

THE CORPORATION OF THE TOWNSHIP OF HORTON

Recreation Committee Minutes

December 18, 2013

There was a Meeting of the Recreation Committee held in the Municipal Council Chamber on Wednesday December 18, 2013. Present was Chair Robert Kingsbury, Mayor Don Eady (till 7:30), Dave Bennett, Val Miller, Ralph Miller, Barb & Arnold Dickson. Staff present was Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Chair Kingsbury called the Meeting to Order at 6:30 pm

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by Members of the Committee or Staff.

3. ITEMS TO BE ADDED TO AGENDA AND ADOPTION THE DEC 18, 2013 AGENDA

There were no items added to the agenda.

Moved by Robert A. Johnston, Seconded by Dave Bennett that the agenda for the December 18, 2013 Committee Meeting be adopted.

Carried

4. DELEGATIONS

There were no delegations.

5. MINUTES OF NOVEMBER 20, 2013.

Chair Kingsbury asked the Members to review the Minutes from the last Committee Meeting.

Chair Bennett noted that he has received part of the Halliburton quote for heating. Included was solar panels but there was no quote for the required wind generation. He will follow up this week.

FINANCIAL STATEMENT

Chair Kingsbury reviewed the financial report with the Members.

Dave Bennett asked why we were getting quotes for Lexan for the rink boards from companies so far away. He said the best prices he has received in the past were from Renfrew companies. He suggested quotes be requested from RONA, Home Hardware and Renfrew glass. He also noted that we shouldn't purchase "case lot" quantities as the protective covering on the Lexan is hard to remove after a few months. Only order what we need to cover the rink board signage we have commitments for.

6. Business Arising

Fees & Charges

The Members reviewed the current list of the Fees and Charges for our Recreation and Community Centre programs. Several changes were recommended.

Moved by Arnold Dickson, Seconded by Dave Bennett that Recreation Committee recommend that the Finance Committee and Council adopt the changes to the Fees and Charges.

Carried

Expansion

- Electrical Quotes

Dave Bennett informed the Members that he has one quote for electrical and has sought additional electrical quotes from 4 companies. Of these 4 only 1 was interested but the deadline has passed for their quote and he didn't receive one. He has all his supporting documentation that he has requested the 5 quotes. He did note that one of the contractors was interested in bidding if we had an electrical plan, which we don't. Mayor Eady asked if Valley Automation (VAC) – the company that has quoted – wanted to see an electrical drawing. Dave Bennett said that their Manager is comfortable with the walk through they had. He knows what is required. Mayor Eady said then that the electrical work has to be completed and the work done at their quoted price. Mr. Bennett said that 4 stage ceiling light plugs and wiring has to be added to their quote. He will get a firm price for this additional work before they start.

Mr. Bennett said the quotes all indicated that volunteer labour would be available to assist the contractor but VAC does not want volunteer labour to work with them.

Moved by Robert A. Johnston, Seconded by Arnold Dickson that the Recreation Committee authorize Councillor Glen Campbell, David Bennett and Mackie McLaren, CAO/Clerk to approve the electrical firm to proceed with the wiring of the Community Centre expansion after they review the requirements of the Procurement By-law.

Carried

- VOLUNTEER TRAINING

Dave Bennett informed the Members that he has met with Jim Millar, trainer. Cost will be approximately \$3,000 for 20 volunteers. Prices were \$69/person for elevated devices, \$49/person for fall arrest and there will be a separate charge for WHMIS training.

Mayor Eady left the meeting at this point in time.

- Steel Shelving – Horizon Grant

Dave Bennett said that the Horizon Grant has approved our request to purchase used steel shelving for the kitchen. He has found shelving at two companies and will set up a tour with the Recreation Program Manager to view them. The Members suggested that Randy Corbin should also be part of the tour.

Rink Volunteers & Schedule

Robert A Johnston provided a list of the following people who have agreed to volunteer their time to be rink attendants: Ashley Bennett, Travis Gauthier, Martin Bennett, Harry St. Michael, Bob Johnston, Arnold Dickson, Steve Osipenko, Doug Siroski, plus 2 others whose names are not known at this time but play men's hockey.

Olympia operator training has been set for Thursday Dec 19th at 1:30 pm. with Bill Yantha, Rink Attendant and Public Works Employee. Kathleen Rogers, Recreation Program Manager will put a schedule together once the training is completed. Robert A. Johnston said the ice is looking good and skating should be permitted by the weekend.

Visa

The CAO/Clerk reported that the Finance Manager is working with the TD Bank and we can accept Visa for the security deposit for a hall rental. We will swipe on Friday when they pick up the key for the Hall rental. Then the transaction will be held in cyberspace until Monday where we will terminate or process the transaction depending on the custodial report on Hall & Equipment Status.

Rink Board Advertising

The Recreation Program Manager submitted a report on the interest we have from a few business people. Ray Cobus of R & R Electric has ordered a sign and it is being made up.

Dances

The following dances have been booked:

Jan 17 - THE DOUGLAS CONNECTION

Feb 21 – UNWOUND

April 21st - REVIVAL

MARCH & MAY are still open Kathleen is waiting to hear back from Jamie McMunn.

Kathleen & Bob are speaking with Andy Taylor to try to organize a musical event under the Rink Roof.

Sat June 7, 14 (Potential Booking not Confirmed) & 28 are still available for an outdoor concert.

Catering Committee Process to Purchase

The Catering Committee was to meet as a group and discuss the process and then Val Miller is to meet with the CAO/Clerk and Finance Manager to draft a policy.

Volunteer Nomination Recommendations are:

Kathleen Rogers had reported that the nominations received for the Provincial Volunteer Awards are:

1. Tim McDonald – 5 Years
 2. Pearl McDonald – 15 years
 3. David Brown – 5 years
 4. Marilyn Delarge – 15 years
 5. Sharon Bennett – 20 years
 6. Dave Bennett – 20 years
- Youth Volunteer – Samantha Headrick 5 years

Ms. Rogers report noted that we can nominate 2 more children up to the age 21.

Fundraising

Val Miller informed the Committee Members that the quilt draw brought in approximately \$700 in revenue. Expenses were \$182. She also noted that 20 children participated in the Christmas Party where they did baking, crafts and had a wiener roast outside. Finally she noted that the Salvation Army were very appreciative of the number of gifts brought in for the Angel Tree at the Community Centre and Municipal Office. All gifts were for boys and girls in the 15 to 16 age group, being an age group that people normally do not select when donating to the Angle Tree.

7. OTHER BUSINESS –

Future Projects Sub Committee

Chair Kingsbury presented a report on his suggestion that a new sub-committee of Recreation be created to review capital and maintenance projects. Examples of these projects would be: the new bar, the purchase of additional property, the replacement of equipment, the refurbishing of the buildings, the construction of extra parking spaces, the finishing of the interior of the expansion and the overall maintenance and cleaning of the facilities.

Chair Kingsbury suggested that the members analyse each project with the following questions: What is the need, in what time frame is it required, how much it is going to cost, what is the benefit to Recreation, who is going to perform the work, does it meet with our Procurement By-law and where does the money come from. The Committee would consist of an odd number, either 3 or 5 members.

Dave Bennett suggested this was a good avenue to go with. He noted that his sub committee is still preparing a report to Council on a separate Recreation Committee. He agreed that the more people involved the better who knows what work has to be done.

Mr. Bennett said it concerns him when he took his own time away from his own work to price out the electrical work and to create a material list for the building expansion only to get delays while some Council Members got their own quotes. Why did he need to take his time in the first place?

Val Miller asked what the sub-committee would be called. Chair Kingsbury suggested Sub-Committee for Buildings and Property.

Chair Kingsbury suggested that the Committee agree to place an advertisement in the Horton Corner newspaper ad. Robert Johnston said there was need for more than an ad, and suggested that people also spread the word by mouth.

Ralph Miller asked if the volunteers have to be residents or ratepayers. Chair Kingsbury said no, they just need an interest in Horton's community centre.

Moved by Arnold Dickson, Seconded by Barb Dickson that the Recreation Committee establish a Sub-Committee for Buildings and Property that will report to the Recreation Committee.

Carried

Volunteer Accident Insurance

The CAO/Clerk presented a copy of a brochure from our Insurance Company on the accident insurance coverage for our volunteers. It was noted that this is an accident insurance not income replacement coverage. The volunteers for the Committee and the volunteers assisting with the completion of the building expansion would be covered under this policy.

Vending Machines

Kathleen Rogers had prepared a report on a request from Douglas Kolish of Smith Falls to place candy vending machines back into the Community Centre for a donation based on sales. We did have candy machines owned by Brian Thompson and they were removed when he sold his machines to Mr. Kolish.

In the report Ms. Rogers noted that Mr. Kolish has pop and snack vending machines and she suggested the Committee consider placing them in the canteen of the rink building for the same arrangement.

The Committee Members agreed to invite Mr. Kolish to the next Committee Meeting to discuss his services.

Val Miller said she has a contact with a person who may be interested in operating our canteen. It was suggested that her contact call Kathleen Rogers.

Dance with Melissa New Contract

Ms. Rogers had prepared a report on the Dance with Melissa program. The previous contract was fees of 60/40 for Melissa. She suggested that this year we increase the fees to cover Socan costs. Melissa Friske would then get the 60% minus the Socan Fees. Ms. Friske supports this arrangement.

Moved by Robert A. Johnston, Seconded by Barb Dickson that the Recreation Committee recommend Council enter into a new contract with Melissa Friske for Dance with Melissa program operating from the Community Centre. The only change to the current contract is the required Socan fees to be deducted from Ms. Friske's portion of the revenue.

Carried

Recreation Program Manager's Job Description

Chair Kingsbury presented the Members with a copy of the Recreation Program Manager's Job Description. He reviewed her major activities that were set out in the description. The CAO/Clerk reviewed a number of Ms. Rogers's time sheets that indicated the number of hours she works on recreation projects each week. He pointed out that she is to spend only 20 hours per week on recreation and 15 hours per week on office administration.

Chair Kingsbury asked if the Manager was doing the work that the Committee wants her to be doing. Barb Dickson said when the position was created it was to plan and bring in new programs. Chair Kingsbury asked the Members to review the job description for the next Committee Meeting.

Review Meeting Start Time

Chair Kingsbury asked for comments from the Members on starting the Committee Meetings at 4 pm. This way Senior Staff would be available to respond to finance and management questions. Dave Bennett said it depends on which night as Wednesday at 4 does not work for him. Chair Kingsbury said the day of the week is open. It was noted that two members were not present. Chair Kingsbury will contact Ann Limlaw and Steve Osipenko for their input into a 4 pm start.

Donation – George Jackson Toyota

Chair Kingsbury informed the Members that during the recent Volunteer Christmas Dinner and Party, Warren LaRocque of George Jackson Toyota announced a \$5,000 donation to be used to improve the CN Trail as it runs through Horton Township. Chair Kingsbury thanked the company for their generosity.

8. NEXT MEETING DATE

Chair Kingsbury requested that the date and time for the next meeting be placed at the call of the Chair while he discusses a 4 pm meeting start time with the members. The Members agreed.

9. ADJOURNMENT

Moved by Arnold Dickson, Seconded by Val Miller that this Committee Meeting
be adjourned at 8:30 p.m.

Carried

CHAIR

CAO/Clerk