

PASS POOL BOARD MEETING

Tuesday, January 29, 2019

6:00 PM Municipal Office

IN ATTENDANCE: Leone Stacheruk, Judy Sciarra, Sherri Gleave, Lesley Margetak, Pauline Beech, Lisa Sygutek, Doreen Glavin

AGENDA: Judy presented the Agenda. Addition to **Old Business E.** OH&S Staff Plan and **F.** Swim Alberta. Pauline **MOVED** the agenda be adopted as amended.

MINUTES: The minutes from the November 26, 2018 meeting were read.

Lisa **MOVED** the minutes be adopted. Sherri **SECONDED** the motion. **CARRIED.**

OLD BUSINESS:

A. Facility Repairs /maintenance – Judy reported that the CFEP grant that was applied for will not be awarded until July so even if the Pool application is successful it would not allow for the work to be completed until later in the year. Discussion followed regarding the status of the high priority OH&S recommendations that were in the report from Ben and forwarded to administration. With the Community Services Director position recently becoming vacant, there is no municipal liaison communicating with the Board. The councillors will inquire as to Mel's plans for facility compliance with the safety issues as they must be corrected in order that the pool site be considered a safe workplace.

B. Website/Promotions/Advertising – The Christmas season pass promotion was advertised in the Pass Herald, on the municipal website and the Pass Pool website with a good response. Lesley will talk to Tracey to determine exact figures of passes purchased. The promotion was not advertised on the pool Main street side building sign even though a work order was submitted through Joey as the Board was instructed to do. There was confusion as to who would be responsible for putting letters up and it never got done.

C. Budget Approval – The pool budget has been approved as modified. As the capital items were removed in order to cut expenditures, the councillors will inquire if these items were approved through the municipal budget.

D. Municipal Drug, Alcohol and Substance Abuse Policy - Lesley spoke to Kristen and reported that she will orient the pool staff to this policy at the time of hiring.

E. OH&S Recommendations Plan – Ben contacted Lisa to inquire if the Board had made a decision regarding him receiving a contract to continue his work implementing the required renovations and policy changes necessary to ensure a safe workplace environment. The wage projection was not budgeted for through the pool budget as Council had indicated they would be hiring a full time safety person that would include the responsibility of overseeing the pool facility. The councillors will follow up on this issue.

F. Swim Alberta Sanction – A letter received by Swim Club states that the Pass Pool competitive swimming lanes are not the required length to comply with official sanction requirements. This means that any records set at the Pass Pool would not be recognized nor could we host any provincial competitions. The sanctioned measurements were specified in the design/build contract. Sherri

reports the measurement is only out in the middle lanes by a fraction but Swim Alberta would require another test measure to pass and be approved by officials to reconsider the ruling. Swim Alberta had asked for the municipal Community Director to send a letter stating there had not been any modifications done. As this has not been done, Sherri will ask Mel to send this letter. Lisa will also take the matter to Council.

NEW BUSINESS:

A. Year-End Management Report – Discussion was held on several of the recommendations from the Manager’s Report.

- Capital items recommended have been discussed – a list was created considering these ideas but may not fit in the budget this year
- Staffing - recommended number of positions was considered and agreed with current practice – every year has unique needs and challenges depending who and how many applicants there are, usually 6 Senior guards optimal. Head cashier position will be continued as it proved beneficial
- More concession items and expanded counterspace.

B. Variance report – not available until mid February

C. STEP Grant Program - Lesley will apply for 3 senior lifeguard positions

D. Family Day Event – Joey had approached the Pool Board to participate in the Family Day event to be held at the Albert Stella Arena. Board members agreed not to.

E. Creative Designs Estimate - Judy has an estimate for the signage needed from “Creative Designs” in Pincher Creek for \$1370.25 - 10 signs will be supplied with site-specific information/rules as specified. Lisa requested two more signs be ordered for ‘lane swim’ etiquette from one of the pool equipment suppliers. These may be covered by the Capital budget.

F. Doors Open/ Heritage Day – Cathy Pisony is in charge of organizing this so any events or special programs being held at the pool on the August 2nd weekend can be advertised if we let her know.

G. Spring/Summer Handbook – Kim will create a center page spread as last year. Season pass increase rates will need to be sent to her.

Pauline **MOVED** to purchase the 2 page spread at a total of up to of \$420.00.

Doreen **SECONDED** the motion. **CARRIED.**

Discussion followed regarding the increase for season passes. As we assured Council we would increase revenue, it was decided to increase season passes by \$10.00 each for all ages.

Leone **MOVED** to set season pass 2019 rates as follows:

Adult- \$160.00, Youth- \$140.00, Child- \$70.00, Senior- \$110.00, Family- \$260.00.

Judy **SECONDED** the motion. **CARRIED.**

H. CNP Visitor Guide – Krissy will produce a 1/8 page advertisement for the pool similar to last year for this guide that has a large readership.

Pauline **MOVED** to purchase 1/8 page spread for the Pass Pool at a cost up to \$210.00.

Judy **SECONDED** the motion. **CARRIED.**

I. Employment Advertisement – Discussion was held regarding the recruitment of staff and a decision was made to run the same advertisement as last year in the Pass Herald.

Doreen **MOVED** to run the employment ad in the Pass Herald for 3 weeks Feb 6, 20, and March 6 with a closing date of March 15, 2019 up to a total cost of \$600.00 Sherri **SECONDED** the motion. Lisa abstained from the motion. **CARRIED.**

J. Rural Health Professions Action Plan - Lisa will be going to this recruitment fair for doctors. They would appreciate donations of items for a prize package. Judy **MOVED** to donate 1 Family Flex Pass for this event. Pauline **SECONDED** the motion. **CARRIED.**

Lesley will send Lisa the Flex pass certificate.

Next Meeting: Monday, February 25, 2019 at 6:00 PM

Leone **MOVED** the meeting adjourn at 8:25 PM.