

THE CORPORATION OF THE TOWNSHIP OF HORTON  
**RECREATION COMMITTEE**  
APRIL 25, 2012

There was a meeting of the Recreation Committee held in the Horton Community Centre on Wednesday April 25, 2012. Present were Chair Margaret Whyte, Mayor Don Eady, Chair of Infrastructure Committee, Jamey Larone, Dave Bennett, Valerie Miller, Tim McDonald, Ralph and Gladys Miller. Staff present was Kathleen Rogers, Recreation Program Manager. Absent were Barb Dickson, Arnold Dickson, Steve Osipenko and Sherry Steeves.

**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. DELEGATIONS**

**7:05** – Don Storie and Vern Barr of The Castletford Charity Ice Fishing Derby presented the Committee with a donation of \$2300.00 to The Rink Roof Fund. This year's tournament was held February 18, 2012. Chair Whyte thanked the derby organizers for their generous donation to Horton Recreation and to other community organizations. The Derby organizers also made a donation to the Ectodermal Dysplasia Foundation and young Jacob Howard was present and showed the committee his new cooling vest that was purchased with Horton Recreations donation made back in February.

Kathleen Rogers, Recreation Program Manager will send a Thank you to the Fishing Derby Committee and put a thank you in Horton Corner.

**- 7:15 - Chair Lift Demonstration**

Trevor Hill from Upper Canada Elevators regrets he could not attend and must reschedule. Kathleen will invite Trevor to come to the next meeting to give a demonstration and answer questions.

**4. MINUTES OF February 8, 2012-**

Chair Whyte briefly reviewed the February 8, 2012 Committee Meeting Minutes, which have been previously approved by Council.

**5. Business Arising**

**-Used Dishwasher and Gas Stove**

Mayor Eady reviewed his visit with Councillor Campbell and John Mossip, a local plumber, to view a used gas stove and dishwasher. The dishwasher is \$500.00 and we are welcome to take it and try it to see if it works and how efficient it might be. Councillor Campbell took pictures and has model #'s. Mr. Mossip viewed our kitchen and said that he could easily hook up the dishwasher and he would mount it higher for easy access. They also looked at a grease trap that dissolves and pressure washes and has a degreasing agent that solidifies the grease. He felt our grease trap would be sufficient but recommended having a company like Drain All come and drain monthly. John said that he would install the dishwasher for free in exchange for the single deep sink that he would have to remove to install the dishwasher.

It was recommended that we ask Public Works staff to pick up the dishwasher and bring it to the fire hall to test it.

The group also viewed a commercial gas stove with 2 ovens a large grill and 6 burners. It would also have to be tested. The cost is \$2500.00 and would better suit our needs at the community centre. Our old stove could be sold for a good price.

Val expressed concern that our present stove is not big enough to handle the Harvest Supper. They are not able to keep things hot enough in warming trays. If we had a bigger stove we could do more food closer to the time of serving instead of preparing hours in advance.

Chair of Maintenance Dave Bennett will contact Chris Sawyer at Arnprior Mechanical and see if he will go and inspect the used stove that Don and Glen Campbell previously viewed; they will hook it up to propane to check it out for safety issues and functionality and will report back at the next meeting.

Dave Bennett said that he has a used industrial gas stove that he would be willing to donate to the committee to trade in along with our present stove if he could find a newer larger stove with six burners, 2 ovens and a grill at the Used Restaurant Supply Store at a good price. He will stop in and see what they have before the next meeting. He also recommended that the stove have new safety features with an automatic starter to eliminate the need for somebody to come and light the stove every time there is a need.

Dave said that if we get a new stove and we need a larger vent that he would be able to add to the existing one.

The Committee thanked Dave for his generous offer to donate his stove to assist us in upgrading the kitchen stove.

Val noted that we are still searching for an industrial potato peeler and are not having any luck on Kijji. We even put a wanted ad on the internet but have not had any response. Ralph Miller Chair of Bar will check with the Presbyterian Church to see if they have one that we could purchase or borrow for the Harvest Supper. He will also check with a local chip truck operator and the Nursing Home. Tim McDonald suggested an inexpensive potato peeler but the committee felt that it would not stand up to 200 lbs of potatoes.

Stage – Ralph asked if there was any new information on the retractable stage. Jamey reported that he had heard nothing new and he would ask Councillor Campbell for an update on the used retractable stage.

Ralph Miller asked if we are developing a plan for future land purchases for the Community Centre and Mayor Eady reported that we have recently discussed this issue and plans are being made to contact neighboring property owners to discuss, so future development can be planned for the Community Centre. A business plan will need to be prepared.

7:35 - Outside Chair Rail

Dave Bennett reported that he is still waiting for 5/8ths metal that is on back order to finish the Retaining Wall project. Once it arrives he will finish the job but doesn't expect to receive it for a month. He noted that he will be changing the existing large gravel. It will be removed and pea stone gravel will be put in its place.

**6. Items to be Added to Agenda and Adoption of the Agenda**

There was nothing to add to the agenda.

Moved by Dave Bennett

Seconded by Ralph Miller

That the Recreation Committee approve the agenda for the April 25, 2012 meeting.

**Carried**

7. **Department Report –**  
Kathleen Rogers, Recreation Program Manager reviewed her department report for March /April 2012.
8. **Financial Statement**  
Chair Margaret Whyte reviewed the Financial Statement with the Recreation Committee.  
Mayor Eady Recommended that any Rink Activity ie. (Broomball and Children's Hockey Registrations) be listed under Parks and Rec. Rink and not Parks and Rec. Annual Events.

Jamey Larone requested that Finance Manager give a detailed report of Winter Revenue at the end of the Season.

Tim McDonald requested that we reinstate the Profit and Loss reports for each event that we have, as they are easier for the Recreation Committee members to understand than the financial statement. It is hard to separate the revenues and expenses per event and the profit and loss is easier for them to understand per event.

Valerie Miller also agreed that she would like to see a detailed report of what each station of an event brings in along with the expenses provided in the profit and loss report. It is good and quick reference when looking back at what was done the previous year when the next year's event comes around. It is hard to decipher from the financial statements and they cannot be assessed quickly like the profit and loss.

Recreation Program Manager Kathleen Rogers reported that with the new detailed finance report that she was no longer required to do the profit and loss statement.

Mayor Eady said that he would like to see it done again.

Moved by Tim McDonald

Seconded by Val Miller

That the Recreation Committee recommends to Council that the detailed Profit and Loss Statement be reinstated for each Recreation Event.

**Carried**

9. **Sub-Committee Reports:**

**Sports Sub-Committee**

**Steve Osipenko, Chair**

**March Break Activities** - March 12- 16

Recreation Program Manager Kathleen Rogers reported that we had one day during the March Break Activities with positive interest by children and that was our craft day. We will advertise crafts & tye dye again. It was a great draw. The day was very busy and we had great volunteers who never stopped entertaining the children. Thank you to Val Miller, Claire Rouble and VIT Taylor Rogers.

**Children's Hockey Banquet**

Kathleen Rogers reported in Steve Osipenko's absence that the Coaches of Children's hockey requested that they have a Breakfast Banquet for the Children to celebrate the end of their season. Kathleen reserved a Sunday Morning for the team at the Community Centre. The Coaches and parents did a wonderful job organizing and preparing breakfast for the team. All had a great time and there was a lot of interest by most members to return next year. Steve collected the Hockey Jerseys from all who attended the breakfast. A thank you will be sent to the Coaches for volunteering their time and doing an excellent job.

**Volley Ball –**

Kathleen Rogers will ask Steve Osipenko to get the nets put up for Beach Volley ball and we will place an ad in Horton Corner for new Players. We will also request that Steve hold a Volley Ball Tournament soon.

**Horseshoe Pits-**

Kathleen Rogers recommended that we ask Public Works to fix up the Horseshoe Pits for Summer Hall Rentals for Family Reunions and proposed that maybe a horseshoe tournament could be held on Canada Day this year. Dave Bennett and Tim McDonald said that there should be 2 sets of horse shoes in the building.

**Bar Sub-Committee**

**Ralph Miller, Chair**

Ralph Miller Chair of Bar requested 3 door stoppers, like the ones in the front foyer, purchased and installed in both the washrooms and the main door to the washroom hallway. Ralph also requested a new revised price list for the bar and a new sign that reads "No Bar Tickets Will Be Sold After 12:45 PM". Kathleen will request that Public Works install door stoppers and she will make the new signs and price list.

Ralph also inquired about who was repairing the fascia that came off in last year's wind storm. Jamey Larone Infrastructure Manager said that they were working on repairing that now.

Ralph asked how big our septic tank was and if it needs to be emptied. Chair of Maintenance Dave Bennett said that our septic tank was a 10,000 gallon tank and that it doesn't get over used, he did not recommend pumping as it would stop the bacterial reaction that naturally occurs in septic tanks. It is a very large tank and it doesn't see as much activity as our household septic systems, nor does it have large amounts of water and soap being dumped into it like a household system would have.

**Fundraising Sub-Committee**

**Valerie Miller, Chair**

**Winter Carnival**

Chair of Fundraising Valerie Miller said that turn out for the carnival was low due to an extremely cold and snowy day. There were a lot of leftovers from breakfast they will be used for Canada Day.

**Easter Egg Hunt**

The turnout for the hunt was very good, thank you to Claire Rouble, Penny Jamieson, Shirley McCanna, Sue White and Mae Barr, Sandy Black, Val Miller and VIT Taylor Rogers for organizing and volunteering that day. It was a very well run event.

**Trivia Night**

Trivia Night will be on Sat April 28, 2012 at 7:00 PM there are 10 teams registered.

**Canada Day**

Our next event to plan is Canada Day. Recreation Program Manager has started planning and will set up a meeting with the Canada Day Committee.

**Maintenance Issues**

**Dave Bennett, Chair**

**Chair Lift Stairwell – paint**

Jamey Larone addressed the need for paint on the stairwell. He said that we would paint when all of the renovations were complete. A hand rail still needs to be installed at a height of 38 inches but he had determined that the bottom of the lift will hit the hand rail as it ascends the stairs, a recessed rail may be our only option. Jamey will speak with Building Inspector Dennis Fridgen. He suggested after all repairs are complete we will have Bill Yantha paint the Stairwell.

**Community Centre Paint –**

The committee agreed that the community centre needs to be painted. We need to know how much paint would be needed and how much would it cost to paint? Would the job need to be contracted out or would employee Bill Yantha be able to do the job?

Councillor Larone will make some inquiries and report back to the committee.

**Minor Maintenance-**

Kathleen Rogers asked Dave Bennett Chair of Maintenance if he could check the washers in the main kitchen sink as there is a bit of leaking and some air locks when using the taps. Rilla St. Michael our custodian reported that one of the urinals is not flushing properly. Dave reported that he has a repair kit and he will check both items.

Dave Bennett noted that the clock was no longer working in the community centre and that a new one is required and a protective cage will need to be installed over it. Kathleen Rogers will ask employee Bill Yantha to purchase a new clock and to install the protective cover.

**Land behind Rink**

Recreation Program Manager asked how we maintain the land behind the rink. Could it be cut and maybe grass planted, so it will look cleaner.

Dave Bennett reported that Robert A. Johnston cultivated it last year, it is fairly level and it could be seeded and maintained with the lawn tractor. It could be a nice area for weddings photos to be taken down by the creek if the area was maintained. It might make a nice park and outdoor play area.

**Entertainment Sub-Committee**

**Tim McDonald, Chair**

Chair of Entertainment Tim McDonald reported that Revival is playing for the next dance on May 18. This past dance with the Countrymen had an exceptional turn out. Kathleen Reported that revenue from the dance was \$1134.00 and Bar Sales were \$894.50.

**Kitchen Sub-Committee**

**Christine Bidgood-Henderson, Chair**

Kathleen Rogers reported that Christine Bidgood-Henderson has resigned as Chair of Kitchen; she is taking a culinary course and she is concentrating on her studies at this time. Kathleen requested her resignation in writing but has received nothing. Christine said she would still like to be a volunteer when she can. Barb Dickson has been stocking the Kitchen for dances and euchre and when she cannot do the shopping she will give a list to Kathleen and she will do the shopping.

**Public Relations Sub-Committee**

**Sherry Steeves, Chair**

Chair of Public Relations Sherry Steeves was absent.

**Carnival** – Sherry did a great job of collecting prizes and donations for the Carnival.

**Advertising – My FM** – Recreation Program Manager Kathleen Rogers reported that MYFM has a Summer Safety Campaign Ad offer they are running in conjunction with the OPP it would cost \$499.00. The committee said they were not interested. Our Horton Corner in the Paper and on Heritage Radio is sufficient along with our new website. Kathleen will contact and decline the offer.

**Mercury – Renfrew Visitors Guide**

Stephanie Jamieson asked if we would like to advertise the Township of Horton in the Mercury's Visitors guide \$386.00 plus tax. The committee said we would not benefit from doing this. Kathleen will contact and decline the offer.

Moved by Valerie Miller

Seconded by Ralph Miller

That we do not take out advertising in the Renfrew Visitors Guide distributed by the Renfrew Mercury and nor will we participate in the MY FM/ OPP Safety Advertising Campaign for the Summer 2012.

**Carried**

**10. OTHER BUSINESS**

**Fees and Charges**

Recreation Program Manager reviewed the new Fees and Charges By –Law passed at the March 6 Council Meeting, for all Recreation Related Activities especially the Hall Rental Fees and the new Boat Launch Fees.

**Boat Launch**

Kathleen discussed the draft proposal that she has worked on for the Boat Launch. The new fees are \$40.00 for a Seasonal Permit and \$ 7.00 per Day Permit. The new permits will be available for purchase on our new website, at the Township office and at the Boat Launch. We will be setting up pay pal so payments may be made by credit card on line.

Day Permits will be available at the boat launch. Visitors to the boat launch will be able to write out their own day permit. The permit will have two portions to it. One half will indicate the vehicle Permit # and the validation period and the tear off portion will have the make of vehicle information along with license plate # and the visitors personal address and phone No. The tear off portion will be put into an envelope along with their payment of cash or cheque and can be deposited in the donation box on site. Envelopes will be available at the present box. The main portion of the tag must be displayed on the dash of the vehicle. If there is no valid ticket displayed in parked cars on sight when checked by the Law Enforcement Officer a parking violation will be given. Fines are \$ 29.95 per offence and will enforceable when the draft Parking By-Law is passed May 1, 2012.

There will be new signs posted at the Boat Launch, so that all new fees will be clearly displayed. A Letter to Residents will be posted on the website and an ad will be placed in Horton Corner prior to the start of enforcement, which we hope to have all in place by the May long weekend. It was also suggested that we post a sign directing people to clean up after their pets and maybe set up a poop and scoop bag station.

We will also be putting a Portable Washroom down at the Boat Launch for customer convenience.

Chair Whyte told the committee about plans to build a washroom for public use at the Boat Launch and a pump house for the Fire department to quickly refill their trucks during emergencies.

**Horse Show Inquiry at Community Centre**

Recreation Program Manager told the committee that she had someone who was interested in renting the Covered Arena to hold a Horse Show in the fall.

Kathleen asked what the rental fees would be and Mayor Eady said that it would be the same rates set for the Ice Rental, \$70.00 per hour or \$300.00 for 5 hours or \$500.00 for 10 hours.

Kathleen wanted to know what kind of damage would be caused to the rink and how hard would it be to repair. Dave Bennett said that the horses would dig up the stone dust but no damage would be done, all we have to do is drag the harrow over the surface when the event is over with the lawn tractor.

Mayor Eady asked about the bars that run under the rink how deep they are. Dave said the rods were quite deep 8” and would not take or cause any harm. There was one spot in the rink where rods became exposed with the runoff of water and were covered up again.

Any renter would be required to purchase Event Insurance and provide proof of insurance to the Township and ensure that there is no liability to the Township whatsoever. The Renter is also responsible for clean up the grounds after the event, all refuse, including any fecal matter left by the animals. A damage deposit will be required the same as the Hall Rental.

Summer Experience Grant – Kathleen presented a draft budget scenario to the committee for one or two Summer Students to be hired to run a day camp at the community center. She has applied for a Summer Experience Grant which would cover the employees' wages but the Township will be responsible to pay all applicable employee taxes. We could generate enough revenues to support the program without the grant if we have a good turnout. But the grant would be a great bonus. We are still waiting to hear if the grant is accepted or declined. Kathleen also applied for the Algonquin College Grant Subsidy and was successful in getting approval for a \$2.00/hour wage subsidy for a Recreation Day Camp Leader in the amount of \$490.00.

The committee agreed that the Camp sounded like a good idea and directed Kathleen to prepare a Business Plan to present at the next Council Meeting.

Moved by Valerie Miller

Seconded by Dave Bennett

That the Recreation Committee recommends to Council to accept the Proposal to Hire Two Summer Students to operate a Day Camp at the Community Centre.

**Carried**

**11. Other Business**

**Red Carpet**

Mayor Eady said that he would like the committee to consider purchasing a red carpet to put down at the community centre for special occasions such as funerals.

**Pigeons**

Mayor Eady addressed the issue of Pigeons nesting under the rink roof. They are making quite a mess and we need to deal with this issue before too much damage is done. He asked the committee to come back to the table with some suggestions and remedies. We may have to put netting up around the rink to keep the birds out.

**Chair Lift – Maintenance Agreement with Upper Canada Elevators**

Kathleen Rogers presented an agreement from Upper Canada Elevators to maintain quarterly, our chair lift for a yearly fee of \$ 960.00 plus tax for a three year period after that it will automatically renew yearly unless cancelled in writing. We have until May 31 to make a decision.

The committee decided that they would make a decision after meeting with Trevor Hill when he does the Chair lift demonstration. They have questions to ask. Kathleen is to invite Mr. Hill to attend the next meeting to be held at the Community Centre at 7 pm on May 23, 2012.

**12. Next Meeting Date –**

**Our Next Meeting will be Wednesday, May 23, 2012 at 7:00 p.m. at the Horton Community Centre.**

**13. CONFIRMATION RESOLUTION**

Moved By Ralph Miller

Seconded by Val Miller

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**

**14. ADJOURNMENT**

Moved by Dave Bennett

Seconded by Ralph Miller

That this Recreation Committee Meeting be adjourned at 10:00 P.M.

**Carried**