

Minutes of Regular North Peace Leisure Pool Commission Meeting



Date: January 7, 2020
Time: 10:00am – 10:35am
Place: NPLP – Meeting Room

Chair: Commissioner Becky Grimsrud, Councillor, City of Fort St. John

Present: Commissioner Willi Couch, PRRD
 Commissioner Trevor Bolin, Councillor, City of Fort St. John
 Moira Green, General Manager, City of Fort St. John
 Karin Carlson, Director of Recreation and Leisure Services, City of Fort St. John
 Vanessa Cumming, Pool Manager, City of Fort St. John
 Shirley Collington, Deputy Treasurer/Collector, City of Fort St. John
 Sandra MacDonald, Inconnu Representative
 Carrie Harder, Administrator II, City of Fort St. John

Absent: Commissioner Arlene Boon, Director Area B, PRRD
 Commissioner Brad Sperling, Director Area C, PRRD
 Charity Nelson, Recreation Programmer, City of Fort St. John
 Trish Morgan, General Manager, PRRD
 Lyle Smith, Chief Financial Officer, PRRD

1. Call Meeting to Order:

The meeting was called to order at 10:05am

2. Additions to the Agenda:

None

Action

3. Adoption of the Agenda:

Resolution No. 01/20

MOVED by Commissioner Bolin

SECONDED by Commissioner Couch

"THAT, the agenda be adopted as presented or amended."

CARRIED

Action

4. Adoption of the Minutes:

Resolution No. 02/20

MOVED by Commissioner Bolin

SECONDED by Commissioner Couch

"THAT, the minutes of the North Peace Leisure Pool Committee Budget Meeting of December 3, 2019 be accepted as presented."

CARRIED

Action

5. Business Arising from the Minutes:

None

Action

6. Delegation:

None

Action

7. Old Business:

None

Action

8. Correspondence:

None

Action

9. New Business: a) AME Report – Conditional Assessment: Review Report b) Pool Facility Report;	Action
10. Reports: a) Pool Facility Report – Vanessa Cumming, Pool Manager: ○ Ventilation in the Chlorine gas storage room will be improved in 2020 requires consultation with Technical Safety BC. Report will be submitted to WorkSafeBC by January 9, 2020. ○ Will provide update on Engineering Report. ○ Chlorine Alarms – 3 were sounded on Monday, December 30, 2019, the shut off and exhaust system responded effectively. Fire department responded and gas enclosure read below 0.5ppm, there was a small leak on gas cylinder that was repaired. ○ Air handler motor was not working properly and was replaced – the motor can go at any time and was professionally installed. b) Pool Manager Report – Vanessa Cumming, Pool Manager: ○ Marketing Campaign – to boost attendance and promote free swim along with increase enrollment in lessons. App – adding lessons to City of Fort St. John App and PRRD App, possibly quarterly to encourage attendance and enrollment. ○ Stats have decreased in visits, slide use and aquafit – although with initiating a marketing plan should pick up, also targeting radio and other forms of advertising are in discussion. ○ Staffing; currently have 1 part-time attendant position, and 2 auxiliary pool attendant positions opening. ○ Orientations from Health and Safety are currently being revised. ○ c) Financial Report – Shirley Collington, Deputy Treasurer/Collector: ○ Final invoices will be entered mid-January for the 2019 year end – projection to be on budget at this point. ○ Quarterly reporting to be invoiced to PRRD for revenue budgeting. ○ Cost is very low for families and the public to utilize the facility, could be marketed that way. ○ Additional personnel cost ½ position (Recreation Programmer) allocated. ○ Office Supply budget allocates the shelving that will be allotted to 2020 budget in lieu. ○ d) Recreation Programmer Report – Charity Nelson, Recreation Programmer: ○ Stats for the Free Swim were at capacity for Dec. 29, 2019 with 305 in attendance. ○ Wait list numbers for lessons are low. ○ Lifeguard scholarship; currently have 6 enrolled. ○ Lifeguard PE program with SD60 is great for new-hire opportunities. ○ Getting ready for 2020 lessons. ○ 1 part-time lifeguard that can facilitate during school hours would be ideal. ○ Terrace, Kitimat and Smithers have decreased facility hours due to labour shortages.	Action Pimms Production Equipment responded the following morning and sensors and monitor system were calibrated and all in working order. Communications Department (City) can possibly assist with marketing/advertising initiatives to encourage NPLP attendance and enrollment. Could electronic sign outside of pool be placed for advertising? Possibly partner with local businesses to enhance marketing and emphasize on price.
AME Report – Conditional Assessment: Commissioners Review Report Resolution No. 03/20 MOVED by Commissioner Goodings CARRIED	Please see Admin Report from Carrie Harder – Feb. 12, 2020 112

11. Adjournment:		Action
The meeting was adjourned at 10:35am.		
Becky Grimsrud, Chairperson Date/Year Carrie Harder, Recording Secretary Date/Year		
12. Next Meeting:		Action
North Peace Leisure Pool – Pool Meeting Room Tuesday, March 3, 2020 at 10:00am		Clerk book the Meeting room.

DRAFT

M3.