

Minutes of Regular North Peace Leisure Pool Commission Meeting



Date: October 4, 2016.

Time: 09:00 am – 11:00 am

Place: City Hall – Council Committee Room

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

Karin Carlson, Pool Manager, City of Fort St. John
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD
Shirley Collington, Acting Director of Finance, City of Fort St. John
Robin Langille, Director of Facilities and Grounds, City of Fort St. John
Kimberly Shaw, President of Inconnu Swim Club
Steve Carson, Head Coach of Inconnu Swim Club
Maxine Blennerhassett, Recording Secretary, City of Fort St. John

Absent:

Commissioner Bruce Christensen, Councillor, City of Fort St. John
Commissioner Gord Klassen, Councillor, City of Fort St. John

1. Call Meeting to Order:

The meeting was called to order at 09:03 a.m.

Commissioner Christensen and Commissioner Klassen were unable to attend the meeting, therefore the meeting was chaired by alternate Chairperson Commissioner Goodings.

2. Additions to the Agenda:

Commissioner Goodings requested to review the terms of the operating agreement between the PRRD and the City at the next meeting.

Action

3. Adoption of the Agenda:

Resolution No.18/16

MOVED by Commissioner Sperling

SECONDED by Commissioner Boon

"THAT, the agenda be adopted as presented."

CARRIED

Action

4. Adoption of the Minutes:

Resolution No.19/16

MOVED by Commissioner Boon

SECONDED by Commissioner Couch

"THAT, the minutes of the North Peace Leisure Pool Committee Meeting of August 16th, 2016 be accepted as presented."

CARRIED

Action

5. Business Arising from the Minutes:

None.

Action

6. Delegation:

a) **Pool Natatorium Refresh Design Overview – Bill Kumlin, Architect, Kumlin Sullivan Architecture Studio;**

- Mr. Kumlin presented the general concept overview for the interior of the natatorium and the interior hallways, completing a virtual walk-through of each of the concept drawings;
- Chris Beatty, engineering tech with West Edge Engineering and the designer for Kumlin Sullivan were also

Action

○ Schedule consists of 17 out of town swim meets and two local swim meets which take place from Dec. 2 – 4, and April 28 – 30, 2017, which the Commissioners are welcome to attend; ○ The working relationship with staff is positive with a good flow of open communication; ○ The club is having some issues with storage, would like the Commission to consider approving an additional cabinet to be placed in the hallway which approximately 4ft in width and height; ▪ The previous Pool Manager had approved the cabinet, however the project has not been completed yet; ▪ Special Olympics group have expressed interest in adding a trophy case for their group, which will be an agenda item at the next Pool Commission meeting; ○ Inconnu has worked hard over the last few years to develop policies and procedures relating to finances, risk management, and emergency protocols, as well as ensuring transparency; Discussion • The Commission will consider approval for the additional storage cabinet at the next Pool Commission meeting during the walk-through; • Commissioner Couch requested to view the Inconnu's formal schedule of events to be added to the agenda for the next meeting for information.	Kim Shaw: Send Inconnu schedule to recording secretary.
10. Reports: a) Pool Manager Report – Karin Carlson, City of Fort St. John; • The Pool Manager reviewed her report, highlighting the following: ○ The Pool was able to reopen after shut down on schedule, with regular programs resuming and lessons beginning next week, plus the Grade 4 swim program starting today; ▪ Lessons are very full, with a 95% fill rate and some wait lists for certain programs; ▪ Swim clubs have also resumed their regular schedule; ○ 20 Year Celebration; ▪ The Pool is celebrating its 20th anniversary on October 26th, invitations will be going out soon to the Commissioners to attend the cake cutting ceremony; ○ Accessibility Equipment: ▪ Staff are currently waiting for feedback from Lisa Boda from SD. 60 to get her feedback on the proposed equipment and then Staff will order the equipment with funds from the 2016 budget; ▪ Staff have also followed up with Shauna Marie Philips who raised the concerns to the Pool Commission, but have not yet received a response; Discussion: • Staff have also reached out to the Homeschooling Association, offering to have special lessons for those students during daytime hours, and currently have about 58 students registered; • Commissioner Goodings suggested that Staff also reaches out to the Independent School in Baldonnel; b) Facilities Manager Report – Robin Langille, City of Fort St. John; • The Facilities Manager reviewed his report, highlighting the following: ○ Staff were able to complete a number of tasks during the annual shut down, all of which have been listed in detail in the Facilities report; ○ Since the repairs have been completed, Staff is happy that the pool is running better than ever; ○ Building Envelope Repair Project: ▪ Another site visit was completed, Staff has received the progress report; ▪ Work is progressing at a reasonable rate, minor issue with the decking and duct work that have been resolved and will hopefully alleviate issues with the air handler; ▪ The general contractor stated that the project will be completely finished in a couple of weeks, so far under budget and contingency plan was not overspent, however final numbers will not be known until the project is completed; Discussion: • The Commission requested an update on the leaks: ○ The Facilities Manager stated that Staff pressure tested the leak in the basin of the leisure pool and found that the leak was not in the same area that the contractor had identified;	Action Pool Manager: Reach out to Independent School in Baldonnel.

- Staff instead located a balancing line between the surge tank and the leisure pool that was completely broken, and have since repaired the line;
- Water loss has been reduced significantly and staff will continue to monitor the levels;
- Overall reduced water loss will also lower the electrical costs, and should decrease operating costs;
- The Commission requested to see the water usage figures at the next meeting;
- Commissioner Couch asked for an update on dropping the heaters in the change room hallway;
 - The Facilities Manager stated that the work was completed before shut down, the heaters have been dropped and the repair is complete;

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

- The Acting Director of Finance reviewed the YTD budget figures for the NPLP's operating budget, highlighting the following:
 - The Director of Finance, who was unable to attend, submitted the report depicting favourable and unfavourable figures;

Discussion:

- Commissioner Boon noted that the new format provides a good clear outline of each budget line item;
- The Commission discussed various line items that are showing unfavourable numbers including staffing allocation, service charges, and miscellaneous costs.

10. Adjournment:

- Commissioner Goodings called the meeting to a close and expressed a thank you to Staff.

Resolution No. 21/16

MOVED by Commissioner Boon

SECONDED by Commissioner Sperling

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

CARRIED

The meeting was adjourned at 10:45 am.

Action

Karen Goodings
Karen Goodings, Chairperson


Maxine Blennerhassett, Recording Secretary

December 6, 2016
Date/Year

December 6, 2016
Date/Year

11. Next Meeting:

North Peace Leisure Pool – Pool Meeting Room
Tuesday, December 6th, 2016 at 10:00 am.

Action
Pool Clerk book the Council Committee Room