

**Recreation Committee Meeting**  
**Jim Kook RecPlex – Chamber, 400 Saskatchewan Avenue West, Outlook, Saskatchewan**  
**on Wednesday January 15<sup>th</sup>, 2020**

**Present:**

Councillors: Donna Smith  
Kevin Grotheim  
Kyle McLeod

Staff: Jordy Jones                      Recreation Director  
Rachel Sillers                      Assistant Administrator

Call to order at 12:05 p.m.

The Committee reviewed the 2020 meeting dates and would like to aim for the 3<sup>rd</sup> Wednesday of each month. The Recreation Committee meetings schedule is as follows:

|                                   |  |
|-----------------------------------|--|
| January 15                        | July 15                                |
| February 10                       | August 19                              |
| March 18                          | September 16 * at the Jim Kook RecPlex |
| April 15 *at the Jim Kook RecPlex | October 21                             |
| May 20                            | November 18                            |
| June 17                           | December 16                            |

Rachel will post this schedule on the website, along with meeting agendas and minutes once approved.

The Committee reviewed the Recreation Org Chart that Jordy prepared following the last Committee meeting, there are a few minor changes to be made, then Jordy will be present it to Council for acknowledgement. The org chart will be put in the policy manuals/binders and shown to new and existing staff to increase their understanding of workflow and supervisory roles. The org chart will also be expanded to include the pool staff for the summer season.

It was briefly discussed whether there is a need for a parks and tourism department that would have its own dedicated personnel and board to allow arena staff to focus their areas. This could be a starting point to increase our communication with the museum board, and possibly pursue hiring someone for tourism as they had previously requested.

**What are Council's thoughts on this topic?**

Further to the tourism/museum conversation, it was suggested that the representative appointed to the museum board be a member of the Recreation Committee and that all museum items of business be directed to the Recreation Committee.

**Recommendation: That all museum business be referred to the Recreation Committee, and further that the Town appointed Museum Board representative be a member of the Recreation Committee.**

- 1. Facility Manager email -** We have set up a new email address from Jesse as he is doing more scheduling and needs to be able to communicate without having to go through Jordy. Jesse's email is [rink.outlook@sasktel.net](mailto:rink.outlook@sasktel.net). The admin office is also giving two (2) of their old desktop computers to the Recreation Staff for the Facility Manager and Recreation Manager offices as they are working on laptops which is not sufficient. They will be sent over once the new admin computers arrive. We would also like to setup an email address for the swimming pool for the upcoming summer season, and we would automatically forward

emails during the off season to the rink.

- 2. Pool Lighting** - Jordy spoke with public health regarding the swimming pool lighting. We are not required to have the big outdoor lights on when the pool is closed for the season (drained). We had previously made the decision to leave them on for security reasons, however the lights are extremely bright and have been cause for complaint from residents in the immediate area. The Committee has sourced pricing for shades that could be installed on the sides which would aim the light towards the ground. The cost per shade is \$70.00 and we would require six (6).

**Recommendation: That we purchase six (6) shades for the outdoor light posts at the Van Raay & Community Swimming Pool at an estimated cost of four hundred and twenty dollars (\$420.00) plus applicable taxes.**

- 3. Arena Advertising** - Jordy has been looking for menu boards for the arena kitchen, and also for a pizza warmer. He hasn't found anything used as of yet. The Committee discussed that maybe going digital with a TV menu would be better and more cost effective. Jordy will look into options and pricing for the TV itself and whatever programming would be required. Jordy also mentioned that Jesse is working at converting the Recreation calendar to power point to be able to display on the TV with the dressing room schedules. They would like to be able to mount this TV somewhere that it could be easily taken down and moved to the pool in the summer season to display pricing and schedules there as well.

- 4. Swimming Pool** - Jordy will be advertising for the summer pool positions starting February 1<sup>st</sup>, 2020. He will also be reaching out to our staff from last year to advise that we are accepting applications. He would like to collect applications prior to sitting down with the Committee to decide how many staff are needed to for the season in each category (Junior, Senior guards, cashiers, etc.) It was discussed that returning senior guards (2) would also be responsible for our in-service training and should be eligible for a wage increase. This should be decided prior to discussing the change in role with the two candidates we would like to return to these roles. **Recommendation: That returning senior lifeguards be offered an hourly increase of \$\_\_\_ for the 2020 season.**

Jordy advised that we did not conduct enough in-service training last season, and that this season we should have regularly scheduled training. He proposed that in-service training be conducted every second Wednesday evening. He also proposes that this be listed on the schedule and the schedule for the whole season be made prior to opening so that it could be posted accordingly, allowing everyone to get into a routine. This schedule would be for lessons, public swim, lane swim, training, and any other pool events and programming, and would be displayed on the TV at the pool as well as on our website, facebook, etc.

In addition the Recreation Committee would like the Swimming Pool Hiring Committee, and Swimming Pool Construction Committee dissolved and any future swimming pool matters referred to the Recreation Committee.

**Recommendation: That the Swimming Pool Hiring Committee and Swimming Pool Construction Committee be dissolved, and further that items relating to the Swimming Pool be referred to the Recreation Committee.**

The Committee also briefly discussed installing a vending machine for drinks and snacks at the pool; the wiring for this was installed during construction next to the reception room.

There is also an advertising opportunity in having signs across the pool fence (sized 2' x 3')

**What are Council's thoughts on this?**

There was also discussion on the need to revise the layout of the swimming pool parking area to allow for more space when backing out of spaces. Nothing installed there has been pinned down so the Committee will work on redesigning the space for spring 2020 and enlist the Public Works staff to help widen the area.

5. **Seasonal Arena Employees** – The Committee discussed possible ways to utilize the current arena staff year round by transitioning staff to other departments. Jordy is going to have conversations with this seasonal staff to gauge their interest and report back.
6. **Volunteer Engagement Night** – A member of the Chamber of Commerce approached Jordy to discuss the possibility of holding a Volunteer Engagement Night. This would be similar to a registration night where organizations like the Fire Department, Church Groups, and Clubs would set up a table and take names of potential volunteers for events. People from the community could then sign up and provide their contact information with their desired groups for specific events or just in general. This type of event could help grow Outlook’s volunteer base and also provide much needed support for groups that may have dwindling numbers. Jordy has provided the Chamber with available dates that such an evening could be held.
7. **Gym Inquiry** – Lloyd Tulp inquired as to whether the Town would be willing to partner (chip in) to expand the school workout gym for public accessibility to be able to offer this service to the public after school hours. Jordy will tell Lloyd that if he wants to discuss this with the Town he can submit a formal proposal or request to Council.
8. **Multi-Purpose Room** – The Committee discussed the future of the multi-purpose room at the RecPlex (currently the room used by the Archery Club). The Committee would like to send out a Request for Proposal (RFP) to determine costs for putting up drywall, upgrading the flooring, and possibly installing windows to oversee the curling ice. However, it is important to first ensure that we are updating this space to suit future use, which is why getting some pricing before making any firm commitment(s) seems like the right step at this time. **Recommendation: That we send out a Request for Proposal for the upgrades to the RecPlex multi-purpose room.**
9. **Kraft Hockeyville** – The Committee discussed waiting until 2021 to apply for the Kraft Hockeyville grant. The new program relies heavily on social media, pictures, etc. and the Committee feels that 2020 would be a year to get that ball rolling, especially with the construction of the new outdoor rink, and be ready to hit the ground running in the 2021 competition. It was also mentioned that Dinsmore is competing this year and it would be difficult to have two communities relatively close together in direct competition with each other.
10. **Capital Projects List** – The Committee reviewed a draft of the Recreation department capital projects for 2020 and near future. Jordy will continue to price out items, and obtain quotes for projects that have been identified. There are a few quotes which need to be updated to reflect current prices. A copy of the draft list is attached.
11. **Concept Map** – The Committee discussed the need for a full concept map of the Recreation grounds and facilities. Jordy and Rachel will look into options for this; it could be worthwhile to invest in a software program for a one time cost in order to facilitate future design and planning needs.

- 12. Potato Festival** – The Committee would like a separate Committee formed for the 2020 Potato Festival in order to not take away from the regular Recreation Committee Meetings.  
**Recommendation: That Council establish a Committee to manage matters related to the 2020 Potato Festival.**

Jordy reported that the arena staff have continued working on the task list from the Recreation Committee walkthrough and have been adding items as they are identified. One of the spring projects the Committee would like to see completed is having the doors painted or repainted to match, possibly a dark gray.

Meeting Adjourned at 1:25 p.m.

Next meeting Monday February 10<sup>th</sup>, 2020 at 12:00 p.m. in the THC Chambers.