

AGENDA for Pass Community Swimming Pool Board Meeting
Wednesday, July 20, 2022
@ 2:00 PM Council Chambers

1. Approval of Agenda
2. Minutes of July 6, 2022 Meeting
3. Special Guest - Brian McCulloch
4. Old Business/Business Arising from the minutes
 - A. Renovations - counter, pressure washer, showers
 - B. Trophy Case, Bike Rack
 - C. Hot Tub
 - D. Incident report
 - E. Respirator fit testing
 - F. Sinister 7
5. New Business
 - A. Variance Report
 - B. Manager's report
 - C. New Schedule
 - D. Heritage Day - plans/donation
 - E. Reimbursements
 - F. In Camera
6. Next Meeting
7. Adjournment

Pass Community Swimming Pool Board Meeting
July 20, 2022 (2:00 PM)
Council Chambers

IN ATTENDANCE: Judy Sciarra, Lesley Margetak, Sherri Gleave, Pauline Beech, Dave Filipuzzi, Doreen Glavin, Ethan Ballak, Lexi Harrington, Brian McCulloch

Called to order: 2:01 pm

1. **Agenda:** Chair presented the Agenda. To New Business: Judy would like to add F. Plastic Picnic Tables, Sherri would like to add G. Facebook page, and Doreen would like to add H. Season pass Holders moving In-camera to I.

Judy MOVED that the agenda be accepted with additions. Sherri SECONDS. CARRIED.

2. **Minutes of July 6, 2022 Regular meeting.**

Pauline MOVED that the minutes of July 6, 2022, be adopted as read with amendments. Doreen SECONDS. CARRIED.

3. **Special Guest Brian McCulloch**

- Clarification on how and where budget line items are assigned.
- Board can request more detailed break down of budget lines and create new budget lines in consultation with Brian.
- Website costs and articles in paper under advertising.
- Thank you to Brian for attending.

4. **Old Business/ Business arising from the minutes**

A. Renovations – counter, pressure washer, cement, showers

- **Counter** – counters will remain where they are as recommended by Derek Robotka.
- **Pressure Washer** – Manager is currently waiting for a P.O. from the warehouse and a quote from NAPA.
- **Shed** – one sprinkler head needs to be removed, should the Board purchase another shed. The previous shed was purchased from Costco, Board will monitor shed prices and possibly purchase one when clear-out prices at the end of the season occur.

- **Showers** – Carey has fixed showerheads by fixing them in place. The women's showerhead has broken again, Carey will be in Friday and will have a look, hopefully a solution will be found.
- **Concrete** – concrete pad will be poured in the fall for the lane ropes. Municipal staff will do the job at a cost of \$2500.00, which the Board has already approved.

B. Trophy Case, Bike Rack

- **Trophy Case** – trophy case has been refurbished, but there are questions if it still fits the aesthetic of renovated counter area. Discussion.
- **Bike Rack** – Patrick requested through Recreation to have the old bike rack removed and the new one delivered.

C. Hot Tub

- Hot tub is open.
- The top stair in the middle seems to have very little grip, it seems as if no sand was placed in that spot or it blew away on about 1x1 ft. square.
- Remind patrons to be cautious, no running and place slippery signs.

D. Incident Report

- Lesley has completed the police report for the stolen item from the pool.
- RCMP will try to increase observation of the pool in the evenings.

E. Respirator Fit Testing

- Respirator fit testing is scheduled for August 10, 2022
- Consult with Kristen and Christine about regulations and what information should be included in the binders.

F. Sinister 7 Plan

- Showers were busy on Sunday; 2 cashiers were booked to oversee shower use.
- Some miscommunication as racers thought pool showers were open to them all weekend, which was not what Sinister 7 organizers had requested.

4. New Business

A. Variance report – available at end of month.

B. Manager's Report – Attached

- Assistant Guards are a new category of lifeguard, which we will have 5 of after this week. Currently do not have a wage scale for this category and those cashiers that will be moving to the position are asking if there is hourly wage increase.
- Assistant Guards will not be scheduled until scenarios have been practiced at Sunday's in-service.
- Patrons who do not use the pool are still counted in the head count of bather load for the pool. If they are paying entrance fees they should be allowed to stay, but it does cause pool to reach patron capacity quicker.

Judy MOVED to pay new category of Assistant Guard an additional \$.50/hour to their hourly wage when they are serving in an assistant guard capacity for the remainder of the 2022 season. Pauline SECONDS. CARRIED.

C. New Schedule- Attached

- Complaints about Friday closures.
- Post schedule weekly on Facebook
- New schedule is attached.
- Add to schedule 1. Weekly date 2. Subject to Change Without Notice 3. Pool Hours Reduction: The pool schedule is experiencing a reduction in hours due to the staffing shortage. Please check the schedule weekly for changes.
- Change swim lessons to run 2 weeks August 15 – 26, this allows for more swim instructor availability.
- Lexi will contact those signed up for the 3-week program and ask if they are still available to attend on the new dates.

D. Heritage Day – plans/donation

Sherri MOVED that the Board donate 3 family passes for the Heritage Day Festival. Judy SECONDS. CARRIED by email July 12th, 2022.

- Discussed with Brian how to categorize donations in the future.
- Board sees these donations as a way to promote the pool and support other community groups.
- Riversdale has donated \$600.00 for a free Family Swim on Heritage Day weekend; in return they would like us to post Riversdale banners at pool.
- Lexi, in consultation with manager, will figure which date works best on that weekend.

E. Reimbursements

- Reimbursement forms for course have been created by Brian and Sandra.
- Forms need to be filled out, have receipts attached and follow the process explained by Manager.

Lesley Moved to include course reimbursement costs to those staff who took courses required for employment retroactive to September 2021 and concluding at the 2022 season end. Pauline SECONDS. CARRIED.

F. Plastic Picnic Tables

- Costco currently has heavy duty plastic tables on sale for \$199.99.
- Wooden picnic tables at pool are rotting and should be replaced.

Judy MOVED to purchase 3 picnic tables at Costco at a cost of \$199.00 each plus gst. Sherri SECONDS. CARRIED.

G. Facebook Page

- Wrong Facebook page has been used to post about pool.
- Kim U., at Municipal office is coordinating with staff to rectify.
- Schedule and all closures should be posted on the proper site as it has a large following.
- Coordinate schedule with staff schedule so we can post daily schedule with patron capacity.

H. Pass Holders

- Complaints from season pass holders that as a pass holder they should receive priority to access pool.
- Is it doable to allow season pass holders priority entrance at the beginning of public swim?
- Board will look for solutions to this complaint.

I. In-camera

Lesley MOVED to go In-camera at 4:35 pm.

Doreen MOVED to come out of In-camera at 5:30 pm.

6. **Next Regular Meeting: Wednesday, August 3, 2022 2 pm In-person**
7. **Judy MOVED to adjourn at 5:45 pm**



CROWSNEST PASS
Naturally Rewarding

Pass Community Pool
Managers Report for July 20th

Manager: Ethan Ballak

Assistant Manager: Alexandra Harrington

- Many staff are taking bronze cross at the moment and a NL course is being offered in Pincher Creek August 8-12, may not help this year but there will be more guards for next year.
- Staff are being encouraged to take LSI over winter to teach lessons next year.
- On nice days daily cap is being reached, people are being put on wait list but unfortunately people are still being turned away. Pool is being cleared after every program. Not much we can do with limited staff.
- Swim meet went well with over 250 swimmers participating. The swim meet did run a little long which was no problem.
- Hours will need to be reduced in early August as two guards are away for two weeks.
- Chlorine was purchased at the start of the month and will need to be reordered soon.
- Multiple items have been added to the concession.
- Staff from the town office will begin picking up cash outs on Monday and Thursday.

PASS POOL SCHEDULE JULY 25th - 31st

Time	Monday 25th	Tuesday 26th	Wednesday 27th	Thursday 28th	Friday 29th	Saturday 30th	Sunday 31st
10:00am - 11:00am							
11:00am - 12:00pm		Low/Lowest Swims		Low/Lowest Swims			
12:00pm - 1:00pm	AquaFit	CAP 40	AquaFit	CAP 40	AquaFit	Senior Availability	Senior Availability
1:00pm - 2:00pm	Low/Lowest Swims		Low/Lowest Swims		Low/Lowest Swims	Low/Lowest Swims	Low/Lowest Swims
2:00pm - 3:00pm	CAP 40		CAP 40		CAP 40	CAP 40	CAP 40
3:00pm - 4:00pm		Season Pass	Season Pass	Season Pass	Season Pass	Season Pass	Season Pass
4:00pm - 5:00pm		Public Swims	Public Swims	Public Swims	Public Swims	Public Swims	Public Swims
5:00pm - 6:00pm		CAP 140	CAP 140	CAP 90	CAP 90	CAP 40	CAP 40
6:00pm - 7:00pm		Aqua Yoga / Lifetime Swims					
7:00pm - 8:00pm	Swim Club	Swim Club	Swim Club	Swim Club			Maintenance / Staff Training
8:00pm - 9:00pm						Senior Availability	Maintenance / Staff Training
9:00pm - 10:00pm	Low/Lowest Swims		Low/Lowest Swims		Low/Lowest Swims	Senior Availability	

Please note:
 Working for this pool based on public - this means you cannot call to get available unless the pool will be held on that request.
 Program Capabilities are listed below the program.
 Senior time and status of availability will vary based on senior time and availability.
 Programs are limited based on available space.

—NOTE: schedule subject to change without notice.