From: Karin Carlson <KCarlson@fortstjohn.ca>
Sent: June 1, 2020 4:36 PM
To: Carrie Harder <charder@fortstjohn.ca>; Moira Green <mgreen@fortstjohn.ca>; Chair Brad Sperling <brad.sperling@prrd.bc.ca>; Director Karen Goodings <karen.goodings@prrd.bc.ca>; 'Arlene Boon' <Aboon@outlook.com>; 'Willi (Alvilda) Couch' <sofa2@telus.net>; prrd dc <prrd.dc@prrd.bc.ca>; Trish Morgan <Trish.Morgan@prrd.bc.ca>; Lyle Smith <Lyle.Smith@prrd.bc.ca>; Angie Bernardin <ABernardin@fortstjohn.ca>; Bryna Casey <Bryna.Casey@prrd.bc.ca>; Karen Goodings <Kgooding@pris.bc.ca>; Becky Grimsrud <bgrimsrud@fortstjohn.ca>; Trevor Bolin <tbolin@fortstjohn.ca>; Ellen Frisch <EFrisch@fortstjohn.ca>; Shirley Collington <SCollington@fortstjohn.ca>; Vanessa Cumming <VCumming@fortstjohn.ca>; Ilie Murica <IMurica@fortstjohn.ca>
Subject: Late Report - Pool Commission

Hello Everyone,

This will be added to tomorrow's meeting under new business.

Regards,

Karin Carlson, MBA
Director of Recreation and Leisure Services
Direct line 250 794 3272
Cell: 250 793 5094
10631 100 Street | Fort St. John, BC | V1J 3Z5

North Peace Leisure Pool
MEMORANDUM

File # 2600-20

DATE: June 2, 2020

TO: Pool Commission

FROM: Karin Carlson

RE: Bulk Head Removal

Recommendation

"THAT, the Pool Commission authorize the demolition of the bulk head on the south side of the natatorium and replace it with a valance and new energy efficient LED lighting so that it matches the other space around the pool."

Background – Remove Bulk Head on the Pool Deck

As part of the current shutdown, the valance lighting on three sides of the natatorium have been upgraded and converted to LED lighting. Staff have observed that the pot lights in the bulk head that is located along south side of the pool deck in the natatorium still need to be replaced with energy saving LED light fixtures. Furthermore, the design of the bulk head prevents staff from being able to clean the vent located on the upper south wall and the wall needs repairs and painting.

Staff and contractors are unable to reach the wall and vent due to the design of the hanging ceiling. The bulk head is not permanently affixed to the wall. It is only held up with wires. There is no support structure to stand on and it doesn't even allow for scaffolding to be used because the bulk head protrudes so far from the wall.

Staff is proposing that we permanently remove the bulk head and put up valence lighting along the upper part of the wall that will match the other three walls in the natatorium. Staff will be able to access the vent so it can be cleaned on a regular basis and the contractor will be able to patch the wall and repaint it. It will also allow more light on the walk way and staff would install energy efficient valence light fixtures.

Costs

This work would likely be contracted to a qualified construction company. Staff have started to reach out to contractors to get quotes and estimate it to cost approximately $12,000 - $15,000. Staff will be required to obtain at least 3 quotes for the work. Through savings on other projects, there is enough money in the budget to complete this work during this shutdown period.

Alternate Recommendation

"THAT, the Pool Commission decline the request made by staff to authorize the demolition of the bulk head on the south side of that natatorium and plan for this change as part of the next budget proposal."

From: Carrie Harder <charder@fortstjohn.ca>
Sent: June 1, 2020 9:55 AM
To: Moira Green <mgreen@fortstjohn.ca>; Chair Brad Sperling <brad.sperling@prrd.bc.ca>; Director Karen Goodings <karen.goodings@prrd.bc.ca>; 'Arlene Boon' <Aboon@outlook.com>; 'Willi (Alvilda) Couch' <sofa2@telus.net>; prrd dc <prrd.dc@prrd.bc.ca>; Trish Morgan <Trish.Morgan@prrd.bc.ca>; Lyle Smith <Lyle.Smith@prrd.bc.ca>; Angie Bernardin <ABernardin@fortstjohn.ca>; Bryna Casey <Bryna.Casey@prrd.bc.ca>; Karen Goodings <Kgooding@pris.bc.ca>; Becky Grimsrud <bgrimsrud@fortstjohn.ca>; Trevor Bolin <tbolin@fortstjohn.ca>; Ellen Frisch <EFrisch@fortstjohn.ca>; Shirley Collington <SCollington@fortstjohn.ca>; Vanessa Cumming <VCumming@fortstjohn.ca>; Charity Nelson <CNelson@fortstjohn.ca>; Ilie Murica <IMurica@fortstjohn.ca>
Subject: Pool Commission Meeting

Good morning,

Please see attached Pool Commission Package for June 2nd, 2020.
I have set up this meeting as a conference call – please let me know if you have any questions or concerns.

Also, if you cannot attend please let me know as soon as possible for quorum.

Thank you

Carrie Harder
Administration Assistant II
Direct line 250 794 3312
10631 100 Street | Fort St. John, BC | V1J 3Z5





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NORTH PEACE LEISURE POOL
COMMISSION MEETING
AGENDA
9:00 a.m. – June 2, 2020
TBD

	1.	**Call the Meeting to Order:**
	2.	**Additions to the Agenda:**
	3.	**Adoption of Agenda:**
M1 – M3	**4.**	**Adoption of Minutes:** a) Pool Commission Minutes, March 3, 2020;
	5.	**Business Arising from the Minutes:**
	6.	**Delegation:**
	7.	**Old Business:**
C1-C3	**8.**	**Correspondence:** a) North River Midstream Extension b) Tasty Dogs Lease Extension
	9.	**New Business:**
	10.	**Reports:**
R1-R3		a) Pool Manager Report – Vanessa Cumming, City of Fort St. John;
R4-R6		b) Maintenance Report – Ilie Menchura, City of Fort St. John;
R7-R8		c) Programmer Report- Charity Nelson, City of Fort St. John;
R9-R10		d) Finance Report – Angie Bernardin, City of Fort St. John
R11-R24		e) PRRD Report – Trish Morgan, PRRD

Next Meeting Date: **<u>August 11, 2020 at 9:00am</u>**
North Peace Leisure Pool Meeting Room

Minutes of Regular North Peace Leisure Pool Commission Meeting

Date: March 3, 2020
Time: 10:00am – 10:42am
Place: NPLP – Meeting Room

Chair:	**Commissioner Trevor Bolin, Councillor, City of Fort St. John**
Present:	Commissioner Willi Couch, PRRD Commissioner Arlene Boon, Director Area B, PRRD Commissioner Brad Sperling, Director Area C, PRRD Moira Green, General Manager, City of Fort St. John Angie Bernardin, Deputy Treasurer, City of Fort St. John Charity Nelson, Recreation Programmer, City of Fort St. John Vanessa Cumming, Pool Manager, City of Fort St. John Carrie Harder, Administrator II, City of Fort St. John
On Phone:	Trish Morgan, General Manager, PRRD
Absent:	Commissioner Becky Grimsrud, Councillor, City of Fort St. John Karin Carlson, Director of Recreation and Leisure Services, City of Fort St. John Lyle Smith, Chief Financial Officer, PRRD Shirley Collington, Deputy Treasurer/Collector, City of Fort St. John

1. Call Meeting to Order:
The meeting was called to order at 10:00am

2. Additions to the Agenda:	**Action**
Update – Vanessa Cummings	

3. Adoption of the Agenda:	**Action**
Resolution No. 04/20 MOVED by Commissioner Sperling SECONDED by Commissioner Boon ***"THAT, the agenda be adopted as presented."*** CARRIED	

4. Adoption of the Minutes:	**Action**
Resolution No. 05/20 MOVED by Commissioner Bolin SECONDED by Commissioner Couch ***"THAT, the minutes of the North Peace Leisure Pool Committee Meeting of January 7, 2020 be accepted as presented."*** CARRIED	

5. Business Arising from the Minutes:	**Action**
None	

6. Delegation:	**Action**
None	

7. Old Business:	**Action**
None	
8. Correspondence:	**Action**
None	

9. New Business:	Action
a) Introduction of Ilie Murica, Facility Manager, City of Fort St. John. **b) Ratify Motion, PRRD Records correspondence:** Resolution No. 06/20 MOVED by Commissioner Sperling SECONDED by Commissioner Bolin ***"THAT, the North Peace Leisure Pool Commission approves the 2020 budget for inclusion in the Peace River Regional District 2020 Financial Plan."*** CARRIED	

10. Reports:	Action
a) Pool Manager Report – Vanessa Cumming, Pool Manager: o Stats issued with reporting; o Numbers are up and presented with the actuals are impressive for both lessons and programming. o The numbers presented are Activenet software stats, will have a more accurate picture end of March as the first quarter ends. o Admin changes, new updates for February and June meeting, will include lap swim headcount and is accurate. o Staff changes, Auxiliary pool attendants will require 2 additional for June-September 2020. o Swim lesson registration, Community communication through notifications on the online app. o Facilities Department Consultant, private audit: processes and procedures.	
b) Recreation Programmer Report – Charity Nelson, Recreation Programmer: o Lessons, Winter lessons have a wait listing of zero. 343 lesson spots confirmed. o Free Swim, Well received program – records show swimmers range from 200 – 380 swimmers taking part. o Wait times, on occasion some swimmers would have to wait to access the pool during free swim as capacity was at maximum. o Spring lessons, Saturday and Sunday lessons at maximum capacity for enrollment. o Lifeguard PE program, All enrolled participants passed, Charity will be meeting with the principal and launch this program again – well received.	Sean will work with Vanessa and Ilie to refresh procedures and policies. Wait times were short as the pool records were at capacity. Unable to prevent slight wait for customers.
c) PRRD Report – Trish Morgan, General Manager of Community Services: o December 31st Agreement to asset management and changes to procurement. o Recommendation: Request a 6-month extension of current operating agreement to review asset management and procurement with the City of Fort St. John: Recommendation No. 01/20 MOVED by Commissioner Sperling SECONDED by Commissioner Boon ***"THAT, the North Peace Leisure Pool Commission approve the 6-month extension period presented for the North Peace Operating Agreement until June 30, 2020."*** CARRIED	
o Pool Replacement Report, commissioners were in attendance March 16 and 17th and it was decided to finalize public engagement component of a new facility. o City of Fort St. John, District of Taylor, PRRD Area C and Area B agreed to meet and discuss next steps on how to best move forward with this project. o Community engagements will be presented.	Rural groups reaffirm what is needed in a new facility, time to give and receive options, discussions will engage PRRD Area B and C. Hope to have a finalization process.
c) Financial Report – Shirley Collington, Deputy Treasurer/Collector: o Provided 2019 final report Actual vs. Budget. o Variance vs. Budget o Utilities were on budget. o Activenet system charges for service fees were at 8%.	

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- Finance Report Received for information:

Resolution No. 07/20
MOVED by Commissioner Bolin SECONDED by Commissioner Couch
"THAT, the North Peace Leisure Pool Commission receives the financial report from the City of Fort ST. John for information."
CARRIED

DRAFT

11. Adjournment: **Action**

The meeting was adjourned at 10:42am.

Trevor Bolin, Chairperson

Carrie Harder, Recording Secretary

Date/Year

Date/Year

12. Next Meeting: **Action**

North Peace Leisure Pool – Pool Meeting Room
Tuesday, June 2, 2020 at 9:00am

Clerk book the Meeting room.

FORT ST. JOHN
The Energetic City

City of Fort St. John
10631 100 Street | Fort St. John, BC | V1J 3Z5
(250) 787 8150 City Hall
(250) 787 8181 Facsimile

Attention: Talese Shilleto

North River Midstream

Fort St John, BC

V1J 1Y2

May 27-2020
File # 2240-20

Via Email: talese.shilleto@nrm.ca

Dear Talese,

RE: Extension – NorthRiver Midstream and City of Fort St John Sponsorship Agreement

Due to the recent pandemic outbreak of COVID-19 the North Peace Leisure Pool had to close to the public on March 14, 2020.

Please accept this letter as the City's formal intent to proceed with an extension to the NorthRiver Midstream and City of Fort St John Sponsorship Agreement. The Sponsorship Agreement was originally effective from October 6, 2019 to September 6, 2020. The City will ensure that the equal number of swims that have been affected by the closure will be reinstated.

Once the Pool is reopened to the community a celebration will be planned. If NorthRiver Midstream would like to participate in the reopening celebration please get in touch with Charity Nelson, Recreation Programmer 250-794-3302.

At this time, it is still too early to set an effective date but please know that we will keep you apprised of any new developments.

The City would like to thank NorthRiver Midstream for the continued support and we eagerly wait for the pool reopening.

If you have any questions please do not hesitate to contact me.

Sincerely yours,

Karin Carlson
Director of Recreation and Leisure

250-794-3272

Cc: Charity Nelson, Recreation Programmer

File # 8100-20

Report To: **North Peace Leisure Pool Commission**

From: **Karin Carlson**

Subject: **Tasty Dogs Lease One Year Extension – December 19, 2019 – December 19, 2001**

Meeting Date: **June 2, 2020**

RECOMMENDATION:

> **"THAT, staff be authorized to enter into an extension of the Concession Lease agreement with Tony Santucci, Tasty Dogs for the purposes of extending Mr. Santucci's lease agreement for the term November 30, 2019 to December 11, 2020."**

BACKGROUND INFORMATION:

Mr. Santucci has been the lease holder since 2017. Mr. Santucci has been very accommodating and offers healthy menu choices for athletes and children using the pool facilities. He also provides refreshments and lunches for various meetings hosted at the pool facility, upon request.

GENERAL INFORMATION:

The North Peace Leisure Pool has been shut down since March 14, 2020 due to COVID-19. At this time, we do not know when the pool will be open for business, we would like to be fair to Mr. Santucci and offer him an extension. This extension is until the end of 2020 and gives staff time to review the lease agreement and make any changes for a future longer-term lease.

Mr. Santucci also has the concession lease at the North Peace Arena and during normal operations, was directing concession customers from smaller

events to the Pool concession when it didn't warrant a full open at the North Peace Arena. It has been a benefit to the pool concession.

ALTERNATE RECOMMENDATIONS:

"THAT, the North Peace Leisure Pool Commission regretfully decline the extension request from Mr. Santucci, Tasty dogs
AND,
THAT, the City enter into the tender process for the NPLP Concession Lease.

RESPECTFULLY SUBMITTED:

Name: Karin Carlson
Title: Director of Recreation and Leisure Services
Date: June 2, 2020

Report to North Peace Leisure Pool Commission

DATE: May 26, 2020

TO: Pool Commission

FROM: Vanessa Cumming, Acting Pool Manager

RE: Pool Manager's Report

Pool Closure

The North Peace Leisure Pool was closed on March 14, 2020 at 12pm, due to the COVID-19 pandemic. This decision was made following BC Government recommendations to limit gathering sizes to less than 200 people, as well as closures of like-facilities throughout BC and surrounding areas. Pool staff got to work immediately, completing a number of routine janitorial and maintenance tasks. All non-essential Community Service workers, including pool staff, were given notice of lay-off on March 24, 2020. Following updates from Provincial officials, and a review of facility workplans, a small team of employees were invited back to work; this include both Aquatic Supervisors and the pool's Recreation Programmer. Work from Home plans were developed for the pool's remaining workers. These plans include short-term support planning for the citizens, businesses, and non-profit organizations in and around Fort St John, long-term recovery planning for the North Peace Leisure Pool, development of staff resources and training programs, and Health and Safety program resources and procedural updates.

Staff Work Plans

The remaining team of employees have completed the following during the pool closure:

- Future planning
    - Program options for operations of pool, swimming lessons, and fitness programs for 2020/2021
- Staff Resources
    - Training plans for reopening and throughout 2020
    - First Aid course PowerPoints and resources for instructors
    - General Aquafit Instructor Training Workshop and resources
    - Specialty Aquafit Instructor Training Workshop and resources
- Health and Safety
    - New and Young Worker Orientation outlines and content packages
    - Restructure of Safe Work Procedures and Standard Operating Guidelines

The remaining team of employees are continuing to work on:

- Short Term Support Planning
    - Social Media Engagement – Information, education, and activity posts via the City of Fort St John Recreation Facebook page
    - Online Psychological Fist Aid courses for non-profit organizations
    - Online Psychological First Aid courses for union workers through the City's EFAP Committee

- Future Planning for the North Peace Leisure Pool
    - New program proposals and planning
        - In-class and/or online Psychological First Aid training
        - Basic Life Support, Airway Management, and Oxygen Therapy certification courses
        - Lifeguard PE program upgrades
    - Reopening plans
        - Alternative scheduling and user options
        - Advertising framework, templates, and schedule
        - Covid-safety planning
        - Pool recovery planning
    - Health and Safety
        - Safe Work Procedure and Standard Operating Guidelines revisions and additions
        - Staff Procedures Manual review and revisions
        - Pool Safety Plan review and revisions

Community Engagement

Due to the COVID-19 pandemic, the citizens of Fort St John and surrounding areas have found themselves at home for extended periods of time, businesses have had to alter services or close, and non-profit organizations have been required to suspend operations until further notice. These changes have the potential to cause:

- Financial insecurity for individuals, families, and organizations
- Reduction in services at non-essential businesses
- Increase in services at essential businesses
- Reduced access to resources for at-risk populations
- Isolation and mental stress for individuals and families
- Family tension within households
- Reduced or removed access to recreation and leisure
- Reduced or removed access to physical activity
- Reduced or removed access to mental health supports

In order to provide immediate support to the community, the North Peace Leisure Pool staff have partnered with the Recreation team to provide a Social Media initiative, providing activities, education, and information to online users. Activities are designed for families isolated at home, utilizing standard household items that many have readily available. Educational posts consist of graphics and videos promoting topics such as water safety, first aid, and mental health. Informational posts promote and support initiatives from organizations and businesses that may benefit the community.

Recovery Planning

As important rescue and first aid procedures will need to be adapted to maintain worker and public safety, the pool's reopening plan has been split into two phases: (1) Pre-Operational, which will consist of Lifeguard re-orientation, training, and recertification; and (2) Operational, which will consist of a phased facility usage schedule. This plan will be based on information from a number of organizations including, but not limited to, those listed below:

- Provincial and Federal Information and Order
- WorkSafeBC
- BC Recreation and Parks Association
- Northern BC Recreation Association

- Lifesaving Society, National and Provincial offices
- Canadian Red Cross

This plan will consist of, but is not limited to, the following:

1. Pre-operational Phases
    a. Recall of workers
    b. Re-orientation of workers
    c. COVID Safety Training, including:
        i. Updated policy and procedures
        ii. Altered first aid and rescue protocols
        iii. Increased Personal Protective Equipment
    d. Recertification of outdated qualifications:
        i. Occupational First Aid
        ii. Standard First Aid
        iii. National Lifeguard
        iv. Water Safety Instructor
2. Operational Phases
    a. To be determined based on the most current recommendations from governing bodies at the time of reopening
    b. Phases may include the following operational changes:
        i. Introducing environmental safety controls
            1. Including signage, floor markers, protective barriers etc.
        ii. Reduced building and program capacity
        iii. Reduced drop-in programming
        iv. Increased cleaning schedule
        v. Removed or altered amenities and services
            1. This may include slides, pool equipment, and use of small, enclosed spaces etc.
        vi. Reduced or altered user group agreements

At this time, the recommendation to reopen or begin programming has not been received from all governing agencies.

Respectfully submitted,



Vanessa Cumming
Acting Pool Manager
May 26, 2020

Report To: **North Peace Leisure Pool Commission**

From: **Facilities Manager**

Subject: **Facility Maintenance Report**

Date: **May 27, 2020**

Operational updates:

As the North Peace Leisure Pool was closed on March 14, 2020 due to the COVID-19 pandemic, our Maintenance Team started the next day a detailed 'Annual Shutdown' plan that has encompassed:

- Working on natatorium IAQ (indoor air quality) by planning, designing and replacing Air Handling Unit 1 the main source of tempered air, decommissioning of HRU (heat recovery unit) from east side of the slopped roof which has reached EOL (end of life), unit not feasible to repair and too expansive to replace.

- Installing a 3,800 CFM (cubic feet per minute) exhaust fan in duct system used by the decommissioned HRU. On-going

- Replacing a broken 3,800 CFM exhaust fan on west side of slopped roof. On-going

- We aim to have at least 4 volumetric air changes per hour (as per ASHRE 52.1), a relative humidity at 55-60% and create based on air supply, return and exhaust air ratio a slightly negative pressure in natatorium. In turn IAQ will improve, will reduce evaporation and keep chloramine under control.

- Heating piping system was flushed and out of 5 heat exchangers, 4 were cleaned and one replaced due to leaks into domestic hot water system. Completed

- Heating system make-up water was replaced from a regular City water make-up to a glycol feed system. Completed

- MCC (motor control center) panel had been retrofitted it with new panels and new contactors and heat overloads relays where we found rust. Completed

- Rusty electrical conduits were replaced as pe CSA C22 electrical code with PVC conduits from MCC to all junction boxes. Completed

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- 150 amps panel across from MCC panel had all breakers and cabinet replaced due to rust. Completed
- Gas chlorine room ventilation retrofit project to satisfy WorkSafe BC code and regulations will start soon pending on consultant's project release. On-going
- Leisure pool grates were repaired with stainless steel material. Completed
- Pool deck has been machined grind of about 6-7 layers of old paint, clean with TSP and pressure washed. Sealant will be applied before painting. On-going
- Lap and leisure pools were cleaned with TSP and pressure washed and painted. On-going
- Both boilers had been under extended annual preventive maintenance (gas section cleaned and calibrated, burners and heat exchangers cleaned, two PRV (pressure relieve valve) replaced, pressure tested up to 50 PSI (pressure per square inch). Completed
- Wave room: two exhaust fans were replaced due to age and rust. Completed
- Valance lightening replacement with LED fixtures. On-going
- 2nd floor mechanical room: installed a safety aluminum rail in order to prevent falls. Completed
- AHU-1 replacement of bearing in fan housing section. Completed
- Waterslides annual maintenance to take place on July 6, 7, 2020.
- I will fill out an application for a grant in respect of retrofitting indoor and outdoor lightning with LED

Closing notes:

We have tendered out the replacement of AHU-1 and installation of two exhaust fans in order to balance air volumes, relative humidity, having a greater air temperature reported to water temperature, all to satisfy the indoor air quality and chloramine control.

Unfortunately, the cost was three time more expansive then we have budgeted based on a design prepared with the manufacturer, Engineered Air. We have decided not to proceed due to lack of funds.

We have developed a new approach on existing AUH-1 to upgrade the indirect gas fired unit from 800,000 BTUH (British thermal units per hour) to 1,200,000 BTUH and to install two exhaust fans each 3,800 CFM.
Cost of above upgrade will go up to $70,000, within our budget.

Respectfully Submitted by,

Ilie Murica
Facilities Manager

DRAFT

DRAFT

Report to North Peace Leisure Pool Commission

DATE: **2020/05/26**

TO: ***Pool Commission***

FROM: ***Charity Nelson, Recreation Programmer***

RE: ***North Peace Leisure Pool Update***

Program Update

Programs had been cancelled as of **Sunday March 15th, 2020.** When the facility closed there was a total of **245** Red Cross Swim Lessons canceled (Public Lessons, Private Lessons, Home School) and **31** courses and programs canceled (First Aids, Bronze Medallion/Cross, Water Safety Instructor, Home Alone, Babysitters, Float Fit, Get Ready to Guard). There was a total of **$39,610.52** refunds issued. Please note that the community has been very patient during the refund process. Many of the registration have requested that their refunds be placed on their file as they eager to use their credit for future program registration.

Pool Re-opening Plans

We are continually following the recommendations from our governing bodies and we have been working on phased re-opening plan. This plan includes PPE for staff, limiting the amount of facility users entering the facility, staff training and modifications to number of participants in our programs. The goal would be to limit changes with the pool schedule and program schedule as much as possible, while providing safe guidelines within which to offer facility use. This will help limit the amount of confusion from facility users and allow for the facility to transition with ease from each phase of our reopening plan.

The North Peace Leisure Pool plan will include procedures and training for all staff such as cleaning, first aid, rescues, and program facilitation. These are developed with the recommendation from the BC Yukon Lifesaving Society as we are currently waiting on further recommendation from BCRPA and Canadian Red Cross. We are continually collaborating with all governing bodies on our re-opening and training plan to make sure that our pool is safe for our community. Any changes to the pool schedule, events and program will be constructed with the recommendation of our stakeholders, including Northern Health, Lifesaving Society, Canadian Red Cross. Our priority is to keep staff and facility users safe and healthy.

Upcoming Special Events, Programs & Courses

Governing bodies have placed strong recommendations to cease all face to face programs, this includes Frist Aid Training, Advanced courses and Lifeguard training. We continue to follow these recommendations and are currently working on developing a plan to offer programs as soon as the new teaching protocols have been released.

Boredom Busters

The North Peace Leisure Pool has put a hold on all face to face special events, programs, and courses for both Spring and Summer. The North Peace Leisure Pool has teamed up with the Recreation Department to turn their attention on how to support the community. A social media campaign has been developed, known as the Boredom Busters. Boredom Busters features interactive activities that community members can participate in while staying physically distance. This includes everything from physical fitness, physical distancing activities, water safety and first aid tips. Boredom Buster can be found on the City of Fort St. John Facebook page.

Lifeguard PE

Currently there are 27 students registered for Lifeguard PE 2020/2021. With the current Lifesaving Society Program Standards, the North Peace Leisure Pool is required to keep the candidate numbers under 12 for the certification process. With the popularity of this program, I have been working 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.

Respectfully submitted:

Charity Nelson
Recreation Programmer, North Peace Leisure Pool
May 26th, 2020

Actual vs Budget Year to Date
North Peace Leisure Pool
As of April 30th, 2020

	2019				2020			
	2019 Budget	2019 Actuals Jan-Apr	$ Variance Over/Under	% Variance	2020 Budget	2020 Actuals Jan-Apr	$ Variance Over/Under	% Variance
Revenues:								
10-500 - General Admissions	199,777	75,394	(124,383)	-62.26%	200,000	31,518	(168,482)	-84.24%
10-502 - Economy Tickets	42,703	15,750	(26,953)	-63.12%	40,000	6,092	(33,908)	-84.77%
10-504 - Passes	28,507	9,734	(18,773)	-65.85%	30,000	5,599	(24,401)	-81.34%
10-506 - Aquafit	18,107	5,342	(12,765)	-70.50%	18,000	3,523	(14,477)	-80.43%
10-510 - Swimming Lessons	167,805	71,037	(96,768)	-57.67%	200,000	33,244	(166,756)	-83.38%
10-512 - Lap Pool Rentals	47,707	23,272	(24,435)	-51.22%	50,000	17,097	(32,904)	-65.81%
10-514 - Leisure Pool Rentals	1,903	2,013	110	5.77%	6,000	1,790	(4,210)	-70.17%
10-520 - NPLP Merchandise Sales	14,009	5,525	(8,484)	-60.56%	14,000	2,237	(11,763)	-84.02%
10-525 - Rentals	8,000	2,999	(5,001)	-62.52%	5,200	2,806	(2,394)	-46.04%
10-526 - Leases	35,251	11,876	(23,375)	-66.31%	35,000	11,191	(23,809)	-68.02%
10-530 - Miscellaneous	15,471	4,377	(11,094)	-71.71%	10,000	3,349	(6,651)	-66.51%
10-540 - Cash Over/Short	0	(148)	(148)		0	(189)	(189)	
10-568 - Donations/Sponsorships	0	0	0		24,000	0	(24,000)	
Other Revenue from own Sources	**579,240**	**227,171**	**(352,069)**	**-60.78%**	**632,200**	**118,255**	**(513,945)**	**-81.29%**
10-541 - Grants/Subsidy	3,010,773	0	(3,010,773)	-100.00%	2,902,655	0	(2,902,655)	-100.00%
Total Revenues	**3,590,013**	**227,171**	**(3,362,842)**	**-93.67%**	**3,534,855**	**118,255**	**(3,416,600)**	**-96.65%**
Expenses:								
20-110 - Administration & Overhead	176,022	35,809	(140,213)	-79.66%	165,409	59,171	(106,238)	-64.23%
20-120 - Personnel	1,512,506	505,907	(1,006,599)	-66.55%	1,559,397	625,401	(933,996)	-59.89%
20-135 - Overtime	34,130	14,802	(19,328)	-56.63%	54,711	25,933	(28,778)	-52.60%
20-160 - Receiver General Contributions	103,934	30,808	(73,126)	-70.36%	107,578	49,357	(58,221)	-54.12%
20-161 - Pension Contributions	102,278	22,085	(80,193)	-78.41%	110,382	35,588	(74,794)	-67.76%
20-162 - Extended Health Contributions	22,690	5,270	(17,420)	-76.77%	21,091	6,808	(14,283)	-67.72%
20-163 - Dental Contributions	23,517	5,634	(17,883)	-76.04%	24,898	6,981	(17,917)	-71.96%
20-164 - BC Medical	22,122	4,256	(17,866)	-80.76%	0		0	
20-165 - Life & Disability Contributions	50,345	12,789	(37,556)	-74.60%	54,072	18,431	(35,641)	-65.91%
20-169 - WCB	28,476	8,653	(19,823)	-69.61%	31,231	14,065	(17,166)	-54.96%
20-199 - Other Payroll Expenses	0	1,300	1,300		0	(4,387)	(4,387)	
Salaries, wages and employee benefits	**2,076,020**	**647,313**	**(1,428,707)**	**-68.82%**	**2,128,769**	**837,348**	**(1,291,421)**	**-60.67%**
20-212 - Freight	8,000	917	(7,083)	-88.53%	10,000	1,788	(8,212)	-82.12%
20-213 - Telephone	3,350	813	(2,537)	-75.73%	3,050	1,054	(1,996)	-65.44%
20-217 - Medical Reports/Chiropractor Fees	2,000	617	(1,383)	-69.15%	2,000	656	(1,344)	-67.20%
20-221 - Advertising, Hosting & Promotion	32,800	7,509	(25,291)	-77.11%	26,500	2,397	(24,103)	-90.96%
20-230 - Professional Services	0		0		10,500	385	(10,115)	
20-234 - Memberships & Professional Development	28,050	2,185	(25,865)	-92.21%	28,950	4,179	(24,771)	-85.57%
20-241 - Plumbing	5,000	138	(4,862)	-97.24%	3,000	1,377	(1,623)	-54.10%

Actual vs Budget Year to Date
North Peace Leisure Pool
As of April 30th, 2020

	2019				2020			
	2019 Budget	2019 Actuals Jan-Apr	$ Variance Over/Under	% Variance	2020 Budget	2020 Actuals Jan-Apr	$ Variance Over/Under	% Variance
20-242 - Contract - Electrical	22,800	2,037	(20,763)	-91.07%	23,000	17,240	(5,760)	-25.04%
20-243 - Contract - Mechanical	13,800	2,570	(11,230)	-81.38%	26,000	1,579	(24,421)	-93.93%
20-246 - Contract - Other	50,000	10,790	(39,210)	-78.42%	40,000	15,717	(24,283)	-60.71%
20-262 - Rentals & Leases	2,000	0	(2,000)	-100.00%	2,000	0	(2,000)	-100.00%
Contracted and general services	**167,800**	**27,576**	**(140,224)**	**-83.57%**	**175,000**	**46,372**	**(128,628)**	**-73.50%**
20-524 - First Aid Supplies & PPE	14,300	385	(13,915)	-97.31%	10,050	1,835	(8,215)	-81.74%
20-525 - Protective Clothing - Other/Uniforms	20,000	980	(19,020)	-95.10%	15,850	1,011	(14,839)	-93.62%
20-530 - Office Supplies	18,000	3,566	(14,434)	-80.19%	18,200	3,179	(15,021)	-82.54%
20-532 - Building Maintenance Materials	6,800	962	(5,838)	-85.86%	6,900	450	(6,450)	-93.48%
20-535 - Chemicals	25,000	9,111	(15,889)	-63.55%	40,000	4,973	(35,027)	-87.57%
20-536 - Replacement Equipment	105,000	25,210	(79,790)	-75.99%	81,000	23,582	(57,418)	-70.89%
20-537 - Merchandise for Resale	12,000	1,762	(10,238)	-85.32%	12,000	3,108	(8,892)	-74.10%
20-539 - Materials - Maintenance	18,000	482	(17,518)	-97.32%	28,000	6,130	(21,870)	-78.11%
20-561 - Parts	1,900	0	(1,900)	-100.00%	1,500	197	(1,303)	-86.85%
20-564 - Small Tools	1,950	83	(1,867)	-95.76%	2,000	161	(1,839)	-91.96%
20-565 - Capital Purchases	431,500	6,955	(424,545)	-98.39%	260,000	10,195	(249,805)	-96.08%
20-567 - Janitorial Supplies	21,000	10,492	(10,508)	-50.04%	22,000	6,979	(15,021)	-68.28%
20-568 - Supplies - Special Event	12,640	769	(11,871)	-93.91%	13,000	1,173	(11,827)	-90.97%
20-591 - Program Supplies	37,000	13,466	(23,534)	-63.61%	40,000	5,813	(34,187)	-85.47%
Material, goods and supplies	**725,090**	**74,224**	**(650,866)**	**-89.76%**	**550,500**	**68,785**	**(481,715)**	**-87.50%**
20-552 - Natural Gas	80,000	25,365	(54,635)	-68.29%	80,000	29,576	(50,424)	-63.03%
20-553 - Electricity	110,000	29,385	(80,615)	-73.29%	105,000	33,358	(71,642)	-68.23%
20-554 - Water & Sewer	65,000	25,749	(39,251)	-60.39%	75,000	11,398	(63,602)	-84.80%
20-559 - Waste Disposal	4,500	1,241	(3,259)	-72.41%	6,000	978	(5,022)	-83.69%
Utilities	**259,500**	**81,740**	**(177,760)**	**-68.50%**	**266,000**	**75,311**	**(190,689)**	**-71.69%**
20-231 - Service Charges	5,000	6,417	1,417	28.35%	15,000	4,653	(10,347)	-68.98%
20-421 - Employer Health Tax	0	0	0		50,000	8,652	(41,348)	
20-469 - Fee for Service	332,103	0	(332,103)	-100.00%	344,336	0	(344,336)	-100.00%
20-475 - Carbon Offset Purchase	19,000	0	(19,000)	-100.00%	0	0	0	
20-490 - Licences & Permits	3,500	1,381	(2,119)	-60.56%	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	**361,603**	**7,798**	**(353,805)**	**-97.84%**	**414,586**	**13,305**	**(401,281)**	**-96.79%**
Total Expenses	**3,590,013**	**838,651**	**(2,751,362)**	**-76.64%**	**3,534,855**	**1,041,121**	**(2,493,734)**	**-70.55%**
Net Total	**0**	**(611,480)**	**(611,480)**	**-100.00%**	**0**	**(922,866)**	**(922,866)**	**-100.00%**

PEACE RIVER REGIONAL DISTRICT

REPORT

To: North Peace Leisure Pool Commission

From: Trish Morgan, General Manager of Community Services Date: May 27, 2020

Subject: North Peace Leisure Pool Replacement Update

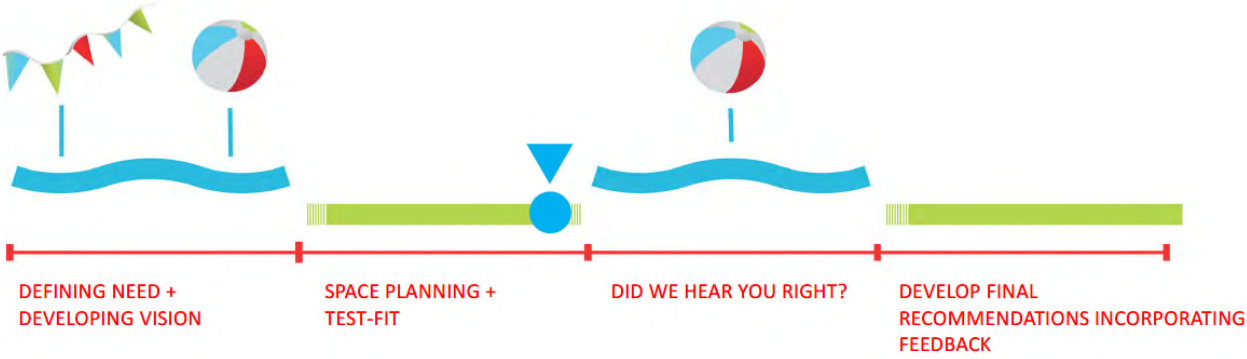
RECOMMENDATION:

That the North Peace Leisure Pool Commission receive the following report entitled "North Peace Leisure Pool Replacement Project" dated May 27, 2020 for information.

BACKGROUND/RATIONALE:

At the beginning of March the Commission was provided with an update on the plans to move forward with North Peace Leisure Pool Replacement Project. Unfortunately due to COVID-19 plans have changed but progress is slowly being made.

On May 6, 2020 staff from the Regional District and City of Fort St John met to discuss the status of the project. The next steps in the project is to conduct a second round of public consultation. In the first round of the public engagement, a number of pop-up events were held around the North Peace to meet and talk with residents about the project.



As a result of COVID-19 the second round of public engagement will likely include more online or electronic participation. Staff are currently working to identify the different methods that could be used to engage the communities, such as:

- Host online public events to collect, feedback, build excitement, and gain support for the project. This could be done in a 'town hall' forum using social media.
- Creation of an online and in-person short-form survey focused on identifying community priorities for uses/spaces related to project costs.
- Create standalone displays and arrange to have them displayed in locations around the communities to drive people to the survey.

- Create a factual video that easily explains the project, what we've learned, the options on the table and that encourages people to take the survey.
- Reach out via email to the stakeholders engaged in the first round of the study, encouraging them to also take the survey or to provide written comments.
- Complete a statistically valid telephone survey for each jurisdiction that mirrors the survey to ensure geographic representation.
- Advertise the engagement using social media channels, PRRD Engage page, Energeticcity.ca web banner, radio and newspaper (if appropriate), webpages, etc.

It is important to note that a date has not yet been set for the second round of public engagement. Staff will work through the summer to ensure that materials, surveys, etc. are developed so that engagement activities are ready to be launched once there is more economic stability. It is important to consider that there many people currently out of work and that will affect how they feel about possibly raising taxes for a new facility. We need to be sensitive to our communities' economic situation as we move forward with public engagement.

Tentative Timeline

June/July 2020

- Complete engagement plan with identified strategies and tactics
- Develop engagement materials

August 2020

- Review where communities are at with respect to economic recovery and determine if engagement can move forward in the fall of 2020

TBD 2020/2021

- Conduct public engagement
- Complete final report
- Present report to elected officials

ALTERNATIVE OPTIONS:

1. That the North Peace Leisure Pool Commission provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Partnerships

☒ Collaboration with Local and First Nations governments

FINANCIAL CONSIDERATION(S):

In 2018, $200,000 was requisitioned for the feasibility study. Approximately $100,000 remains in that fund to complete the project.

COMMUNICATIONS CONSIDERATION(S):

As described above.

OTHER CONSIDERATION(S):

none

Attachments:

1. February 24, 2020 report to the North Peace Leisure Pool Commission

PEACE RIVER REGIONAL DISTRICT

REPORT

To: North Peace Leisure Pool Commission Date: February 24, 2020

From: Trish Morgan, General Manager of Community Services

Subject: North Peace Leisure Pool Replacement Project Update

RECOMMENDATION:

That the North Peace Leisure Pool Commission receive the following report entitled "North Peace Leisure Pool Replacement Project" dated February 24, 2020 for information.

BACKGROUND/RATIONALE:

A meeting was held on October 1, 2019 in Fort St. John where the Chief Administrative Officers of the partner local governments (City of Fort St. John, District of Taylor and the Peace River Regional District) presented "A Conversation about Moving Forward" (attached) to the elected officials and key staff from each jurisdiction. At this meeting, it was requested that each jurisdiction determine whether it wishes to continue to participate in the planning of a sub-regional facility to replace the North Peace Leisure Pool (NPLP), and that the project be discussed and commitment to the project be re-affirmed at the partners respective Councils/Board.

In response, the attached resolutions were received from the City of Fort St. John, the District of Taylor, which affirmed that the feasibility study should be completed. Furthermore, the following resolutions were passed at the January 23, 2020 meeting of the Board of Directors of the Peace River Regional District;

> *"That the Regional Board reaffirm Electoral Area C's support for the completion of the ongoing feasibility study for the North Peace Leisure Pool, inclusive of a pool plus additional amenities."*
>
> *"That the Regional Board reaffirm that Electoral Area B remains invested in the process of supporting a sub-regional aquatic facility."*

Staff from the City of Fort St. John, District of Taylor, and Peace River Regional District are planning a meeting to discuss next steps and how to best move the project forward. This meeting is anticipated for the third week of March and elected officials will receive an update after this meeting.

In accordance with the contract with HCMA, the final steps in the feasibility study are as follows;

Public & Stakeholder Engagement Phase 2

- Host public events (assume 2) to collect feedback, build excitement, and gain support for the concept design.
- Distribute short-form survey to collect response data.
- Prepare summary report or Phase 2 Engagement and combine with Phase 1 results for a Final Stakeholder and Public Engagement Report

Reporting

- Preparation of a draft Feasibility Report
- Review with Working Group and internally with staff and key stakeholders as needed.
- Revise and update with feedback.
- Issue final report and present to Councils and Board of Directors (TBD).
- Support staff in presenting findings to public, if required.

ALTERNATIVE OPTIONS:

1. That the North Peace Leisure Pool Commission provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Partnerships

☒ Collaboration with Local and First Nations governments

FINANCIAL CONSIDERATION(S):

In 2018, $200,000 was requisitioned for the feasibility study. Approximately $100,000 remains in that fund to complete the project.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

The North Peace Leisure Pool Replacement project began in September 2017 with a special meeting of the North Peace Leisure Pool Commission to discuss the replacement of the centre, as most estimations gave the current facility less than 10 years of useful life remaining. Then, in 2018 after affirmation of participation from the District of Taylor and City of Fort St. John, staff prepared and distributed the RFP to hire a consultant for the feasibility study. Staff from all three jurisdictions reviewed the proposals and recommended that HCMA be hired to complete the work. Prior to starting the project, a meeting was held with elected officials and key staff to confirm direction regarding to scope, discuss priorities, and coming to consensus on timelines. In the summer of 2018, robust public engagement was completed and included meeting with stakeholder groups, an online and paper survey, and attended many public events.

Attachments:

1. “A Conversation about Moving Forward” Presentation – October 1, 2020
2. District of Taylor – Resolution
3. City of Fort St. John – Resolution

Slide 1



Slide 2



Slide 3



Slide 4

Reflection – How did we get here?

- NPLP opened in 1996
- The facility was "valued-engineered" to meet budget
- It is 23,500 sq. ft.
- Locker room and lobby renovations completed in 2010
- In 2011, a second slide was installed
- Mechanical, corrosion, maintenance and capital issues have been addressed over the past 15 years.

Slide 5

Deficiencies – Historic and Current

- Shallow deck space and tank size
- Undersized lanes limit programming options as well as capacity to host competitions
- Lack of proper building envelop
- Undersized HVAC systems
- Wave pool too short
- Small locker rooms that do not meet current needs of public
- Lack of necessary staff space and storage space
- Hot tub not fully accessible for all people
- Serious water leakage of the leisure tank (remediated)
- Building corrosion from salt sanitation system
- Fire(s)
- Lack of accessibility

Slide 6

2015 Assessment

- The North Peace Sub-Regional – Recreation Inventory and Assessment: Peace River Regional District, City of Fort St. John, District of Taylor and School District No. 60 (2015) states the following:
  - *"…has functional issues such as the lane-swimming tank being non-conforming (too narrow) and the wave pool too short. The lane pool should be about 50' wide but is only 37 ' wide (lanes 6' wide instead of the recommended 8'). The wave pool portion of the leisure pool length is too short for the wave generator to create adequate motion on the water. At the (premature) end of its service life, the pool should be replaced and not remediated".*

Slide 7

Community Comments

- The Fort St. John Recreation Master Plan (2017) states:

" on the community telephone survey, respondents indicated ….less satisfaction with the North Peace Leisure Pool…..Residents commented that the North Peace Leisure Pool is too small, it needs upgrading, and its maintenance and water quality should be improved".

Slide 8

Project Startup

- NPLP Pool Commission makes request to PRRD to do a feasibility study for a new pool (2017)
- PRRD requisitioned funds based on participation from Area B, Area C, the District of Taylor and the City of Fort St John (2018)
- Tender for project awarded to HCMA Architects

Slide 9

Project Scope

- Business Model, Governance, Service Philosophy and Partnership Considerations
- Market Demand
- Space Program, Site Plan and Conceptual Design Alternatives
- Optimum Size of a Facility and Operating Costs
- Capital Costs
- Consultation and Communication Processes
- Host public engagement "pop-up" events
- Risk Analysis

Slide 10

March 4 – Elected Officials Meeting

Options presented by HCMA according to scope and public engagement

Amenities' for consideration:

- Aquatic facility (estimated$60M)
- Full size gymnasium (estimated $9.8M)
- Dynamic movement gym (estimated $10.1M)
- Large multi-purpose room (estimated $2.9M)
- Field house (estimated $25.1M)
- Library (no costed estimated)
- Social Spine (estimated $11M)

Slide 11

Decisions for Moving forward

Each jurisdiction needs to decide whether it wishes to continue to participate in planning of a Regional Aquatic Facility to replace the North Peace Leisure Pool

- It is the recommendation of the three CAOs, that:
  - the decision meet a set of key criteria and
  - the decision be based on two key questions

Slide 12

Key Decision Criteria

- Is this facility compatible with your jurisdiction's OCP?
- Does this facility positively reinforce the vision and values of your jurisdiction?
- Does this facility reflects current and anticipated community needs?
- Does this facility that take advantage of leisure and facility trends?
- Does this facility support building strong and resilient communities through the recruitment of workers (especially professionals such as Doctors) and retention of families?
- Does this facility provide opportunities for access to your residents?

Slide 13

Question No. 1

Does your jurisdiction wish to continue to participate in the planning of a Regional Aquatic Facility estimated at $60 million. The plan could include:

- Leisure Pool (incorporate either a 2 x 15 meter or 3 x 15 meter lanes in the leisure pool, lazy river and zero entry ramp;
- 6 lane lap pool (no zero entry) with a 2.5 m wide regulation lane width
- 3 land lap pool (zero entry) with a 2.5 m wide regulation lane width
- 1 water slide



Slide 14

Question No. 2

If Yes; does your jurisdiction wish to explore including additional amenities in the project such as :

- Full sized gymnasium (estimate $9.8 million)
- Social spin (estimate $11 million)
- Integrated indoor play space and dynamic gym (estimate $10.1 million)
- Large multi-purpose room (Estimated $2.9 m)
- Field House (Estimated $25.1 m)
- Library (no cost estimate at this time)

Slide 15

Next steps....

- It is requested that:
  1. Each jurisdiction deliberate and come to a decision, and
  2. That each jurisdiction present their decision and the rationale for the decision at a meeting of this group, and
  3. That the meeting be scheduled for later this fall.



Slide 16



On Monday, October 21st, Taylor's Council (in Closed session) approved the following resolution on behalf of the District of Taylor. The resolution has since been reported out by our Council.

Resolution 100i / 2019
"THAT, Council endorses continuing to participate with the Peace River Regional District (PRRD) and the City of Fort St. John in the planning of a proposed Regional Aquatic Facility with an estimated cost of about $60 million, which plan could include:

1. Leisure Pool (incorporate either a 2 x 15 meter or 3 x 15 meter lanes in the leisure pool, lazy river, and zero entry ramp);
2. 6 lane lap pool (no zero entry) with a 2.5-meter-wide regulation land width;
3. 3 lane lap pool (zero entry) with a 2.5 metre-wide regulation lane;
4. 1 waterslide; and

THAT, subject to endorsing the above, exploring with the PRRD and the City of Fort St. John, including additional amenities in the proposed Regional Aquatic Facility such as:

1. Full sized gymnasium (estimated cost of about $9.8 million);
2. Social Spin (estimated cost $11 million);
3. Integrated indoor play space and dynamic gym (estimated cost $10.1 million);
4. Large multi-purpose room (estimated cost $2.9 million);
5. Field House (estimated cost $25.1 million);
6. Library (no cost estimated at this time)."

Cheers, Andrew

Andrew Young, MCIP, RPP
Chief Administrative Officer

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FORT ST. JOHN
The Energetic City

City of Fort St. John
10631 100 Street | Fort St. John, BC | V1J 3Z5
250 787 8150 City Hall
250 787 8181 Facsimile

November 6, 2019
File # 0400-50
Via email: trish.morgan@prrd.bc.ca

Peace River Regional District
BOX 910, 1981 Alaska Highway Avenue
Dawson Creek, BC V1G 4H8

Attention: Trish Morgan, General Manager of Community Services

Dear Ms. Morgan:

Re: Council Decision Regarding the Proposed Peace River Regional District Pool Feasibility Project

At the October 28, 2019 Regular Council meeting, City of Fort St. John Council passed a resolution in regards to the City of Fort St. John's participation in the planning of the proposed Peace River Regional District Pool Feasibility Project.

The North Peace Leisure Pool is an exceptionally well used community asset and a key amenity in our community and regional recreation inventory; it is also a crucial component of our local recruitment and retention strategy.

On behalf of Council I would like to reaffirm the City of Fort St. John's participation in the planning of a regional aquatic facility as well as to pursue exploring the inclusion of additional amenities in the project.

Sincerely,

Karin Carlson
Director of Recreation & Leisure Services