

1. Approval of Agenda
2. Minutes of November 24, 2021 Meeting
3. Old Business/Business Arising from the minutes
 - A. CFEP Reno Review/Plans
 - B. Locker Painting
 - C. Vacuum, speakers, purchases
4. New Business
 - A. Variance Report
 - B. Board member application status
 - C. AHS research
 - D. Staff re-certification reimbursement policy
 - E. Season staff advertisements
 - F. Staff wage scale inquiry
 - G. Community Handbook 2022
 - H. Chamber Visitors Guide 2022
5. Next Meeting
6. Adjournment

Pass Community Swimming Pool Board Meeting
January 26, 2022 (6:22 PM)
Zoom

IN ATTENDANCE: Judy Sciarra, Lesley Margetak, Sherri Gleave, Pauline Beech, Dave Filipuzzi, Doreen Glavin

Called to order: 6:22 pm

1. Agenda: Lesley presented the Agenda.

Judy MOVED that the agenda be adopted. Pauline SECONDED the motion. CARRIED.

2. Minutes of November 24, 2021 Regular meeting.

Judy MOVED that the minutes of November 24, 2021, be adopted as read. Pauline SECONDED the motion. CARRIED.

3. Old Business/ Business arising from the minutes

A. CFEP Reno Review

- Lesley spoke to Johan for clarification of the document sent in November. Johan informed Board that the contractor has completed their work at the pool. The document sent was work that needs to be completed by Municipal staff and which department those items were allocated to.
- Concrete pad and sidewalk – Johan has requested more information on these items. Although the Municipality could complete such work it might be better to get a contractor who would provide a guarantee. Board will meet in early Spring on-site with Johan to clarify the project.
- Judy informed Board that 75% of grant money was received from SARA and the remainder will be received upon completion of the project. The front counter was earmarked for some of the funds, John Sciarra has provided the Board with a drawing. Board will request an on-site meeting with Johan.

B. Locker Painting

- Johan sent Board pictures of completed painting work. Colour was good and workmanship looked great.

C. Vacuum, Speakers, Purchase

- Unable to order vacuum early and get in last years budget as delivery of product would not be until 2022.
- Speakers – will look at purchasing after consultation with Municipal electrician. The ones recommended would only be replacement for the ones already there, which are not very effective when the pool has a lot of patrons. Talk to electrician about what would work best and have a little more power, perhaps a more commercial set.
- Garbage container with recycling on a cement pad, looking at \$2000.00 installed. Issues are who is responsible for emptying in the off-season and cost. Board thought it was more sensible to purchase Rubbermaid type garbage containers.

4. New Business

A. Variance report - Attached

Discussed and Reviewed.

B. Board member Application Status

Lesley MOVED to go In Camera at 7:00 pm

Doreen MOVED to come out of In Camera at 7:07 pm

Judy MOVED to recommend to Council that Kevin Bergeron be appointed to the Pass Community Swimming Pool Board. Pauline SECONDED the motion. CARRIED.

C. AHS Research

Board was requested to participate in a survey from AHS regarding pool and hot tub specifications, survey has been submitted.

D. Staff re-certification reimbursement policy

- In an effort to attract and retain staff, the Board has agreed to put into effect a staff re-certification reimbursement policy.
- This policy would be for the recertification process and would be payable at the end of season upon submission of receipts for said courses. The recerts should happen within their recertification cycle. Board has budgeted for this increase in the 2022 budget. Recertifications are required every 2 to 3 years dependent on course.
- Red Cross is discontinuing water safety programs and concentrating more on humanitarian aide and pandemic assistance, according to recent news articles.

Judy MOVED to reimburse all lifeguards for recertifications of all required courses, to be reimbursed at season's end upon submission of receipts. Doreen SECONDED the motion. CARRIED.

E. Season staff advertisements

- Ads for summer employment will be placed in the local paper for every second week which will include February 2, 2022, February 16, 2022 and March 2, 2022; with a closing date of March 11,2022.
- Ads will be reviewed before placement in the paper.
- Ads to be placed on Municipal and pool website.
- Judy will email previous years staff to notify them of positions after the first ad in paper.

F. Staff wage scale inquiry

- The Vulcan pool requested our wage scale to compare with theirs to see if their wages are comparable. Wage scale was sent and we have requested theirs in return.

G. Community Handbook 2022

Pauline MOVED the Board purchase a full-page ad in the Municipality of CNP Spring/Summer Community Handbook 2022 at a cost of \$400.00. Judy SECONDED the motion. Carried.

H. Chamber Visitors Guide 2022

Sherri Moved the Board spend up to \$300.00 to purchase an ad in the Chamber Visitors Guide 2022. Judy SECONDED the motion. CARRIED.

6. Next Meeting: Regular Meeting Wednesday, February 23, 2022

6pm Format: Virtual/In-person – TBD

7. Meeting Judy MOVED to adjourn at 7:51pm

Actual vs Budget Year To Date by Sub-Department:

Sub-Department: - Pool

Reporting Period: January, 2021 To December, 2021 (12 Months)

Fund: <All>; Sub-Department: - Pool; GL Account: <All>; Costing Center: <All>

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Donations	0	0	0	0.00%
1590-Donations	0	0	0	0.00%
Other Revenues and Cost Recoveries	2,500	2,500	0	0.00%
1490-Other Income	2,500	2,500	0	0.00%
1597-Cost Recoveries	0	0	0	0.00%
Rental Income	10,500	6,830	(3,670)	-34.95%
1562-Facility Rental	10,500	6,680	(3,820)	-36.38%
1564-Equipment Rental	0	150	150	100.00%
Sale of Goods and Services	113,500	81,087	(32,413)	-28.56%
1405-Sale of Goods	5,000	2,235	(2,765)	-55.30%
1410-Sale of Services	500	864	364	72.75%
1413-Daily Admission	45,000	43,126	(1,874)	-4.17%
1415-Season Tickets	38,000	15,170	(22,830)	-60.08%
1419-Lessons	25,000	19,692	(5,308)	-21.23%
Total Revenues	126,500	90,416	(36,084)	-28.52%
Expenses:				
Administration	8,200	5,701	(2,499)	-30.48%
2214-Freight & Express	2,000	2,890	890	44.49%
2216-Telephone & Answering Service	1,000	143	(857)	-85.73%
2218-Purchased Travel	500	0	(500)	-100.00%
2221-Advertising	3,000	1,061	(1,939)	-64.63%
2222-Promotions	1,500	1,202	(298)	-19.87%
2225-Membership Fees	100	400	300	300.00%
2515-Postage/Photocopier	100	5	(95)	-94.85%
Contracted Services	4,000	2,482	(1,518)	-37.96%
2240-Contracted Services	4,000	2,482	(1,518)	-37.96%
Operations	48,800	49,579	779	1.60%
2291-Registration fees	500	0	(500)	-100.00%
2292-General Insurance	8,000	7,392	(608)	-7.59%
2511-Supplies	8,500	10,573	2,073	24.38%
2512-Clothing/Uniforms	2,000	1,723	(277)	-13.84%
2521-Gas & Oil	200	0	(200)	-100.00%
2523-Equip, Mach & Vehicle Parts	1,000	0	(1,000)	-100.00%
2531-Building Maintenance Materials	1,000	0	(1,000)	-100.00%

2538-Chemicals	8,000	4,559	(3,441)	-43.01%
2543-Utilities-Electricity	6,700	7,407	707	10.55%
2544-Utilities-WaterSewerGarbage	1,700	1,757	57	3.35%
2545-Utilities, Gas	11,200	12,363	1,163	10.39%
2548-Carbon levy	0	3,805	3,805	100.00%
Repairs and Maintenance	1,300	815	(485)	-37.34%
2251-Purch Repairs-Bldg	200	0	(200)	-100.00%
2252-Purch Repairs- Mach & Equip	1,000	815	(185)	-18.55%
2261-Rental Equipment	100	0	(100)	-100.00%
Salaries, Wages and Benefits	150,313	113,977	(36,336)	-24.17%
2121-Permanent Staff Hourly	0	0	0	0.00%
2122-Casual & Part-Time	134,485	98,757	(35,728)	-26.57%
2123-Staff Overtime	0	1,987	1,987	100.00%
2127-Vacation Pay	5,379	3,876	(1,504)	-27.95%
2130-Benefits	10,449	9,357	(1,091)	-10.45%
Service Charges and Interest	35,196	21,093	(14,103)	-40.07%
2813-Bank Service Charges	1,000	667	(333)	-33.33%
2831-Interest on Borrowing	33,696	20,503	(13,193)	-39.15%
2992-Cash Shortages	500	(77)	(577)	-115.38%
Transfer to Reserves	6,434	6,434	0	0.00%
2764-Transfer to Reserves from Operational	6,434	6,434	0	0.00%
Total Expenses	254,243	200,079	(54,164)	-21.30%
Net Total	(127,743)	(109,663)	18,080	14.15%

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