

THE CORPORATION OF THE TOWNSHIP OF HORTON
RECREATION COMMITTEE
January 16, 2013

There was a meeting of the Recreation Committee held in the Municipal Council Chambers on January 16, 2013. Present were Chair Margaret Whyte, Acting Mayor Robert Kingsbury, Barb Dickson, Arnold Dickson, Valerie Miller, Tim McDonald, Sandy Black, Ralph and Gladys Miller. Dave Bennett arrived at 6:45 pm. Staff present was Kathleen Rogers, Recreation Program Manager. Absent were Robert A. Johnston and Steve Osipenko.

1. CALL TO ORDER

Chair Whyte called the meeting to order at 6:30 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 OF THE January 16, 2013 AGENDA

There were no items to add to the agenda.

Moved by Val Miller

Seconded by Ralph Miller

That the Recreation Committee approve the agenda for the January 16, 2013 meeting.

Carried

4. Minutes of December 19, 2012

The committee reviewed the minutes previously approved by Council.

Moved by Arnold Dickson

Seconded by Val Miller

That the Recreation committee accepts the Minutes of December 19, 2012 previously approved by council.

Carried

5. Delegations – none

6. BUSINESS ARISING - 6:35

Rink- Bird Mesh

Kathleen Rogers reported that the netting has not been installed at the rink to prevent the pigeons from living in the rafters and that the birds are making nests again and are a real nuisance.

Chair of Infrastructure Dave Bennett was absent and has been unable to complete this task. Acting Mayor Bob Kingsbury said to give Dave a completion date and ask Public Works to make the time to assist in installing the netting. Kathleen will contact Dave again.

Generator Switchover – this was tabled pending results of the 2013 budget. There is consideration for an automatic transfer switch and Council is waiting for a price from Councillor Glen Campbell.

7. DEPARTMENT REPORT

Kathleen Rogers, Recreation Program Manager reviewed her department report for December/January 2013.

Kathleen called Barclay Mayhew to get permission to have Randy Pender assist us in painting our lines again this year. Barclay gave his consent and Kathleen Contacted Randy Pender and asked if he would paint the lines with rink attendant Randy Smith. He was offered

\$100.00 to do this the same as he was given last year. He agreed and said he would do the week of January 24, 25 weather permitting.

8. Financial Statement

The committee reviewed the financial statement. Chair Margaret Whyte commended the committee on a great job of fundraising for the 2012 year they raised a total of \$12,173.74. \$8,746.42 was put towards paying off our debt on the rink roof and \$2,654.15 went towards paying for the new stove.

Kathleen Rogers reported that we have 280 cook books in inventory. Jennifer Barr Finance Manager said that according to recorded cookbook revenue we should have 300 cookbooks in inventory. Seeing as each box was not counted on arrival we may not have received the full 500. Kathleen only counted the first box and estimated that the other three would contain the same as they looked the same when opened. Jennifer noted that the profit received for each cook book sold in 2013 would be \$6.82. Valerie Miller and Sandy Black questioned the value put on the cookbook inventory and wanted to know why each book sold would only generate revenue of \$6.82 for recreation fundraising. The cost of each cook book is \$10.00 when sold and the cook books were fully paid for with sponsor donations therefore the revenue generated should be 100%. Recreation Program Manager was directed to find out the reason for this evaluation.

Ralph Miller requested 10 books to take to Nolan's Corner Store to sell. Kathleen will get for him.

9. Sub Committee Reports

Fundraising Sub-Committee

Valerie Miller, Chair

Coffee Club

Organizer Nellie Kingsbury attended the meeting to inform us on the attendance and success of the coffee club. The coffee club runs every Wednesday afternoon from 1-3 pm. Each guest purchases their 1st mug of coffee is \$1.00, refills are free. The first meeting Jan. 9th was very well attended and they collected \$75.00 in donations for coffee. Out of this revenue Nellie will purchase tea and coffee and required condiments and supplies. Her first shopping trip cost 28.13. The second event took in \$17.15. The balance in the coffee club fund is 64.02. Nellie will keep coffee club records including a history of who attends the club and where they are from.

Our 1st coffee club generated successful community networking. We received a volunteer donation of lumber from resident Norman Eady to complete two outstanding projects at the community centre. Norman contacted Stuart Nicholson and Stuart with the help of Mr. Burgess is going to construct shelving for the upstairs storage room. Home Hardware will donate the screws for the project. Norman has also provided the lumber to construct a walkway from the rink building to the rink. Al Harris, a coach for children's hockey has volunteered to construct the walkway. This will have to be done in the spring.

Carnival

Val Miller reported that Community Volunteer Bruce Murdoch has stepped forward to plan and organize the Horton Winter Carnival Saturday February 23, 2013 with the assistance of recreation committee & volunteers. Bruce has arranged for Breakfast to run from 8-10 a.m., 10:15 – 11 a.m. will be a 50 minute Magic Show by Shawn

Potvin at a cost of \$500.00, Chair Whyte has donated \$ 300.00 towards the cost of the magic show. Outdoor games will start at 11:00am for adults and children. Valerie Miller will do face painting. Horse drawn sleigh rides provided by Paul Scheel will run from 12-3, donations will be accepted for face painting & sleigh rides but are not required to participate. Norman Eady has agreed to let us use part of his property to run the sleigh rides on. A figure skating show and demonstration by Lisa Daze will run from 2-3 pm at the Horton Rink. Bruce will be collecting donations from sponsors for the event and has requested that we post a sign, which he will have made up, in the community centre listing all contributing sponsors. He has requested that it be put up before the event and left up for 6 months after the event. The recreation committee agreed that this was a great idea. The Carnival committee is meeting again on Friday the 21 at the community centre.

Val Miller mentioned that she would like to have a Friday Night Skating Party the night before the Carnival where a carnival prince and princess would be crowned. Donna Kermis will make capes for the prince and princess. They will also serve pizza.

Valerie asked Dave Bennett if he would provide a sound system for the carnival so they can have music outside for their skating party. Dave said yes.

Slushy Machine

Valerie Miller has requested that we purchase or rent a slushy machine for community center activities. It costs \$ 159.00/ year to rent; they will install and move when required, this could be taken out of the catering account. It was requested that Recreation Program Manager, Kathleen Rogers find out more details and the cost of supplies required to operate plus find out if the machine needs to be hooked up to a plumbed water supply. Find out what the cost is to purchase.

Maintenance Issues

Dave Bennett, Chair

Retaining Wall

Chair of Maintenance Dave Bennett apologized for being absent from recreation the past few months, his business was a priority. He promises to complete the cap on the retaining wall and he doesn't have to wait for warmer weather to do so. He will do a.s.a.p.

Railing

Councillor Larone made drawings of the railing required for the retaining wall at the community centre he would like them looked at and approved by an engineer and if not approved we will need an engineer to draw up some drawings. It was recommended that CAO/Clerk Mackie McLaren contact John McIntyre for his expertise in this field.

Moved by Arnold Dickson

Seconded by Ralph Miller

The recreation committee recommends to council that, CAO/Clerk Mackie McLaren contact an engineer to have railing drawings done by Jamey Larone reviewed and have approved or get him to make new ones so the process of getting quotes to construct the retaining wall railing may be started.

Carried

Furnace –

Kathleen Rogers, Recreation Program Manager reported that the furnace has been running well since McCrea's came to service in December. Dave reported that the main problem at that time was that a gallon of methyl hydrate was added to the oil tank and that this was way too much, it saturated the filters and caused the burning oil smell in the community centre. The furnaces are not that old and it is not an emergency that the furnaces be changed or replaced at this time. He does not recommend switching to a propane furnace for a building the size of the community centre as propane lose its efficiency when the temperature becomes extremely cold. Jim Hubert was asked to check the furnaces over Christmas and give a second opinion as to the condition of our furnaces and the need to replace the oil tank.

Mr. Bennett was asked to explain how the boiler located down in the zamboni room would work to run the hydronic heating system. Mr. Bennett did so and he was asked if he could put the explanation in writing so that we could investigate what requirements would be necessary to move forward with hooking up the system already installed in the community centre. Hooking up the boiler in the Zambonie room would supply the rink building with the hot water required for the wash rooms and for flooding the ice.

Stage Quote

Kathleen Rogers, Recreation Program Manager reported that she received a quote from Vince Pallen, who constructed the stage when the community centre was built. His quote is for \$1500.00 to repair the existing indoor stage. Since there is a possibility of a community centre expansion with the CIIF Grant it was requested that this issue be table to a later date. In the meantime Mr. Bennett will contact Public works to see what they can do together to ensure that stage is safe right now.

Sports Sub-Committee

Steve Osipenko, Chair

Steve Osipenko was unable to attend the meeting.

Kathleen Rogers reported that there are 21 children registered for hockey of which 11 are from Renfrew and 7 are from Horton. There are 45 Children registered for Dance with Melissa 16 are from Renfrew, 18 are from Horton, Forester's Falls -2, Haley's- 2, Cobden 2, Douglas-1 and Admaston- 1. Melissa is pleased with the turnout for this year's session and the location is great.

Shuffle Board

Stewart Nicholson has volunteered to run the shuffle board. It was requested by Val to take a survey from Horton Residents by advertising it in the paper to see if they would like to play in the morning or the afternoon. It was suggested that this process would be too time consuming and costly if put in the paper and then you have to wait for peoples replies. It was recommended that a day and time be set and if Mr. Nicholson wanted to call previous participants or interested parties to see if they were interested and see what time would better suit he could. Mr. Nicholson met with Kathleen and thought that Thursday might be the best day for him and less likely to conflict with other programs at the community centre. He will be away for a couple of weeks and he will get back to her to arrange a start date.

Broomball

Broomball is to start on Sunday January 20, 7:30 – 10 pm
This is being organized by volunteers Mike Riopelle and Lyle Armstrong.

Hockey Tournament

Randy Smith has offered to run a hockey Tournament. Kathleen will put together a draft proposal. Proposed Date is March 2. Valerie Miller was asked if she would help to arrange the canteen for this day, she said yes.

Fishing Derby

Kathleen noted that the Fishing Derby will run Feb 16th, 2013. She has arranged for the derby Insurance through the Township and the company has agreed to wait until the day before the derby to bind coverage, if the weather conditions are going to be suitable. This ensures that the derby will have the coverage they need but will not have to pay in advance and will not have to worry about losing this money should the event have to be cancelled due to unsafe ice conditions.

Bar Sub-Committee

Ralph Miller, Chair

Storage Cupboard for Bar Supplies

Kathleen Rogers asked Jamey Larone & Lyle Armstrong for quotes on building a storage cupboard between the men's and ladies washrooms. Kathleen has received a verbal quote of \$1500.00 from Lyle Armstrong and said it would be completed in 2 days. She is still waiting for a quote from Jamey Larone. She can get a couple more quotes from local contractors, Garnet Headrick and Al Harris. Dave Bennett said he could pick up a cabinet from IKEA and install immediately. It would save a lot of time and money.

Moved by Arnold Dickson

Seconded by Ralph Miller

That the Recreation Committee recommends to council to authorize Dave Bennett to purchase a locking cupboard from Ikea for bar storage at the Community Centre that costs no more than \$250.00

Carried

Beach Property

Ralph Miller noted that \$6000.00 was spent by recreation to purchase fencing and posts for the beach property and wants to know where it is. He was told that it is sitting at the Township garage and that some of the posts were used at the Landfill site to repair fencing. Waste Management will pay to replace the posts used when we are ready to have them installed at the beach property.

Screen for Clock

Ralph Miller noted that the new clocks were put up but they still do not have protective screens put over them. Kathleen will ask Public works to get protective covers and install. Kathleen made the committee aware that volley ball has not been played in the community centre since last fall and the need for the covers is not as great.

Projection Screen

Ralph Miller noted that at a recent rental they had a slide show display of pictures running and the location that they picked on the wall to view was not suitable to view pictures clearly. Where did the projection screen go that used to be located on the wall outside the kitchen door? Recreation Program Manager Kathleen Rogers noted that there was a screen upstairs in the storage room? Some one thought that the support brackets may be broken. **Dave Bennett will check it to see what needs to be done to remount the screen on the wall.**

PROFIT & LOSS REPORTS

Ralph Miller insisted that Kathleen print up a profit and loss report for each event. This was supported by Valerie Miller. They have difficulty understanding the financial reports. Kathleen Rogers noted that the best she can do is give them a copy of the detailed financial report for that department. Keep in mind that this will not show each individual items purchased. It will only show the total spent at each store. Kathleen told the committee that she only works 20 hours per week for recreation and 15 hours per week is to be administration. **Kathleen will bring this concern to CAO/Clerk Mackie McLaren.**

The committee expressed great concern over financial issues and proposed that they take control of the Finances and run recreation themselves. Dave Bennett addressed this issue and recommended a restructure of recreation he said that several other municipalities do this. **Bob Kingsbury and Chair Whyte were both aware of such business and will address this concern with Council and Finance.**

Property Development

Ralph Miller asked if anybody had met with Norman & Willis Eady over purchasing a piece of his property to add to the community centre. He noted that this was brought up several months ago and wanted to know what progress had been made. Chair Whyte said that a few meetings were made over the summer but were cancelled by Mr. Eady as they were going away on holidays, further delays were due to scheduling conflicts with Mayor Eady and now on hold due to the Mayor's health concerns.

Chair Whyte reported that we have Lot Development Fees that are collected from each new property development and a certain portion is set aside. We have set up a 10 Year Capital Forecast for the Community Center and have identified the need to purchase two parcels of land.

It was recommended by Dave Bennett that two committee members step up and go visit Willis & Norman Eady to discuss the details of purchasing land from them. They would also go and speak to the Vanderploeg's about their land adjoining the Community Centre. Ralph Miller and Arnold Dickson volunteered to go and speak to Norman & Willis Eady.

Entertainment Sub-Committee

Tim McDonald, Chair

Next Dance – January 18, Cruise N Country

Tim McDonald noted that one of the ads posted in the paper did not note the advance ticket price. He wanted to make sure that this didn't affect dance attendance. Recreation Program Manager Kathleen

Rogers said that she would make sure that all future ads had both advanced and door prices listed.

Kitchen Sub-Committee

None

Stove Hood

Dave Bennett contacted Black Anvil & Kitchen Plus and they were to contact Kathleen but never have. Kathleen tried to find contact info but has not had success. Kathleen did contact Superior equipment and they will come up next week and view and will let Kathleen know if an extension can be put on or if a new hood is required. They will provide a quote and installation could be complete by Feb 15, 2013 in time for the fishing derby and the Carnival.

Dave Bennett said that he would contact the two companies he knows and will try to set it up so that all 3 companies providing quotes can meet at one time and view. He recommended that this process not be rushed just so things can be completed for a specific event. He feels that the functions will run just fine with the facilities available to them as they are now. We need time to process our options and find the money to do the job properly. We must also consider what renovations need to be done to the kitchen if & when we proceed with our CIIF Expansion to the Community Centre.

10. Other Business

2013 Volunteer Service Award Nominations

The committee discussed the nominees for the 2013 volunteer recognition awards. Recreation Program Manager made the committee aware that we could nominate 3 youth volunteers and 6 adult volunteers.

The committee made their recommendations and Kathleen recorded who the 2013 nominations would be. Ralph Miller will get back to Kathleen with the exact number years of service provided by the volunteers. Kathleen will submit the nominations prior to the January 25 deadline.

Recreation User Fees

Recreation Program Manager Kathleen Rogers noted that we no longer have a user fee agreement with the Town of Renfrew and that residents would be charged per child \$140.00 or adult \$158.20 to participate in Renfrew activities. Renfrew is addressing the user fee issue and when all previous agreements have ended Renfrew is proposing an out of town user fee be added per activity and be collected at the time of registration rather than the current user fee system. It was suggested that we approach Renfrew and discuss continuing the old agreement for another year or continue paying for children and have Renfrew collect the fee for all adults participating as they sign up for an activity. We have a very difficult time collecting from people after they have already received the service. Bob Kingsbury and Margret Whyte will arrange a meeting to talk to Mr. Mayhew.

Moved by Arnold Dickson

Seconded by Barb Dickson

That council enter into a 2013 Recreation User Fee Agreement with Renfrew based on children only or the past arrangement if Renfrew will not support children only.

Carried

CIIF Grant

The committee discussed the grant received from the Community Infrastructure Investment Fund. This fund will pay for \$33,000 of our proposed \$100,000.00 venture to expand the community centre & kitchen and install a new bar, permanent stage and storage. The committee requested that we send a request to Infrastructure and Finance for discussion to see what kind of structure can be built and what the real dollar figures might be and where the \$66,000.00 required will come from.

Moved by Bob Kingsbury

Seconded by Val Miller

Recreation committee recommends that council confirm the funding is available to complete the project.

Carried

Ontario Sport & Recreation

Recreation Program Manager Kathleen Rogers noted that she has received notification from Carmen Gould of a new grant proposal for Sport and Recreation. Preliminary expression of interest must be noted by February 8th with final application submitted by March 19th, 2013.

Kathleen will be meeting with Carmen Gould tomorrow morning and Joanne Caldwell of Renfrew Recreation next week to discuss grants and partnerships.

The committee recommended Kathleen further investigate the grant and see what it entails.

Kinsmen Magic Show

Recreation Program Manager Kathleen Rogers received a request from the Renfrew Kinsmen club to sponsor their annual magic show. A sponsor ad can be purchased for \$165. The committee decided that we could not afford this and noted that we are having our own magic show to pay for in February. Kathleen will contact the Kinsmen Club and let them know that we cannot support their cause this year.

11. **Next Meeting Date** – Wed., February 27, 2013 at 6:30 p.m.
Bob Kingsbury will chair as Margaret Whyte will be away.

12. ADJOURNMENT

Moved by Barb Dickson

Seconded by Ralph Miller

That this Recreation Committee Meeting be adjourned at 9:10 P.M.

Carried

Chair

Recreation Program Manager