

Minutes of Regular North Peace Leisure Pool Commission Meeting



Date:	January 28 th , 2015
Time:	09:00 am – 10:00 am
Place:	Council Committee Room, City Hall, Fort St. John, BC
Chair:	Commissioner Bruce Christensen, Councillor, City of Fort St. John
Present:	Commissioner Karen Goodings, Director, Area B, PRRD Commissioner Arlene Boon, Alternate Director, Area B, PRRD Commissioner Gord Klassen, Councillor, City of Fort St. John Commissioner Brad Sperling, Director Area C, PRRD Commissioner Willy Couch, Alternate for Director Sperling, PRRD Kim Frech, Chief Financial Officer, PRRD Trish Morgan, Manager Community Services, PRRD Ross deBoer, Director Recreation & Leisure Services, City of Fort St. John Jessica Bookham, Pool Manager, City of Fort St. John Mike Roy, Director of Finance, City of Fort St. John Jason Brockman, Head Coach Inconnu Swim Club Brad Kerr, Inconnu Swim Club Maxine Blennerhassett, Recording Secretary, City of Fort St. John
Absent:	Craig Stanley, Director of Facilities & Grounds, City of Fort St. John (present via conference call for report)

1. Call Meeting to Order
The meeting was called to order at 09:03 am and roundtable introductions were made.

2. Additions to the Agenda:	Action
None.	

3. Adoption of the Agenda:	Action
Resolution No.01/15	
MOVED by Commissioner Boon	SECONDED by Commissioner Klassen
<i>"THAT, the agenda be adopted as presented."</i>	
CARRIED	

4. Adoption of the Minutes:	Action
Resolution No.02/15	
MOVED by Commissioner Goodings	SECONDED by Commissioner Boon
<i>"THAT, the minutes of the North Peace Leisure Pool Committee Meeting of December 2nd, 2014 be accepted as amended."</i>	
CARRIED	
<ul style="list-style-type: none"> • Commissioner Goodings made note to amend the December 2nd minutes to reflect newly elected chairperson Bruce Christensen as signing authority; • Business Arising from the previous minutes stated in bullet form <ul style="list-style-type: none"> ○ Camera phone issue in change room – City has yet to resolve issue, will draft Camera policy for NPLP Commission approval at later date; 	

5. Delegation:	Action
a) Jason Brockman, Inconnu Swim Club:	
<ul style="list-style-type: none"> • Mr. Brockman advised he had one issue he wanted to bring forward again, specifically; <ul style="list-style-type: none"> ○ Timing system (clock) freezing issue; <ul style="list-style-type: none"> ▪ Request for city maintenance to look into an issue with the timing system (clock) freezing during swim meets. The club would like the system to be placed on the same breaker (one relay) so it can be reset easily and an On/Off switch installed for ease of use; 	

remaining \$6,000 for connectivity upgrades.”

CARRIED

- Commission members questioned what would be done with the old equipment:
 - Could it potentially be donated or sold without incurring liability issues? Does Fitness Depot have a policy or standard process for handling old equipment?

Pool Manager:
Follow up with Fitness Depot about their policies for old equipment, look at other potential options

9. Reports:

Action

a) Pool Manager Report – Jessica Bookham:

- The Pool Manager reviewed her report with the commission highlighting the following:
 - Christmas break – lessons were cancelled, other programming was increased;
 - NPLP Instructor has successfully completed National Lifeguard Instructor course, can now offer in-house training for certifying new lifeguards;
 - Home Alone Course – new course offered by the City was successful, additional dates planned;
 - Senior's Swim and Tea – new event had poor turnout for first event, City to increase advertising for next scheduled event;
 - End of the Year Reporting – Totals were slightly down from previous year due to wave pool maintenance closure in October and the extra week for annual shut down in September; however there were increases in numbers for senior Aquafit and evening swim sessions;
 - Rations Concession is no longer operating due to personal reasons for closure;
 - RFP for new concession operator is open until February 13th, 2015, have already received a few inquiries, potentially reopened with new operator by March 1st, 2015;
- Commissioner Goodings shared public feedback that the Home Alone course was too short and not all of the course materials were covered in time allotted;
 - The Pool Manager noted that an additional hour has been added to the allotted time for the course, staff will continue to work on the lesson plan to ensure all material is covered, and welcome feedback to make further improvements;

b) Director Facilities & Grounds Report, Craig Stanley:

- Craig Stanley, Director of Facilities and Grounds provided a general update via conference call:
 - Waves and one of the slides remains shut down in order to ensure no water is spilled;
 - Canadian Leak Inspection onsite April 5th and 6th to inspect leaks and create repair plan, will require two full days of pool shut-down;
 - Building Envelope repairs are the main priority in the 2015 capital expenditures budget– requires a proper assessment to develop scope of repair and specifications;
 - City is proposing for repairs to begin in 2015, could be phased over two years into 2016;
 - Proposed Capital budget of \$840,000 budgeted for repairs – estimated amount that includes 40% contingency which could be used on other projects in 2016;
 - The Commission to meet with Westedge engineering early February to determine scope of work and repair dates – will not impact pool operations;
 - The complete repairs should not impact pool operations, if shut down is necessary, will try to align with annual pool shut down;
- Trish Morgan, Manager of Community Services suggested for a NPLP Commission member to attend meeting with Westedge Engineering, Commissioner Christensen volunteered to attend;
- The Commission noted that the Building Envelope repairs have already been approved by the Commission and the capital funds are already set aside, therefore the information presented by the Director of Facilities & Grounds is to be received for information only at this time;

Commissioner Christensen: Attend meeting with Westedge Engineering with Director of Facilities

Resolution No: 06/15

MOVED by Commissioner Boon

SECONDED by Commissioner Klassen

“THAT, the Facilities Report outlining the Capital Plan for the Building Envelope Repair be received for information.”

CARRIED

Discussion:

- Commissioner Goodings expressed the importance of ensuring that proper building inspections are conducted and that repairs be completed with the highest level of quality possible in order to prevent future residual repair issues;

10. Adjournment:

- Commissioner Christensen proposed to amend the date of the next scheduled meeting from March 3, 2015, to March 4, 2015 with no objections from the Commission members;

Resolution 07/15

MOVED by Commissioner Klassen

SECONDED by Commissioner Sperling

"THAT, the regular meeting of the North Peace Leisure Pool Commission scheduled for March 3, 2015, be rescheduled for March 4, 2015. All other meeting dates and times to remain as outlined in the December 2, 2014 minutes."

CARRIED

Resolution 08/15

MOVED by Commissioner Couch

SECONDED by Commissioner Sperling

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


CARRIED

The meeting was adjourned at 10:05 am.

Action



Bruce Christensen, Chairperson



Maxine Blennerhassett, Recording Secretary

Date/Year

May 25, 2016

Date/Year

May 25, 2016

11. Next Meeting:

**North Peace Leisure Pool Meeting Room
Wednesday, March 4th, 2015 at 10:00 am.**

Action

Pool Clerk book the NPLP Meeting Room.