

THE TOWNSHIP OF HORTON  
RECREATION COMMITTEE

November 27, 2013

4:00 - 6:00 pm

There was a meeting of the Recreation Committee held in the Municipal Council Chambers on November 27, 2013. Present were, Chair Robert Kingsbury, committee members Dave Bennett, Val Miller, Ralph Miller, Barb Dickson, Arnold Dickson, Robert A. Johnston, and Steve Osipenko. Staff present was Kathleen Rogers, Recreation Program Manager, CAO/Clerk Mackie McLaren and Jennifer Barr Finance Manager. Ann Limlaw was absent; Mayor Don Eady arrived at 4:25 pm. Volunteers present Jamie Holmes and Sandy Black.

**1. CALL TO ORDER**

Chair Robert Kingsbury called the meeting to order at 4:00 P.M.

**2. DECLARATION OF PECUNIARY INTEREST- None**

**3. COMMENTS FROM THE CHAIR**

Chair Kingsbury welcomed the committee. He announced that Mayor Eady has made some changes in committee chairs and he will now be the Chair of Recreation. He thanked Councillor Marg Whyte for the hard work and dedication she has put forth during her term with the Recreation Committee, supporting recreation activities and for her efforts in acquiring the Horizon Grant.

He noted that he is proposing that the structure of the committee is changing and there will no longer be sub chairs, but there will be only 8 committee members sitting and voting at the table for recreation meetings. All volunteers are welcome but are requested to sit in the audience of the council chambers. The committee will be expected to adhere to the yearly operating budget. All decisions must be within the budget for that event and or a sponsor must be found to cover proposed event expenses.

The Proposed Recreation Committee is made up of 8 individuals and they are Dave Bennett, Barb Dickson, Arnold Dickson, Robert A. Johnston, Ann Limlaw, Steve Osipenko, Ralph Miller and Valerie Miller. Only these individuals named will have a right to speak and vote. The committee will elect one person from this group to be to be a Vice Chair. Anyone else wanting to speak on a given subject would be considered a delegation and would have to arrange in advance a time to speak.

All complaints are to be directed to Robert Kingsbury not Recreation Program Manager Kathleen Rogers. Kathleen's position will change so she can better focus on implementing new events and programs.

All meetings will be one and a half to two hours and not any longer. Any items not discussed will have wait till the next scheduled meeting.

Chair Kingsbury asked the members to think about his proposal throughout the meeting and it will come up for discussion and a vote at the end of the meeting under agenda item "#10 New Business", because this is a change that has to go to Council for approval.

CAO/Clerk Mackie McLaren left the meeting at 4:05

**4. ITEMS TO BE ADDED TO AGENDA AND ADOPTION THE November 27, 2013 AGENDA**

Moved by Dave Bennett

Seconded by Ralph Miller

That the Recreation Committee approved the Agenda for the November 27, 2013 meeting.

**CARRIED**

**5. DELEGATIONS**

There were no delegations.

**6. MINUTES OF October 16, 2013.**

The Committee reviewed the minutes of October 16, 2013 previously approved by council.

Arnold noted that he has not acquired Quotes for 2 new plaques for Euchre as he was awaiting direction from Recreation Program Manager Kathleen Rogers, who had a lead on used plaques and trophies. Chair Kingsbury said to check the procurement bylaw and if a quote is not required then don't get one.

Chair Kingsbury asked Steve Osipenko to update him on the Renfrew Ladies Volley ball league and if there was potential for some to come back to play in Horton. Steve said that the ladies in Renfrew have already paid their fees for this year and that they did not want to ask for a refund. He will try to get them on board for next year.

Chair Kingsbury noted that Dave Bennett and his employees at Marshall's have been volunteering their time as Caretaker to set up and tear down for community centre activities and Dave has made a commitment to do this for 1 year from October 2013 to October 2014. Kathleen Rogers will submit a monthly report for Caretaker Hall activity to Finance Manager Jennifer Barr, who will transfer the caretaker monies to the Building Expansion Fundraising account. Kathleen has submitted October's fee at \$400.00 and \$450.00 for November.

**7. BUSINESS ARISING**

**Trail Maintenance – C.N. Trail**

Chair Kingsbury reported that the trail maintenance has started as of last Saturday but he did not have any further update on progress. Kathleen Rogers reported that Andy Kenopic is going to give a report at the next council meeting on December 3.

**Transfer Switch, Inspection & Training**

Chair Kingsbury will check with Councillor Glen Campbell on the training and proposes that we do this separate from a Recreation Meeting.

**Land purchase from Eady-**

There was no update from CAO/Clerk Mackie McLaren. The committee asked if an appraisal was being done on the property. Kathleen Rogers will check with CAO/Clerk Mackie McLaren.

**Horizon Grant Update**

Finance Manager Jennifer Barr has submitted a request to the Horizon Grant to reallocate the remaining funds from the staff wages portion of the grant not used to purchase Steel Shelving for the kitchen plus some new trays for the dishwasher and possibly a stainless steel cart. Ms. Barr's request was approved and we will purchase the necessary items. Dave Bennett asked if we had to purchase new or can we purchased used items as we could probably get 3 times more for our money. Ms. Barr said she would check into this tomorrow.

**8. Financial Statement**

The committee reviewed the Financial Statement. Finance Manager Jennifer Barr was asked to attend to join the meeting to answer committee questions. Ms. Barr joined the meeting and answered all the committee's questions.

Page # 4 Val Miller was confused by the Fundraising statement and Ms. Barr explained that \$10,215 was the budget set by the recreation committee to achieve to pay down the rink roof debt. To date the committee has raised \$9256.29. They are very close to achieving their set goal for 2013.

Bob Johnston also had concerns on Page 4 re: the annual budget being 13% over. Ms. Barr explained that you are 13% over as we still have to collect \$9,000.00 from the women's institute for the Horizon Grant for the dish washer, potatoe peeler and kitchen items the township has already purchased.

We also need to find \$ 67,000 to pay for our portion of the Community Centre Expansion grant. Robert A. Johnston wanted to know what is left in the budget for 2013. Jennifer recommended that he check all of the lines in the financial report to see what have been spent and what is left in each department. The committee thanked Ms. Barr for answering their questions.

Moved by Dave Bennett

Seconded by Robert Johnston

That the recreation committee approves the finance report.

**Carried**

**9. Sub Committee Reports**

**Fundraising Sub-Committee**  
**Harvest Supper**

**Valerie Miller, Chair**

Val Miller reported that they raised \$1489.16 only 35.00 less than 2012. Everyone loved the meal and we had a lot of regulars that didn't attend but a lot of new people who did. Robert Johnston said if we could not have it the same date as the fair board appreciation dinner we would get a lot more people. We will try to plan so the two dates don't conflict. We will also check with Gladys & Doug Sidock and their registry to ensure there are no other events that date.

**Fashion Show –**

Recreation Program Manager Kathleen Rogers reported that the Fashion Show was a great success and we raised approximately \$772.74 for the Building Expansion Fundraising.

**Quilt**

Val reported that the Quilt is being finished with padding and quilted this week and should be ready by Friday. Catering agreed that they would pay for the quilting, it will cost \$180.00.

Moved By Bob Johnston

Seconded by Arnold Dickson

That the Catering account pays approx. \$180.00 for the Quilting of the Quilt.

**Carried**

### **Murder Mystery**

Val Miller and Darlene Joyce have set the date of March 29<sup>th</sup> for the next Murder Mystery and Darlene will get all of the actors. Val will look after the dinner, tickets and advertising.

### **Children's Christmas Party Idea –**

Val Miller, Marilyn Leuders and Anne Rawn would like to have a Children's Christmas party on Sunday Dec 15<sup>th</sup> and make cookies, roast marshmallows and hot dogs. Barb Dickson asked if the fire fighters had a Christmas party for the kids and Steve Osipenko said no they don't. They do Halloween.

She said the same ladies have approached the Salvation Army to see how they can help out with an angel tree and the Captain said they could really use donations for teenagers as they get forgotten as people just want to buy toys for little kids. They would like to submit a request to put up a Teen Angel Tree at the Township Office and the Community Centre at the Christmas party. The participants would collect an angel from the tree and purchase an appropriate teen gift i.e. Gift cards are great. And return it to the township office with the Angel to be picked up by Val and the Ladies and they will deliver to the Salvation Army on December 16.

Moved by Dave Bennett

Seconded by Barb Dickson

That council allow the catering committee ladies to put up a Teen Angel tree in the Township office and the Community Centre this season for the Salvation Army Collection and have a Children's Christmas party at the Community Centre on Dec 15, 2013.

**Carried**

Val Miller and Sandy Black are proposing a new idea for a vintage Opportunity Shop in Horton. They say that Arnprior runs one and they are extremely successful with it. If this was successful for us we could stop doing the little fund raisers. They need a building to operate out of and would need the Township to partner with them to assist with fees. They have a space in mind but have not yet approached the owner. The "Vintage Warehouse" would be run by volunteers and sell clothing and gently used items of all kinds the bigger the location will determine the limits.

Chair Kingsbury recommended they do more research and come back with a business plan. Val asked if he could help them create one with Jennifer's help. He recommended that she work with her Recreation Committee to move forward.

Mayor Eady asked her to put a business plan in writing and present her business case to council so they may review, discuss and consider.

### **Maintenance Issues**

**Dave Bennett, Chair**

#### **Dinted Corner Post on Rink Roof**

Dave Bennett said that he is repairing the Corner post at the rink.

#### **Dishwasher**

Has been installed and Kathleen Rogers reported that a technician came up and gave the catering ladies a demonstration. He noted the Rinse was not working and had a service technician come and repair he said the rinse aid was not hooked up at the factory, so he repaired it.

Dave said that Randy Corbin said it wasn't working. Kathleen will check with Randy on this.

### **Expansion Completion Business Plan**

Dave Bennett presented a Bare Bones Budget for the completion of the Community Centre Expansion.

The bare bones estimation includes 20% for cost over runs and the Grand Total is **\$54,625.17**

For R40 insulation, R20 Insulation, 6 mil poly, 2x6x16 and 2x4x10 4x10x5/8<sup>th</sup> drywall, fire rated steel door and frame, consumables, tape staples, sandpaper. Paint and primer, plumbing materials to connect, vinyl commercial flooring installed and baseboard, electrical, heating and air plus the stage refit.

This will take approximately 700 volunteer man hours.

We need approval from council to proceed with next steps of insulation, vapor barrier and electrical.

Mayor Eady thanked Mr. Bennett for completing this essential time sensitive project. He clarified that there is no labor monies included in the quote. Dave Bennett agreed

Dave Bennett noted that there is an application in with Halliburton Wind and Solar.

Mr. Bennett is also awaiting a quote from Jim Millar for Geothermal Heating.

### **Stage door change - additional \$1000.00 charge**

Dave Bennett Chair of the Building Expansion Sub Committee noted that there has been an error in the purchase of the rollup door for the stage entrance. It is not the proper door; it has no R value and needs to be an insulated door that doesn't leak. It will cost approx. \$900.00 to change to the proper door. The committee asked who is at fault for getting the wrong door. It is in the drawings properly and the contractor knew it was to be an insulated door. Who is responsible for ordering the wrong door? Dave Bennett will discuss this with the contractor.

Mr. Bennett noted that they are under budget on the floor installation and would like permission to use the money allocated in the \$5500.00 for the floor installation to cover the cost overage if any on purchasing the proper insulated garage door.

Moved by Arnold Dickson

Seconded by Steve Osipenko

Recreation recommends to council to allow Dave Bennett to use excess of \$1000.00 from community centre expansion floor budget to purchase a replacement insulated garage door for the community centre should the purchasing error not be covered by the contractor.

**Mayor Eady abstained from voting**

**Carried by the rest of the committee.**

**Sports Sub-Committee**  
**Rink Attendant**

**Steve Osipenko, Chair**

Chair Kingsbury asked Recreation Program Manager Kathleen Rogers what has been done to acquire a Rink Attendant. Kathleen reported that she has put an ad in the paper for volunteers to run the rink this year but she has not had any response to the ad. Dave Bennett has received interest from 4 volunteers. Kathleen noted that we still have 1 full time employee Bill Yantha who will work a portion of the time at the rink. Chair Kingsbury asked Dave to give the volunteers names to Kathleen and let each volunteer know that we will need a valid Criminal Records check.

Robert A. Johnston said that he would volunteer to assist with the rink and Steve Osipenko said that he too would also assist when he could. Kathleen will help them arrange a schedule.

**Jump Start Application**

Kathleen Rogers reported that she has submitted a request to become a community partner with the Jump Start program. She is awaiting contact from them. We may have missed the deadline for this year and if this is the case we will reapply next year.

**Bar Sub-Committee**  
**Visa for Security deposits**

**Ralph Miller, Chair**

Kathleen Rogers has checked with Finance Manager Jennifer Barr regarding her concern that a Municipality could not keep Visa records of file therefore not allowing us to take payments over the phone for programming and hall rentals and security deposits. Jennifer could not find supporting documents for this concern.

Kathleen spoke with 2 other municipalities and they both accept Visa payments by phone for programming and hall rentals. The Recreation Committee propose that we start taking manual payments for hall rentals and security deposits by Visa. This way if there is damage to the hall we will be able to automatically add it to their Visa. We would have to amend our current Rental Agreement.

Kathleen will check with Finance Manager Jennifer Barr to see what she needs to do for us to be able to do Manual Visa transactions for security deposits and also how we can refund manually through the debit machine also.

Moved By Ralph Miller

Seconded by Robert A. Johnston

Recreation recommends to council that the Township accepts Visa for security deposit payments.

**Carried**

**Public Relations**  
**Rink Board Advertising**

**Ann Limlaw, Chair**

Kathleen Rogers reported that she has given the business contact list for our rink board advertising sheet to Ann Limlaw. Ann is going to follow up on our contact list. Kathleen has sent out a few new sponsorship letters this week as she put an ad in last week's paper and people have called for more information. A few more businesses were suggested, Gay Pirie Installation, Ontario Hydro and Jennifer Gardiner. Shell and Trans Canada Pipelene.

**Entertainment Sub-Committee**                      **NO Chair**  
**December 13 – Christmas Dinner – Fifth Street 600**  
**January 17 – The Douglas Connection**  
**February - TBD**  
**March – TBD**  
**April 18 - Al Visser \$600.00**

Kathleen Rogers noted that there is no entertainment booked yet for February and March. The committee offered a couple of suggestions. Dusty Rose, Buck Fifty, Denzel Ferguson and Jamie McMunn.

**Kitchen Sub-Committee**                      **NO Chair**  
**Catering - Meat Slicer Invoice**

After the last meeting Valerie Miller and Jamey Holmes went out a purchased a meat slicer. The committee needs to approve this expenditure as it was promised that no more money was to be spent until further notice and through the committee decision. The office does not issue cheques on the spot as there is a detailed process to creating and issuing the cheques. This is done on a weekly basis. Then all cheques need to be signed by two signing authorities. Accounts payables needs time to process these requests. There is not a large amount of cash kept in petty cash.

Mayor Don Eady addressed an old motion that was made in regards to the catering committee purchasing items for the kitchen. He noted that the resolution is not clear and a policy and procedure needs to be put into place for the recreation committee, so they will be able to spend monies at the committee's discretion for kitchen requirements.

Mayor Eady noted that Val needs to meet with the recreation committee as a whole and discuss and implement a policy and procedure that they will follow in regards to purchasing kitchen items through the catering account. Then she will meet with Mayor Eady and Finance Manager Jennifer Barr to put the plan into place.

Moved by Steve Osipenko

Seconded by Dave Bennett

That the purchase price of \$ 300.00 be paid to Dave Bennett who has paid Jamie Holmes for purchasing the Meat Slicer.

**Carried**

**Other Business –  
Volunteer Nominations**

Kathleen Rogers reported that the government is now accepting nominations for the Volunteer Service Awards. She would like the committee to give her the names of 6 adults and 3 children. All must have a minimum of 5 years of service. Barb recommended Pearl and Tim McDonald. Kathleen needs to know the names plus the years of service in 5 year increments.

**New Committee Structure Committee Comments and Vote.**

The committee was given the opportunity to voice their concerns and questions on the new proposed committee structure of 8 voting committee members as is in the procedural bylaw. Each member sitting equally on the committee with no sub chairs. They will be required to meet and work as a group outside of the regular Recreation Meetings. The group will select dates and times. They will select one member to be the vice chair of the committee who will be the voice of the committee. Barb asked if a member decides to drop out of the group who selects a new committee

person. Val noted that Volunteers are allowed to come to the meetings but do not have the right to vote? Chair Kingsbury said yes.

Moved by Dave Bennett

Seconded by Val Miller

That The Recreation committee agrees to proceed with the new committee structure and Chair Kingsbury will review it in three months.

**Carried**

**Fees and Charges and the Budget**

These were deferred to the next meeting as we were out of time.

**10. Next Meeting Date – Wed, December 18, 2013 at 6:30 p.m.**

**11. Adjournment**

Moved By Robert A. Johnston

Seconded by Arnold Dickson

That this recreation meeting be adjourned at 6:10 pm.

**Carried**

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CHAIR

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SECRETARY