

RATION OF THE TOWNSHIP OF HORTON
RECREATION COMMITTEE

January 27, 2011

There was a meeting of the Recreation Committee held in the Municipal Council Chambers on Tuesday January 27, 2011. Present were Chair Margaret Whyte, Mayor Don Eady, Ralph Miller, Val Miller, Gladys Miller, Tim McDonald, Robert A. Johnston, Barb Dickson, Arnold Dickson, Dave Bennett and Ann Limlaw (7:10) also present was Councillor Jamey Larone. Staff present was Mackie McLaren CAO/Clerk.

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.

3. MINUTES OF DECEMBER 20, 2010

Chair Whyte briefly reviewed the December 20, 2010 meeting minutes which had been approved by Council.

4. BUSINESS ARISING

Mayor Eady reported on page 3 of the minutes that he spoke with representatives from the Canadian Tire Store in Renfrew who have agreed to sponsor 2 hours of Family Skating ice time for \$120.00 but the store wants the Recreation Department and Committee to organize this event. Valerie Miller said that she and Julie Hawley will work on this.

Robert A. Johnston asked if the Glen Timmins bill has been settled, that Mr. Timmins has accepted our explanation, The CAO/Clerk Mackie McLaren says he believes the letter was written but nothing has been reported back.

Ralph Miller asked if the 2011, 50/50 lottery licence permit is posted in the bar and if not he asks that it be put in the bar.

The committee members briefly discussed Ann Limlaw's proposal for a fundraising effort to put concrete on the ice surface and as they finished the discussion she came to the meeting and this topic was discussed then as it appears on the agenda.

Councillor Larone asked what material makes up the surface of the ice rink, Dave Bennett described the base. He said it was aggregate compacted as required but the surface was dug in several areas across the ice surface to install tie rods across from one support column to the other support column for the roof. That area will have to be re-compacted.

Arnold Dickson informed the committee that he changed the fryer oil this past week. The committee discussed where and how to dispose of the two pails of old oil.

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

There were no items added to the agenda.

Moved by Robert A. Johnston

Seconded by Arnold Dickson

That the recreation committee adopt the agenda for the January 27, 2011 Meeting.

Carried.

JOHN CAMPBELL'S REPORT TO THE COMMITTEE ON BUILDING INSPECTIONS

Chair Whyte informed the committee that councillors Campbell and Larone have been appointed to carry out inspections of all the Townships buildings including the Community Centre Building. Councillor Larone is present representing Councillor Campbell who at the last minute could not attend this meeting tonight. Councillor Larone presented the members with a report which is a result of their overview of the properties inspection carried out on January 8, 2011, which includes safety and liability concerns. The lists are:

1. **CHANGE ROOMS** ó Councillor Larone noted that the change room outside door does not shut properly. He checked with the Chief Building Official and as the building cannot hold more than sixty people at a time the door swing can be reversed so that it swings inside. The recommendation of the committee is that there also be a heavier closure put on the door. Secondly one change room has an opening above the ceiling which should be protected from people throwing lighted cigarettes etc. up on top.

Recommendations

That a proper barrier wall be constructed and the outside door next to the rink be changed and swing in side with a heavier closure.

2. **SIGNAGE** ó The committee recommend that No smoking, No drinking in buildings and on ice, No Foul Language be made up and posted on the property.
3. **SIGNS** ó For marking change rooms, washrooms, fire exits, zambonie room and Mechanical room should also be made up and mounted on the doors.

He also asked for input from the committee members about the need for an outside door to be installed into the last change room as a secondary Fire Exit.

4. **LABELLING EQUIPMENT** - All equipment and electrical units should be labelled properly.
5. **STORAGE** - A shelf should be put into the Mechanical and Electrical Room for the placement of all maintenance guides and manuals.
6. **GOOD HOUSE KEEPING** ó of all rooms. The Zambonie and Mechanical Rooms have building materials left over and stored in these rooms, there should be better housekeeping. There should be another location found for these leftover materials which there may be need for use over the years.
7. **PART TIME PAID ICE ATTENDANT** ó The committee recommended there should be consideration for another paid attendant to control usage and control of the people on the ice particularly when there is a change between hockey to skating.
8. **LOCK UP PROCEDURE** ó the attendant should be given a written lock up procedure that they can carry out each evening.
9. **SIGN (MEDIA BOARD) ó MONTHLY SCHEDULE TO BE POSTED**
A media board has been installed inside the front lobby of the change room building on which the current monthly schedule is posted, there is an easel board that was mounted outside that can be put out again and the attendant can mark upcoming events, the days bookings for that evening etc.

TORAGE TANKS FOR WATER FOR ZAMBONIE ó To be kept at room temperature, Councillor Larone said this would be an alternative way of having water heated to at least room temperature in the zambonie for flooding the ice. Plastic water storage tanks are required. Dave Bennett noted that Allan Cole had donated these tanks and there is just the need to arrange for the pickup of them.

Chair Whyte noted that items 2, 7, 8, 9 and half of 10 are already implemented.

11. MAKE A LIST OF CONTRACTORS AND SERVICE TECHS TO HELP MAINTAIN EQUIPMENT ó Building, Electrical, Plumbing etc. One of the committee's goals is to create a list of contractors and service techs who maintain our equipment that can be called as required. Dave Bennett said that local companies would be Valley Automation, North Country Heating, Murray Reid that would look after plumbing and electrical and the last plumbing job was carried out by Robert A. Johnston and himself as donated work last fall.
12. DO FOLLOWUP ON MONTHLY UPDATES ó Councillor Larone said his committee will prepare a plan and will ensure that it is followed out with monthly updates.
13. MAKE A LIST OF SMALL JOBS NEEDED FOR REQUEST FOR QUOTATION ó Councillor Larone asked how small jobs were carried out in the past. Dave Bennett that Bill Yantha, the Rink Attendant did a lot of the work, none of the volunteers are trained for fall arrest. Councillor Larone said if we identify jobs that a "handyman" would do, would that satisfy committee members? He asked if we qualify the qualifications required for contractors for small jobs, are there some jobs that we can carry out in house and some that we have to go outside for.
14. YARD LIGHTING AND RINK LIGHTS AND PHOTOCCELL REQUIRE MAINTENANCE ó Dave Bennett said that all of these items require maintenance at the moment. Dave Bennett said that anything with electrical was carried out by Valley Automation and Control in the past.
15. DO TEST ON HEAT PIPES IN HALL SLAB TO DETERMINE BLOCKS OR LEAKS BEFORE GOING INTO THE STEP OF PURCHASING A BOILER SYSTEM- Councillor Larone noted that there is piping installed in the concrete under the Community Centre floor for a future hot water boiler system but there should be an air test to see if there are any blockages or leaks. Dave Bennett said an air test was done at the time of construction but who knows if someone hasn't put a lag screw into the floor through a pipe. He didn't think it would be a big issue to do another air test.
16. THERE IS NO PLACE TO PUT A BOILER IN THE PRESENT MECHANICAL ROOM REVIEW THIS SITUATION BEFORE GETTING QUOTES FOR THIS TYPE OF WORK ó Councillor Larone said that the furnace room is now full with the two furnaces that this meeting time was not the appropriate meeting to arrive at solutions for this issue.
17. MAKE A LIST OF EQUIPMENT AND PARTS ZAMBONIE AND FURNACE- He noted that North Country Heating has already provided a list of filters other contractors will be asked to supply a list of parts and equipment so that they are on hand if there ever is a breakdown.

LOSS ASSESSMENT FOR EACH BUILDING ó Mayor Eady
County Council Group that does this for Horton Township for free.

Mayor Eady noted that there is a representative from the County of Renfrew staff that is available to prepare a heat loss calculation on each of the Townships buildings and they would carry out that as part of their service to the local municipality.

19. A SCHEDULE OF MAINTENANCE, SPRING FOR THE AIR
CONDITIONER FALL FOR THE FURNACES ó Councillor Larone said that
this should be set up to ensure that our equipment is ready for the season that
it is required.

20. AIR CONDITIONING UNITS, EXTEND SMALL ROOF STRUCTURE
THAT IS CURRENTLY OVER THE OIL TANKS TO COVER THE TWO
EVAPORATOR UNITS ó Councillor Larone says that this is to protect the
units from falling snow or ice.

Chair Whyte asked the members if they supported these recommendations

Moved by Valerie Miller

Seconded by Ralph Miller

That Recreation Committee recommends that council approve these recommendations and implement them.

Carried

Ralph Miller asked what the temperature should be turned down to on the thermostat when he leaves the hall after an evening function; David Bennett recommended 15 Celsius or 60 ó 62 Fahrenheit.

Dave Bennett who is currently Maintenance Sub Committee Chair suggested that there is not any further need for a maintenance subcommittee now that there is a new committee of Councillor Larone & Campbell.

7. PROGRAM MANAGER'S REPORT

Julie Hawley, Recreation Programmer who couldn't be at this meeting tonight had prepared a report for January 2011 for this meeting. The CAO/Clerk reviewed this report.

RENTAL POSSIBILITIES

Julie Hawley reported that a March Break Camp ó March 14, 15 & 16th, 2011 and the possibility of a summer dance camp. (Three one week programs) and asked how the rental rates are to be established, are we using a percentage of the registration or are we charging an hourly fee for the hall rental. The rental rate would be \$100 dollars for a whole day which may be excessive for the program operators. After discussion the committee agreed to ask for a percentage of the registration.

COUNTY OF RENFREW TREE PLANTING PROJECT FOR EXPO 150 -

The committee members discussed a location for the donation of a tree from the County of Renfrew. They agreed that they will accept the County's offer and have it planted at the Community Centre in a location, to be determined.

BOAT LAUNCH

Julie Hawley presented 6 samples of Boat Launch Stickers for windshields that have been prepared by Renfrew Printing. The prices range from \$195.00 for a color to \$105.00 for a black and white sticker for 500 stickers. Ralph Miller asked who will police this parking lot to charge people who do not have stickers and what would the cost be to carry out this enforcement and what would be the charge for a ticket if they don't have a sticker. The committee agreed to check for costs that the Township of McNab-Braeside charges for access to their Burnstown Beach Boat Launch. The committee discussed the possibility of a student carrying this out and they questioned when the deadline was for student employment. The CAO/Clerk is to check this out.

RAINING (VIT PROGRAM)

It noted that a meeting was held with Carol Sulpher who is organising this event. This week's Renfrew paper contains an advertisement. A copy of which is in the Committee meeting package. An orientation meeting has been scheduled for Feb 23, 2011 with meeting dates March 23, April 20, May 8, May 18 and June 15. A list of questions raised by Carol Sulpher on insurance and legal issues has been sent to our insurance company and to our Lawyer for input.

DINNER AND POKER TOURNAMENT

The suggested date in the report was Sat. May 14, 2011. The committee agreed that this date would be a good date.

OTHER ITEMS DISCUSSED

The CAO/CLERK reviewed the rink attendant hiring that came up as an urgent need earlier this month. Councillor Larone asked why a family skate on Friday night is before supper when it was originally after supper hour. The CAO/Clerk explained the reason for how the weekly schedule was set up. Chair Whyte also reviewed the process and agreed that they not change the schedule now that they have got it working. Information will be considered for next year. Tim McDonald suggested splitting the ice with the barrier or using a sponge puck, other committee members did not support this suggestion.

8. SUB-COMMITTEE REPORTS:

MAINTENANCE SUB-COMMITTEE

David Bennett said any maintenance concerns were discussed earlier in the meeting. Chair Whyte asked if Mr. Bennett had received the chairs back that he had donated for use at the Rink Change room, no but he knows that they are ready to take back. Arnold Dickson noted that there is an outside yard light on one of the front poles is out. Dave Bennett said that Yemen is coming with a lift to install the light that is out. Arnold Dickson said that there is one outside light out on the building, Dave Bennett said that Yemen is also looking at this. Arnold reported that there is a breaker behind the door into the hallway to the bathroom next to the furnace room that as soon as you turn it on it snaps off. Dave Bennett thought that this might be for the generator panel. Ralph Miller asked if there is a possibility of installing more plugs along the hall wall next to the kitchen as renters plug too many coffee pots in and they blow the breaker. Dave Bennett suggested that the maintenance committee of Councillors Campbell and Larone could have a double split breaker installed.

ENTERTAINMENT SUB-COMMITTEE - TIM MCDONALD, CHAIR

- REPORT ON JANUARY 21 DANCE

Tim McDonald informed the committee that there was a suggestion from the band Usual Suspects after the Christmas dance, they were concerned with the cost of their band and the lack of turn out and they suggested there be a basic price plus half the door admission over that revenue. ie, if we get \$600.00 revenue at the door the band would get \$500.00, (\$400.00 basic and ½ of the \$200.00 that are above that) as a suggestion to get some profit from the dances. He signed the Usual Suspects for the February Dance under this arrangement. After the January dance with the Brysonaires he had \$196.00 over the band payment which included \$94.00 from the 50/50. He sold 92 tickets either at the door or in advance.

Tim McDonald said that there was a suggestion from the office that the band receive a cheque. He has approached the bands with this suggestion and they do not like that, in fact they said they would not come back as they don't want one member looking after the revenue. They want to be paid cash when they leave that evening. The CAO/Clerk said that there is an alternate arrangement being discussed where a cheque will be written to either Mr. McDonald or to Julie Hawley several weeks before the event, providing they apply for it, that they can then have cash to give to the band.

MITTEE - RALPH MILLER, CHAIR

- HOURS OF OPERATION FOR FISHING DERBY, MARCH 4/5TH (4PM)
Ralph Miller asked when the bar is required for the fishing derby as there was some concern from last year that it wasn't opened soon enough. Valerie Miller said that the bar should be opened at 4:00 P.M. Ralph Miller also asked about when the Winter Carnival bar should be opened as there are family events in the early afternoon. After discussion it was agreed that the bar should be opened at 2:00 P.M. when these family events are over.

KITCHEN SUB-COMMITTEE

Chair Whyte noted that Sharon Bennett has resigned from the chair of this committee and she regretfully accepted this resignation. Val Miller asked for a volunteer to step forward, she asked if there was a job description. Barb Dickson said it's for buying food for dances and Euchre, usually in bulk from different suppliers in different locations also including the purchase of equipment. Val suggested that Barb and Arnold take on this job. Barb noted that Julie Hawley has agreed to purchase for euchre night and that she should be asked to do both to be sub chair for this committee. The committee agreed to table this until Julie Hawley has been asked if she is willing to do this.

FUNDRAISING SUB-COMMITTEE - VALERIE MILLER, CHAIR

Valerie Miller reported that the Carnival planning is progressing well. There is a need for people to volunteer to "KISS THE PIG" after discussion the committee members volunteered Arnold Dickson, Ann Limlaw, Margaret Whyte and Mackie McLaren. Val will still attempt to get more people. The idea is that each name will have a jar and people can put money in the jar for the person they want to kiss the pig, at the end of the day the jar with the most money that person kisses the pig.

SPORTS SUB-COMMITTEE - JULIE HAWLEY, CHAIR

There was no report from the sub-committee as Julie Hawley was not present.

PUBLIC RELATIONS SUB-COMMITTEE - ANN LIMLAW, CHAIR

- UPDATE ON CEMENT PAD PROJECT

Ann Limlaw discussed the concrete pad fundraising program that she has in place. She asked that there be an incentive for companies and individuals to give donations ie; signs acknowledging the donations. She has a letter drafted that she will email to the office that we can put on to letterhead that it to be sent out to suppliers for prices on concrete and on equipment to finish. She noted that 104 cubic meters of special concrete is required. People have come forward to assist with the finishing but would require other help as well. The companies will either donate part of their cost or will donate materials; she suggested recognition would be a board similar to the signs talked about for revenue purposes with the company logos. She wants all the responses back from the companies by May 1st. The installation of the concrete pad could happen shortly after as they have a date late in May for this work. The cost for this concrete in 2010 prices was \$141.00 cubic meter. Dave Bennett asked if there should be a minimum donation to have their name on the sign. Barb Dickson asked if people can donate individually or is only businesses allowed to donate. Ann Limlaw said that right now they are concentrating on business donations but they will be giving families an opportunity in the near future.

Moved by Robert A. Johnston

Seconded by Tim McDonald

That Ann Limlaw be authorized to send out letters to potential suppliers and donators for concrete and concrete finishing for an ice pad on the Township Rink.

Carried

suggested that in addition to an individual sign board that we have of donators below the upset limit, so they are recognized as well. Dave Bennett said someone is going to have to describe to the concrete suppliers the requirements of a Township procurement by-law. Chair Whyte noted under our procurement by-law we require 3 prices. Councillor Larone said someone has to set out the specifications for the ice pad. Ann Limlaw said her husband will do this as he has 20 years in the concrete business. Mayor Eady informed the committee that Bruce McIntyre of the County of Renfrew grant specialist is coming to our council meeting next Tuesday to discuss Grant Options as there may be some grant assistance for this project. Val Miller suggested that Ann Limlaw add people to her sub-committee to assist her in producing posters, flyers, contacting suppliers etc.

9. OTHER BUSINESS

- EASY TO READ PHONE BOOK ADVERTISING

The CAO/Clerk advised that we have had an advertisement in the "easy to read" phone book for a number of years and that is now up for renewal at a cost of \$498.00. He noted that council has established a Horton corner block add in each edition of the Renfrew Mercury as our advertising for the year, does the committee wish to carry this forward. After discussion:

Moved by Tim McDonald,

Seconded by Barb Dickson

That the Recreation Committee recommends to council that they not renew any telephone book advertisements.

Carried

- ADVERTISING RATES FOR 3X 5 PANELS ON BUTLER COVER

The Committee reviewed a report dated May 25, 2010 in which various prices and term were discussed as a fund raiser by having companies put a sign on the rafters on the rink cover building. Mayor Eady suggested that we not try to sell any advertising at this time until the concrete is down which will make the facility available for year round usage and we could charge more for the advertising signs.

Moved by Don Eady

Seconded by Ann Limlaw

That the committee table the advertising for panels for fundraising at this time.

Carried

- REVENUES AND EXPENDITURES

The committee reviewed the December 31, 2010 revenue and expenditure report. The CAO/Clerk was requested to find out why the \$100,000.00 OSIFA Loan is not shown as income on the Rink Grant. Heat costs for the community centre seems very low \$1373.00 spent out of a \$5000.00 budget. Mayor Eady asked for a check to see if there has been some posting problems with this account.

2011 BUDGET UPDATE

Mayor Eady reviewed his plan for the 2011 draft budget review. He expects it will be ready for committee discussion in late February at which time the 2010 year end report will be complete.

10. NEXT MEETING DATE

The Committee agreed that the next meeting date would be Feb 24, 2011 at 7:00 P.M.

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RESOLUTION

Moved By Dave Bennett

Seconded by Arnold Dickson

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 Ann Limlaw; seconded by Ralph Miller

That this Recreation Committee Meeting be adjourned at 9:10 P.M.

Carried

Chair

CAO/Clerk