

THE CORPORATION OF THE TOWNSHIP OF HORTON
RECREATION COMMITTEE
October 10, 2012

There was a meeting of the Recreation Committee held in the Municipal Council Chambers on October 10, 2012. Present were Chair Margaret Whyte, Chair of Infrastructure Committee Glen Campbell, Barb Dickson, Valerie Miller, Tim McDonald, Dave Bennett, Robert A. Johnston Steve Osipenko and Lloyd Levesque. Staff present was Kathleen Rogers, Recreation Program Manager & Finance Manager Jennifer Barr. Absent were Mayor Don Eady, Arnold Dickson, Ralph and Gladys Miller.

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. ITEMS TO BE ADDED TO AGENDA AND ADOPTION THE SEPT 10, 2012 AGENDA

There were no items to add to the agenda.

Moved by Robert Johnston

Seconded by Barb Dickson

That the Recreation Committee approve the agenda for the October 10, 2012 meeting.

Carried

4. FINANCIAL STATEMENT

Finance Manager Jennifer Barr reviewed the Financial Statement with Chair Margaret Whyte and the Recreation Committee. Jennifer expressed her concern over Recreations revenue targets being low in several areas this year. The Budget revenue is set too high and we may have a deficit of six to seven thousand dollars. Recreation needs to be very mindful of their spending. She recognises that there are repairs to the roof and the rink buildings that must be attended to before they become too big a concern and any safety issues must be addressed.

If we have a successful Harvest Supper and can increase fundraising revenue before 2012 is over we may be closer to meeting our targets.

It was noted that the World Tournament of broomball is coming to Arnprior, maybe this will rekindle the communities desire to participate in a Broomball League. It was suggested that we advertise in Horton corner for a Volunteer Organizer and Teams for our 2013 rink season.

Moved by Valerie Miller

Seconded by Steve Osipenko

That the Recreation committee accepts the Financial Report.

Carried

5. DELEGATIONS – 7:20 pm

Chair of Infrastructure - Councillor Glen Campbell

Councillor Campbell reviewed the list of concerns brought forth by the Infrastructure Committee and he addressed concerns that pertain to recreation and the Community Centre & rink.

He reported that he had been motivated to get his tasks completed. The quotes for the ladders are in and direction has been given to the Recreation Program Manager to pick up from Canadian Tire.

The new stove has been received and Dave Bennett oversaw the installation. He has arranged for Jim Hubert to hook up and inspect Friday morning. The stove will be ready to use by noon Friday Oct 12. The burners and grill need to be burnt off and then the grill needs to be cleaned and set with oil before initial usage to prevent rusting.

Councillor Campbell has installed an emergency back-up light in the Kitchen and Kathleen Rogers has picked up a lantern for the bar and a flashlight for the kitchen.

The log books have been received and they will be placed in all the appropriate locations to keep track of maintenance on all equipment.

The Chair Lift is to be checked and operated at least once per month by a staff member or volunteer and recorded. There is a log book kept in the kitchen with the inspection reports. It was suggested that it be kept closer to the chair lift.

The fire extinguishers are checked monthly and have inspection tags on them. Councillor Campbell suggested that there be another Fire extinguisher located inside the kitchen. He was told that a 2nd extinguisher was immediately outside the kitchen door. Wall space is limited in the kitchen. Kathleen will ask Mr. Dupuis when he checks the extinguishers if we are required to have another extinguisher in the kitchen.

Kathleen requested that the fire extinguisher located at the door beside the chair lift be moved over to the right side of the door next to the chair lift as it interferes with the set-up of tables and chairs for the dance. There is no reason why it cannot be moved and she was asked to have Bill Yantha relocate the fire extinguisher.

The inside stage also has a log book and should be inspected by the Recreation Committee Maintenance subcommittee. Councillor Campbell requested that Public works fill out the log book the next time they set up or tear down the stage.

The outside stage was inspected by The Infrastructure Committee and it looks to be in good shape. The leg extensions have been removed by Tim McDonald so the stage is now level and strong. It was noted that the stage needs to be removed from the rink and stored elsewhere before the ice can go in. Kathleen Rogers is to ask Public Works staff to move the stage.

Councillor Campbell mentioned that the septic tank was due to be pumped but Mr. Bennett recommended that we wait till the spring as to not disturb the bacterial growth required to keep the septic active over the winter months.

Councillor Campbell met with Deputy Fire Chief Allan Cole over the new hook up to simplify the Generator process. Mr. Campbell will now get quotes for this process.

He recommended lights on emergency back-up plus outside lights and a fan.

Chair of Maintenance Dave Bennett recommended that public works check the oil tank for condensation before the winter. It was recommended that methyl hydrate be added to the tank to prevent freeze up.

Safety locks are required on the propane valves in the kitchen. Dave Bennett said that he would put locks on. The fryer was moved over to accommodate the new stove and cannot be hooked up or used until the hood is made larger to accommodate the stove and the fryer together.

Councillor Campbell recommended that Recreation Program Manager label the doors on the change rooms.

Paint stored in the storage room that needs to be disposed of. Councillor Larone will take to Rona.

Councillor Larone has volunteered to complete a few jobs at the Rink building.

He will extend the wall that divides the third change room and the generator room to close off the opening between the rooms. This will alleviate the safety concerns about the opening. He will build a proper step for the stage inside the Community Centre. He will also install the window donated by Dagenaise Construction into the canteen room. The committee has determined that the best location for the window, so it doesn't interfere with the flow of traffic in and out of the change rooms is to install it in the hallway that leads to the 3rd change room. Councillor Larone has also agreed to build a walkway between the change room and the rink building this fall.

Councillor Campbell said that it had been suggested that the door locks at the community centre all be repined. He didn't see any need for that at this time and recommended that we reconsider. The Recreation committee agreed.

Councillor Campbell had a Bardon representative do a free inspection of the community centre facility and he gave recommendations on proposed changes to the community centre. Installing goose neck taps with a spray nozzle at the main kitchen sink. Install a sink and plumbing to the upstairs meeting room. It was noted that there need for a janitor's room in the community centre. Especially needed is a location to fill up and empty the mop bucket. It was recommended that a tap be added inside the room with the hot water tank with a master shut off.

Kathleen noted that there is a need for a locked storage cupboard for the Bar Supplies to be built or set in at the end of the hall behind the curtain. It is a hazard for supplies to be kept in the furnace room. This small area needs to be kept clear.

Roof repair at the community centre is urgently needed. Councillor Larone and Councillor Campbell have looked at the roof and have identified that the foam required to stop rain from entering through the ridge cap in inclement weather was never installed. There has been leakage noted in the ceiling of the community centre around some of the light fixtures over the last couple of years. There is also significant damage in the meeting room upstairs that needs to be repaired and repainted. Councillor Larone is picking up the foam and screws required to repair the community centre roof. Councillor Larone is getting quotes on labour to remove 100 linear feet of ridge cap, install foam and reinstall ridge cap. There was an inquiry as to where the repair money would come from. If we cannot find it in the budget it will have to come out of reserves.

The hood for the stove will have to be extended to accommodate the deep fryer now that we have the larger stove, it will have to be done by a professional. Dave Bennett was asked to give the name of a qualified installer so we may get quotes and have this job completed in the New Year but before the Fishing Derby in mid-February. A recommendation to Finance and Council will be required once we get quotes.

Canteen – Councillor Campbell has moved the switch in the Canteen and requires Kathleen to tell him where she would like plugs installed and layout of how the room is to be set up. Kathleen would like to see shelving and a counter installed before the winter. Dave Bennett said he would talk to Deslaurier's to see if he can get some materials donated.

Community Centre Side doors require new weather stripping and sweeps. It's is requested that Public Works employee Bill Yantha make the repairs to the doors.

6. MINUTES OF Sept 10, 2012 – 8:20

Previously reviewed and approved by Council.

The committee asked if the old kitchen stove was declared as surplus. Chair Margaret Whyte noted that the stove was declared as surplus and a tender ad was put in the paper.

7. BUSINESS ARISING

- Beach Committee – Terms Of Reference

Councillor Whyte asked if anybody had any questions regarding the beach. Terms of Reference will be drawn up by council. Horton resident Mr. Lloyd Leveque asked where the beach property was and there were a few members who wanted to see the property. Robert Johnston reported that the beach property was located on the Ottawa River off River Rd. on the old Timber Town property just down past the old Stoney Ridge trailer park. He volunteered to take a group to view the property on the next nice day. Kathleen will arrange a visit with Edgar Elliott, Val Miller, Steve Osipenko, Ralph Miller and Mr. Levesque.

Mr. Johnston suggested that a few younger members of the community be asked to join the committee as they may be motivated to bring the project to life if they have young children. They would also be able to assist in the maintenance and upkeep of the property.

Rink – Wire Fencing Smaller Gauge Required.

It was noted that the safety barrier fencing around the rink boards was very badly damaged; bent and cut wires were protruding from the wall. It was recommended that the fencing be taken down and replaced as it was a hazard and a safety issue. Recreation Program Manager Kathleen Rogers got quotes for 9GA 1 ½" galvanized fencing from local business. M&R feeds in Renfrew & Arnprior, TSC didn't have what we required in stock and Rona & Home Hardware does not carry that kind of fencing. M&R in Renfrew had the cheapest quote at \$199.00 per roll. We require 5 rolls.

Total cost would be \$1124.35. Public Works would be asked to install.

Dance Lessons

Recreation Program Manager Kathleen Rogers reported that council approved and passed a bylaw that will allow Melissa Frisk to teach dance lessons at the Community Centre from January to June.

8. DEPARTMENT REPORT

Kathleen Rogers, Recreation Program Manager reviewed her department report for Sept/Oct 2012.

9. SUB COMMITTEE REPORTS

MAINTENANCE ISSUES

DAVE BENNETT, CHAIR

Retaining Wall

It was suggested that an extra row of blocks be purchased to finish off the retaining wall project, instead of putting up a hand rail. It was noted that a hand rail would still be required. Dave Bennett Chair of Maintenance will proceed with finishing his part of the job and installing the steel cap so the hand rail can be installed. Dave requested that Councillor Larone call him about the handrail installation.

Men's Washroom Door Hinge

Dave Bennett will fix the door and a new hinge has been ordered, it has to come from the U.S.

Toilets & Leaking Sink In Kitchen

Dave Bennett has checked the toilets and the leaking sink in the kitchen. He noted that the sand in the toilets was probably a filter issue and asked that Bill Yantha purchase a new filter and changes it.

Rink Repairs & Upkeep

A mesh barrier has been ordered and picked up from M&R Feeds. This barrier is to be attached to the inside of the outside roof edges to prevent the pigeons from nesting in the rink area and creating a terrible mess. It requires at least 4 qualified volunteers and a scissor lift to do the job safely. Dave Bennett was asked if he could provide the scissor lift and some capable men to assist with the job. Bob Johnston volunteered to assist Dave with the job.

Dave said yes, but asked if we could request that the fire department come down with their trucks and pressurized hoses and sprays the areas where the birds have been nesting and along the boards. It is thought that it will be much more effective than the pressure washer. Dave will contact Fire Chief Randy Corbin to see if the fire department can assist with this.

The rink area needs a good clean up before the ice can go down this year and it was suggested that we organize a clean-up day with committee members and volunteers. Recreation Program Manager noted that there are grease or oil stains on the rink surface that will need to be removed before the ice can be made.

Chair of Infrastructure Glen Campbell and Finance Manager Jennifer Barr left the meeting at 8:15 pm

PUBLIC RELATIONS SUB-COMMITTEE

Rink Board Advertising Letter – Recommend to Finance Committee to Approve

Chair Margaret Whyte asked Kathleen Rogers to prepare a draft Rink Board Proposal to present to Finance. Kathleen to check with Renfrew Rec to see if they have a standards and Guidelines regarding the type of signage they will put up.

Moved by Steve Osipenko
Seconded By Barb Dickson

Recreation recommends sending the Rink Board Advertising Proposal to Finance Committee for approval.

Carried

It was also asked that the Recreation Program Manager try to locate the written contract for the advertising that was put on the Zambonie. Can this advertising Space be sold year after year?

SPORTS SUB-COMMITTEE

STEVE OSIPENKO, Chair

Volley Ball –

Chair of Sports Steve Osipenko will plan a volley ball tournament before the end of the year.

New Sports – Shuffleboard

Val Miller said that Alma Shanks wanted to start shuffle board again, Val was asked to contact Mrs. Shanks and tell her she could organize this project again. They would charge the same \$2.00 fee per player as before. Robert Johnston said that there are 3 shuffleboard courts at the Community Centre. Four people play on each court. You can have 3 or 4 games in 1 ½ hours. Max number of players in a night would be 12. It is very important to sweep floors after shuffle board is over. This would be the responsibility of the organizer. Floors can become very slippery.

Hockey Registration - 2013

The Recreation Program Manager recommended advertising for Hockey registration early in November so we may have the registration completed before January 2013. The committee agreed.

Rink Attendant Staff –

The Recreation Program Manager recommended advertising for Rink Attendant Staff in November so the hiring process can be completed in early December. The committee agreed.

BAR SUB-COMMITTEE

RALPH MILLER, CHAIR

Liquor Licence-

Chair Ralph Miller was away but had requested that the Liquor Licence Renewal be completed as it expires Dec. 2012. The Recreation Program Manager will renew the Bar Licence.

FUNDRAISING SUB-COMMITTEE **VALERIE MILLER, CHAIR**

Cook Book Fundraiser –

Cook books are to be here for the Harvest Supper, Kathleen will call to confirm. They may not have all five hundred but will send at least 50 by October 12.

Harvest Supper – October 13 –

The event is organized and all duties have been assigned by Heather Pickard. Kitchen will be run by Valerie and May Windle. Dave Bennett was asked to donate 8 tables for set up and he agreed.

Kathleen, Val, Barb and Sandy will decorate the hall Thursday at 1:00 pm Val requested permission from the committee to purchase another Roaster cooker to help keep foods hot. They are on sale for \$38.00 at Wal-Mart. The committee agreed.

Quilt Raffle

Heather Picard has agreed to show a group of community volunteers how to make quilt squares. She will then take all the squares and put them together into a quilt. We can sell raffle tickets on the quilt to raise funds in 2013. Val will send out a letter to potential volunteers. Val would like to arrange a meeting at the office for Heather to explain her project to the volunteers.

Heather Picard has donated a quilt for us to sell tickets on to fundraise for the Harvest Supper this year. We will sell tickets at the supper, the dances and at the office. We will draw for the quilt at the Christmas dance.

ENTERTAINMENT SUB-COMMITTEE TIM MCDONALD, CHAIR
OCT 19 NEXT DANCE – The Countrymen

The Next dance will be Oct 19 with the Countrymen; ads have been placed in the Mercury and in community events for Heritage Radio and MyFM. It will go on the Sign Board immediately after the Harvest Supper. It is also advertised on the web site.

CHRISTMAS PARTY –

The Staff Christmas party has been scheduled for Dec 14, 2012. Kathleen is to review the guest list and get quotes for catering. Council will pay for the band. The band will be Ray Kholsmith \$500.00.

PROPOSAL FOR OUTDOOR RINK MUSIC EVENT

Tim proposed that we not have a dance in June as it often has a low attendance. He recommended planning an outdoor music event starting in the early afternoon and continuing into the evening. The recommended date is Saturday June 22. We will see if we can get some free local entertainment and start out in the early afternoon and finish up at night with a dance band. Try to draw in a younger crowd. We would get a special occasion's permit. The Bar will be inside the rink area. We will have to check on the noise by-law for special events. We would have to have security plus we would have to arrange to have parking in Mr. Norman Eady's Field, parking attendants. The committee liked the idea. Tim will report back with more details and a business plan in the New Year.

KITCHEN SUB-COMMITTEE

No new member.

10. OTHER BUSINESS –

NELSON INJURED – WHO CAN DO THIS JOB?

Tim McDonald offer to take over the set up & tear down for Nelson if required.

11. NEXT MEETING DATE – Wed., November 21, 2012 AT 7:00 P.M.

12. ADJOURNMENT

Moved by Arnold Dickson
Seconded by Barb Dickson

That this Recreation Committee Meeting be adjourned at 9:35 P.M.

Carried

Chair

Recreation Program Manager