

THE CORPORATION OF THE TOWNSHIP OF HORTON  
**RECREATION COMMITTEE**  
January 11 2012,

There was a meeting of the Recreation Committee held in the Municipal Council Chambers on Wednesday January 11, 2012. Present were Chair Margaret Whyte, Acting Mayor Robert Kingsbury, Barb Dickson, Arnold Dickson, Valerie Miller, Dave Bennett and Sherry Steeves. Staff present was Kathleen Rogers, Recreation Program Manager. Steve Osipenko arrived at 7:20 pm. absent were Tim McDonald, Christine Bidgood-Henderson, Ralph and Gladys Miller.

**1. CALL TO ORDER**

Chair Margaret Whyte called the meeting to order at 7:05 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 Dec 14, 2011**

Chair Whyte briefly reviewed the Dec 14, 2011 Committee Meeting Minutes, which have been previously approved by Council.

Dave Bennett Chair of Infrastructure noted during his review of the Dec 14 minutes which he was absent from, the mention of obtaining quotes for an industrial dishwasher. He noted that should we choose to install an industrial dishwasher that the grease trap would have to be updated as it would be too small to handle the activity from the dishwasher and if this is not done it would shorten the life expectancy of our septic system greatly. He suggested that the replacement cost to enlarge the grease separator could cost approximately \$1800.00. This is just one of the costs that we will have to take into consideration when doing our dishwasher quote.

Mr. Bennett also noted that there was mention that an electric stove has been donated to the Kitchen; he noted that if we install any stove in to our commercial kitchen that it must have a fire suppression system hood installed over it in case someone uses it too cook greasy foods or deep fry. It was suggested that installing another gas stove would be the best scenario with an oven. It was noted that some people do not like to use the gas stove as it needs to have the pilot lit by someone trained. It was suggested that the pilot be lit and left on for the stove, but Mr. Bennett said that the commercial stove would go through too much propane and that our tanks are not large enough for that. A commercial stove uses a lot more than a residential stove that has an automatic ignition. We would require bulk propane more than a 100 pound tank.

**4. Business Arising**

**7:10 -Timmins Invoice Update**

Chair of Maintenance Dave Bennett reported that he has spoken with Mr. Timmins and that Mr. Timmins is very adamant that we owe and Mr. Timmins insists that the bill be paid. Mr. Timmins says that the bill was generated by the Township and must be paid for work done on the Rink structure. It was recommended that this issue go back to council to be reviewed.

Moved by Dave Bennett

Seconded by Arnold Dickson

That the Glen Timmins Invoice#10-2993 issue go back to council to review.

**Carried**

- **Community Centre Signage**

Recreation Program Manager Kathleen Rogers reported that the signs are a work in progress.

7:13 - **Rink and Attendants –**

Chair Margaret Whyte reported that we have hired the two Rink Attendants and that they have been working diligently on the ice to get it ready. Kathleen Rogers Chair of Recreation reported that we had the lines on the ice painted this year by volunteer Randy Pender who is the father of one of our attendants Brady Pender. Mr. Pender works for the Town of Renfrew and maintains the Rick at Mateway Park. He has extensive knowledge that he is willing to share with us and our attendants with the support and approval of the Renfrew Recreation Director, Mr. Mayhew. Mr. Pender offered to help paint the lines with the assistance of Horton Township employees Brady Pender and Bill Yantha and one of his colleges from work, Bernard Sul. Mr. Pender did not charge for his time or the paint but requested the Township pay his co-worker Mr. Sul for his time. He requested \$100.00. The Recreation Program Manager felt that this was a fair request and paid Mr. Pender the requested amount; she also enclosed a thank you letter. The lines were painted Jan. 5<sup>th</sup>, the rink was flooded several times to build up protection over the lines and the Rink opened on Friday January 7, 2012 at 4 pm and had a very positive turn out all weekend.

Recreation Program Manager Kathleen Rogers noted that there is an issue with the propane bottles being stored in the Rink building and that they are to be stored outside in a locked cage. Mrs. Rogers said she had spoken to the Fire Chief Randy Corbin and he said that they had a cage behind the fire hall that could be used at the Community Centre to store the 33 ½ pound propane tanks.

Kathleen was directed to ask The Fire Chief to have the cage moved to the Rink Building so we may store our propane tanks in it and to ensure that it is locked.

It was also noted that the Rink Attendants need to be trained on the Safe Handling of Propane.

Chair of Maintenance Dave Bennett was asked to see if Ashley Bennett could give a propane handling Course to our two attendants ASAP. Mr. Bennett would see if he could arrange this for Friday January 13, 2011.

**Draft Canteen Proposal -**

Chair Margaret Whyte drew up a Draft Canteen Proposal. She presented it to Council last night and it was approved.

There are 2 parts to the canteen proposal:

1. The Rink attendant to sell pre-packaged food and beverages from the extra storage room in the dressing room building on regular shifts he works.
2. The Volunteer group sells hotdogs and beverages from the Community Center kitchen during Family Skating Friday evenings.

The Canteen will be set up in the Rink building in the section with the dressing rooms the first storage room on the right will become the canteen as it has a finished ceiling and the room is clean and painted and it is not too big. A window can be installed to allow for distribution of goods. We will sell drinks and chips and choc bars. We need minimal equipment to set up such as a table and chair, a storage cabinet for dry package goods, a cash box. We will take the sandwich fridge from the kitchen for drinks. It was suggested that we request a donation of Chips from Frito-Lay and check on pricing, see if they would set up a vending machine. Kathleen will check into this.

Councillor Kingsbury suggested that if we are operating a canteen out of the community centre on Family skate nights to sell hot chocolate and hot dogs then we should put down the rubber mats across the floor so people can walk in with their skates on. It was agreed that this would be done. The Community Centre Canteen will operate from 6 – 8 and hot dogs will be pre-packaged in the kitchen facility.

Kathleen will get foil wrappers, hot dogs, buns, pop, water, juice and Chocolate Bars, chips and a cash box. Kathleen will arrange volunteers to operate canteen for 10 weeks.

Chair Marg White and Recreation Program Manager Kathleen Rogers met with Karen Sandu of Public Health and Karen inspected the Kitchen Facilities at the Community Centre and the Rec. Building. She approved our request to operate the canteen.

She noted that the Hood and filters over the stove needed to be cleaned. We need a probe thermometer for the kitchen and thermometers for the freezer in Rink building and bar. She took a water sample and requested that kitchen volunteers wear hair nets or ball caps and that we use daily made bottle of bleach and water to disinfect all food preparation surfaces and ensure that we rinse, wash and sanitize during the dish washing procedure. Ensure that when we sanitize with a mixture of 1tsp of bleach per 1 litre of water concentration must be at 100ppm minimum. You should not be able to smell or feel the bleach on your hands.

Recreation Program Manager Kathleen Rogers thanked recreation volunteer Arnold Dickson for cleaning the grill in the kitchen and she asked him to change the grease in the fryer before the fishing derby and to dispose of the old grease. It will have to go to the Hazardous Waste Depot in the spring; maybe it can be stored at the Landfill Site till then.

**5. DELEGATIONS –**

There were no delegations.

**6. Items to be Added to Agenda and Adoption of January 11, 2012**

Moved by Steve Osipenko

Seconded by Dave Bennett

That the Recreation Committee approve the agenda for the January 11, 2012 meeting.

**Carried**

**7. Department Report - Kath**

Kathleen Rogers, Recreation Program Manager reviewed her department report for Dec. 2011/ Jan. 2012.

Chair Margaret Whyte thanked Kathleen for all of her hard work, as it was a very busy month hiring attendants and setting up the Rink.

**8. Sub-Committee Reports:**

**Sports Sub-Committee**

**Steve Osipenko, Chair**

**7:55 - Minor Hockey Registration & Ice Times**

**Tues Evening 6-7 pm Sat am 9 - 10**

Chair of Sports Steve Osipenko reported that Children's Hockey started and we had a very good turnout. We have 18 children Registered. 5 are age 9-12 and 12 are ages 5-8. He heard that parents were disappointed that the ice wasn't cleaned prior to their practice. Kathleen Rogers reported that as the ice was not in bad shape and that they were trying not to operate the zambonie unnecessarily it was decided to not clean the ice before that practice. The Recreation Program Manager will make sure that the ice is cleaned prior to all paid rentals including the children's hockey. All parents decided that they would like to have Saturday games at 9 am instead of 10.

Allan Harris has agreed to be the Coach. With Assistant Coaches – Marc Valliquette, Phys. Ed teacher from St. Joseph's High School & Steve Osipenko.

- We will use the Jersey's purchased last year but never used for Vaile Construction and Fulton's. Next year we will request payment from the sponsors whose names are on the Jersey's. Hopefully we will have an even larger turn out for hockey and be able to use all four Jersey's. All of the committee was in agreement with this decision.

A Bullying/Harassment policy needs to be adopted by the committee. Program Manager Kathleen Rogers contacted Todd Jackson, Sr. Manager Ins. /Member Services with Hockey Canada to ask for permission to use in whole or in part Hockey Canada's Bullying and Harassment Policy. Mr. Jackson said that we may use the information as long as it is properly sourced and that we have our committee review and adapts it so it suits our needs. Chair Whyte said that she would review it with Mrs. Rogers.

- **Moms & Tots Skating**

Recreation Program Manager Kathleen Rogers wanted clarification on the moms & tots program to be offered on Friday Mornings from 10 am to 11 am or 1- 2pm. We cannot charge a fee for skating until it is reviewed and approved by Council. We do not have a rink attendant on Fridays until 3:00 pm so if we want to offer a program we will have to get a volunteer to run it.

**8:10 Bar Sub-Committee**

**Explore Land Purchases**

**Ralph Miller, Chair**

Chair of Bar Ralph Miller was away on holidays. Chair Marg Whyte asked on his behalf for the committee to ask Council to contact neighbours Norman Eady and Mr. Brian Vanderploeg about purchasing property adjacent to the community centre for future growth of the Community Centre Facilities and for Parking.

Moved by Dave Bennett

Seconded by Arnold Dickson

Recommendation to Council to approach Mr. Norman Eady and Mr. Brian VanderPloeg about acquiring more property for future Recreation Development at the Community Centre.

**CARRIED**

**Fundraising Sub-Committee**

**Valerie Miller, Chair**

- **Murder Mystery**

Kathleen Rogers Recreation Program Manager told the committee that Council approved Recreation to donate \$250.00 to Jacob Howard for a Cooling Vest .

- **Winter Carnival**

Chair of Fundraising Valerie Miller said that she will have a meeting on Friday January 13, 7 pm at the Community Centre, to discuss the plans for the Carnival. Steve Osipenko said he has asked his coworkers at the Renfrew County EMS to consider getting a team together to have a hockey game the day of the winter Carnival. Valerie suggested that 3 pm would be a good time.

**Maintenance Issues**

**Dave Bennett, Chair**

- **Chair Lift Renovations**

- Kathleen Rogers Recreation Program Manager reported that the Chair Lift will be installed Friday January 13.

- **Furnace repair –**

The furnace went out on Christmas Day at the Community Centre. Program Manager Kathleen Rogers received a call Christmas Day at 9 pm from Cathy and Dave Radke who rented the hall for their family dinner. The temperature in the hall was 54 degrees. Kathleen notified Councillor Campbell to check. The Radke's had some elderly family members who were very uncomfortable due to the temperature in the hall. The Program Manager suggested that the committee consider making a recommendation to refund a portion of the day's rental back to the Radke family. The furnace was repaired by McCrea's Heating and will be cleaned Jan 16<sup>th</sup>.

Moved by Robert Kingsbury

Seconded by Valerie Miller

That the committee recommends to Council to refund \$50.00, half of the rental fee for Dave & Cathy Radke December 25 rental, due to the lack of heat in the Community Centre.

**CARRIED**

**Outdoor steps to Rink, Hazard**

Councillor Kingsbury noted that the new steps at the community centre are very slippery when covered with ice. Because the steps are steel grates you cannot remove the ice with ice melt as it slips through the grates, so it was recommended that wood be put over the steps so that when they are covered in ice it can be removed with ice melt.

Kathleen Rogers Recreation Program Manager reported that new door stops have been put on the doors at the community centre, a new register cover has been installed in the front foyer, Rilla St. Michael the caretaker has purchased a new floor mat, the lights have been repaired in front foyer and outside, and the outside sign timer has been reset. Down in the rink building sensor lights have been installed at the stairs and thermostats have been installed in the change rooms so the temperature can be controlled.

The outside sign still needs repair but somebody with a lift needs to do it. Chair of Maintenance Dave Bennett said that if he had known he could have provided a lift. He would like to see better communication between the Infrastructure Committee and the Chair of Maintenance.

Chair of Maintenance Dave Bennett reported that he would like to see \$300.00 set aside in the budget for General Maintenance repairs materials which he would store in a locked cupboard in the Rink Building. He will provide the locked cupboard. He reported that when the urinal broke in the men's washroom on a weekend that he was unable to purchase a repair kit and had to purchase a full kit at a much greater expense from MacMillan's.

Moved by Dave Bennett

Seconded by Arnold Dickson

That the Recreation Committee recommends that Council authorize an additional \$300.00 in the General Maintenance supply fund to stock essential maintenance/plumbing supplies. Further that these be stocked and stored in a locked cupboard in the Zambonie room.

**Carried**

**Entertainment Sub-Committee**

**Tim McDonald, Chair**

**- Dec 16 Dance- Brysonaires**

Kathleen Rogers Recreation Program Manager reported A Profit of \$ 1665.75 was made from the combined Christmas party dance.

Arnold Dickson said that the Countrymen are available to play April 20.

Kathleen reported that Chair of Entertainment Tim McDonald could not attend tonight's meeting but he emailed the list of entertainment he has booked. Entertainment for February 10 is the Brysonaires, March 16 is Cruise n Country, April 20 is the Countrymen and May 19 is the Revival.

Valerie Miller would like to see Ray Kholsmith offered the opportunity to play seeing as he plays for free for our Potato Bar and he had a very good turnout for that. She requested the committee ask Tim to contact Ray and arrange a booking. The committee agreed.

**- Banners-**

Chair of Maintenance Dave Bennett reported that he has made a temporary fix to change the dates on the banners. And the dates have been changed to advertise the next dance January 20. Chair of Sports Steve Osipenko has volunteered to change the Banners after each event. Dave said we need to find a better fastening system.

- **Carnival Banner**

Chair of Fundraising suggested we purchase 2 banners to advertise for the Carnival. Val suggested we team up with the Fishing derby and advertise both events on the same banner as they are only a week apart and we could split the cost. Recreation Program Manager will contact Vern Barr to see if he would be interested in sharing the cost of the banners.

**Kitchen Sub-Committee**

**Christine Bidgood-Henderson, Chair**

- **Euchre Starts again Jan 12<sup>th</sup>/12**

Christine Bidgood-Henderson could not attend tonight's meeting but reported that she has stocked the kitchen for Euchre.

- **Meeting with PH**

Kathleen Rogers Recreation Program Manager reported that there are a few items that she will pick up for the kitchen as was requested by Public Health; they are hair nets and Thermometers.

**Donation of Kitchen Supplies**

Kathleen Rogers Recreation Program Manager reported that recreation has received a donation from the Fire Fighters Association of cutlery, dishes, wine glasses, water glasses, steak knives, restaurant plates, salad bowls, etc. All of the supplies were purchased from John Atkins Catering Company. A price of \$500.00 was paid for the supplies. The supplies will be stored in new storage Cupboards to be installed in the upper store room at the Community Centre. Councillor Kingsbury suggested that Kathleen send a Thank you to the Fire Fighters Association.

**Public Relations Sub-Committee**

**Sherry Steeves, Chair**

**Ice pad proposal –2011 FCC AGRI Spirit –**

Kathleen Rogers Recreation Program Manager reported that the Ice Pad proposal prepared by Julie Hawley and Ann Limlaw was unsuccessful.

**My Fm offer on advertising**

Kathleen Rogers Recreation Program Manager reported that MY FM has a coupon book of \$239.00 for 25 - 30 sec. commercials between now and February 19. The committee decided that we do not have money in the budget to approve this offer.

**Bridal Supplement Renfrew Mercury –**

Kathleen Rogers Recreation Program Manager reported that the Mercury is printing their Bridal supplement and asked if we would advertise in it. It was suggested that it would be better if Kathleen were to set up a booth at the Bridal Fair. Kathleen will contact Stephanie Jamieson at the Mercury and decline the offer.

**Rink Board Advertising**

Sherry Steeves the new Chair of Public Relations was asked to initiate selling advertising for the Boards on the Rink. Sherry will meet with the Recreation Program Manager next week to get information and begin the process.

**9. Financial Statement**

Chair Margaret Whyte reviewed the Financial Statement with the Recreation Committee.

**10. Other Business**

- **Volunteer Award nomination – Deadline Jan. 25, 2012**

Chair Margaret Whyte submitted volunteer nominations last week for 6 adults and 1 child. She reported that she has not heard anything back from her last volunteer nomination.

**11. Next Meeting Date –**

Wednesday, February 8, 2012 at 7:00 p.m.

**12. CONFIRMATION RESOLUTION**

Moved By Barb Dickson

Seconded by Sherry Steeves

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**

**11. ADJOURNMENT**

Moved by Arnold Dickson

Seconded by Barb Dickson

That this Recreation Committee Meeting be adjourned at 8:56 P.M.

**Carried**

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Chair

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Recreation Program Manager