

**Recreation Committee Meeting**  
**Held in the Town of Outlook Council Chamber, 400 Saskatchewan Avenue West, Outlook,**  
**Saskatchewan on Monday February 10<sup>th</sup>, 2020**

**Present:**

Councillors:	Kyle McLeod Kevin Grotheim Maureen Applin	
Staff:	Huguette Lutz Rachel Sillers Jordy Jones Jesse Layton	Chief Administrative Officer Assistant Administrator Recreation Director Recreation Facility Manager (12:30p.m.)

Committee Chair McLeod called the meeting to order at 12:14 p.m.

**Phones:** It was brought to the attention of the Committee that Facility Manger Jesse Layton and Bowling Alley Attendant Kate King have been receiving a lot of work related phone calls on their personal cell phones. The Committee discussed offer both employees the \$30.00 monthly cell phone allowance as per Town policy. The Committee would also like Recreation staff to look into a cordless phone or walkie talkie system to enable them to be reached in the arena when not at their desk(s). Administration will contact our Sasktel business representative to find out whether we can tie all of the RecPlex phone numbers together, if we can set up an extension system on current lines, and if we are able to forward calls from the RecPlex phones to employee cell phones where necessary.

**Recommendation: That Jesse Layton and Kate King receive the \$30.00 monthly cell phone allowance as per current Town of Outlook policy.**

Jesse Layton arrived at the meeting at 12:30 p.m.

**Swimming Pool:** The Committee discussed personnel options for the upcoming swimming pool season. Jordy reported that he had previously reached out to all lifeguards who worked for the Town in 2019 and advised them that they could apply for the 2020 season. Administration will follow up with posting the advertisements on Saskjobs, Facebook, and the Town website. We will also have to proceed with advertising positions for the cashiers/cleaning staff in the near future. The Committee reviewed options for the position of Swimming Pool Manager. It was noted that job descriptions need to be put in place for pool positions prior to the season beginning, and should be accepted by Council prior to interviews taking place. **Recommendation: That we offer the position of Swimming Pool Assistant Manager to Megan Anthony at an hourly wage of \$18.00, and further that we offer the position of Swimming Pool Manager to Nicole Pederson at an hourly rate of \$20.00.**

It was also mentioned that the pool staff do not have a timeclock. The style of clock we have at the RecPlex and Town shop cost \$649.00 plus tax. The Committee discussed using a swipe card time clock which range from \$349.00-\$419.00 for up to 50 employees. If Council wishes to go with the swipe card time clock we will have to order it soon (4 week delivery window) and get the software set up for summer. **How would Council like to proceed?**

Jordy also mentioned the idea of holding a swimming lessons registration night in May to streamline registration as last year certain lessons were overbooked. The registration night would be for local kids, and then the lessons would be opened up to everyone. There was also mention of holding an early week of lessons at the end of June for local kids who are out of school already.

The Committee discussed possible installation of vending machines at the Swimming Pool. The area within the pool building adjacent the entrance counter needs to be measured to see what will fit. The Committee discussed putting one or two drinks only machines outside as well.

The Committee discussed potential advertising space for local business along the Swimming Pool fence. Similarly to the RecPlex advertising, businesses would pay an annual fee to the Town for the advertising space, and would be responsible for providing their own sign at their cost to the Town. **Recommendation: That we offer advertising space at the Van Raay and Community Swimming Pool in the form of 16"x24" signs to be displayed on the interior fence, and further that the annual fee be established at \$100.00 plus applicable taxes per year.**

Jordy provided a quote from Lumber Plus on replacing the other doors in the RecPlex (not doors that had been identified for replacement in the Fire Inspection). As the doors do not need to be replaced they will be painted in the spring/summer with the rest.

Jordy also updated the Committee on the following items:

- We have started the application for the Jim Kook RecPlex sign to be placed on the highway easement, however we have not heard anything back. Rachel will follow up with the Traffic Guidance Office ASAP.
- [Outlookrec@sasktel.net](mailto:Outlookrec@sasktel.net) has been auto forwarded to Jesse's email [rink.outlook@sasktel.net](mailto:rink.outlook@sasktel.net), and Jordy has left a list of passwords, codes, etc with Jesse.
- Tyco/Johnson Controls will be coming in April to work on the suppression system
- The Town needs to purchase at least one carbon monoxide detector for the RecPlex – Kyle will speak with Dalas about where to purchase.
- The Canada Summer Jobs grant applications are currently being accepted – for the Recreation department we will be applying for 2 Kinsmen Park, 3 Beautification, 2 pool house staff, and 12 lifeguards. Since Council has not had further discussions on the museum summer student, Rachel will reach out to the Museum board and offer to assist in applying for a grant under their business number.
- Kitchen order lists will continue to be made up by Maria and put through Jesse for checks and balances. Jesse noted that the kitchen float could be increased to \$400.00 to allow for more change to be kept in the safe during weekends.  
**Recommendation: That the RecPlex Kitchen Float be increased to \$400.00 total once the new drop safe has been delivered and installed.**
- The bowling alley float also needed to be increased from \$40.00 to \$100.00.  
**Recommendation: That the Bowling Alley float be increased to \$100.00 total.**
- Go Out & Play challenge is a go for March 1<sup>st</sup>-March 10<sup>th</sup>, Renee will make up some promotional posts to advertise the competition and get people involved.

- Omnisport has been contacted to come after June 15<sup>th</sup> to start on the Outdoor Rink, and they will be sending a project contract in the next few weeks. **Would Council like to have Omnisport do the whole project including levelling and concrete, or would we prefer to contract those services on our own?** If we want to do them ourselves we need to have that ready prior to Omnisport coming.
- Next fee review for minor sports is due for fall of 2022

**Other topics touched on included:**

- Transition in the future to an electric or natural gas Zamboni
- Adding more programming for ice time during vacancies
- Revising the current swimming pool parking lot – Rachel will follow up on getting a full layout of the RecPlex grounds designed.

Meeting Adjourned at 2:29 p.m.

Next meeting Wednesday March 18<sup>th</sup> at 12:00 p.m. in the THC Chambers.