

AGENDA

Pass Community Swimming Pool Board Meeting

Wednesday, July 6, 2022

@ 6:00 PM Council Chambers

1. Approval of Agenda
2. Minutes of June 22, 2022 Meeting
3. Old Business/Business Arising from the minutes
 - A. Renovations - counter, pressure washer, cement, showers
 - B. Summer weekly advertisements
 - C. Trophy Case, Bike Rack, Parking Lot
 - D. Hot Tub
 - E. Canada Day
 - F. Incident report
 - G. Respirator fit testing
 - H. Sinister 7 plan
4. New Business
 - A. Variance Report
 - B. Manager's report
 - C. New Schedule
 - D. In Camera
5. Next Meeting
6. Adjournment

Pass Community Swimming Pool Board Meeting
July 6, 2022 (6:00 PM)
Council Chambers

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

Called to order: 6:02 pm

1. **Agenda:** Chair presented the Agenda. Judy would like to add D. Corporate Sponsorship under New Business and move In-camera to E.

Pauline MOVED that the agenda be accepted with additions. Judy SECONDED the motion. CARRIED

2. **Minutes of June 22, 2022 Regular meeting.**

Judy MOVED that the minutes of June 22, 2022, be adopted as read. Pauline SECONDED the motion. CARRIED.

3. **Old Business/ Business arising from the minutes**

- A. **Renovations** – counter, pressure washer, cement, showers

- **Counter** – Derek R. said the counters should stay where they are as holes were drilled for them and the tv would be easier to move.
- **Pressure Washer** – Manager to go ahead with the purchase of a pressure washer and perhaps could be stored at the warehouse. We could use grant money to pay for pressure washer and AED trainers. Carey also let Manager know that only one sprinkler head would have to be moved should the Board purchase another storage shed, about a 2-hour job.
- **Cement Pad** – Derek told Chair that sidewalk blocks would likely be as expensive pouring cement; he also said the cement pad would have a longer life span. Board member requested that Board be consulted about placement of pad.
- **Showers** – Carey has fixed showerheads by fixing them in place, so far this has been effective in preventing breakage.

- B. **Summer Weekly Advertisements**

- Article to be submitted every Friday to paper, “This Week at Pool.”
- Highlight one program each week.
- Perhaps paper could do an article on the lifeguard shortage in North America, create positive public relations, as it is a national problem not just local.

C. Trophy Case, Bike Rack, Parking Lot

- **Trophy Case** – Kristin following up on its placement.
- **Bike Rack** – new donated bike rack is installed and old one has been removed.
- **Parking Lot** – has been cleaned.

D. Hot Tub

- Hot tub has been painted but does need to cure 6 days without rain. If it does rain add an extra day for curing.
- Carey is off next week and he has to be available to start up hot tub.
- Ethan will talk to Carey if there any other municipal staff that could start up hot tub.

E. Canada Day

- 2- 7 pm free swim.
- 120 people attended, games and prizes.
- Thank you, Doreen, for supplying decorations and prizes.

F. Incident Report

- community member that made complaint to Mayor about people swimming at 1:30 am did not call RCMP, does not want to get involved.
- Lesley and Ethan will fill out police report about stolen lane rope (value \$251.00).

G. Respirator Fit Testing

- Lesley has had conversations with speak Kristen and Christine Boardman concerning the regulations about fit testing and what it entails.
- Ethan will follow-up with Christine.

H. Sinister 7 Plan

- Open at 8 am for showers only (\$5/shower)
- 2 cashiers are scheduled for this time, no guards at pool until 10:30 am on Sundays.
- Pool has towels they may use if necessary.

- Cashiers should check soap, paper towel and toilet paper often.
- Chair has purchased toiletries for sale (shampoo, conditioner, combs, etc.).

4. New Business

A. Variance report - Attached

- Board discussed and reviewed.
- Code 2831 – inquire with Brian what is this interest payment it seems to be an odd amount.
- Code 1490 what is this \$2500.00
- Brian is currently working on how to code reimbursement for courses.

Dave MOVED to invite Brian to the next Pool Board Meeting to clarify Board questions on variance report. Doreen SECONDED the motion. CARRIED.

B. Manager's Report

- Pool should have 6 more qualified lifeguards by end of season.
- All cashiers that do not have First Aid will receive course on July 17th.
- Bronze Cross is being offered at Pincher Creek Pool beginning July 18th, our cashiers signed up.
- NL course in Pincher in August, but if it is full Jessie (lifeguard at our pool) is qualified to teach and will do it at our pool.
- All staff must complete Narcan training, it is an online course and participants receive certificate upon completion.
- Christine Boardman is having Tool Box meetings to review and discuss hazards at the pool.
- OHS Inspection – went well overall, couple of things to rectify near sump pump; a grate over pump is needed and 2 wires near there need to be tested to see if live. Need to call in municipal electrician to check.
- Instructions for chemicals and emergency procedures must be written and posted.
- If we have cashiers with Bronze Cross and first aid they are allowed on deck as assistant guards under the supervision of a senior guard. This allows 15 more patrons into the pool.

C. New Schedule

- Increased lane swim.
- Increased public swim.
- Aquafit and aqua yoga.
- Friday afternoons closed.
- July 16th swim meet.
- Schedule versus website not jiving, make sure this is corrected.

D. Corporate Sponsorship

- Judy sent letters to Montem, Teck, Riversdale and Health Foundation requesting corporate sponsorship for free swims or Events such as Canada Day Heritage Day, etc.
- No response from Montem yet.
- Teck up to 45 days for a response and fill an application.
- Riversdale will respond once their new budget is complete.
- Health Foundation guidelines have changed so they will not be able to donate.

E. In-camera

Lesley MOVED to go In-camera at 7:25 pm.

Lesley MOVED to come out of In-camera at 7:45 pm.

6. Next Regular Meeting: Wednesday, July 20, 2022 2 pm In-person

7. Sherri MOVED to adjourn at 7:47 pm

Actual vs Budget Year To Date by Sub-Department:

Sub-Department: - Pool

Reporting Period: January, 2022 To June, 2022 (6 Months)

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

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Conditional Grants	0	4,950	4,950	100.00%
1830-Unconditional Grants	0	<u>4,950</u>	4,950	100.00%
Other Revenues and Cost Recoveries	2,500	0	(2,500)	-100.00%
1490-Other Income	2,500	0	(2,500)	-100.00%
Rental Income	10,800	600	(10,200)	-94.44%
1562-Facility Rental	10,500	<u>600</u>	(9,900)	-94.29%
1564-Equipment Rental	300	0	(300)	-100.00%
Sale of Goods and Services	114,000	12,366	(101,634)	-89.15%
1405-Sale of Goods	5,000	<u>9</u>	(4,991)	-99.83%
1410-Sale of Services	1,000	0	(1,000)	-100.00%
1413-Daily Admission	45,000	<u>2,243</u>	(42,757)	-95.01%
1415-Season Tickets	38,000	<u>9,390</u>	(28,610)	-75.29%
1419-Lessons	25,000	<u>724</u>	(24,276)	-97.10%
Total Revenues	127,300	17,916	(109,384)	-85.93%
Expenses:				
Administration	11,100	3,816	(7,284)	-65.63%
2214-Freight & Express	3,000	<u>1,041</u>	(1,959)	-65.29%
2216-Telephone & Answering Service	500	<u>123</u>	(377)	-75.32%
2218-Purchased Travel	500	0	(500)	-100.00%
2221-Advertising	3,000	<u>1,340</u>	(1,660)	-55.33%
2222-Promotions	3,500	<u>1,061</u>	(2,439)	-69.69%
2225-Membership Fees	500	<u>250</u>	(250)	-50.00%
2515-Postage/Photocopier	100	0	(100)	-100.00%
Contracted Services	4,000	0	(4,000)	-100.00%
2240-Contracted Services	4,000	0	(4,000)	-100.00%
Operations	57,800	12,388	(45,412)	-78.57%
2291-Registration fees	0	0	0	0.00%
2292-General Insurance	8,000	<u>2,609</u>	(5,391)	-67.38%
2511-Supplies	9,500	<u>124</u>	(9,376)	-98.69%
2512-Clothing/Uniforms	2,000	0	(2,000)	-100.00%

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	<u>2,590</u>	1,590	158.96%
2538-Chemicals	9,000	<u>2,826</u>	(6,174)	-68.60%
2543-Utilities-Electricity	7,200	<u>1,047</u>	(6,153)	-85.46%
2544-Utilities-WaterSewerGarbage	2,100	<u>450</u>	(1,650)	-78.59%
2545-Utilities, Gas	13,600	<u>2,151</u>	(11,449)	-84.18%
2548-Carbon levy	4,200	<u>591</u>	(3,609)	-85.92%
Repairs and Maintenance	1,700	5,973	4,273	251.35%
2251-Purch Repairs-Bldg	200	<u>5,973</u>	5,773	2,886.50%
2252-Purch Repairs- Mach & Equip	1,000	0	(1,000)	-100.00%
2261-Rental Equipment	500	0	(500)	-100.00%
Salaries, Wages and Benefits	158,576	17,685	(140,891)	-88.85%
2122-Casual & Part-Time	141,485	<u>14,451</u>	(127,034)	-89.79%
2123-Staff Overtime	0	<u>1,145</u>	1,145	100.00%
2127-Vacation Pay	5,659	<u>570</u>	(5,090)	-89.93%
2130-Benefits	11,432	<u>1,519</u>	(9,913)	-86.71%
Service Charges and Interest	33,394	3,673	(29,721)	-89.00%
2813-Bank Service Charges	1,000	<u>313</u>	(687)	-68.71%
2831-Interest on Borrowing	31,894	<u>3,340</u>	(28,554)	-89.53%
2992-Cash Shortages	500	<u>20</u>	(480)	-96.06%
Transfer to Reserves	7,040	0	(7,040)	-100.00%
2764-Transfer to Reserves from Operational	7,040	0	(7,040)	-100.00%
Total Expenses	273,610	43,535	(230,075)	-84.09%
Net Total	(146,310)	(25,619)	120,692	82.49%

Actual vs Budget Year To Date by Sub-Department:

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