which will limit the need for staff handling the acid

A Final Story:

Following the report template provided to me by the Aquatics Manager I would also like to offer a story to finish off my reports.

Being a resident of the area with small children involved in various lessons I never knew or appreciated the work that went into keeping our pool safe and usable. Both my children are involved in either private lessons or swim club and I feel a sense of pride and an assurance knowing that my children are safe while using our facility and swimming in clean water.

We are entrusted with a great responsibility, to offer a high-quality, safe experience for everyone that enters the pool and we couldn't do it without everyone's support.

Respectfully Submitted,



Cameron Eggie
Facilities Manager, City of Fort St. John
May 27, 2021