

THE CORPORATION OF THE TOWNSHIP OF HORTON
RECREATION COMMITTEE

September 21, 2011

There was a meeting of the Recreation Committee held in the Municipal Council Chambers on Wednesday September 21, 2011. Present were Chair Margaret Whyte, Mayor Don Eady, Robert A. Johnston, Dave Bennett, Arnold Dickson, Barb Dickson, Tim McDonald, Ralph Miller, Gladys Miller, Sherry Steeves, Valerie Miller, Steve Osipenko. Staff present was Jennifer Barr Finance Clerk, Mackie McLaren CAO/Clerk and Kathleen Rogers, Acting Receptionist/Clerk. Also present was Councillor Glen Campbell Chair of the Infrastructure Committee.

1. CALL TO ORDER

Chair Margaret Whyte called the meeting to order at 7:00 P.M.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of Pecuniary Interest by the members of the committee or staff.

3. MINUTES OF July 13, 2011

Chair Whyte briefly reviewed the July 13, 2011 Committee Meeting Minutes, which have been approved by Council.

4. DELEGATIONS

Glen Campbell Chair of Infrastructure

Glen Campbell Chair of the Infrastructure Committee addressed the Recreation Committee. He commended Dave Bennett and all the volunteers for the great job done on the retaining wall project.

The Generator Process is going to be simplified. Chair Campbell met with Deputy Fire Chief Allan Cole. The transfer switch is being moved to the Generator Room seeing as it is being remounted as it fell off the wall due to improper mounting. This will save on time running back and forth between the Community Centre and the generator room.

There will have to be a new light mounted outside that will shine on the new stair area of the retaining wall.

The Chair lift project is in progress, it is going out for tender. He hopes to have this process started very soon. He will look at dates for upcoming events so as not to interfere with present bookings or potential Christmas party bookings. He will proceed with any work that can be done ahead of time.

Chair Campbell said that he has a donation of a railing for the retaining wall project, he just has to see what type of railing has to be put in.

The Infrastructure Committee is reviewing the change rooms. He would like to see a wood walkway for the skaters to get on and off the rink. The rubber mats that we have will be put back down in the change rooms. We will install plastic on the bottom of the rink. We will have to repair some of the rink boards. In one location the guide wheel of the zamboni has punctured the boards.

Chair Campbell thanked the whole committee and noted that recreation has exceptional volunteers. Good Works!

Sherry Steeves – Telethon

Chair Whyte welcomed Horton resident Sherry Steeves. She asked Ms. Steeves to describe her involvement with running telethons. Ms. Steeves elaborated on the pros and cons with running a telethon. Her knowledge and experience is very extensive and she would be prepared to take on the job but she says it takes a large output of money; she referenced her last telethon which cost \$8,000.00 prior to starting the event for signage, posters, banners, sponsor boards, Bell Canada phones and lines to be installed. She spends a great deal of time creating sponsorship programs and mailing business solicitation packages. It requires a huge amount of volunteers and many different departments plus you need many hosts throughout the day. The hook for the telethon is that it's for very needy groups such as Para transit, Nursing Homes or Sick kids. Our project doesn't have appeal.

Sherry suggested we use our resources, such as selling sign board ads for the rink. This would bring in good revenue and we would protect the ads with plexi glass. Valerie Miller Chair of Fundraising asked Sherry if she would spearhead this fundraiser and she said she would. Chair Whyte thanked Ms. Steeves for attending and sharing her insight. Valerie will set up a meeting with Ms. Steeves to work out an action plan and a budget.

5. BUSINESS ARISING

- SPORTS SUB-CHAIR – Steve Osipenko

Kathleen Rogers Acting Clerk/Receptionist welcomed and introduced Steve Osipenko to the position.

Steve will help plan and organize activities and events for the Township. He is not experienced with hockey, but hopes to get some assistance from Rod Eady Roads Superintendant, who helped out last season. Steve presently runs our Sunday night volley ball league. We hope to see more youth and teenage activities.

- RECREATION SERVICES WITH THE TOWN OF RENFREW –

Mayor Don Eady spoke on his meeting with Chair of Recreation Marg Whyte, Renfrew Mayor Bill Ringrose and Mike Asselin from the Town of Renfrew. He reported that the Township would not be signing the four year contract but would sign for one year. He explained that we have a recreation facility in Horton and it is being used by a lot of Renfrew residents so he would like to see some concessions being made to reflect this. In turn we will keep track of how many Renfrew children are using our facility. Chair Whyte did note that Renfrew has a larger facility and more to offer our residents.

- CONFETTI POLICY

Kathleen Rogers Acting Clerk/Receptionist noted that the confetti Policy has been changed in the Rental contract and that large signs have been made to be posted at the community centre reflecting this policy. Kathleen Rogers will make sure these are posted at the Community Centre. It was asked what the consequences would be if confetti was used and it was agreed that we would hold back the security deposit as the hall would not have been left in good condition as it states in our rental contract.

- PUBLIC RELATIONS – Heritage Radio

Chair Whyte noted that we are presently advertising on Heritage Radio every Tuesday and Thursday at 11:30 am in "Horton Corner" where they announce our community events and activities with a little embellishment from Dai Bassett the day time radio host. Kathleen Rogers Acting Clerk/Receptionist will fax weekly events to Marg Bauer at the radio station. If we wish to have something advertised on the community events then we need to notify them one week in advance. We will get our dances into this. Chair Whyte noted that Dai Bassett is available to MC an event for us for a \$100.00 fee.

- **BEACH PROJECT**

Chair Whyte noted that there is no money allocated in this year's budget for the Beach Project but it will remain on the agenda so we may plan for next year. Chair Whyte is trying to set up a viewing of the site with Council to become more familiar with the project.

- **AGCO LICENSE LINE**

Chair of the Bar Sub-Committee Ralph Miller reported on the information packages he reviewed from the AGCO License Line Summer Edition with the changes for the Liquor License Act. There is nothing new that will affect us. There was opportunity for Mr. Miller to attend an information seminar with the AGCO and Mr. Miller declined as he has been to one recently and feels from reading the information provided that nothing new is on the agenda.

6. ITEMS TO BE ADDED TO AGENDA AND ADOPTION OF AGENDA

There was nothing to add to the agenda.

Moved by Dave Bennett

Seconded by Arnold Dickson

That the Recreation Committee approve the agenda for the September 21, 2011 meeting.

Carried

7. DEPARTMENT REPORT

There was no department report as presently there is no body acting in the position of Recreation Program Manager. Kathleen Rogers will give this report to us next month.

**8. FINANCIAL REPORT, BUDGET, REVENUES AND EXPENDITURES
Jennifer Barr –Finance Manager**

Jennifer Barr Finance Manager presented the committee with a very detailed list of all revenues and expenditures for each department and activity so you will be able to identify exactly how much is being spent on each activity and match it up with the revenue it brings in. Therefore the profit and loss statements are no longer required. Ms. Barr offered her support on any inquiry at any time.

Ms. Barr encouraged the committee to review the statement carefully, note that revenue targets have not been met. Mayor Eady asked Ms. Barr if she could red flag things that need to be discussed. Ms. Barr said that she could put asterisks beside items of concern.

Ms. Barr asked the committee to review the detailed statement and start preparing for the 2012 Budget, she suggested that the committee sit down as a group and go through every department line by line. Please check for errors and omissions. Mark any changes in the notes section of the 2012 Budget worksheet. Jennifer would like these back by October 21, 2011.

9. SUB-COMMITTEE REPORTS:

SPORTS SUB-COMMITTEE

STEVE OSIPENKO, CHAIR

Steve Osipenko said that he would make an appointment with Kathleen Rogers to review activities and plan some new activities.

BAR SUB-COMMITTEE

RALPH MILLER, CHAIR

Mr. Miller brought forth a concern about the black marks on the Community Centre floor and the brown spots that are coming up through the tiles. The brown spots are due to moisture under the tiles. Chair of Maintenance Dave Bennett said that the brown spots are a humidity problem and if the air conditioner was left on during the summer then the humidity wouldn't get so bad and the brown spots wouldn't be so visible.

Chair Whyte asked if this could be fixed with a dehumidifier. It was noted that it takes electricity to run the dehumidifier or the air conditioner

CAO/Clerk Mackie McLaren asked when the floor was last stripped. It was thought that it was done last year but not yet this year. Kathleen Rogers is to contact Rilla St. Michael our custodian to see when the floor is scheduled to be done.

Ralph Miller asked Chair of Infrastructure Glen Campbell when the hanging wires in the Furnace room would be repaired. Chair Campbell said that that was the transfer switch that is being relocated to the generator room.

Mr. Miller also had concern about the Beaver candy dispenser that sits empty in the front foyer. Who owns it and who fills it. CAO/Clerk Mackie McLaren said that it was looked after by Brian Thompson but now it will probably be maintained by George Thompson, his father as Brian is away at school. Kathleen Rogers Acting Clerk/Receptionist will contact George to make arrangements for it to be filled.

Mr. Miller also had concerns about the alarm not being on when he goes into the building. Can we check the record to see who has been in and out? CAO/Clerk Mackie McLaren said that we are having our monitoring company put and open and close monitoring on our accounts at the Community Centre and the Township office.

FUNDRAISING SUB-COMMITTEE

VALERIE MILLER, CHAIR

Niagara Fruit Fundraiser

Kathleen Rogers Clerk/Receptionist reported that the drop off and collection of fruit went very smoothly. A huge thank you to Ashley and Dave Bennett and Arnold Dickson for unloading the fruit, the fork lift worked great. Thank you to Steve Osipenko Volunteer Fire Fighter and Fire Chief Randy Corbin for opening up the Fire Hall and moving the trucks. Dave Bennett, Arnold Dickson and Bob Kingsbury for loading fruit into customers vehicles so efficiently that people barely had time to visit while they waited for their receipts to be issued. We had a very efficient sign in crew of Marg Whyte, Val Miller, Kathleen Rogers and Don Eady. The quality of fruit was very good and we had a lot of positive feedback. Next year we will order a little extra fruit to sell to those who just stop by. We made a profit of \$2193.67 after all expenses.

Golf Tournament

September 30, 2011 Horton is hosting their 1st Annual Golf Tournament at the Renfrew, Golf Club. \$100.00 per person this includes 18 holes of golf, plus cart and dinner. You can register by Sept. 23, 2011 by contacting Kathleen Rogers at the Township office.

Murder Mystery Night

Valerie Miller contacted Darlene Joyce who has planned several of these. Val will invite her to the next meeting to get some details from her. Val will make arrangements for herself, Kathleen Rogers and Darlene to meet to get details.

VIT Appreciation

Valerie Miller Chair of Fundraising held a volunteer appreciation lunch for our volunteers in training. They tie-dyed shirts, and decorated their own VIT shirts with puff paints. They had hot dogs and made creative ice cream treats and played games. A lot of fun was had by all. Valerie asked the VIT's if they would be interested in attending a clown school and she had a positive response. She will plan this for the winter.

Harvest Supper

The harvest supper will be Saturday October 29, 2011. Valerie Miller, Heather Piccard and Carolann Walters will meet on Monday Sept 26, to plan.

It was suggested that we check with Rilla St. Michael to see if she is still interested in planning a children's Christmas Party. Kathleen Rogers will check into this. Dave Bennett said that he would put a Christmas tree outside at the community centre this year.

MAINTENANCE ISSUES

DAVE BENNETT, CHAIR

-Drainage Update

It was suggested that it was time for the locks to be changed Acting Clerk/Receptionist Kathleen Rogers will contact Scott Brown and inquire about having the tumblers changed in the locks at the community centre.

Dave Bennett reported that the drainage issues have been corrected as the job is almost complete. They still have to put in the steps and install a railing system. It will be a couple of weeks before the job can be finished. Dave thanked all of his volunteers as they did a great job Bob Johnston, Arnold Dickson and Dave Brown. Chair Whyte will visit Mr. Brown with a thank you gift. Dave Bennett said there were a lot of hours put into this project already and there is approximately 250 man hour's left. Dave will arrange a meeting with the Infrastructure Committee of Glen Campbell and Jamey Larone to discuss the project.

He reported that the Boards and doors at the far end of the rink need repair. The guide wheel from the zamboni had punctured the boards.

The rebar ties on the building need to be recoated.

There is a part of the rink structure that has been damaged and needs to be reinforced. A beam needs to be repaired. It was suggested that John McIntyre be contacted to sign off on the reinforcement.

Mr. Bennett requested that the generator room be given a throughout cleaning now that the drainage problem has been corrected. CAO/Clerk Mackie McLaren said that Public Works employee Bill Yantha will be asked to clean it and then Rilla St. Michael our custodian can do a final cleaning and disinfecting.

The retaining wall needs to be capped. Mr. Bennett said that he cannot do the stairs for two weeks.

Mr. Bennett was very disappointed that he got sited for a safety violation on a volunteer work project and that it was addressed through a third party. Does the township have a policy in place of what is required and who is responsible during volunteer work? He thinks everybody should be aware of safety concerns. Chair Whyte and Mayor Eady agreed that a policy should be brought forward.

ENTERTAINMENT SUB-COMMITTEE

TIM MCDONALD, CHAIR

The Fall Market is losing money, only \$40.00 brought in two weekends. Final weekend is October 1, 2011. Kathleen Rogers Acting Clerk/Receptionist will contact Jim McGregor to see if McGregor's will let us sell a trailer load of their produce in exchange for a percentage of the profits as a donation.

Next dance is scheduled for September 23, 2011 the Brysonaires.

Tim McDonald requested that the website be advertised in the paper and Kathleen Rogers Acting Clerk/Receptionist said that he would see it in this week's Horton corner Ad in the Mercury.

KITCHEN SUB-COMMITTEE

CHRISTINE BIDGOOD-HENDERSON, CHAIR

Chair of the Kitchen was not present at the meeting. Arnold Dickson asked that the Kitchen be stocked for the Euchre Sept. 29, 2011.

PUBLIC RELATIONS SUB-COMMITTEE

ANN LIMLAW, CHAIR

Chair of Public Relation was not present at the meeting.

The Mercury didn't post our "POSTPONED AD" for the Sept 16 dance. Kathleen Rogers contacted Stephanie Jamieson and she is checking into the details of what went wrong. We should receive a credit.

10. OTHER BUSINESS

Hall Rental – Teresa Enright

This person would like to rent the hall for a wedding reception, but wants to get in to decorate by 12 noon on Friday and then not tear down her decorations till noon Sunday. It was agreed by the committee that the rental fee would be \$100.00 for the Friday and \$100.00 for Sunday as it prevents us from renting to anyone else and delays the custodian in her clean up and the hall is used for Volley ball on Sunday night. Kathleen Rogers Acting Clerk/Receptionist will contact the client with the proposed fees.

New Years Eve Rental

Kathleen Rogers asked if the Township was planning a due for New Years Eve or if it was ok to rent the hall as we have had an inquiry. It was agreed that the hall could be rented.

Ottawa Valley Living Advertisement

We have been asked to advertise the community centre in their fall booklet. It was agreed that there is no money in the advertising budget for 2011 so we will decline. Kathleen Rogers will contact Arlene Jamieson.

EMC Phone Book

It is time to renew our ad in the Yellow Pages of this phone directory for the valley. They are offering us a larger ad at last year's price of \$310.75. It was decided that we should cancel the ad as there is no money in the advertising budget for 2011. Kathleen Rogers will contact Guy Laroque of the EMC Directory.

Chad Newberry Ice rental for 2011- 2012

Chad has a credit of \$120.00 from last season due to bad weather. Can we honour this and apply it to this year's fees. He would like to pay in advance to confirm his Thursday night bookings. Mayor Eady suggested we refund Chad his \$120.00 and to notify him in writing that we will guarantee his Thursday night spot but we are still in the process of setting our rink rental rates for 2011-2012. Kathleen Rogers will contact Chad Newberry in writing and have a refund cheque issued.

11. NEXT MEETING DATE

The next meeting will be held Wednesday October 12, 2011 at 7:00 p.m.

12. CONFIRMATION RESOLUTION

Moved By Barb Dickson
Seconded by Dave Bennett

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 or resolution.

Carried

12. ADJOURNMENT

Moved by Arnold Dickson
Seconded by Val Miller

That this Recreation Committee Meeting be adjourned at 9:15 P.M.

Carried

Chair

CAO/Clerk