

# Minutes of Regular North Peace Leisure Pool Commission Meeting



**Date:** December 6, 2016  
**Time:** 10:00 am – 12:00 pm  
**Place:** Leisure Pool Meeting Room

**Chair:** Commissioner Bruce Christensen, Councillor, City of Fort St. John, PRRD

**Present:** Commissioner Brad Sperling, Director Area C, PRRD  
 Commissioner Willi Couch, Alternate for Director Sperling, PRRD  
 Commissioner Arlene Boon, Alternate Director Area B, PRRD  
 Commissioner Karen Goodings, Director Area B, PRRD  
 Commissioner Gord Klassen, Councillor, City of Fort St. John

Karin Carlson, Pool Manager, City of Fort St. John  
 Robin Langille, Director of Facilities and Grounds, City of Fort St. John  
 Kimberly Shaw, President of Inconnu Swim Club  
 Crystal Laboucane, Program Coordinator for the Special Olympics Club, Fort St. John  
 Annette Lang, President for the Stingray Club  
 Steve Carson, Head Coach of Inconnu Swim Club  
 Carrie Storozynsky, Clerk III, City of Fort St. John  
 Maxine Blennerhassett, Recording Secretary, City of Fort St. John

## 1. Call Meeting to Order:

The meeting was called to order at 10:02 a.m.

## 2. Additions to the Agenda:

Commissioner Couch requested to discuss the stanchions on the pool deck under old business.

Action

## 3. Adoption of the Agenda:

Resolution No.22/16

MOVED by Commissioner Boon

SECONDED by Commissioner Sperling

***"THAT, the agenda be adopted as presented."***

CARRIED

Action

## 4. Adoption of the Minutes:

Resolution No.23/16

MOVED by Commissioner Boon

SECONDED by Commissioner Couch

***"THAT, the minutes of the North Peace Leisure Pool Committee Meeting of October 4<sup>th</sup>, 2016 be accepted as presented."***

CARRIED

Action

## 5. Business Arising from the Minutes:

None.

Commissioner Goodings arrived at 10:04 a.m.

Action

## 6. Delegation:

### a) Request to Install Display Case & Storage Cabinet – Local Swim Clubs:

- Crystal Laboucane programmer and coordinator for the Special Olympics Club Fort St. John provided a brief background on the club, highlighting the following:
  - The local chapter of the Special Olympics team provides sporting opportunities to 36 athletes in the region with intellectual disabilities;
  - The local team is managed by a small group of volunteers, with funding coming mainly from fundraising and grants;
  - They offer a variety of sporting opportunities including bowling, rhythmic gymnastics, curling, athletics,

Action

- swimming, figure skating, and golfing;
- o Their future goals are to continue offering sport opportunities, continue with community inclusion, continue to recruit coaches, and continue to help athletes to be healthy and active;
- o They are hoping to secure a space at the pool for a trophy display case in order to promote their team and to applaud their athletes' achievements.

Commissioner Klassen arrived at 10:07 a.m.

- Kim Shaw, President of Inconnu Swim Club provided information about the request, as the three swim clubs have decided that one shared unit could meet all of their space requirements:
  - o There is very little storage space at the pool, and they currently only have one cabinet;
    - The Stingrays Swim Club and the Special Olympics currently do not have any storage space;
  - o Inconnu's head coach will be constructing the cabinet and will be similar in structure to the existing one with a glass upper to showcase trophies, and a lockable cabinet underneath;
  - o A lot of the materials for the cabinet will be donated, and any remaining costs will be split between the three groups;
  - o The groups have discussed location options for the cabinet, and are now formally requesting that the Pool Commission considers the request and location for the cabinet;

Discussion:

- The Pool Manager recommends that the cabinet is located in the hallway adjacent to the existing case;
- The Pool Commission discussed multiple options for the location including near the entryway, with considerations on size, visibility, and safety concerns;
- Commissioner Christensen suggested to amend the resolution for Staff to work with the clubs to find the most suitable location at a later date;

Resolution No.24/16

MOVED by Commissioner Sperling

SECONDED by Commissioner Klassen

***"THAT, the Pool Commission authorizes the three swim clubs to construct one combined trophy case and storage cabinet, AND FURTHER THAT, Staff works with the three clubs to determine an agreed upon location after evaluating all considerations."***

CARRIED

The swim clubs thanked the Commission for considering the request.

**7. Old Business:**

**Action**

**a) Review of the NPLP Operating Agreement:**

- Commissioner Goodings requested the agreement to be included in the agenda package for information;
  - o The term of the agreement is five years commencing January 1, 2015 and ending December 31, 2019;

Resolution No. 25/16

MOVED by Commissioner Goodings

SECONDED by Commissioner Couch

***"THAT, the Pool Commission receives this agreement for information."***

CARRIED

**c) Pool Concession Operator Ratification - Karin Carlson, Pool Manager:**

- Tasty Dogs was the successful proponent to the request for proposals;
- The lease is for one year with an option to renew for an additional two years;
- An email vote was conducted in favour of approving the lease;

Resolution No. 26/16

MOVED by Commissioner Goodings

SECONDED by Commissioner Couch

***"THAT, the electronic email vote, conducted between November 2 – 5, 2016 authorizing staff to enter into a one year agreement with the successful proponent for the North Peace Leisure Pool concession"***

CARRIED

**d) Building Envelope Repair Update – Robin Langille, Director of Facilities and Grounds:**

- The Director of Facilities and Grounds gave an update on the project highlighting the following:
  - Final invoices for the project have been received, with the total cost coming in at approximately \$567,000 with the original project budget of \$860,000 and original base contract of \$494,000;
    - Two main change orders occurred, due to the deteriorated roof decking over the slide and the replacement of the q-decking;

- Commissioner Christensen asked if the cold air temperatures have improved since the building envelope repair has been completed;
  - The Director of Facilities and Grounds stated that staff will monitor temperatures through cold weather, and are optimistic that the building envelope repair and dropping the radiant heaters in the hallway will help alleviate issues with the temperature;
  - Staff is also looking at alternative options to increase temperatures in the family room area;
- Commissioner Couch asked about the idea of adding a heater to help with the temperatures;
  - At a previous meeting the Commission decided to wait until the building envelope repair project was complete to see impacts, and will revisit the topic at an upcoming meeting if the issue persists;

- The Commission opted to move the facility walkthrough to after the regular meeting has been adjourned;

- Commissioner Couch noted that the stanchions on the pool deck obstruct the view from the deck into the lap pool and asked if they could be removed or lowered;
  - The Pool Manager noted that the stanchions separate the food and drink area from the pool area and also noted that they also act as a safety barrier, therefore building protocol probably regulates height requirements;
  - The Commissioners decided to discuss the stanchions during the facility walkthrough.

- **Inconnu Swim Schedule for 2017:**
  - The schedule only includes events for Inconnu, not the Stingray swim club which has an additional swim meet in June 2017;
- **Thank-You Letter from the Wonowon Elementary School PAC.**

## Action

**a) Election of Chairperson and Alternate Chairperson for 2017:**

- Commissioner Christensen called for nominations from the floor for the 2017 Chairperson and alternate Chairperson;

SECONDED by Commissioner Couch

CARRIED UNANIMOUSLY

## Action

- The following meeting date schedule for 2017 was proposed:

- Tuesday, January 17, 2017 at 10:00 a.m.
- Tuesday, March 7, 2017 at 9:00 a.m.
- Tuesday, June 6, 2017 at 9:00 a.m.
- Tuesday, August 1, 2017 at 9:00 a.m.
- Tuesday, October 3, 2017 at 9:00 a.m.
- Tuesday, December 5, 2017 at 10:00 a.m.
- Commissioners Sperling and Klassen noted that they will not be able to attend the first meeting in January, but with four other Commissioners in attendance, quorum will be met.

Resolution No. 28/16

MOVED by Commissioner Sperling

SECONDED by Commissioner Boon

**"THAT, the North Peace Leisure Pool Commission meeting schedule for 2017 be: January 17, March 7, June 6, August 1, October 3 and December 5, 2017."**

CARRIED

Discussion:

- Commissioner Christensen asked about the recent pool closure;
- The Director of Facilities and Grounds provided a recap on the recent pool closure, highlighting the following:
  - The lap pool was closed from November 4, 2016 until November 10, 2016 due to what staff now believes was a contaminated sample;
  - Staff have since looked at procedures to reduce the possibility of this type of risk in the future;
  - Staff will be reminding patrons to always shower before entering the pool and not to wear outdoor shoes on the pool deck;
- The Pool Commission thanked staff for their hard work in resolving the issue quickly and stressed the importance of ensuring the pool is a safe environment for both staff and patrons.

**c) Budget Review – 5 Year Operating Plan – Shirley Collington, Deputy Treasurer:**

- A member from the Finance Department was not available to present the operating budget;
- The Director of Facilities and Grounds clarified that the operating budget includes 'Major purchases – Not TCA' which is designated for capital items and includes \$480,000 for 2017 for the items listed in the Capital Plan report (NB2);
- The Pool Manager clarified that the 'Other Expenses' include the fee for service from the PRRD, as well as carbon offset, licenses, and banking services;

Discussion:

- The Commission asked about salaries and wages line, which is substantially increased from 2016;
  - The Pool Manager stated that a large portion of the increase could be due wage increases as per the collective agreement, and that HR/Finance have been reconciling salary line items that were improperly coded from previous years;
  - The Pool Manager will look into the breakdown for the increase to salaries and wages and provide an update to the Commission at the next meeting;
- Commissioner Couch requested that funding for the additional heaters in the family room area be added to the budget to address cold temperatures, which is approximately \$10,000;
- The Commission noted that the Peace River Regional District's Chief Financial Officer will be present at the next meeting and will bring forward the budget showing impacts on taxation levels;
- The Pool Manager noted that the capital plan for 2017 does not include the interior décor refresh project and would need to be added if the Commission recommends to move forward on the project;

Pool Manager –  
Look into increases  
to 'Salaries and  
Wages' for next  
meeting.

Resolution No. 29/16

MOVED by Commissioner Couch

SECONDED by Commissioner Klassen

**"THAT, the North Peace Leisure Pool 2017- 2021 Financial Plan be received and approved in principal to be forwarded to the PRRD Board, AND FURTHER THAT, the proposed operating budget for 'Not TCA – Capital Items' be increased to a total of \$500,000 for 2017, to include items to address the heating in the family room area."**

CARRIED

**OB5) Water Usage Levels – Karin Carlson, Pool Manager:**

- Water usage levels show quite a fluctuation in numbers month to month, but even despite repairs to two lines during shut down, actual water usage is still high;
- The Director of Facilities and Grounds stated that these values indicate there might be another leak;
  - Prior to the major leak repair, water levels in the leisure pool were dropping by 18 inches, and now they are only dropping by 2 inches, showing improvement, but still losing water;
  - Staff believe that the leak is in the leisure pool side, coming out the left side of the building;
- There have also been issues with the water meters, showing incorrect readings;
  - Staff will recheck the meters and continue to monitor water usage levels;
  - There are also normal fluctuations of water usage due to other parts of the facility being used;

**Discussion:**

- The Commissioners discussed next steps, expressing concern about where the leaked water is going;
- Commissioner Sperling suggested conducting a scope of the weeping tile to find out the precise location where the water is coming from;

**d) Budget Review – Capital Plan for 2017 – Robin Langille, Director of Facilities and Grounds:**

- The Director of Facilities and Grounds presented his report including a list of items that will be addressed in the capital plan for maintenance purposes;
  - To fix the filters, there are two options with different price points: A) defender filter package, or B) the sand filters with factory face piping;
  - Accessories, commissioning, and chemistry controllers will be completed with either option;
  - The proposed capital budget of \$480,000 includes option A, would decrease if option B is approved;

Resolution No. 30/16

**MOVED by Commissioner Couch**

**SECONDED by Commissioner Goodings**

**"THAT, the Capital Plan for 2017, with additions, is received and approved in principal to be forwarded to the PRRD Board. AND FURTHER THAT, the North Peace Leisure Pool Commission recommends Staff to complete repair Option A – Defender Filter Package for the 2017 repair plan. "**

CARRIED

## 10. Reports:

**a) Pool Manager Report – Karin Carlson, City of Fort St. John:**

- The Pool Manager reviewed her report highlighting the following:
  - A couple of special events will be happening over the next month to celebrate the holiday season;
  - The 20<sup>th</sup> anniversary celebration was a success and the Pool Manager thanked the Commission for their attendance;

**b) Director of Finance Report – Shirley Collington, Acting Director of Finance, City of Fort St. John:**

- The Acting Director of Finance was unable to attend but provided a report on YTD values as of Nov. 30, 2016;

**Discussion:**

- The Director of Facilities and Grounds noted that the net total is favourable even though individual lines may be overspent or underspent for various reasons;
- The City is still expecting one more payment from the PRRD under the line for grants/subsidy.

**11. Adjournment:**

Resolution No. 30/16

**MOVED by Commissioner Sperling**

**SECONDED** by Commissioner Couch

***"THAT, the regular meeting of the North Peace Leisure Pool Committee be adjourned."***

CARRIED

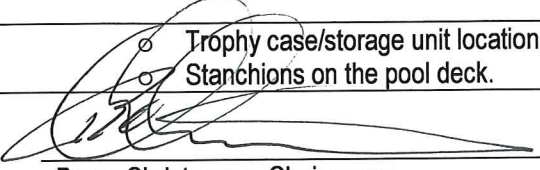
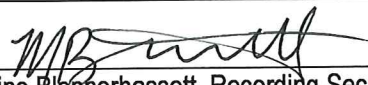
The meeting was adjourned at 11:45 am.

The Pool Commission completed a walkthrough of the facility discussing the following:

- Layout and proposed interior redesign;

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|                                                                                                                                                                                          |                                                                                                                                           |                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Trophy case/storage unit location options;<br><input type="checkbox"/> Stanchions on the pool deck.                                                             |                                                                                                                                           |                                                                          |
| <br>_____<br>Bruce Christensen, Chairperson                                                              | <br>_____<br>Maxine Blennerhassett, Recording Secretary |                                                                          |
| _____<br>Date Year <i>January 27, 2017</i>                                                                                                                                               | _____<br>Date Year <i>January 27, 2017</i>                                                                                                |                                                                          |
| <b>12. Next Meeting:</b><br><div style="text-align: center;"> <b>North Peace Leisure Pool – Pool Meeting Room</b><br/> <b>Tuesday, January 17<sup>th</sup>, 2017 at 10:00 am.</b> </div> |                                                                                                                                           | <b>Action</b><br><b>Pool Clerk</b> book the<br>Council Committee<br>Room |

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