



Minutes of Regular North Peace Leisure Pool Commission Meeting

Date: October 1, 2019

Time: 9:00 am – 10:23 am

Place: Meeting Room, North Peace Leisure Pool, Fort St. John, BC

Chair: Commissioner Karen Goodings, Director, Area B, PRRD

Present:

Commissioner Willi Couch, Director, Area C, PRRD
 Commissioner Arlene Boon, Director, Area B
 Trevor Bolin, Councilor, City of Fort St. John
 Brad Sperling, director Area C. PRRD
 Shirley Collington, Deputy Treasurer/Collector city of Fort St John
 Moira Green, General manager Community Services
 Robin Langille, Director of Recreation and Leisure Services City of Fort St John
 Vanessa Cumming, Pool Manager
 Karen Prouse, City of Fort St. John, Recording Secretary

Sandra McDonald, Representative Inconneau Swim Club
 Curtis Robinson, Head Coach Inconneau Swim Club
 Talese Shilleto, North River Midstream

Absent:

Karin Carlson, Director of Recreation & Leisure Services, City of Fort St. John
 Becky Grimsrud, Councilor, City of Fort St. John
 Trish Morgan, General Manager PRRD
 Bryan Casey, Recreation coordinator PRRD
 Lyle Smith, chief Financial Officer PRRD
 Charity Nelson, Recreation Programmer City of Fort St John
 Corey Callison, Facilities Manager, City of Fort St. John

1. Call Meeting to Order

The meeting was called to order at 9:03 am

2. Additions to the Agenda:

New Business:

- a) North River Midstream Sponsorship
- b) ADMIN Report NPLP Facility Allocation Update
 - NPLP Pool Allocation Policy No. 12/19
 - NPLP Pool Allocation Policy 15/00
- c) Admin Report NPLP – Refund Policy Update
 - NPLP Refund Policy 29/00
 - NPLP Fees and Charges Policy 10/19
 - DRAFT NPLP Registration and Refund Policy 11/19
- d) Heat in the change rooms on June 4 meeting agenda was to be brought up at October meeting

Action

3. Adoption of the Agenda:

Resolution No.09/19

MOVED by Commissioner Boon

SECONDED by Commissioner Couch

"THAT, the Agenda be approved as amended."

CARRIED

Action

4. Adoption of the Minutes:

Resolution No. 10/19

MOVED by Commissioner Boon

SECONDED by Commissioner Couch

"THAT, the minutes of the North Peace Leisure Pool Committee Meeting of June 4, 2019 be accepted as circulated."

Action

Active Net is an online scheduling software that allows for participant registration in pool programs. The software program also assists City staff in scheduling programs and determines staffing needs. Active Net charges the City a user fee and the customer does not see this fee. Registration fees may be reimbursed to registrants for various reasons and reimbursements may be full refunds or prorated refunds depending on the reason for cancellation.

Resolution No. 13/19

MOVED by Commissioner Bolin

SECONDED by Commissioner Couch

"THAT, the North Peace Leisure Pool Commission adopt the Refund Policy 11/19 as presented,

AND,

the North Peace Leisure Pool Commission rescind Refund Policy 29/00."

CARRIED

9. Reports:

a) Finance Report – Shirley Collington, City of Fort St. John;

- Financials are accurate up to August
- The financials will reflect the September shutdown in the next report. The largest part of budget spending will be spent for the pool shutdown
- Significant increase in office supplies due to purchase of a merchandise cabinet
- Utility prices cheaper due to the budget having been increased, this allowed finance to provide a more realistic budget
- Chemical price last year was 21,000 and this year an significant increase to 31,000
- Services charge fees in Active Net have increased
- Each facility pays their portion of Active Net user fees

Resolution No. 14/19

MOVED by Commissioner Couch

SECONDED by Commissioner Boon

"THAT, the North Peace Leisure Pool Commission receive the financial information as presented

CARRIED

b) Facility Manager Report – Corey Callison, City of Fort St. John;

Robin Langille, Director of Recreation and Leisure for Corey Callison, Facilities Manager

The Director of Recreation and Leisure provided a review of the shutdown completed items to date.

- Slide continues to be a problem and engineers from the public works building will be also looking at the slide
- inline heaters for change rooms are in the 2020 proposed budget
- MCC panel will be moved to another room on the second floor, the work will be done on a Sunday evening and no shutdown will be necessary

d) Recreation Programmer – Charity Nelson Update

Vanessa Cumming, Pool Manager for Charity Nelson

- The recreation programmer's hours were temporarily increased to full time to support programming
- summer programs for 2019 included 229 swimming lessons over 4 lesson sets
- a significant jump private lessons to 819 participants
- A new program item was introduced – Midweek Mayhems. This brought in over 1000 participants

Action

Draft Budget will be sent out via email
A Special Meeting will be held to discuss the Budget –
Date to be determined

Shirley will bring a response on the chemical pricing to the next meeting

Robin will check with Karin as to when the problem with the slide started – possibly around the time the second slide was installed

Vanessa will pull the old report and do a review
Vanessa will bring a recommendation

- Robin will consult with Corey re: timeline for slide rewrap

- Completed the annual pool shutdown and the pool was opened on scheduled
- Fall swimming lessons will be starting next week
- Over the shutdown the hot tub was worked on by donated time from WL Construction

SECONDED by Commissioner Boon

CARRIED

- Pool Usage stats – are down in comparison to 2018
- Recreation Programmers hours were increased to full time. This has been very helpful with summer lesson programming and scheduling of events
- Staff were able to plan a number of different events and thus increased participant numbers in courses and training
- Working on Staffing and hiring pool attendants, lifeguard and administrative assistant role
- Created an operational schedule, going really well and received positive feedback from staff
- Made swimming lessons live with rec guide and will become available in the next season
- Lessons reviewed on a weekly basis
- It has been requested that all Pool Commission agenda reports be delivered to the clerk in a timely manner so that the agenda is not presented with late reports.

Action

SECONDED by Commissioner Couch

CARRIED

Karen Prouse, Recording Secretary

Date/Year

Action

**North Peace Leisure Pool Meeting Room
December 10, 2019 at 10:00 am.**

M4