

THE CORPORATION OF THE TOWNSHIP OF HORTON  
**RECREATION COMMITTEE**

July 17, 2013

There was a meeting of the Recreation Committee held in the Municipal Council Chambers on July 17, 2013. Present were, Chair Mayor Don Eady, Councillors Robert Kingsbury, Jamey Larone, Margaret Whyte and Glen Campbell, committee members Robert A. Johnston, Dave Bennett, Val Miller, Ralph Miller, Gladys Miller, Jamey Holmes. Barb Dickson, Arnold Dickson arrived at 6:35. Staff present was Kathleen Rogers, Recreation Program Manager and Jennifer Barr, Finance Manager. Steve Osipenko was not able to attend. Guests present were Terry Vaudry, Andy Kenopic & Dale Jackson of the Ontario Federation of Snowmobile Clubs.

**1. CALL TO ORDER**

Chair Don Eady called the meeting to order at 6:30 P.M.

**2. DECLARATION OF PECUNIARY INTEREST**

None.

**3. ITEMS TO BE ADDED TO AGENDA AND ADOPTION THE July 17, 2013 AGENDA**

Moved by Dave Bennett

Seconded by Marg Whyte

That the Recreation Committee approved the Agenda for the June 19<sup>th</sup>, 2013 meeting.

CARRIED

**4. DELEGATIONS – 6:30 PM SNOWMOBILE CLUB TRAIL MAINTENANCE**

Terry Vaudry of the Snow Country OFSC Snowmobile Club addressed the council on behalf of himself, Dale Jackson of the Small Country Snowmobile Association and local resident and association member Andy Kenopic. He thanked council for inviting them to attend the meeting and were looking forward to see how they could assist us.

Mayor Eady spoke on the trail usage and was hoping that we would be able to maintain the trail so we would encourage local residents to use the trail which runs from Horton straight into Renfrew. It would be a great hiking and nature trail. The trail is overgrown and there are some dead trees that need to be cut down. The trails could be used by walkers if brought up to standards and widened and the brush would have to be cut back. He would like to see an A type gravel and the grass needs to be cut. It requires 10 km of Brushing.

Terry said that they were a volunteer based club with little revenue. They get their money from Grant applications. They have been very successful in the past. They could apply for a grant for grading, gravel and gates. The club put forth a proposal at their last meeting to ask for \$25,000 to \$35,000 for this area. They would need a letter of support from the Municipality. They have just applied for a grant at the federal level and the 10 km stretch from Goshen Rd. to Pucker St. was identified. They are waiting for approval of Infrastructure funding.

Finance Manager Jennifer Barr asked if they had ever contacted base Petawawa to assist with clearing. Terry said their club president works for D & D and they are not very receptive these days but he will ask again. He will need 3 quotes for anything over \$5000.00. Mayor Eady asked what we could do to help with the application process. Mr. Vaudry asked for a letter of support.

Recreation Program Manager Kathleen Rogers gave Mr. Vaudry her contact information and was asked to prepare a letter of support from Mayor Eady and Horton Council. Glen Campbell and Andy Kenopic Agreed to set up a meeting date for a site visit.

**5. MINUTES OF JUNE 19, 2013.**

The Committee reviewed the minutes of June 19, 2013 previously approved by council.

**6. BUSINESS ARISING**

- **GENERATOR TRANSFER SWITCH TENDER – resolution to call for tender**

Councillor Campbell requested a date of Sept 3rd be set to receive the tender applications. The tender has been prepared by CAO/Clerk and Councillor Glen Campbell. Chair of Maintenance Dave Bennett asked what the approximate cost for this project would be. Councillor Campbell said it should be under \$5000. Mr. Bennett asked if this was being done as a convenience or safety issue. Councillor Kingsbury said that it was a safety issue brought to our attention at the last County Wide Emergency preparedness exercise by Steve Osipenko.

Moved by Robert Kingsbury

Seconded by Jamey Larone

That tenders be received and opened Sept. 3, 2014 for the relocation and installation of the Generator transfer switch, with a mandatory site visit on August 16, 2013 at 4 pm for all contractors.

**Carried**

- **CIIF GRANT HALL EXPANSION EXTENSION REQUEST**

Mayor Eady reported that he asked the CAO/Clerk to submit a letter to MP Cheryl Gallant asking for clarification on grant specifications and for an extension of time to build the expansion at the Community Centre. CAO/Clerk submitted a letter.

- **BUILDING EXPANSION FUNDRAISING**

Recreation Program Manager Kathleen Rogers reported that fundraising for the Community Centre Building Expansion has been going very well. She reviewed revenue and expenditures for Fishing Derby, BBQ and Volleyball Tournament. She reported that the approximate revenue is around \$7400.00. Not all expenses have been posted. We have received a donation from Dave Bennett and Marshalls for \$3061.25.

- **SUMMER STUDENT, CARETAKER**

Recreation Program Manager Kathleen Rogers reported that we advertised in Horton Corner for a Summer Student under a grant received from the Ministry of Tourism Culture and Sport and a Caretaker to replace Doug Lambert who resigned in May to pursue a full time position. We have hired Megan Schutt as our summer student under the Summer Experience Grant and Jonathan Kiezebrink is the new care taker selected by the Human Resources Committee.

## 7. FINANCIAL STATEMENT

The committee reviewed the financial statement and asked if there were any red flags. Financial Manager Jennifer Barr reported that she saw no concerns. She was asked if we had received gas tax monies yet and Jennifer reported that we had not received any gas tax money. She reported that if our population increases we will receive more money. She also noted that recreation is not included in this funding money.

Councillor Jamey Larone noted that Bar Revenue has increased. Jen noted that Recreation Program Manager Kathleen Rogers has had the hall rented for many events this year.

Dave Bennett asked if any of the cost for the transfer switch would come from emergency measures. Finance Manager Jennifer Barr said the money has been budgeted for 100% in Recreation. When Jennifer sets up asset management she will prorate assets and will get more money from emergency measures.

## 8. SUB COMMITTEE REPORTS

### FUNDRAISING SUB-COMMITTEE VALERIE MILLER, CHAIR

#### CANADA DAY

Kathleen Rogers reported we made \$3400.00 and budgeted \$1600.00 at our Canada Day event. Everything went really well, breakfast was great, we have awesome volunteers and many people enjoyed entertainment by Simon Clarke.

#### TRIVIA

Trivia is set for July 27, 2013 at 7 pm at the community centre. It will be run by Valerie Miller and Summer Student Megan Schutt. MyFm donated 6 tickets to the Calabogie Blues and Ribfest for first prize.

#### FRUIT FUNDRAISER

Recreation Program Manager Kathleen Rogers reported that the fruit fundraiser is our next big event and student Megan Schutt has started calling our past clients. Fruit pick up date will be August 24, 2014.

#### FASHION SHOW – JOCKEY

Kathleen proposed that we hold a Jockey Brand ladies clothing fashion show at the community centre in September as a fund raiser it could be a ladies night out held during a weeknight. She will work with Valerie Miller on this.

#### BRWS DINNER THEATRE

Valerie Miller reported that they will be catering a Dinner Theatre for the Bonnechere River Watershed & Stone Fence Theatre Group. August 23, 2014. She needs more people on the catering committee as four is not enough. She will ask Ralph Miller to assist.

**MAINTENANCE ISSUES**

**DAVE BENNETT, CHAIR**

**STORAGE CUPBOARD FOR BAR SUPPLIES**

Dave Bennett chair of maintenance reported that the Cupboard has been purchased for the bar and it will be assembled and installed tomorrow July 18, 2014.

**SPORTS SUB-COMMITTEE**

**STEVE OSIPENKO, CHAIR**

Kathleen Rogers reported in Steve Osipenko absence that the volley ball tournament went very well, turnout was low due to some last minute injuries. We raised \$400.00. The rink was a very nice spot to have for the BBQ for this event. It provided a nice cool spot out of the direct heat.

**BAR SUB-COMMITTEE**

**RALPH MILLER, CHAIR**

Ralph Miller reported no concerns with the bar. He did ask about the progress of purchasing land for the community centre. Kathleen Rogers reported that she had spoken to Willis Eady recently about setting up a site visit with herself and CAO/Clerk Mackie McLaren. This will be done when both parties are available.

Ralph Miller asked if we should be charging taxes on Hall rentals. Finance Manager Jennifer Barr reported that we only have to pay taxes once we reach \$50,000.00 in revenue. Presently we are below this threshold.

Ralph noted that there was damage to a table and chairs at an event and wondered if we ever received the security deposit for that event and if we kept it. Recreation Program Manager said that yes we received the security deposit and that the customer was notified that the check would be cashed to help pay for the new tables and chairs. It was noted that \$125.00 collected for the security deposit is not enough to cover these types of damages and we should reassess our fees and charges at the next review. We should also amend our policy to note that clients would not only, not receive their deposit back but that there will be a replacement or repair charge on top of the security deposit.

It was noted that we should be cashing security deposit cheques when we receive them and refunding after events once all things have been cleared by the caretaker and custodian. It was asked why we do not take their visa number and keep it on file and just bill it if there are damages. Finance Manager Jennifer Barr reported that we are not allowed to keep Visa information on file. Jamey Holmes questioned why rental companies do this all the time? Mrs. Barr said she would check into this further.

Ralph has been asking how much the caterers charge for special events. They are making big money and we are losing valuable revenue from not catering our own events. He thinks our catering committee could be making a great amount of money if they catered all hall functions. He would like a study done by a summer student to research hall fees. He said he would make up a list of questions and bring them in to the summer student. He would also like us to consider hiring a chef and operating our own kitchen. Jennifer Barr Finance Manager noted that we must follow all personnel policy when it comes to hiring and we cannot just hire an in house chef. If we were to go down this road we would have to advertise and interview.

We will address this issue at a later date. We could invite Christine Bidgood Henderson, chef to make a presentation.

### **ENTERTAINMENT SUB-COMMITTEE**

The committee asked Arnold Dickson if he was successful in recruiting a new entertainment chair. He reported that he still needs to check into this. He was asked to proceed with securing entertainment for the September and October dances. He stressed the importance of using bands that will be able to call Square dances. We will make a list of bands and contact numbers.

Kathleen Rogers inquired about a start date for Euchre. It was said to be September 19 and noted that Trans Canada pipeline has rented the hall for a Public Information event on Thursday October 3<sup>rd</sup>. which would be the next scheduled date for Euchre. Euchre will have to be cancelled for that night but could be held on another night that week and they could even consider having a Saturdays night euchre party.

### **KITCHEN SUB-COMMITTEE**

### **KITCHEN CHAIR**

#### **CATERING PURCHASE – RAFFLE PICNIC TABLE/COOLER**

Val Miller of the Catering Committee would like to organize another raffle for a picnic table sale. The first one sold really well and she thinks it would be great to have another one raffled off at the Renfrew Fair. Dave Bennett supported the idea but said that we should consider getting a cooler from Canadian Tire or Wal-Mart to mount inside the table instead of him fabricating one as it cost approximately \$110.00 in materials and labour to create and install for the first picnic table. Val will ask Bill Burgess to make it and he will price the lumber for the table.

We would also like to raffle off a children's ATV. Vern Barr has ordered the ATV and it will cost us \$750.00

Recreation Program Manager Kathleen Rogers reported that if we would like a booth at the fair it must be staffed Wed 4-10 Thursday , Friday & Saturday 10 am – 10 pm Sunday 10 am – 5 pm if you leave your booth before 5 pm on Sunday you will not be permitted to display the following year. Cost for an outside booth is \$125.90 for a 5' foot booth. In order to have a 10 x 10 tent we would have to purchase 2 spaces. Site set up is on a first come first serve basis. We will need a lot of Volunteers, Jamey Holmes & Val Miller volunteered as well as Councillor Robert Kingsbury and Nellie Kingsbury. Barb and Arnold Dickson would also work. Kathleen will see what we need to do to have a raffle at the fair in the Town of Renfrew.

## **9. OTHER BUSINESS –**

### **- RENTAL & FEES OF KITCHEN FOR BAKING OR PRESERVE MAKING**

Recreation Program Manager Kathleen Rogers asked the committee for their view on renting just the kitchen to members of the community for baking or making preserves. They would be using our facilities to create products for resale. Who would clean the kitchen and stove this is a minimum of 3 hours cleaning for Rilla? If they are in the kitchen we cannot rent the hall. We must make sure that we recoupe costs for heat or air conditioning plus hydro and propane.

The committee decided that we are not interested in renting the kitchen for others to prepare foods at this time.

If the hall were to be rented it would have to go by the fees and charges already set in place for hall rentals. Therefore if one wanted to rent the hall for a 5-8 hour day ending by 5 pm plus a fee for stove usage, it would be \$175.00. If they go past 5 pm they would also be charged for an evening rental.

Motion by Robert A. Johnston

Seconded by Ralph Miller

That the recreation committee will not rent the Kitchen for the purpose of food preparation.

Carried by all

- **PUBLIC WORKS – SIGN POSTING**

Public Works asked recreation to move the sign board posted on the Ann Rawn Property, as a resident sited that it was a safety issue and was blocking vision of drivers on the Thompson Rd turning onto the River rd.

Kathleen Rogers noted that the sign was moved earlier that morning and it will be taken into consideration that if we ever use the signs again that it will be an adequate and safe distance from the road so as not to cause a safety or traffic hazard.

- **COUNCIL MEMBERS CONCERNS**

Mayor Eady was first to address the recreation committee with concerns. He noted that maintenance is not being followed through in some instances and we need to make sure that tasks are being completed in a timely and reasonable fashion. He noted that a dented corner post on the rink has not been addressed. Engineer John MacIntyre needs to be asked to check this and give recommendations. The retaining wall took 3 years to complete, it looks fantastic but this is far too long for a project to be completed.

He would like those who initiate an event to see it through from beginning to end and to provide a report at the end of the event. It cannot be all handled by the staff.

He noted that this council has put more money into recreation than ever before and he recognizes that we have more fundraising people now than in the history of Council. He is hoping that Council can work with the recreation committee as a group.

An extensive dialogue was carried out between Council and the recreation committee. It was noted that Council and the Recreation Committee need to work together and be very transparent and communicate openly. If a plan is put in place it needs to be followed through in a timely fashion. It puts a lot of pressure and stress on volunteers, staff and council members alike when tasks are assigned and not followed through with. If a councillor commits to do a task they need to own it and complete it, the same for all committee members and staff. The committee recognizes that not all involved are retired and cannot commit all of their time to recreation concerns. We are trying to move recreation forward and we have made great progress but we have more to do.

Councillor Whyte was open and honest and expressed her concern with recreation having its largest budget yet and is concerned that she doesn't have the stamina required to see recreation through their growth and the expansion of the community centre. She has put extensive hours into fundraising and supports the recreation department giving 100% to see projects through completion. She is not getting support and

increasing conflict from the recreation committee and council is making life stressful, she is not able to accomplish what she has set out to do. She feels that without support she can no longer work with the committee and would like to resign her position as Chair of Recreation.

Everyone on the committee agreed that they did not want Chair Margaret Whyte to step down, they vowed to work together and be open and transparent and they would do what they could to assist her in completing the goals set out for Horton Recreation.

It was noted that the part time Recreation Program Manager is working more than full time hours to complete tasks assigned as a result of increased fundraising and ideas for the community centre expansion. She is also being tasked with all the extra duties done by recreation volunteers as each one vacates their Chair. We need to recruit new committee members who have a vested interest in Horton Recreation and will be willing to put forth the effort and commitment required to see great things happen in our community.

Everyone agreed to work together.

Moved by Dave Bennett

Seconded by Robert A. Johnston

That the Recreation Committee will not accept the resignation of Councillor Margaret Whyte from the committee and that she take some time to reconsider her decision.

Carried by all Council, Committee and Staff present.

**10. NEXT MEETING DATE – WED., SEPTEMBER 18, 2013 AT 6:30 P.M.**

**11. ADJOURNMENT**

Moved by Arnold Dickson

Seconded by Barb Dickson

That this Recreation meeting be adjourned at 9:40 p.m.

CARRIED

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CHAIR

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SECRETARY