

AGENDA for Pass Community Swimming Pool Board Meeting

Wednesday, August 17, 2022

@11:00 AM Council Chambers

1. Approval of Agenda
2. Minutes of August 3, 2022 Meeting
3. Old Business/Business Arising from the minutes
 - A. Renovations - pressure washer, showers
 - B. Trophy Case -
 - C. Hot Tub, tables, shed, cement pad
 - D. Reimbursements - refunds/courses
 - E. Respirator fit testing follow up
 - F. Storage garage, octopus
5. New Business
 - A. Variance Report
 - B. Manager's report
 - C. Stored Items
 - D. New Schedule/year-end plans
 - E. Council Budget presentation
 - F. Swim Club billing
 - F. In Camera
6. Next Meeting
7. Adjournment

Pass Community Swimming Pool Board Meeting
August 17, 2022 (11:00 AM)
Council Chambers

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

Called to order: 11:15 am

1. **Agenda:** Chair presented the Agenda. Under Old Business add G. Riversdale under New Business delete C. Stored Items and add F. Lifeguard Opportunities Fernie and G. Leone Stacheruk

Sherri MOVED that the agenda be accepted with additions and deletions. Judy SECONDS. CARRIED.

2. **Minutes of August 3, 2022 Regular Meeting**

Doreen MOVED that the minutes of August 3, 2022, be adopted as read. Judy SECONDS. CARRIED.

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

A. Renovations

- **Pressure Washer** – waiting on ordering until there is a storage solution
- **Showers** – all handicap showers have been fixed, but men's showerhead has started to leak.

B. Trophy Case

- **Trophy Case** – letter received from swim club vice president Cal Clark requesting installation of trophy case. Letter will be forwarded to Patrick and Cc'd to Council.

C. Hot Tub, tables, shed, cement pad

- **Hot tub** – has been fixed and are hopeful that it will continue to work until the end of season.
- **Tables** – were unable to get picnic tables but will continue find some for grassed area.
- **Shed** – no decision made at this time.

- **Cement Pad** – Derek will pour cement pad in September; he is aware of the dimensions and location.

D. Reimbursements - refunds/courses

- **Refunds** – 2 requested then a 3rd came in before July 31st deadline all will be refunded 75% of the season pass. The first 2 are in the que with Sandra, the 3rd will be added when Board receives response from patron. A 4th request was made, but was received on August 11th, no refund will be given.
- Swim Lesson refund was requested as the change in lesson sets required family to drop out. They requested refund by cheque, Manager will see if that can be done through Sandra.
- **Course Reimbursement** – waiting for a few more reimbursement forms to come in and they will be forwarded to Sandra. Board decision to reimburse courses in full at this time as it is so close to seasons end.

E. Respirator Fit Testing follow-up

- 3 employees were fit tested.
- All employees tested must have their own respirators, Manager will order the respirators.
- Follow- up with Christine if there is cost involved, how often is fit testing required and should this be added to policy book.

F. Storage garage, octopus

- Storage garage – has not been brought forward to Council will table until we get a response from them.
- Octopus/Lobster – the large water toy was missing a cap, so could not be used. Manufacturer in England was contacted in England and they have sent a new cap, which has been received.

G. Riversdale

- Invoice for the Heritage Day free swim they sponsored must be sent to Benga Mining Ltd. Manager will send new invoice.

4. New Business

A. Variance report - Attached

B. Manager's Report – Attached

C. New Schedule/year-end plans

- Higher bather loads now that all guards are back.
- Is there a possibility that early morning lane swim (7 am) will return. Possibly but not likely.
- Last day is set for September 3rd but depending on number of staff available may be September 4th.
- Staff will plan a year end party.

D. Council Budget Presentation

- Request for later presentation time was not possible so the Council presentation remains on Thursday, October 13th, 2022 at 1:45 pm.

E. Swim Club Billing

- Swim Club will be invoiced for 97 hours of use @\$50.00/ hour for a total of \$4850.00.

F. Lifeguard Opportunities

- Judy was contacted by Fernie pool asking if we could let our guards know about opportunities at their pool for the winter.

G. Leone Stacheruk

- Long time Board member and strong pool supporter Leone Stacheruk passed away on Monday, August 15th, 2022.
- Board would like to honor Leone in some manner, further discussion to take place in the fall.

I. In-camera – not used

6. Next Regular Meeting: Wednesday, August 31, 2022 Time: 6 pm

7. Judy MOVED to adjourn at 12:25 pm

Actual vs Budget Year To Date by Sub-Department:

Sub-Department: - Pool

Reporting Period: January, 2022 To August, 2022 (8 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%
Other Revenues and Cost Recoveries	2,500	0	(2,500)	-100.00%
Rental Income	10,800	750	(10,050)	-93.06%
Sale of Goods and Services	114,000	30,422	(83,578)	-73.31%
Total Revenues	127,300	36,122	(91,178)	-71.62%
Expenses:				
Administration	11,100	5,639	(5,461)	-49.19%
Contracted Services	4,000	0	(4,000)	-100.00%
Operations	57,800	28,571	(29,229)	-50.57%
Repairs and Maintenance	1,700	5,973	4,273	251.35%
Salaries, Wages and Benefits	158,576	70,585	(87,991)	-55.49%
Service Charges and Interest	33,394	16,443	(16,951)	-50.76%
Transfer to Reserves	7,040	0	(7,040)	-100.00%
Total Expenses	273,610	127,212	(146,398)	-53.51%
Net Total	(146,310)	(91,090)	55,221	37.74%

Actual vs Budget Year To Date by Sub-Department:

Sub-Department: - Pool

Reporting Period: January, 2022 To August, 2022 (8 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	4,950	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	750	(10,050)	-93.06%
1562-Facility Rental	10,500	750	(9,750)	-92.86%
1564-Equipment Rental	300	0	(300)	-100.00%
Sale of Goods and Services	114,000	30,422	(83,578)	-73.31%
1405-Sale of Goods	5,000	1,176	(3,824)	-76.48%
1410-Sale of Services	1,000	0	(1,000)	-100.00%
1413-Daily Admission	45,000	12,129	(32,871)	-73.05%
1415-Season Tickets	38,000	13,651	(24,349)	-64.08%
1419-Lessons	25,000	3,467	(21,533)	-86.13%
Total Revenues	127,300	36,122	(91,178)	-71.62%
Expenses:				
Administration	11,100	5,639	(5,461)	-49.19%
2214-Freight & Express	3,000	1,607	(1,393)	-46.45%
2216-Telephone & Answering Service	500	164	(336)	-67.13%
2218-Purchased Travel	500	0	(500)	-100.00%
2221-Advertising	3,000	2,310	(690)	-23.00%
2222-Promotions	3,500	1,151	(2,349)	-67.11%
2225-Membership Fees	500	408	(93)	-18.50%
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	28,571	(29,229)	-50.57%
2291-Registration fees	0	0	0	0.00%
2292-General Insurance	8,000	2,609	(5,391)	-67.38%
2511-Supplies	9,500	2,618	(6,882)	-72.44%
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	2,590	1,590	158.96%
2538-Chemicals	9,000	6,685	(2,315)	-25.72%
2543-Utilities-Electricity	7,200	2,968	(4,232)	-58.78%
2544-Utilities-WaterSewerGarbage	2,100	899	(1,201)	-57.18%
2545-Utilities, Gas	13,600	7,278	(6,322)	-46.49%
2548-Carbon levy	4,200	2,924	(1,276)	-30.37%
Repairs and Maintenance	1,700	5,973	4,273	251.35%
2251-Purch Repairs-Bldg	200	5,973	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	70,585	(87,991)	-55.49%
2122-Casual & Part-Time	141,485	58,843	(82,642)	-58.41%
2123-Staff Overtime	0	4,014	4,014	100.00%
2127-Vacation Pay	5,659	2,284	(3,376)	-59.65%
2130-Benefits	11,432	5,444	(5,988)	-52.38%
Service Charges and Interest	33,394	16,443	(16,951)	-50.76%
2813-Bank Service Charges	1,000	313	(687)	-68.71%
2831-Interest on Borrowing	31,894	16,175	(15,719)	-49.28%
2992-Cash Shortages	500	(45)	(545)	-108.99%
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	127,212	(146,398)	-53.51%
Net Total	(146,310)	(91,090)	55,221	37.74%



CROWSNEST PASS
Naturally Rewarding

Pass Community Pool

Managers Report for August 17th

Manager: Ethan Ballak

Assistant Manager: Alexandra Harrington

General

Staffing

2 guards are back, in addition Trennis and Jack passed NL. Trennis has already been guarding and Jack needs to be trained.

Programs

Hours have been increased with the addition of guards, and higher caps are possible.

Lessons have started and continue until the end of next week.

With swim club being over the time has been replaced with public swim and/or leisure swim.

Maintenance

Hot tub chlorine pump has been fixed.

Chlorine feed tube broke and was cut out.

Purchases

Chlorine order.

Poly tubing for chlorine and acid pumps

Broken Chlorine Tube

Unfortunately, we had to close because as no chlorine was getting into the pool. Instead, it was spraying over the basement wall and piping. Christine (Safety Officer) has a more detailed incident report.