

# Minutes of Regular North Peace Leisure Pool Commission Meeting



**Date:** January 30, 2018  
**Time:** 10:03 a.m. – 10:36 a.m.  
**Place:** NPLP – Meeting Room

**Chair:** Commissioner Bruce Christensen, Councillor, City of Fort St. John

**Present:** Commissioner Arlene Boon, Director Area B, PRRD  
 Commissioner Gord Klassen, Councillor, City of Fort St. John  
 Commissioner Willi Couch, PRRD  
 Kim Frech, Chief Financial Officer, PRRD  
 Trish Morgan, General Manager of Community Services, PRRD  
 Ross deBoer, Director of Recreation and Leisure Services, City of Fort St. John  
 Karin Carlson, Pool Manager, City of Fort St. John  
 Robin Langille, Director of Facilities and Grounds, City of Fort St. John  
 Corey Callison, Facilities Manager, City of Fort St. John  
 Carrie Storozynsky, Clerk III, City of Fort St. John  
 Annette Lang, President, Inconnu Swim Club

**Absent:** Commissioner Brad Sperling, Director Area C, PRRD  
 Commissioner Karen Goodings, Director Area B, PRRD  
 Shirley Collington, Director of Finance, City of Fort St. John

**1. Call Meeting to Order:**  
 The meeting was called to order at 10:03 a.m.

<b>2. Additions to the Agenda:</b> • Finance report – PRRD	<b>Action</b>
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<b>3. Adoption of the Agenda:</b> Resolution No. 01/18 MOVED by Commissioner Couch SECONDED by Commissioner Boon <i>"THAT, the agenda be adopted as presented or amended."</i> CARRIED	<b>Action</b>
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<b>4. Adoption of the Minutes:</b> Resolution No. 02/18 MOVED by Commissioner Boon SECONDED by Commissioner Couch <i>"THAT, the minutes of the North Peace Leisure Pool Committee Meeting of December 5, 2018 be accepted as presented."</i> CARRIED	<b>Action</b>
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<b>5. Business Arising from the Minutes:</b> None	<b>Action</b>
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<b>6. Delegation:</b> None	<b>Action</b>
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<b>7. Old Business:</b> Inconnu Report – Annette Lang • Update on Inconnu, registrants total 100 swimmers this year, 20 adults are enrolled for swim for life. • Second meet is Feb. 17, 2018 including Grande Prairie, Peace River, surrounding areas.	<b>Action</b>
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<ul style="list-style-type: none"> <li>Numbers are not down this year, only changing – consist of junior swimmers, only 6 sr. and 10 Nationals.</li> <li>Younger groups have more enrolled, so it is ‘bottom-heavy’. Move intermediate so they have the pool together and utilize time more efficiently.</li> </ul> <p>PRRD Office – Gymnastics Construction</p> <ul style="list-style-type: none"> <li>Indicated that the smell in the PRRD office was in-fact the generator fumes used in the deconstruction of the gymnastics club.</li> </ul> <p>Heat concern in hallway of dressing room</p> <ul style="list-style-type: none"> <li>Temperatures have been steady when facilities have been checking range from 22-25 degrees on average.</li> </ul>	
<p><b>8. Correspondence:</b> None.</p>	<p><b>Action</b></p>
<p><b>9. New Business:</b></p> <p><b>a) Approve and Ratify 2018 Budget – Re: Peace River Regional District 2018, Financial Plan – Kim Frech, Chief Financial Officer PRRD:</b></p> <ul style="list-style-type: none"> <li>The Chief Financial Officer handed out an updated report on the 2018 Financial Plan; <ul style="list-style-type: none"> <li>Includes the most recent up to date year-end actual figures;</li> <li>The final year-end actual figures will continue to change as outstanding year-end invoices are received, however there are no expected major impacts to these numbers and this report will be a fairly accurate reflection of year-end values;</li> <li>If the actual year-end figures remain consistent, and the tax rate is not drastically changed, then the Chief Financial Officer will forward the 2018 budget for inclusion in the PRRD 2018 Financial Plan;</li> </ul> </li> <li>Last year’s tax rate was 28.1¢, with the Commission’s direction to keep the tax rate below 31.0¢;</li> <li>For 2018, looking at a tax rate of 30.9¢;</li> <li>2018 Budget will also include allocating \$551,000 into capital/building reserves; <ul style="list-style-type: none"> <li>The Commission discussed how to split the funds for the two different reserves;</li> <li>In 2017, reserves were contributed to facility replacement;</li> <li>Commissioner Klassen’s recommendation to specify that \$551,000 goes into facility replacement;</li> </ul> </li> </ul> <p>No. 03/18  MOVED by Commissioner Boon <span style="float: right;">SECONDED by Commissioner Couch</span>  <b>“THAT, the North Peace Leisure Pool Commission approves the 2018 budget with the inclusion of approximately \$550,000 into building reserves, to be forwarded for inclusion in the Peace River Regional District 2018 Financial Plan.”</b>  CARRIED UNANIMOUSLY</p> <ul style="list-style-type: none"> <li>Kim Frech, CFO, PRRD will be retiring this year; we wish her well.</li> </ul> <p><b>b) Trish Morgan General Manager of Community Services, PRRD – discussion on feasibility:</b></p> <ul style="list-style-type: none"> <li>Staff of Taylor and Reginal district – report will go before council for discussion and feasibility study of new facility – multi-use facility.</li> </ul>	<p><b>Action</b></p>
<p><b>10. Reports:</b></p> <p><b>a) Pool Manager Report – Karin Carlson, City of Fort St. John:</b></p> <ul style="list-style-type: none"> <li>Recreation Programmer, currently have 15 hours per week allocated in the budget for position, but would like to increase this to a 20 hour position. This would add \$9,277.58 to the staff budget. <ul style="list-style-type: none"> <li>This position is responsible for expanding programming, special events, Movie Nights, Top programs, Family snorkel, mer-tail and many other programs that generate revenue and publicity to the pool.</li> <li>Increase funds of participation in programs will off-set the increase of staff budget.</li> </ul> </li> </ul> <p>No. 04/18  MOVED by Commissioner Klassen <span style="float: right;">SECONDED by Commissioner Boon</span>  <b>“THAT, the North Peace Leisure Pool Commission approves the decision to increase the Recreation Programmer position to 35 hours per week (from 15 hours currently).”</b>  CARRIED UNANIMOUSLY</p>	<p><b>Action</b></p>

<p><b>b) Facility Report – Corey Callison, City of Fort St. John:</b></p> <ul style="list-style-type: none"> <li>• Tots pool update: <ul style="list-style-type: none"> <li>▪ Reports from D. Bauer indicated that the pool cannot hold pressure, but would require an external pump or repair to existing pipe (which would require taking apart the pool deck to repair).</li> <li>▪ Northern health approves the splash pad, with proper filtration in place to drain into the leisure pool.</li> </ul> </li> <li>• Water usage update: <ul style="list-style-type: none"> <li>▪ Report of water usage shows 2.7 cubic metres less, and consumption continues to be down.</li> <li>▪ Will continue to monitor water usage.</li> </ul> </li> <li>• Temperatures in dressing rooms: <ul style="list-style-type: none"> <li>▪ Thermometer was placed in the hallway and monitored by facility staff, on average the temperature was between 22-25 degrees.</li> <li>▪ Will increase temperature slightly, furnace is pushing capacity.</li> </ul> </li> <li>• Highlights from 2017 year: <ul style="list-style-type: none"> <li>▪ September 2017 was a successful shutdown, repairs (including leaking pipes), chemicals and other costs were cut down and with the DDC system in place it allows staff to monitor and alert managers/supervisors if the pool temperature dips too low so it can be corrected immediately.</li> </ul> </li> </ul> <p><b>c) Director of Finance – Shirley Collington, City of Fort St. John:</b></p> <ul style="list-style-type: none"> <li>• The Director of Finance was unable to attend, so will table the report and information submitted for next meeting.</li> </ul>	<p>Corey will get quotes on these options to March meeting.</p>
<p><b>11. Adjournment:</b></p> <p>The meeting was adjourned at 10:36 a.m.</p>	<p><b>Action</b></p>
<p>_____ Bruce Christensen, Chairperson</p> <p>_____ Date/Year</p>	<p>_____ Carrie Storozynsky, Recording Secretary</p> <p>_____ Date/Year</p>
<p><b>12. Next Meeting:</b></p> <p style="text-align: center;"><b>North Peace Leisure Pool – Pool Meeting Room Tuesday, March 6, 2018 at 9:00 am.</b></p>	<p><b>Action</b></p> <p>Clerk book the Meeting room.</p>