



Minutes of Regular North Peace Leisure Pool Commission Meeting

Date:	June 2 nd , 2015
Time:	09:00 am – 10:00 am
Place:	Pool Meeting Room, North Peace Leisure Pool, 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 Brad Sperling, Director Area C, PRRD Commissioner Willy Couch, Alternate for Director Sperling, PRRD Commissioner Gord Klassen, Councillor, City of Fort St. John Ross deBoer, Director of Recreation & Leisure Services, City of Fort St. John Trish Morgan, Manager of Community Services, PRRD Jessica Bookham, Pool Manager, City of Fort St. John Craig Stanley, Director of Facilities & Grounds, City of Fort St. John Robin Langille, Facilities Manager, City of Fort St. John Mike Roy, Director of Finance, City of Fort St. John Maxine Blennerhassett, Recording Secretary, City of Fort St. John Brad Kerr, Inconnu Swim Club Jason Brockman, Inconnu Swim Club

1. Call Meeting to Order
The meeting was called to order at 09:03 am and roundtable introductions were made. Chairperson Christensen welcomed Robin Langille, new Facilities Manager.

2. Additions to the Agenda:	Action
<ul style="list-style-type: none"> Report on the North Peace Leisure Pool Annual Maintenance Shutdown dates from the Director of Facilities and Grounds (handed out) under (a) New Business (NB1). Report on Building/Mechanical Repairs and Annual Pool Shut Down Tasks from the Facilities Manager (handed out) under (a) New Business (NB2 – NB3). Issues with air handling to be addressed under (a) New Business – Commissioner Goodings. Additional meetings under (d) New Business – Commissioner Bruce Christensen. 	

3. Adoption of the Agenda:	Action
Resolution No.14/15 MOVED by Commissioner Klassen SECONDED by Commissioner Boon <i>“THAT, the amended agenda be adopted as presented.”</i> CARRIED	

4. Adoption of the Minutes:	Action
Resolution No.15/15 MOVED by Commissioner Boon SECONDED by Commissioner Sperling <i>“THAT, the minutes of the North Peace Leisure Pool Committee Meeting of March 4th, 2015 be accepted as presented.”</i> CARRIED	

5. Delegation:	Action
a) Brad Kerr and Jason Brockman, Inconnu Swim Club: <ul style="list-style-type: none"> Presented an informal update to the Commission on Inconnu Swim Club issues and accomplishments: <ul style="list-style-type: none"> Two Inconnu Swim Club athletes attended the Canadian Swimming Trials in Toronto representing both the NPLP and Fort St. John; <ul style="list-style-type: none"> Both athletes swam exceptionally well with personal bests, and even garnered some interest 	

- o from Canadian universities that were scouting at the event.
 - o 2015 Kraft Project Play – Canada-wide contest in partnership with TSN, which the winner will receive \$250,000 for their recreational facility upgrade;
 - A parent of Inconnu member has nominated the NPLP for the contest, top 4 entries will be announced on July 26;
 - o Inquiring about the annual pool shut-down dates as it will impact training schedules and programming;
- Commissioner Christensen, on behalf of the Commission, congratulated the Inconnu Swim Club and its athletes for their exceptional performance, also congratulated Jason and Brad on their coaching and leadership skills in creating such a strong program for our community.

6. **Old Business:**

a) **Canadian Leak Detection Report & Repair Plan;**

- Annual maintenance shutdown will take 3 weeks to conduct;
- However, leaks in the piping system that will require extensive repair have been identified and roughly located, which will take approximately an additional week to repair;
 - o The leak was located by Canadian Leak Detection in April 2015 and is situated between the leisure pool and the hot tub in the return line from the skimmers to the surge tank underneath the pool deck;
 - o The additional week of repair will allow for time to find and repair the leak, as well as to test the repair to find and resolve potential problems;
 - o Staff recommends to conduct the leak repair prior to regular maintenance in order to have a greater time allowance to troubleshoot issues, if necessary;
 - o Quotes for the repair have not been received, however, the estimated scope of the repair is between \$50,000 and \$100,000.

Action

Discussion:

- Commissioner Goodings asked why the repair cannot be done during the regular 3 weeks of scheduled maintenance to which staff stated that the work cannot be done during other shut down operations as it will require full power cut-off;
- Commissioner Christensen asked if there is only one leak;
- Canadian Leak Detection located several minor additional leaks in April that they were successful in finding and repairing, and they are confident that there is only one leak remaining at this time.

Resolution No.16/15
MOVED by Commissioner Klassen SECONDED by Commissioner Goodings
“THAT, the North Peace Leisure Pool Commission authorizes staff to expend the necessary resources to repair leaks in the piping system for the leisure pool,

AND

THAT, the annual pool shutdown be extended by 1 week to allow for this work to be completed.”

CARRIED

Resolution No.17/15
MOVED by Commissioner Klassen SECONDED by Commissioner Goodings
“THAT, the North Peace Leisure Pool Commission approves the dates of August 30 to September 27, inclusive, for the annual maintenance shutdown.”

CARRIED

b) Building Envelope Repair;

- West Edge Engineering has declined the Commission's request to submit a proposal for the consulting and engineering work required for the building envelope repairs;
- Morrison-Hersfield (MH) will be the alternate contractor selected to complete the same scope of work with the intent of stabilizing damaging processes and maintaining building use for the next 5 years;
 - o The envelope problems were investigated and reported on by MH in 2014, and West Edge Engineering indicated that they would have likely sub-contracted the work to MH anyway;

- In 2014, MH submitted a proposal with three options for the services required, as outlined in detail in the Director of Facilities report OB3 – OB4;
- However, Staff recommends that the optional scope lies somewhere between Option 1 and 3, which will include negotiating with MH for the engineering and consulting services up to the limit of \$80,000.

Discussion:

- Commissioner Couch asked what the \$80,000 is for specifically as preliminary work has been completed;
 - The \$80,000 covers schematic design, tender award, building permit application, as well as field review and contract administration services which are funds that will come out of the \$840,000 approved by the Commission for the entire repair.

Resolution No.18/15

MOVED by Commissioner Couch

SECONDED by Commissioner Klassen

“THAT, staff be directed to negotiate for the engineering and consulting services of Morrison-Hershfield for building envelope repairs, design and engineering services,

AND

THAT, staff be authorized to expend up to \$80,000 for those services.”

CARRIED

c) Disability Access Committee Policy No. 23/03;

- The current policy states that proof of disability must be provided in the form of a T4 from Revenue Canada as proof that the applicant is receiving disability income to be eligible to receive 50% off of regular admission fees;
- However, some individuals may not be comfortable disclosing this information to Staff or may not be receiving disability income, in which case the policy states to contact the Pool Manager to see what other options for proof of disability they may have;
- The policy also lists what items will not be accepted as proof of a disability and currently states that a doctor's note stating temporary or permanent disability is not accepted;
- Staff recommends to strike “or permanent” from the policy, thus allowing patrons to provide a doctor's note stating permanent disability which would provide the Pool Manager more flexibility to administer patron's requests.

Resolution No.19/15

MOVED by Commissioner Goodings

SECONDED by Commissioner Sperling

“THAT, the North Peace Leisure Pool Commission approved the amended Disability Access Committee Policy No. 23/03, removing the statement that a doctor's note for permanent disability will not be accepted as proof of disability.”

CARRIED

Clerk : Update Policy No. 23/03 as approved

7. Correspondence:

- a) None;

Action

8. New Business:

a) Annual Shut Down Plan for 2015;

- The Facilities Manager distributed a list of building and mechanical repairs, as well as general tasks that will be completed during the annual pool shut down and explained them in further detail;
 - The Facilities Manager also listed several repair items that facilities staff has completed since the last Commission meeting, however they are still waiting to receive and install a replacement pump for the swirl pool;

Discussion:

- Commissioner Couch asked if the slide, waves, and tot-pool will all be operational after shut-down;
- The Director of Facilities & Grounds confirmed that the slide and waves will be operational as they are currently

Action

Clerk: Distribute Facilities report with list of repair items to Commission

shut-off only to reduce water leakage, however he cannot guarantee if the tot-pool will be operational but it will become the next priority for repair;

- The Head Coach of the Inconnu, although supportive for the 4 weeks of shut-down time, questioned why the shut-down needs to specifically occur in September;
- The Director of Facilities stated that the window for construction is May – October mainly due to weather, and summer months are not ideal as it is usually the busiest time for programming and visitor numbers;
- The Commission had previously discussed December as a potential shut-down month but due to weather and holidays, there are too many complications;
- Commissioner Christensen asked if the issues with air handling can be addressed during shut-down as well;
- The Facilities Manager stated that all air handlers are currently operational but can be affected by humid temperatures outside as all air comes from the exterior of the building;
 - Inconnu swim club mentioned that they have had some previous concerns with air handling, but they have not noticed any issues this year, although they have noticed warmer temperatures from humidity;
 - The Facilities manager indicated that there is a de-humidifier which is operational and should help control some of the humidity in the building;
- Commissioner Couch asked where the water from the leak is going to which the Director of Facilities stated with confidence that the water is escaping out of the drain as there are no signs of pooling water or issues with escaping water.

b) Cold Temperatures in the Family Room Area;

- Commissioner Couch discussed the problem of cold temperatures in the family room area when outside temperatures are cold, and believes that it could be from the air coming in the front door;
- The Facilities Manager stated that the air handlers are able to maintain a temperature of 21 degrees Celsius in the office area and exercise room;
 - Temperatures have been monitored by thermometers installed by pool staff;
 - There are two heat sources at the end of each hallway, however no heat source in the middle which means the majority of the hallway does not have a heat system;

Discussion:

- Commissioner Couch asked if the problem could be fixed by installing a door in the space to create a seal;
- The Facilities Manager acknowledged that it could be a possibility to remedy the situation although currently it is just an opening and it would need to be handicap accessible;
- The Facilities Manager suggested that staff could create a scope of work and seek outside recommendations for repair to present to the Commission at the next meeting.

Resolution No. 20/15

MOVED by Commissioner Klassen

SECONDED by Commissioner Sperling

“THAT staff investigates options to address cold air temperatures in the family room area to be presented to the Commission at the subsequent NPLP Commission Meeting.”

CARRIED

c) “An Inclusive Swimming Community” Presentation by Melisa Wong, Recreation Volunteer for the Salvation Army and Volunteer with the Senior’s Hall;

- Melisa Wong delivered a PowerPoint presentation outlining the Salvation Army’s Sobriety Program and provided suggestions for the Commission to consider revising existing North Peace Leisure Pool policies to help the less fortunate, families at risk, and people returning to society in the Sobriety Program;
- The presentation also included some suggestions to enhance existing programming and introduce new programming for Senior Citizens at the NPLP;

Discussion:

- The Commission proceeded to discuss the presentation in detail, with several follow-up questions for Melisa about the program and her ideas;
- Commissioner Klassen noted that although the ideas are strong, more organizational work showing specifically how these initiatives will be carried out needs to be completed before the Commission can make recommendations;
- Commissioner Christensen thanked Melisa for her presentation and stated that no recommendations will be

made today, however the Commission will discuss and set direction for how to proceed.

Resolution No. 21/15

MOVED by Commissioner Goodings

SECONDED by Commissioner Boon

“THAT staff investigates options to integrate requests from the ‘An Inclusive Swimming Community’ presentation into NPLP’s policies, to be presented as a report to the Commission at the subsequent NPLP Commission Meeting.”

CARRIED

d) Additional Meetings

- Commissioner Christensen raised the idea of introducing additional meetings to the NPLP Commission meeting schedule, as quarterly meetings are too infrequent to address issues and stay up to date;
- The Commission previously approved an additional meeting date in March;
- Commissioner Couch proposed the idea of having meetings every second month instead of quarterly.

Resolution No. 22/15

MOVED by Commissioner Couch

SECONDED by Commissioner Boon

“THAT the Pool Manager decides upon a date in August to hold an additional NPLP Commission meeting.”

CARRIED

Pool Clerk: Send out notification of additional meeting date once date is selected.

9. Reports:

a) Pool Manager Report – Jessica Bookham:

- The Pool Manager reviewed her report with the Commission highlighting the following:
 - May 14, 2015 was National Lifejacket Day promoting the safety of wearing lifejackets;
 - The National Lifeguard course began on May 24th with 6 candidates participating;
 - June 13 and 14, the Stingrays summer swim club will be hosting their annual meeting, resulting in all regular programming to be cancelled for those two days;
 - Staffing;
 - Four part time summer positions have been added to help with the increase of events and visits throughout the summer, resulting in a full summer staff roster;
 - Both Aquatic Supervisors have attended additional courses, allowing for additional higher-level training courses to be offered at the facility;
 - Pool Concession RFP;
 - As of May 4, 2015 Sher’s Café is open and operational;
 - The term of the agreement is for one year, May 1, 2015 – April 30, 2016 with an option to renew the lease for an additional 2 years;
 - Cardio Room
 - All new cardio equipment was fully installed on April 28, 2015;
 - Since the equipment has been upgraded, the cardio room has had 80 patrons;

Discussion:

- Commissioner Couch asked about the progress of the \$6,000 allotted to IT upgrades;
- The Pool Manager stated that a temporary IT system has been installed, Shaw Cable will be installing a permanent system soon and the allocated \$6,000 will easily cover costs with left over funds being kept for future operational costs;
- Commissioner Couch asked if 80 patrons visiting the cardio room is more or less than previous years;
- The Pool Manager stated that 80 patrons is an increase of patrons as in previous years there were only had 300 patrons per year in total.

b) Director of Finance Report – Mike Roy:

- Mike Roy, Director of Finance, City of Fort St. John reviewed his report and advised the financial numbers as presented are on target;
- The Head Coach of the Inconnu Swim Club questioned whether the percentage of pool rental fees will be increased in 2016;

Action

- As per the NPLP Commission minutes from October 14, 2014 "A review of fees and charges will take place in the fall of 2015 and recommendations will be brought forward at that time."

10. Adjournment:

Resolution 23/15

MOVED by Commissioner Klassen

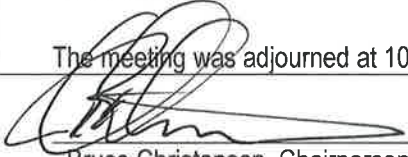
SECONDED by Commissioner Goodings

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

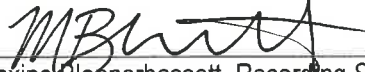
CARRIED

The meeting was adjourned at 10:35 am.

Action



Bruce Christensen, Chairperson



Maxine Blennerhassett, Recording Secretary

Sept 14, 2015
Date/Year

Sept 14th, 2015
Date/Year

11. Next Meeting:

**North Peace Leisure Pool Meeting Room
Tuesday, October 6th 2015 at 09:00 am.**

Action

Pool Clerk book the NPLP Meeting Room.