

THE CORPORATION OF THE TOWNSHIP OF HORTON

RECREATION COMMITTEE

September 15, 2008

There was a meeting of the Recreation Committee held in the Horton Community Centre on Monday September 15, 2008. Present were Chair Bob Kingsbury, Valerie Miller, Barb Dixon, Sharon Bennett, Leona Warren, Dave Bennett, Robert A. Johnston, Ralph Miller and Tim MacDonald. Also present was Gladys Miller.

1. CALL TO ORDER
Chair Kingsbury called the meeting to order at 7:00 p.m.
2. DECLARATION OF PECUNIARY INTEREST
There was no declaration of pecuniary interest by the Committee.
3. MINUTES OF JULY 16, 2008
Chair Kingsbury reviewed the July Meeting Minutes.
4. BUSINESS ARISING
There was no business arising from the Minutes.
5. SUB-COMMITTEE REPORTS

Sports Sub-Committee

Change Room Facility

Dave Bennett reported that he has communicated with John MacIntrye the Engineer designing the Change Room and several changes are being made to the preliminary plans. Final Plans will be available later this week.

Dave Bennett suggested that we keep the location of the Zamboni entrance doors onto the rink at the opposite end of the rink, at this point in time as it will be very tight spacing at the location of the proposed construction site. The Committee will review this. There was a question if handicapped washrooms were required. This will be examined to see if it is necessary, particularly when the Community Hall has handicapped access next door. The start date is not know yet, Dave will speak to Garnet Headrick, Project Manager, to see how the other two jobs they are doing for the Municipality – Municipal Office Expansion and Septage project, are progressing. He anticipates the concrete slab will be put in before freeze-up but the framing will happen after that.

The Committee reviewed the project repayment schedule for the loan to construct the Change Rooms based on a ten year and a fifteen year amortization.

Job Description – Manager/Programmer

Chair Kingsbury reviewed the draft and asked members to read it and offer their comments. Valerie Miller asked if this would eliminate the job of opening the hall and janitorial work – she was advised opening the hall would be eliminated but not the janitorial work. This position would only ensure that the janitorial work is carried out.

Ralph Miller asked if this proposed job description would conflict with the job description for Bill Yantha who is carrying out the rink and yard maintenance. Chair Kingsbury said no.

Chair Kingsbury said that there are two items for discussion - the amount of salary and the hours to be worked each week.

Dave Bennett suggested a salary in the \$18,000 to \$22,000 range, to be large enough to accommodate travel costs so that we do not have to pay extra, suggesting that this would be approximately \$15,000 salary and \$3,000 travel expenses.

Val Miller noticed that there was no probation period included. Chair Kingsbury said this would be included.

Tim MacDonald asked if we were trying to get a Program Director or a maintenance person. Chair Kingsbury said we would like one person to do both duties. Tim suggested that \$15 per hour was too low for a programmer. Dave Bennett said we should not quote the hourly rate but quote the salary in any advertisement.

Bar Sub-Committee

Ralph Miller, Chair of Bar Committee, reported a health & safety concern being the repeated heat in the bar from the coolers. On one occasion when he opened the bar the floor was sticky from pop cans that had exploded, he believes due to the heat. He has noticed plastic bottles bulging from the heat.

The Committee discussed several alternatives on venting the heat out of the Bar area and agreed to look into this further.

Ralph Miller requested copies of all the Alcohol & Gaming publications, particularly as it refers to rules for bar licenses. He reported that the people working the bar now need their Smart Serve Certificate immediately. He has heard that if we have security at the doors, training is required and they can not use bar personnel to supply the security. The information he received is that one security person is required per 100 attendees and we would need more volunteers for the Bar. How do we do this?

Chair Kingsbury suggested that the CAO/Clerk research this further for the next Committee meeting.

Entertainment/Fundraising Sub-Committee

Tim MacDonald, Chair of Entertainment/Fundraising Sub-Committee reported at the last Dance \$153.00 was the net take at the door. The Band arrangement was half of the door proceeds. The September Band is the Pallen Group, again and the October band is the Brysonaires.

Valerie Miller informed the Committee she had a contract form from an Ottawa band to play for the third Friday in December. As we have never had the contract requirement before she referred this to the Chair and he wanted it brought before this Committee, as he did not have authority to sign. He suggested that we have a policy in place before someone signs contracts in the future.

Tim McDonald said he was approached as well but did not sign, because he was concerned that he would be personally liable for the fee.

Valerie noted that being an Ottawa group a contract is something they would require on a regular basis. They had agreed to do the booking for \$550.00 rather than \$750.00, their usual Christmas charge. However, they are interested in coming to this area to expand their name and would come back another time for \$550.00.

The Committee agreed that in the future if a band requires a contract and it is the band that the Entertainment Committee wants, they have the authorization to sign a contract.

Dave Bennett said he was concerned that the Volunteer Appreciation Dinner should not be held on the same night as the Dance as the third week in December is too late for this Dinner. He will discuss this with Councillor Eady who is responsible for special occasions, when he returns from sick leave.

Special Events Sub-Committee

Valerie Miller reported that she has organized several events for the Fall, Line Dancing will start October 8 and run for ten Wednesdays at a cost of \$60 per applicant. The Renfrew Mercury will do a story on this promoting Line Dancing as good cardio exercise. She has arranged with Gwen Melville to offer Belly

Dancing starting September 29 running for eight Mondays. Again the fee is \$60.00. Valerie and Leona Warren worked out the advertising that will be required for these events.

Valerie presented \$85 as a donation from Neil Lavallee from an event he held at the Community Centre, for use by the Community Centre. The Committee agreed that this money will be put towards the construction of the Change Room.

Valerie reported that Dorothy Coules has volunteered for the kitchen.

At a Yard Sale at the former Castleford Store last weekend, she has lined up seventeen people who will assist on the Carnival weekend and has ten more to call. People do not want the Carnival to be the same weekend as the Fishing Derby. Valerie suggested that Chair Kingsbury meet with the Carnival organizers to advise them of this.

Chair Kingsbury reported that the Canada Day estimated profit is \$1,990.60 and he thanked everyone involved.

Chair Kingsbury read a section from the Renfrew Recreation Booklet which sets out the requirements for the Horton Recreation card. This is the first time that this information has appeared. However, he is still concerned that there are thirty one people who have not paid their user fees, twelve in 2007, eight in 2006 and eleven 2005. He reported that he has asked the CAO/Clerk to arrange a meeting with Kelly Whitman McKie, Recreation Director in Renfrew, as we are trying to stay on top of the User Fee situation. He noted that we do have a motion passed by Council which says that there will be no contract in 2009, if there is no special arrangement in place. He noted that we are still trying to arrange with a credit agency to attempt to collect these outstanding debts.

Public Relations Committee

Leona Warren, Chair of Public Relations Committee, reviewed the advertising for Line Dance and Belly Dance.

Rentals & Kitchen Sub-Committee

Sharon Bennett, Chair of Rentals & Kitchen Sub-Committee reported that the volunteers are gearing up for Euchre and the Dances. They do have a problem when the Euchre is on the night before the Dance, they need a second crew for the Dance. After discussion, Valerie's team agreed to work the Euchre for this Thursday and Sharon's team will work the Dance on Friday.

Sharon Bennett reported that she has the possibility to purchase a commercial toaster for the Community Centre. It will require a 20 amp circuit and 120 volt receptacle. Dave Bennett said it would not be a problem to change the receptacle for 120 volts and for the breaker. She will then proceed with the toaster purchase.

Maintenance Sub-Committee

Dave Bennett, Chair of Maintenance Sub-Committee, reported on the following:

Outside Parking Lot Lights

Dave Bennett informed the Committee that tomorrow the light standards will be taken down and the light heads put on and put back early next week.

Outdoor Lights

The tree spade is on schedule for the last week of September, where trees donated by Mayor Johnston will be removed from his property and will be planted at the Community Centre to block out the light shining on the neighbours.

Paint Rink Boards

Dave Bennett said that before the end of the week, if the clear weather holds, the rink board painting will start. There needs to be two days of sun after the boards have been wet before paint can be applied.

Floor Polisher Equipment

Dave Bennett reported that he has found floor polishing equipment at \$1700 US. Chair Kingsbury noted that this money is in the Budget. This equipment will be purchased.

Robert A. Johnston asked where the metal was for the bottom of the outdoor sign. Dave Bennett said that he will have the material brought down later this month. Mr Johnston asked Chair Kingsbury to help him apply the metal to the sign.

6. OTHER BUSINESS

Revenue & Expenditure – 2009 Draft Budget

Chair Kingsbury presented a draft Budget form on which draft budget amounts can be added to the revenue and expenditure lines for the 2009 budget. The Committee authorized Chair Kingsbury to prepare a budget and bring back a proposed budget for the next meeting for consideration.

7. NEXT MEETING DATE

After discussion the Committee agreed to meet on Monday October 20, 2008. The Committee will meet in the Upstairs Meeting Room at 7:00 p.m. as Belly Dancing will be taking place in the main hall.

8. CONFIRMING RESOLUTION

Moved by Sharon Bennett, seconded by Barb Dixon

That the Committee pass this confirming resolution to cover any actions or decisions given during the open portion of this Committee Meeting which are minor in nature and which were not set out in By-law of resolution.

Carried.

9. ADJOURNMENT

Moved by Dave Bennett, seconded by Ralph Miller

That this meeting be adjourned at 8:20 p.m.

Carried.

Chair

CAO/Clerk