

THE CORPORATION OF THE TOWNSHIP OF HORTON
RECREATION COMMITTEE
November 21, 2012

There was a meeting of the Recreation Committee held in the Municipal Council Chambers on November 21, 2012. Present were Mayor Don Eady, Barb Dickson, Arnold Dickson, Valerie Miller, Tim McDonald, Dave Bennett, Sandy Black, Ralph and Gladys Miller. Steve Osipenko arrived at 7:30 pm. Staff present was Kathleen Rogers, Recreation Program Manager & CAO/Clerk Mackie McLaren. Absent were Chair Margaret Whyte, Robert A. Johnston and Chair of Infrastructure Committee Jamey Larone.

1. CALL TO ORDER

Mayor Don Eady chaired the meeting as Chair Whyte sent her regrets. Mayor Eady 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 NOVEMBER 21, 2012 AGENDA

There were no items to add to the agenda.

Moved by Dave Bennett

Seconded by Arnold Dickson

That the Recreation Committee approve the agenda for the November 21, 2012 meeting.

Carried

4. Minutes of October 10, 2012

The committee reviewed the minutes previously approved by Council.

Recreation Program Manager reviewed the action items that have been completed. An advertisement requesting volunteers was placed in Horton Corner, ladders were purchased for the Community Centre and office, Log Books were placed at the Community Centre, clocks are up, the fire extinguisher has been moved, and Public Works was asked to note all concerns in the stage log book when setting up and tearing down the stage. The oil tank has been checked and methyl hydrate was added. Dave Bennett applied the safety locks required in the kitchen. Councillor Larone removed the paint cans in storage room and took for disposal.

The Generator changeover is being worked on by Alan Cole and Councillor Glen Campbell.

It was noted that the clocks mounted in the hall require metal cages to protect them during recreation activities, ie volleyball. Kathleen will ask Bill Yantha to pick up.

Moved by Dave Bennett

Seconded by Arnold Dickson

That the Recreation committee accepts the Minutes of October 10, 2012 previously approved by council.

Carried

5. DELEGATIONS – 7:20 pm

Chair of Infrastructure - Councillor Jamey Larone

Generator, Roof Repair, walkway, change room wall and canteen window. The delegation was postponed as Councillor Larone was in Toronto at a Conference.

6. BUSINESS ARISING

Rink- Bird Mesh

Dave Bennett, Chair of Maintenance reported that he has seen the mesh and is reviewing the best method to mount it. He will do a.s.a.p.

Rink – Wire Safety Fence

Recreation Program Manager reported that the wire fencing is in and Public Works has picked up. They will install the fencing on both ends of the rink ASAP.

Caretaker & Rink Attendants Positions

We advertised the positions in Horton Corner. We require 1 caretaker and 2 rink attendants. Posting closes Nov 23/12. Human Resources will conduct the interviews.

AGRI SPIRIT Grant

The Agri Spirit Grant submitted with Bruce McIntyre for the Rink Ice Pad surface has been declined.

7. DEPARTMENT REPORT

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

The Christmas dance will be Dec. 14th catered by Riley's catering of Arnprior, by Chef Sheri Rathwell. Arnold expressed concern about dance patrons coming in for 8 pm and not having available seating. We will reserve a block of tables at the back of the hall to the right of the stage for those that come early for the dance.

Moved by Barb Dickson

Seconded by Arnold Dickson

That the Recreation Committee accepts the Program Managers Report.

Carried

8. FINANCIAL STATEMENT

The Committee reviewed the Financial Statement.

Moved by Barb Dickson

Seconded by Arnold Dickson

That The Recreation Committee accepts the Financial Statement.

Carried

Steve Osipenko, Chair of Sports arrived at 7:30 pm.

9. FEES & CHARGES

Recreation Program Manager, Kathleen Rogers reviewed the potential Changes to the fees and charges report with the committee.

Items to note were the addition of fees for:

Community Board Advertising -	\$ 25.00
Horton Corner Private Event Ad –	Cost Recovery
Linen Rental -	\$ 30.00
Broomball - per person/per Season	\$ 25.00
Shuffle Board	\$ 5.00
Dance Advanced Tickets Sales	\$ 8.00

Moved by Arnold Dickson
Seconded by Ralph Miller

The Recreation Committee recommends to Finance to accept the changes to the fees and charges for 2013.

Carried

The Mayor reported that he had a very positive meeting with Barkley Mayhew & Clint McWhirter of the Renfrew Recreation Department and the committee regarding user fees. He is optimistic that changes can be made to the fees and charges for Horton.

10. PROPOSED BUDGET 2013

Mayor Don Eady proposed that we remove the 2013 proposed recreation budget from the agenda as Chair Margaret Whyte was unable to attend due to a prior commitment.

The Committee agreed to review the budget at the December Rec. Meeting with Chair Whyte present.

11. SUB COMMITTEE REPORTS

MAINTENANCE ISSUES

DAVE BENNETT, CHAIR

Door Hinge-

Bathroom Stall door will be repaired this week.

Retaining Wall-

Chair of Maintenance Dave Bennett reported that the cap is ready to finish the retaining wall and they will try to install this Friday.

He was also asked to provide a quote to install a railing on the Wall. He provided a rough estimate of \$1600.00. He suggested that an ad be placed in Horton Corner with a request for Quotes to make and install the railing for the retaining wall.

Moved by Dave Bennett

Seconded by Arnold Dickson

That the recreation committee recommends to council that an ad be placed in Horton Corner to receive quotes on installing a Chair Rail on the retaining wall at the Community Centre.

Propane smell in kitchen-

When the pilot light is lit the fan on the stove must be turned on. There is not enough air movement in the kitchen to keep the pilot lights lit. New procedure for the new stove is to lite pilot at the time usage is required. Turn on the fan and leave on while the stove is on. When stove usage is finished, turn off stove and propane inside and outside and then turn off fan.

Hood Extension – Kitchen

The hood in the kitchen must be extended to meet code for the new stove and the deep fryer. Dave Bennett is to give Kathleen Rogers the contact numbers of someone qualified to make the changes and to obtain a price and the specifications required to do so. Kathleen Rogers was instructed to get 3 quotes.

Moved by Arnold Dickson

Seconded by Val Miller

To accept the Maintenance Report.

Carried

PUBLIC RELATIONS SUB-COMMITTEE

Rink Board Advertising Letter –

Kathleen Rogers is updating the mailing list to send out our letter.

SPORTS SUB-COMMITTEE

STEVE OSIPENKO, Chair

Volley Ball –

Chair of Sports Steve Osipenko will plan a volley ball tournament for December 22.

Hockey Registration – 2013 an ad was placed in Horton Corner.

Shuffle board

Kathleen will contact Alma Shanks and make arrangements to run shuffle board at a fee of \$5.00 per person per night. Tuesday will be the suggested night.

Euchre

Kathleen Rogers noted that we have recruited 3 more volunteers for Euchre. Helen & Bruce Golden and Heather Larone will make up the lunches. It was requested that if two more people work the door this would mean that volunteers would only have to work once every six weeks. Ralph Miller volunteered to work the door with Gladys.

BAR SUB-COMMITTEE

RALPH MILLER, CHAIR

Liquor Licence-

The Liquor license has been applied for and a temporary extension has been received and is to be posted at the bar until we receive the renewal.

Storage

It has been noted that it is a hazard for bar supplies to be stored in the furnace room. It is preventing air flow around the furnace. It is recommended that the curtained area between the washrooms be made into a locked closet. It was recommended that Kathleen get a quote on making a locked closet or getting a quote on a premade locked storage cupboard.

Moved by Steve Osipenko

Seconded by Barb Dickson

That Recreation recommends that council approve creating or purchasing a locked cupboard for Bar Storage between the curtained area between the men's & ladies washrooms.

Carried

Profit & Loss Report

Ralph Miller requested that we go back to the profit and loss report per event as the financial statement is too difficult to understand.

It was recommended we refer this issue to the finance committee.

Moved by Steve Osipenko

Seconded by Val Miller

Recreation recommends referring the event revenue issue to Finance.

Carried

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

Cook Book Fundraiser –

To date approx. 100 books have been sold. Val requested that Kathleen find volunteers to go into the banks before Christmas to promote and sell our cook book. She recommended we go into The TD, Royal & Scotia banks and maybe Metro. It was also recommended we put another ad in Horton Corner.

Winter Carnival

Valerie Miller announced that she is stepping back from organizing the Winter Carnival. She feels that it should be a Township responsibility to organize. She will give all of her itinerary to Kathleen. Kathleen expressed concern as she only works 20 hours per week for recreation

plus she will be away from Feb 8 to the 19th and the Carnival is scheduled for Feb 23, 2013. We will have to advertise for a volunteer to organize the Carnival.

Expense Reimbursement

Valerie Miller expressed concern with having to wait for a cheque to be reimbursed for expenses that she incurs while purchasing supplies for catering and events. Kathleen reminded her that when she brings in receipts that she always pays her out of the petty cash. If Kathleen is not at the office she is to ask staff to do the same. If it is a large event she can request an expense cheque prior to the event so that she can purchase supplies. If we communicate and plan in advance then this should not be an issue.

ENTERTAINMENT SUB-COMMITTEE TIM MCDONALD, CHAIR
December 14 - NEXT DANCE – Ray Kholsmith & Friends

Tim has the Following bands booked for 2013 - January 18 – Cruise 'n Country, February 8 – Heritage Country
March 15 St. Patrick's Day - The Brysonaires

Tim McDonald requested that the committee consider hosting two dances in March as we have two bands with a very strong following. He suggested that we cancel the June Country dance as the turnout is poor and host an event outside under the rink roof with donated entertainment. The Countrymen will play March 22 if we host a second dance. The committee agreed to host 2 dances. April 19 – Al Visser

Tim proposed hosting an open mic night in January at the community centre for local entertainment to be featured. Tim was asked to put a business proposal together.

Tables

Tim identified that the hardware on some of the tables is worn and they do not stand up well as the legs are not locking into place and at least 6 of the plastic tables have broken corners and need to be replaced.

KITCHEN SUB-COMMITTEE
Coffee Pots

Barb Dickson noted that the coffee pots in the community centre are in very bad shape. We are down to 2 large temperamental pots and 1 small pot. It was recommended that we purchase 2 medium pots now and 2 new large pots in the New Year. Barb has quotes and Kathleen will make sure we have 3 quotes. Committee recommends that two medium coffee pots be purchased for the kitchen with funds from the catering account.

Moved by Barb Dickson

Seconded by Ralph Miller

That Kathleen purchases two new medium coffee pots with funds from the catering account.

Carried

12. OTHER BUSINESS –

There was no new business.

13. NEXT MEETING DATE – Wed., December 19th, 2012 AT 6:30 P.M.

14. ADJOURNMENT

Moved by Ralph Miller

Seconded by Arnold Dickson

That this Recreation Committee Meeting be adjourned at 8:58 P.M.

Carried