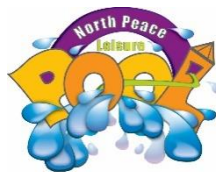




NORTH PEACE LEISURE POOL
COMMISSION MEETING
AGENDA



NORTH PEACE LEISURE POOL REGULAR COMMISSION MEETING AGENDA

10:00am April 01, 2025

1. **Call the Meeting to Order:**
2. **Additions to the Agenda:**
 - a) Waterslide
Keith Mckinley
3. **Adoption of Agenda: Page 2**
4. **Adoption of Minutes: Pages 3-5**
 - a) NPLP Commission Special Meeting Minutes January 21, 2025
5. **Business Arising from the Minutes:**
6. **Correspondence:**
7. **New Business: Pages 6-12**
 - a) City Purchasing and Tendering Policy – Pages 6-12
Kylah Bryde
8. **Reports: Pages 13-22**
 - a) Aquatic Manager/Programmers Report – Pages 13-19
Charity Nelson – Aquatic Manager
 - b) Resolutions 'In Progress' Tracking Report – Page 20
Rosni Abdullah - Administrative Assistant II
 - c) Finance Report – Page 21-22
Kylah Bryde – Director of Community Services
 - NPLP Actual vs Budget as of February 28, 2025
9. **Adjournment:**

Next Meeting Date:

Tuesday, June 3, 2025, at 10:00am
Location: NPLP Meeting Room



Minutes of the Special North Peace Leisure Pool Commission Meeting

Date: January 21, 2025
Time: 10:00 AM – 10:13 AM
Place: NPLP Meeting Room

Chair: Commissioner Trevor Bolin, Councillor, City of Fort St. John

Present: Commissioner Brad Sperling, Director, Area C, PRRD
 Commissioner Reid Graham, Alternate Director, Area B, PRRD
 Commissioner Jeff Garrison, Alternate Director, Area C, PRRD
 Commissioner Jim Lequiere, Councillor, City of Fort St. John

Present: Kylah Bryde, Director of Community Services, City of Fort St. John
 Kevin Clarkson, General Manager of Community Services, PRRD
 Charity Nelson, Aquatic Manager, City of Fort St. John
 Bryna Casey, Community Services Manager, PRRD
 Curtis Redpath, Civic Properties Manager, City of Fort St. John
 Roxanne Shepherd, Chief Financial Officer, PRRD – **Via Teams**
 Angie Bernardin, Deputy Treasurer, City of Fort St. John
 Rosni Abdullah, Recording Secretary

Regrets: Keith McKinley, Facilities Manager, City of Fort St. John
 Jennifer Bell, Parks and Rural Recreation Coordinator, PRRD

1. Call Meeting to Order:

The meeting was called to order at 10:00 am.

2. Additions to the Agenda:

None

Action

3. Adoption of the Agenda:

Resolution No. 01/25

MOVED by Commissioner Lequiere

SECONDED by Commissioner Graham

“THAT, the agenda be adopted as presented.”

CARRIED

Action

4. Adoption of the Minutes:

a) NPLP Commission Regular Meeting December 10, 2024

Resolution No. 02/25

MOVED by Commissioner Graham

SECONDED by Commissioner Lequiere

“THAT, the minutes of the North Peace Leisure Pool Commission Meeting of December 10, 2024 be adopted as presented.”

CARRIED

Action

6. Renovate Change Rooms and Washrooms to Meet Accessibility Standards - \$35,000

7. Repair Basin Tile - \$30,000

and authorize the inclusion of the expenses in Function 245 – North Peace Leisure Pool Draft 2025-2029 PRRD Financial Plan.”

CARRIED

A question was raised regarding item #6 - Renovate Change Rooms and Washrooms to Meet Accessibility Standards. The Director of Community Services, Kyla Bryde, explained that this item is a result of a recent accessibility audit, which identified the need for alterations to be made to the accessible change room and the addition of grab bars in washrooms to improve accessibility. The costs identified in the 2025 capital budget were above what was able to be accommodated within the operating budget in 2024.

Resolution No. 06/25

MOVED by Commissioner Sperling

SECONDED by Commissioner Lequiere

“That the North Peace Leisure Pool Commission recommend that the Regional Board approve the draft 2025 budget totalling \$6,052,847 for Function 245 – North Peace Leisure Pool, with a total requisition of \$4,661,098 and an estimated tax rate of \$0.2898”

CARRIED

A question was raised on the increase of 2% in Requisition and decrease of 10.14% on the Tax Rate. PRRD Chief Financial Officer, Roxanne Shepherd, explained that while the total amount of taxes collected has increased by 2%, the actual tax rate has decreased due to an increase in property assessments.

9. Adjournment:

Action

The meeting was adjourned at 10:13am.

Trevor Bolin, Chairperson

Rosni Abdullah, Recording Secretary

Date/Year

Date/Year

10. Next Meeting Dates:

**Tuesday, April 1, 2025 at 10:00 a.m.
Regular Meeting
NPLP Meeting Room**

CITY PURCHASING AND TENDERING POLICY
Council Policy No. 22/22

POLICY:

It is the policy of City Council to require that the City receives the best available value for services, products and materials by providing an open and competitive process to meet the City's needs.

BACKGROUND:

The City is bound by the New West Partnership Trade Agreement (NWPTA) that requires fair and open tendering of procurement opportunities. Purchases over the thresholds of \$75,000 for goods and services and \$200,000 for construction projects are subject to NWPTA requirements of non-discrimination and transparency in procurement policies and practices.

GOAL:

It is the goal of this Policy to outline the conditions and processes for maintaining a 'Fair' and 'Open' Tendering and Purchasing Policy for the City.

GUIDING PRINCIPLES:

- Ensure a high level of accountability is maintained;
- Procure the necessary quality and quantity of goods and services in an efficient, timely and cost-effective manner, while maintaining the controls necessary for a public institution;
- Encourage an open non-discriminatory bidding process practicable for the acquisition of goods and services;
- Recognize the value of supporting local businesses wherever possible, subject to the terms and conditions of this policy;
- Ensure the maximum value of an acquisition is obtained by determining the total cost of performing the intended function over the lifetime of the task, including, but not be limited to: acquisition cost, training cost, maintenance cost, operating cost, quality of performance and environmental impact;
- Subject to all applicable City policies and bylaws, any specific provisions within the *Community Charter*, or other relevant legislation.
- Promote positive vendor relations, cultivated by informed and fair buying practices and strict maintenance of ethical standards.

CITY PURCHASING AND TENDERING POLICY
Council Policy No. 22/22

TYPES OF PURCHASING PROCESSES:

Due to the variety of goods and services procured by the City, as well as the various technical, supply market, risk and other factors to be considered, the City recognizes that different types of competitive process may be used at different times. Below is a high-level description of some of the most common purchasing processes used. The Department Director or Manager shall decide and approve the actual process(es) to be used for each procurement, based on best fit and in accordance with this purchasing and tendering policy.

Request for Proposals (RFP):

- Most often used for public competition processes above \$75,000.
- Often used when:
 - a 'need' is identified, but the exact method on how it will be achieved is unknown;
 - there is a desire to seek innovative / creative proposals to a proposed project;
 - the selection of the contractor / supplier is to be based on both price and non-price factors;
- Contract is typically awarded to the highest-ranked proponent.
- May or may not be legally binding irrevocable bid process.
- May involve negotiation of the final contract and shortlisted proponents. Note: any negotiation parameters should be addressed in the RFP document.

Invitation to Tender (ITT):

- Most often used for Public Competition Process construction projects, or equipment above \$75,000.
- Often used when:
 - The scope of the work / specifications are very detailed and completely defined; and
 - The selection of the contractor / supplier is to be based on price only.
- Contract is typically awarded to the lowest-priced quote which meets the requirements.
- Typically, a legally binding irrevocable bid process, with no negotiation element.
- Constructed Project ITTs are often based on a standard contract, e.g. CCDC, or MMCD.

Request for Quotation (RFQ):

- Most often used for Limited Bidding quote processes below \$75,000.
- Often used when:
 - The scope of work / specifications are detailed and defined; and
 - The selection of the contractor / supplier is to be based on price only.
- Contract is typically awarded to the lowest-priced quote which meets the requirements.
- Typically, not a legally binding irrevocable bid process. Often does not involve negotiation.

CITY PURCHASING AND TENDERING POLICY
Council Policy No. 22/22

TYPES OF PURCHASING PROCESSES:

Pre-Qualification Process (Pre-Qual):

- Sometimes also referred to as a Request for Qualifications (RFQual).
- Often used for the Public Competition element, in order to screen or pre-qualify bidders prior to a second stage Limited Bidding ITT or RFP.
- Often includes minimum requirements or criteria that must be met.
- Often used to pre-qualify contractors based on experience or ability, prior to a 'lowest-price wins' ITT, in order to ensure quality of contractors.

Request for Information (RFI):

- Similar to a Pre-Qual, except an RFI is used to collect information and/or gauge interest in a project, rather than to pre-qualify.
- Another variant on this would be a Request for Expressions of Interest (RFEOI), where the primary purpose is to have contractors / suppliers express interest in bidding a project. That may also involve collecting certain information.
- May or may not be used as part of a Public Competition Process, depending on the terms of the RFI.

Notice of Intent (NOI):

- Sometimes used where the City intends to proceed with a Direct Award.
- The City may use a NOI to advertise its intention to Direct Award, plus details of the contractor, value and service / good. The public are invited to contract the City if they feel they should be given the opportunity to bid.
- Most often used where the procurement value is at the thresholds that require a Public Competition as per this purchasing and tendering policy.

Direct Award:

- Sometimes also referred to as "sole source" or "single source".
- Means a situation where the City awards a contract to a contractor / supplier without any competitive process.
- Should only be used where allowed under the Purchasing Policy.
- City staff should still employ analysis and negotiation, where applicable, to ensure best value.

CITY PURCHASING AND TENDERING POLICY
Council Policy No. 22/22

TYPES OF PURCHASING PROCESSES:

Purchase Orders (PO):

- City staff may sign purchase orders within their Authority limit along with their supervisor's signature.
- City staff may sign an invoice or cheque requisition associated with purchase orders within their authority limit, along with their supervisor's signature.
- Purchases under \$5,000 may be made, with approval, by selecting the best valued supplier using any reasonable procurement process at the purchaser's discretion.

Cooperative Purchasing Ventures:

- Savings likely to be achieved through purchasing Goods and Services jointly with other government bodies should be pursued when it is in the best interests of the City to do so. In such cases, the procedures set out with the Canoe Procurement Group of Canada will be followed and not the procedures set out in this policy.
- Where appropriate, City staff will seek to minimise the cost of procurement by using this collaborative purchasing arrangement.
- Where cooperative procurement arrangements are in place that have undergone competitive bidding processes that meets or exceeds the type of purchasing processes listed above, no further Bid process is Required.

POLICY OBJECTIVES:

1. The City will advertise public tenders or request for proposals for goods and services valued at more than \$75,000.
2. The City will obtain written quotations for goods and services estimated to exceed \$5,000, but not \$75,000.
3. The City Council will consider all tenders and request for proposals by resolution:
 - where the value of the tender or request for proposal exceeds \$250,000; or
 - where the value of the tender or request for proposal exceeds \$75,000 and the recommendation is not to award the tender or request for proposal; or
 - where the recommendation is not to award to the lowest tender or request for proposal; or
 - where sole sourcing of goods and services is being recommended.

CITY PURCHASING AND TENDERING POLICY
Council Policy No. 22/22

POLICY OBJECTIVES:

4. Where the value of the Tender or Request for Proposal is under \$250,000, the recommendation is to award to the lowest tendered price or request for proposal, and it is within the available budget dollars. When arriving at the lowest bid, consideration must be given to such matters as qualifications, quality, source of supply, availability and supplier's past performance. City Council will delegate by Bylaw to the Chief Administrative Officer or the designate authority to establish the necessary administration policy and procedure to give effect to this policy.
5. For the purposes of ensuring efficiency and effectiveness, the following exceptions to the normal procedure are authorized and the quotation and tender or request for proposal provisions of the Purchasing Policy do not apply when:
 - services and supplies are provided by utility companies on a monopoly basis; or
 - cooperative purchasing agreements are made with other agencies or levels of government; or
 - due to emergency, a situation exists which could adversely affect the life, health or convenience of citizens.
6. The City will select successful tenders or request for proposals based on the highest evaluated and fully qualified proponent who will demonstrate they can fulfill all conditions and performance requirements of the contract to the satisfaction of the City. The City will determine the successful proponent based on the evaluation of the total cost of performing the intended function over the lifetime of the task, including, but not limited to: acquisition costs, training costs, maintenance costs, operating costs, quality of performance, environmental impact and any other evaluation criteria identified in the tender or request for proposal document.
7. Suppliers and/or Contractors Performance:
 - a. If suppliers and / or contractors may be exposed to an actual, perceived or potential conflict of interest in relation to a particular purchase then provisions regarding conflicts of interest should be included in the applicable solicitation documents and/or contract documents.
 - b. A supplier/contractor may initiate a complaint if dissatisfied with the general procurement process or the application of the procedures in this policy. The supplier/contractor should initially contact the City contact person named in the solicitation document who may be able to provide information or clarification required to satisfy the concern. If that does not resolve the matter, the supplier/contractor may submit in writing the specific details and concerns and any action or review requested to the Director of Finance or Chief Financial Officer.

CITY PURCHASING AND TENDERING POLICY
Council Policy No. 22/22

POLICY OBJECTIVES:

- c. Suppliers/contractors may be disqualified when they indicate an inability or unwillingness to perform a contract in accordance with the terms and conditions or specifications.
 - d. Suppliers/contractors will be given reasonable notice of their non-performance and reasonable opportunity to respond.
 - e. Suppliers/contractors who fail to respond appropriately may be disqualified from providing goods and/or services to the City for a period of up to three (3) years.
 - f. The Chief Administrator Officer is responsible for approving supplier/contractor disqualifications. The Chief Administrator Officer will report all disqualifications to Council on a timely basis and seek Council's approval. City Council will be the final authority on the length of the disqualification period.
 - g. In cases where fraudulent activities to the detriment of the City are suspected of suppliers/contractors, purchasing from that supplier/contractor may be suspended pending further investigation. The City will consider all legal remedies against suppliers suspected of committing fraud to the detriment of the City. The final course of action will be determined by the Chief Administrator Officer in conjunction with advice from the City Solicitor; it may include legal recourse and permanent supplier/contractor disqualification. Council approval is required before legal recourse is sought or supplier permanent disqualification.
8. Any non-compliance to this policy must be reported to the Director of Finance and approved by both the Chief Financial Officer and the Chief Administrative Officer before proceeding. Using one of the exemptions listed in this policy is not considered non-compliance. A non-compliance would be any situation where staff wishes to deviate from this policy and the procedures outlined in the City's Purchasing Administration Procedure.
9. Employees are accountable to ensure that purchases are within budget and comply with applicable bylaws, policies, procedures and guidelines as well as any applicable provincial and federal legislation and regulations.

CITY PURCHASING AND TENDERING POLICY
Council Policy No. 22/22

SPENDING THRESHOLDS:

| Spending Thresholds | Pricing Support | Approval Required |
|------------------------------|---|---|
| Less than \$5,000 | Low-value purchase (PO, 3 verbal Price checks, 3 verbal quotes) | Department Superintendent, Supervisor, or Manager |
| Between \$5,000 and \$24,999 | Informal Quotation Request (3 written quotations, RFI) | Department Manager, or Director |
| \$25,000 to \$74,999 | Formal Quotation Request (RFQ, RFP, Pre-Qual, RFI) | Department Director, or designate |
| \$75,000 and greater | Competitive Solicitation (RFP, ITT, Pre-Qual, NOI) | Council approval |



File # 0360-20

Report To: **NPLP Commission**
From: **Charity Nelson**
Subject: **North Peace Leisure Pool Aquatic Manager Report**
Meeting Date: **April 1, 2025**

RECOMMENDATION:

“THAT, the North Peace Leisure Pool Commission, receive the Aquatic Manager Report for discussion.”

Staffing

Current vacant positions include one (1) Aquatic Recreation Programmer, three (3) Pool Attendants, and three (3) Waterslide Attendants.

Training

The 2025 training schedule for Aquatics staff follows a quarterly format, next training session will be April 2nd. Each quarter includes recertification cycles for National Lifeguard, Swim Instructor, and Standard First Aid to support both internal staff and regional facilities. Additionally, quarterly in-service training will cover aquatic fitness, safety meeting training, emergency procedure reviews, lifeguard and swim instructor training, and seasonal program updates. This structure ensures that staff remain well-prepared and aligned with operational and safety standards throughout the year.

Spring Programming/Public Schedule/Special Events

Spring programming at the North Peace Leisure Pool begins March 30th, following the Spring Break schedule. From April to June, the facility will offer a range of activities, including learn-to-swim programs (swimming lessons), advanced leadership courses, and special events.

Public Drop-in Schedule

The Spring drop-in pool schedule, lap lane schedule, and fitness schedule is in effect March 30 to June 28, 2025. Schedules can be found on the City of Fort St. John Recreation site, Recreation Facebook page, and at the North Peace Leisure Pool.



A standardized public schedule has been implemented that reflects both ‘school days’ and ‘non-school days’. The non-school days will consist of non-instructional days, winter break, spring break, and summer break to accommodate the increased demand to offer access to both basins, host special events, and overall increase the timeframe during the day for children and youth to swim at the pool.

Changes to schedules are posted at the facility and are placed in clear view one (1) week prior to the date to advise pool users of the change. Notifications are also listed in the Recreation and Leisure Guide and on Facebook.

North Peace Leisure Pool Spring Programming:

- Leisure Swim/Lap Swim/Public Swim/Rec Swim
- User group bookings (Inconnu/Special Olympics/Wapiti Whitewater Kayaks/after hours bookings)
- First aid training
- Swim For Life swimming lessons/Swim Patrol/Fitness Swimmer/Adult & Teen lessons
- Advanced training (National Lifeguard/Bronze Medallion/Bronze Cross/ Lifesaving Instructor)
- StaySafe! & Babysitter programs (youth First Aid)
- Drop-in aquatic fitness classes – Deep, Shallow, Spin, Stretch, FloatFit HIIT, Aqua Tots
- Sensory friendly swimming Tuesdays and Saturdays

Swimming Lessons

- Swimming lesson availability remains a high priority, and we strive to offer a variety of lessons that align with instructor and pool space availability while balancing the other needs of the community. Spring swimming lesson registration opens on March 31st at 6:00am and features seven (7) different lesson sets running once a week, along with a mini–Spring Set starting May 10th. These Spring sets are offered by the seasonal summer students that will facilitate one on one private swim lessons that will run four (4) separate sessions that include Saturdays and Sundays, Mondays and Wednesday, Tuesdays and Thursdays, and Fridays.

| Winter Overview Jan – Mar 2025 | | | |
|---|---------------------|-------------|----------------------|
| Lesson Spots Offered | Lesson Spots Filled | Revenue | Remained on Waitlist |
| 729 | 615 | \$63,077.60 | 36 |
| Spring Break Overview March 17-27 (as of March 7, 2025) | | | |
| Lesson Spots Offered | Lesson Spots Filled | Revenue | Remained on Waitlist |
| 122 | 85 | \$10,621.50 | 9 |



Advanced Courses & Training

Bronze Medallion/Cross (Lifeguarding)

The Bronze Medallion/Cross Combo is designed for candidates that want to complete the first 2 courses of their Lifeguarding certifications. This course will start with Bronze Medallion in the first half and then move to a Bronze Cross course in the second half. This course is designed for candidates that are 13 years and older with the ability to swim. Bronze Medallion challenges the candidate both mentally and physically. Judgment, knowledge, skill and fitness – Bronze Cross emphasizes the importance of teamwork and communication in preventing and responding to aquatic emergencies.

Standard First Aid (Lifeguarding, Pool Attendant, Community First Aid Training)

The North Peace Leisure Pool offers Standard/Intermediate First Aid training for individuals requiring comprehensive information on First Aid and CPR for their workplace, school, or personal interest. Standard First Aid with CPR level C is one of the pre-requisites for the National Lifeguard and Lifesaving Instructor. The North Peace Leisure Pool offers first aid programming through both the Canadian Red Cross and the National Lifesaving Society. All the first aid training programs at the North Peace Leisure Pool follow Occupational Health and Safety Regulations for Occupational First Aid training.

Lifesaving Instructor (Pool Attendant)

The Lifesaving Society Swim for Life Instructor certification prepares candidates to teach and evaluate basic swim strokes and related water safety skills. Swim Instructors teach and evaluate candidates in the Society's Swim for Life and Canadian Swim Patrol levels. Participant in this program are trained in, and must demonstrate all skills, knowledge, and attitudes achieve certification. The Lifesaving Instructor course prepares instructors to teach the Lifesaving Society's Bronze Star, Bronze Medallion, and Bronze Cross program.

National Lifeguard (Lifeguarding/Pool Attendant)

The National Lifeguard Pool certification is designed to develop the fundamental values, judgment, knowledge, skills and fitness required by lifeguards. The National Lifeguard course emphasizes the lifeguarding skills, principles and practices, and the decision-making processes which will assist the lifeguard to provide effective safety supervision in swimming pool environments.



Sponsorship

The North Peace Leisure Pool continues to welcome and encourage community sponsorship. With these generous sponsors, swimming is more accessible to families regardless of their economic status. These local businesses and organizations benefit greatly from the increased exposure, and their brand being associated with a positive, healthy, fun community-built activity.

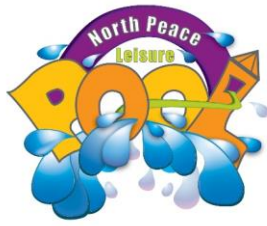
- Tourmaline Oil Corporation offers free swimming every Sunday 1-5pm
- Pembina Pipeline Corporation offered a free swim from 1-4pm on Family Day, February 17th.
- Fort St. John Fire Fighters Charitable Society is offering free swimming from 1-5pm Monday to Friday from March 17-28, during Spring Break.

Cyber Incident

During the cyber incident that occurred on Tuesday, February 25th, the City of Fort St. John ensured the facility remained operational while taking proactive measures to minimize the impact on external users. As part of these efforts, 93 adult, 75 youth, 2 fitness, and 6 senior fitness day passes were provided free of charge, totaling a value of \$821. Additionally, all programming, courses, and training sessions proceeded as planned without any delays, demonstrating the city's commitment to maintaining service continuity and supporting the community during this disruption.

Northern Health Pool Inspection

On Thursday, March 13th, Northern Health conducted an inspection focusing on the aquatic practices of patron to lifeguard ratios, bather loads, scanning practices, and the rescue readiness of aquatic staff. One area identified for improvement was the need for Aquatic Supervisors supporting Pool Attendants on deck to consistently wear their uniforms during shifts. This ensures Aquatic Supervisors are always easily identifiable and are rescue ready. A memo has been issued to communicate the uniform standards, ensuring full compliance with best practices and regulations. Additionally, procedures will be updated to reflect this requirement moving forward.



Facility User Stats

| 2025 All Pool Visits | | | | | | | | | | | | |
|---------------------------|------|------|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
| Facility Visits | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| Public Drop-In Swim Stats | 6334 | 5276 | | | | | | | | | | |
| Slide Use | 2531 | 1741 | | | | | | | | | | |
| Aquafit Drop-In | 425 | 367 | | | | | | | | | | |
| Tourmaline Sundays | 1054 | 1075 | | | | | | | | | | |
| Swimming Lessons | 1467 | 1414 | | | | | | | | | | |

| Month | 0-5 | 6-18 | 6-18 Free/Pass | 19-64 | 19-64 Free/Pass | 65+ | 65+ Free/Pass | Family | Total |
|----------|-----|------|----------------|-------|-----------------|-----|---------------|--------|-------|
| January | 951 | 1195 | 1120 | 1832 | 1016 | 71 | 76 | 73 | 6334 |
| February | 844 | 1031 | 936 | 1132 | 1103 | 47 | 85 | 98 | 5276 |
| March | | | | | | | | | |

Respectfully submitted,

Charity Nelson, Aquatic Manager

March 10, 2025

To: Pool Supervisors
From: Charity Nelson, Aquatic Manager
Date: March 17, 2025
Subject: Pool Supervisors, Rescue Ready

Dear Aquatic Supervisors,

As part of our commitment to safety and preparedness, it is essential that we maintain a "Rescue Ready" state at all times. This state of preparedness ensures that lifeguards are able to respond swiftly and effectively in an emergency. To clarify the expectations for your role and attire, please carefully review the following guidelines:

Key Elements of Rescue Readiness:

Training:

Lifeguards and supervisors must undergo regular training to stay current on rescue techniques, emergency response procedures, and aquatic safety protocols. It is critical to ensure that your team is ready to act at a moment's notice.

Emergency Equipment:

Lifeguards must always have access to the appropriate emergency equipment. This includes rescue tubes, first aid kits, and radios. Supervisors are responsible for ensuring that all equipment is in good working order at the beginning of each shift.

Vigilance:

Lifeguards and supervisors must maintain a high level of awareness throughout their shifts. Always be alert, scanning the pool area for potential risks or emergencies.

Uniform Requirements:

As an Aquatic Supervisor, you are required to model rescue-ready behaviors. This means wearing the necessary uniform items that can perform according to the National Lifeguard (NL) standards and allow you to enter the water without delay during an emergency.

Supervisor Uniform Guidelines:

- **Required Items:**
 - Staff identifiable shirt
 - Fanny pack (with essential rescue tools and supplies)
 - Footwear that is suitable for water rescues, which can be removed quickly if necessary
- **Recommended Bottoms:**
 - Black shorts, yoga pants, workout pants
 - Black Lightweight athletic pants – as long as they allow you to perform a rescue effectively
- **Items Not Permitted**
 - Street clothes
 - Jeans
 - Heavy dress pants
 - Dresses

When facilitating non-aquatic programs or courses that do not require you to be on the pool deck, you may choose different attire, provided it complies with the city dress code.

Supervisor Responsibilities:

- As an Aquatic Supervisor, you must be ready to respond to emergencies, including jumping into rotation or supporting aquatic staff during a water rescue if needed.
- You must model rescue-ready behavior at all times, ensuring your team is adhering to uniform and safety standards.
- Ensure that the staff are aware of the correct attire and the importance of being prepared for emergencies.

Thank you for your attention to these important details on “rescue readiness” in your role as an Aquatic Supervisor. If you have any questions or need further clarification regarding the uniform policy or other aspects of your role, please don’t hesitate to reach out.

Best,

Charity Nelson
Aquatic Manager

NPLP Commission Resolutions In Progress Report

RECOMMENDATION:

“THAT, the North Peace Leisure Pool Commission receive the Resolutions 'In Progress' Report for discussion.”

| Meeting Date | Resolution # | Resolution | Person(s) Responsible | Timeline | Update |
|------------------|--------------|--|------------------------------------|--------------------------------|--|
| October 3, 2023 | 78/23 | <i>“THAT, the North Peace Leisure Pool Commission direct staff to report back to the Commission regarding marketing the 9pm-10pm daily hour of operation and provide other suggestions until such time as the BC Transit City Review has been completed and decisions finalized.”</i> | Charity Nelson & Staff of the NPLP | Q1 2025 | In Progress |
| December 5, 2023 | 95/23 | <i>“THAT, the North Peace Leisure Pool Commission, direct staff to work with School District 60 towards the appointing of a designated youth NPLP Commission member as per the recommendations of the Aquatics Manager & Programmers Combined report (attached in the NPLP Commission Meeting Agenda Package).”</i> | Charity Nelson & Staff of the NPLP | 1-Sep-25 | In Progress |
| April 9, 2024 | 37/24 | <i>“THAT, the North Peace Leisure Pool Commission, receive the MNP Aquatics presentation high priority, short-term recommendations Report for discussion; AND THAT, the North Peace Leisure Pool Commission, direct staff to implement the high priority short-term recommendations from the MNP Presentation as they align with the strategic priorities of the NPLP Commission, and report on these recommendations at the October 22, 2024 Regular NPLP Commission Meeting.”</i> | Charity Nelson & Staff of the NPLP | 10-Dec-24 | In Progress Update provided during Dec 10, 2024 Meeting |
| April 9, 2024 | 38/24 | <i>“THAT, the North Peace Leisure Pool Commission, receive the MNP Aquatics presentation mid-term recommendations for discussion; AND THAT, the North Peace Leisure Pool Commission, direct staff to implement the high priority, mid-term recommendations from the MNP presentation as they align with the strategic priorities of the NPLP Commission, and report on these recommendations at the June 2025 Regular NPLP Commission Meeting.”</i> | Charity Nelson & Staff of the NPLP | June 2025 Regular NPLP Meeting | In Progress |
| April 9, 2024 | 39/24 | <i>“THAT, the North Peace Leisure Pool Commission, receive the MNP Aquatics presentation long-term and additional recommendations for discussion; AND THAT, the North Peace Leisure Pool Commission, direct staff to implement the long-term recommendations from the MNP presentation as they align with the strategic priorities of the NPLP Commission, and report on these recommendations at the February 2026 Regular NPLP Commission Meeting.”</i> | Charity Nelson & Staff of the NPLP | Feb 2026 Regular NPLP Meeting | In Progress |
| January 21, 2025 | 03/25 | <i>"THAT, the North Peace Leisure Pool Commission, direct staff to develop a procurement policy that outlines a clear review process to prevent the recurrence of this incident."</i> | Kylah Bryde | April 1, 2025 | In Progress Please refer to the City Purchasing and Tendering Policy Discussion |

**Actual vs Budget Year to Date
North Peace Leisure Pool
As of February 28th, 2025**

| | 2024 | | | | 2025 | | | |
|---|------------------------|----------------------------------|-----------------------------------|-----------------------|------------------------|----------------------------------|-----------------------------------|-----------------------|
| | <u>2024 Budget</u> | <u>2024 Actuals Feb 28th</u> | <u>\$ Variance Over/Under</u> | <u>% Variance</u> | <u>2025 Budget</u> | <u>2025 Actuals Feb 28th</u> | <u>\$ Variance Over/Under</u> | <u>% Variance</u> |
| Revenues: | | | | | | | | |
| 10-500 - General Admissions | 200,000 | 27,439 | (172,561) | -86.28% | 140,000 | 27,955 | (112,045) | -80.03% |
| 10-504 - Passes | 55,000 | 12,417 | (42,583) | -77.42% | 66,000 | 10,721 | (55,279) | -83.76% |
| 10-506 - Aquafit | 2,000 | 528 | (1,472) | -73.60% | 3,000 | 622 | (2,378) | -79.27% |
| 10-510 - Swimming Lessons | 300,000 | 29,281 | (270,719) | -90.24% | 330,000 | 118,608 | (211,392) | -64.06% |
| 10-512 - Lap Pool Rentals | 57,000 | 6,609 | (50,391) | -88.41% | 64,000 | 12,571 | (51,429) | -80.36% |
| 10-514 - Leisure Pool Rentals | 3,500 | - | (3,500) | -100.00% | 3,500 | - | (3,500) | -100.00% |
| 10-520 - NPLP Merchandise Sales | 18,000 | 3,975 | (14,025) | -77.91% | 18,000 | 2,734 | (15,266) | -84.81% |
| 10-525 - Rentals | 8,500 | 2,610 | (5,890) | -69.29% | 9,500 | 3,317 | (6,183) | -65.08% |
| 10-526 - Leases | 37,100 | 5,178 | (31,922) | -86.04% | 44,100 | 1,100 | (43,000) | -97.51% |
| 10-530 - Miscellaneous | 5,100 | 288 | (4,812) | -94.35% | 8,100 | 568 | (7,533) | -92.99% |
| 10-540 - Cash Over/Short | - | (2) | (2) | 0.00% | - | (3) | (3) | 0.00% |
| 10-545 - Fee for Services (CC fees, contracts, etc) | 4,000 | 455 | (3,545) | -88.63% | 4,000 | 11 | (3,989) | -99.73% |
| 10-568 - Donations/Sponsorships | 76,500 | 80,500 | 4,000 | 5.23% | 76,500 | 3,000 | (73,500) | -96.08% |
| Other Revenue from own Sources | 766,700 | 169,278 | (597,422) | -77.92% | 766,700 | 181,204 | (585,496) | -76.37% |
| 10-541 - Grants/Subsidy | 4,081,645 | - | (4,081,645) | -100.00% | 4,649,057 | - | (4,649,057) | -100.00% |
| Total Revenues | 4,848,345 | 169,278 | (4,679,067) | -96.51% | 5,415,757 | 181,204 | (5,234,553) | -96.65% |
| Expenses: | | | | | | | | |
| 20-110 - Administration & Overhead | 177,587 | 27,977 | (149,610) | -84.25% | 179,313 | 25,189 | (154,124) | -85.95% |
| 20-120 - Personnel | 2,209,284 | 342,834 | (1,866,450) | -84.48% | 2,369,730 | 303,960 | (2,065,770) | -87.17% |
| 20-135 - Overtime | 66,000 | 13,676 | (52,324) | -79.28% | 44,500 | 9,636 | (34,864) | -78.35% |
| 20-135 - Standby for Dispatch | 6,000 | 434 | (5,566) | -92.77% | 6,000 | 852 | (5,148) | -85.80% |
| 20-160 - Receiver General Contributions | 159,430 | 26,626 | (132,804) | -83.30% | 178,967 | 23,589 | (155,378) | -86.82% |
| 20-161 - Pension Contributions | 155,426 | 21,723 | (133,703) | -86.02% | 162,970 | 18,564 | (144,406) | -88.61% |
| 20-162 - Extended Health Contributions | 39,229 | 7,597 | (31,632) | -80.63% | 48,357 | 2,677 | (45,680) | -94.46% |
| 20-163 - Dental Contributions | 23,727 | 4,538 | (19,189) | -80.87% | 41,029 | 2,236 | (38,793) | -94.55% |
| 20-165 - Life & Disability Contributions | 61,509 | 6,973 | (54,536) | -88.66% | 57,786 | 5,221 | (52,565) | -90.97% |
| 20-169 - WCB | 51,576 | 8,577 | (42,999) | -83.37% | 62,751 | 8,314 | (54,437) | -86.75% |
| 20-199 - Other Payroll Expenses | - | 0 | 0 | 0.00% | - | - | 0 | 0.00% |
| Salaries, wages and employee benefits | 2,949,768 | 460,956 | (2,488,812) | -84.37% | 3,151,403 | 400,237 | (2,751,166) | -87.30% |
| 20-212 - Freight | 7,500 | (5,072) | (12,572) | -167.62% | 9,000 | 276 | (8,724) | -96.93% |
| 20-213 - Telephone | 4,350 | 411 | (3,939) | -90.56% | 3,400 | 161 | (3,239) | -95.26% |
| 20-217 - Medical Reports/Chiropractor Fees | 3,000 | 248 | (2,752) | -91.73% | 3,000 | 165 | (2,835) | -94.50% |
| 20-221 - Advertising, Hosting & Promotion | 16,000 | 2,382 | (13,618) | -85.11% | 15,000 | 1,883 | (13,117) | -87.45% |
| 20-234 - Memberships & Professional Development | 41,220 | 4,481 | (36,739) | -89.13% | 39,500 | 5,081 | (34,419) | -87.14% |
| 20-241 - Plumbing | 6,500 | - | (6,500) | -100.00% | 5,000 | - | (5,000) | -100.00% |
| 20-242 - Contract - Electrical | 8,000 | - | (8,000) | -100.00% | 5,000 | - | (5,000) | -100.00% |
| 20-243 - Contract - Mechanical | 14,000 | 143 | (13,858) | -98.98% | 10,000 | 1,246 | (8,754) | -87.54% |
| 20-246 - Contract - Other | 120,500 | 8,632 | (111,868) | -92.84% | 116,000 | 1,450 | (114,550) | -98.75% |
| 20-262 - Rentals & Leases | 2,000 | - | (2,000) | -100.00% | 1,000 | - | (1,000) | -100.00% |
| Contracted and general services | 223,070 | 11,225 | (211,845) | -94.97% | 206,900 | 10,262 | (196,638) | -95.04% |

**Actual vs Budget Year to Date
North Peace Leisure Pool
As of February 28th, 2025**

| | 2024 | | | | 2025 | | | |
|---|------------------------|----------------------------------|-----------------------------------|-----------------------|------------------------|----------------------------------|-----------------------------------|-----------------------|
| | <u>2024 Budget</u> | <u>2024 Actuals Feb 28th</u> | <u>\$ Variance Over/Under</u> | <u>% Variance</u> | <u>2025 Budget</u> | <u>2025 Actuals Feb 28th</u> | <u>\$ Variance Over/Under</u> | <u>% Variance</u> |
| 20-524 - First Aid Supplies & PPE | 9,050 | 178 | (8,872) | -98.03% | 8,300 | 50 | (8,250) | -99.40% |
| 20-525 - Protective Clothing - Other/Uniforms | 24,300 | 1,344 | (22,956) | -94.47% | 23,000 | - | (23,000) | -100.00% |
| 20-530 - Office Supplies | 12,000 | 715 | (11,285) | -94.04% | 12,000 | 780 | (11,220) | -93.50% |
| 20-532 - Building Maintenance Materials | 20,000 | 103 | (19,897) | -99.49% | 18,000 | 156 | (17,844) | -99.13% |
| 20-535 - Chemicals | 55,000 | 15,151 | (39,849) | -72.45% | 85,000 | - | (85,000) | -100.00% |
| 20-536 - Replacement Equipment | 105,000 | 6,845 | (98,155) | -93.48% | 71,000 | 280 | (70,720) | -99.61% |
| 20-537 - Merchandise for Resale | 14,000 | 98 | (13,902) | -99.30% | 14,000 | 56 | (13,944) | -99.60% |
| 20-539 - Materials - Maintenance | 15,000 | 643 | (14,357) | -95.72% | 7,500 | - | (7,500) | -100.00% |
| 20-564 - Small Tools | 4,500 | 1,773 | (2,727) | -60.59% | 4,500 | - | (4,500) | -100.00% |
| 20-565 - Capital Purchases | 510,000 | - | (510,000) | -100.00% | 950,000 | 5,865 | (944,135) | -99.38% |
| 20-567 - Janitorial Supplies | 20,000 | 3,748 | (16,252) | -81.26% | 22,500 | 622 | (21,878) | -97.23% |
| 20-568 - Supplies - Special Event | 7,550 | 439 | (7,111) | -94.18% | 8,000 | 97 | (7,903) | -98.79% |
| 20-591 - Program Supplies | 34,350 | 4,453 | (29,897) | -87.04% | 34,000 | 5,947 | (28,053) | -82.51% |
| Material, goods and supplies | 830,750 | 35,491 | (795,259) | -95.73% | 1,257,800 | 13,854 | (1,243,946) | -98.90% |
| 20-552 - Natural Gas | 160,000 | 6,517 | (153,483) | -95.93% | 90,000 | 11,558 | (78,442) | -87.16% |
| 20-553 - Electricity | 90,000 | 15,186 | (74,814) | -83.13% | 90,000 | 6,821 | (83,179) | -92.42% |
| 20-554 - Water & Sewer | 65,000 | 9,635 | (55,365) | -85.18% | 68,000 | 11,836 | (56,164) | -82.59% |
| 20-559 - Waste Disposal | 5,500 | 602 | (4,898) | -89.05% | 6,500 | 650 | (5,850) | -89.99% |
| Utilities | 320,500 | 31,940 | (288,560) | -90.03% | 254,500 | 30,866 | (223,634) | -87.87% |
| 20-231 - Service Charges | 16,500 | 3,046 | (13,454) | -81.54% | 20,000 | 2,674 | (17,326) | -86.63% |
| 20-421 - Employer Health Tax | 41,000 | - | (41,000) | -100.00% | 45,000 | - | (45,000) | -100.00% |
| 20-445 - Employee Recognitions | 1,100 | 147 | 0 | 0.00% | 1,100 | - | (1,100) | 0.00% |
| 20-469 - Fee for Service | 456,157 | - | (456,157) | -100.00% | 469,554 | - | (469,554) | -100.00% |
| 20-490 - Licences & Permits | 2,500 | - | (2,500) | -100.00% | 2,500 | - | (2,500) | -100.00% |
| 20-499 - Grants in Aid | 7,000 | - | (7,000) | -100.00% | 7,000 | - | (7,000) | -100.00% |
| Other Expenses | 524,257 | 3,193 | (520,111) | -99.21% | 545,154 | 2,674 | (542,480) | -99.51% |
| Total Expenses | 4,848,345 | 542,806 | (4,304,587) | -88.78% | 5,415,757 | 457,893 | (4,957,864) | -91.55% |
| Net Total | 0 | (373,527) | (374,480) | -100.00% | 0 | (276,689) | (276,689) | -100.00% |
| Net total without reimbursement from PRRD | (4,081,645) | (373,527) | | | (4,649,057) | (276,689) | | |