

THE CORPORATION OF THE TOWNSHIP OF HORTON
RECREATION COMMITTEE
September 18, 2013

There was a meeting of the Recreation Committee held in the Municipal Council Chambers on September 18, 2013. Present were Mayor Don Eady, Chair Margaret Whyte, committee members Dave Bennett, Val Miller, Ralph Miller, Gladys Miller, Jamie Holmes, Steve Osipenko, Barb Dickson, Arnold Dickson, Ann Limlaw, and Marg Bauer. Staff present was Kathleen Rogers, Recreation Program Manager. Guests present were Christine Bidgood Henderson at 6:45.

1. CALL TO ORDER

Chair Margaret Whyte 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 Sept. 18, 2013 AGENDA

Dave Bennett said that he had no additions to the agenda but that he would like to thank Councillor Margaret Whyte for reconsidering her decision to resign as Chair of Recreation and retaking the Chair for Recreation.

Moved by Barb Dickson

Seconded by Dave Bennett

That the Recreation Committee approved the Agenda for the Sept. 18th, 2013 meeting.

CARRIED

4. MINUTES OF JULY 17, 2013.

The Committee reviewed the minutes of July 17, 2013 previously approved by council.

5. DELEGATIONS – Christine Bidgood-Henderson

Marg Whyte welcomed Christine Bidgood-Henderson, former Chair of Kitchen for Horton Recreation. Christine addressed the committee and presented her idea to partner with Horton Township to provide an in house catering service to customers who rent our hall for weddings and events.

Christine has just completed schooling and is now a Red Seal In House Chef. She has grown and learned a lot since she last worked in the Horton kitchen as a volunteer. She has started her own home business. She has a full commercial kitchen and is preparing home-made fresh and frozen meals for the public to purchase. She is able to cater to people with special food sensitivities such as diabetics and gluten allergies. She is proposing that we work together and develop a plan that would suit both of our needs. We could consider paying a lump sum fee to her for each event or we could hire her and pay her by the hour. She recognises that we need to make a profit on events to help pay down our debt commitments on the rink roof and expansion.

Valerie Miller asked how we would profit. Christine said that when preparing you split things in to 3 categories 30% for Food, 30% for producing and overhead, and 30% profit. It wasn't clear where the final 10 % is to be allocated.

If you cater a meal for 100 people at a very good deal of \$20 per person you would get \$2000.00 you can cater a nice dinner, purchase food, pay staff and still make a profit.

Ann Limlaw noted that she just hosted her son's wedding and the lowest price she could get on a catered hot dinner was \$ 22.00 per plate.

Mayor Eady requested we do a mock-up of last year's Christmas Dinner. Christine could work on a proposed business plan. Kathleen is available if she requires assistance. It was suggested that we proceed with a plan and advertise this position. Kathleen Rogers noted that we need to follow our procurement by law and if we did proceed with a venture like this we would have to put it up for a tender process.

Dave Bennett thanked Christine for bringing forth the idea but noted that our new kitchen will not be ready for quite some time and this is too early to make a decision of this kind. This idea requires more discussion. Kathleen noted that it would not be fair for Christine to put her business on hold waiting for our decision, if she has the opportunity to take bookings for catered dinners she should book them. People plan their events a year in advance and we have no idea when or if we will be able to entertain this type of an idea.

Our Chair of Fundraising and Catering Val Miller may welcome any ideas or suggestions that Christine has to support our Fundraising efforts as our building progresses.

6. BUSINESS ARISING

- Trail Maintenance – Goshen

Recreation Program Manager Kathleen Rogers reported that a letter of support has been sent to Terry Vaudry of the Local Snowmobile Association from Mayor Eady for their grant application, she also noted that Councillor Campbell has met with Bill Jamieson of the Snow Goers Club and they have walked the trails and taken pictures. Bill will be getting 3 quotes on brushing the trail, gates for the entrances and exits approx. 8 sets are required and gravel to be added to the bridge section. Mr. Jamieson will make one grant application and if it is unsuccessful then he has the opportunity to submit a second round application.

- GENERATOR TRANSFER SWITCH TENDER

Kathleen spoke with Andy from VAC he has the wiring for the transfer switch and will start to do the install this Thursday September 19, 2013. It has to be finished by Friday Sept. 27.

Steve Osipenko – CEM Coordinator said that he would check with Jennifer Barr to see if there are any monies left in the emergency measures budget to pay for half or any of the transfer switch.

- **CIIF GRANT HALL EXPANSION**

Chair Whyte read the following letter to the Recreation Committee from CAO/Clerk Mackie McLaren.

Please be advised that Garnet Headrick was the successful contractor for the Community Hall expansion tender. The tenders received were:

- Garnet Headrick Building and Renovations Ltd. \$89,645.00 plus HST
- Cobus Homes Inc \$119,000.00 plus HST
- J. Pallen and Sons Construction \$135,249.00 plus HST

I confirm that Mr. Headrick has provided me with the following documentation which is required before he starts his construction:

- Certificate of \$2,000,000 insurance with Township named as insured
- Clearance Certificate from WSIB
- Mr. Headrick's company Health and Safety Policy
- Mr. Headrick's proof of training for his employees, and
- Contractor's Sign Off which is an agreement that ties his proposal to the tender document.

I am pleased to confirm that all the above requirements have now been met and Mr. Headrick has started the construction this morning.

Recreation Program Manager Kathleen Rogers confirmed that Mr. Headrick has started removing the siding from the building this morning.

Steve Osipenko asked if there will be extra expenses.

Dave Bennett said yes and that we already have an issue that Garnet Headrick has consulted engineer John McIntyre on, the heels of the roof rafters are flush with the building and will need to be extended so the support beam can sit on the outside wall. Mr. Headrick will provide a quote to CAO/Clerk Mackie McLaren for any new issues that arise prior to proceeding and Mackie McLaren will consult with Chair of the Building Subcommittee Dave Bennett.

Chair Whyte asked that Kathleen Rogers contact Cheryl Gallant's office to arrange a ground breaking ceremony at Ms. Gallant's earliest convenience. Kathleen will contact public works for hard hats and a ceremonial shovel. If we do not have a shovel she will check with the Town of Renfrew. She will also see if the paper can attend.

Eady Land Purchase

Kathleen Rogers reported that a meeting has been set up for Thursday Sept 19th afternoon for owners Norman & Willis Eady and CAO/Clerk Mackie McLaren to walk the property in question.

7. FINANCIAL STATEMENT

The committee reviewed the financial statement.

It was noted that Boat launch Revenue is up and we are balancing and not in a deficit.

Bar Revenue is also up.

Mayor Eady noted that he met with Barclay Mayhew and Kevin Hill the new Recreation Director for the Town of Renfrew on the User Fee issue. Chair Whyte and Recreation Program Manager Kathleen Rogers also

attended the meeting. Mayor Eady reported that we expressed our concerns with the fee and asked them to work on creating an out of town user fee that will be more appealing to Horton Residents and try to keep Horton residents participating in Recreational activities in Renfrew. Mayor Eady noted that Renfrew needs the user revenue. Chair Whyte noted that McNab has voted not to pay user fees. She also said that they recommended shared services at the Municipal Conference that she just attended to sustain what we have.

Moved by Dave Bennett

Seconded by Arnold Dickson.

That the Recreation Committee approves the Finance Report.

8. SUB COMMITTEE REPORTS

FUNDRAISING SUB-COMMITTEE

VALERIE MILLER, CHAIR

COFFEE CLUB

Val Miller reported that Nellie Kingsbury cannot run the coffee club this year. She could do 1 every 8 weeks if there are more volunteers. Barb Dickson said she would do 1 week also. Val asked if somebody would take on the task of contacting past supporters of the coffee club to see if they would take turns. There was no volunteer. There will be no coffee club for now.

FRUIT FUNDRAISER

Recreation Program Manager Kathleen Rogers reported that the fruit fundraiser went well at the revenue generated was \$2603.00

HARVEST SUPPER - October 26

Val has set a meeting date with organizers and has asked that we have the dishwasher for this year's harvest supper. She is hopeful that Debbie Barker may take over the organizing for Heather Picard. Heather has done a fantastic job and due to health concerns will not be able to organize this year. Kathleen Rogers will request quotes a.s.a.p. for the Horizon Grant. Dave Bennett requested that we check the flow rate on the dishwasher. Dave will check the gallons per minute on Grease trap to make sure it can handle the flow.

Catering - Stone Fence / BRWS Dinner Theatre

Valerie Miller reported that they catered a Dinner Theatre for the Bonnechere River Watershed & Stone Fence Theatre Group August 23, 2014. They served 102 plates generating revenue of \$1530.00. Expenses were approx. \$ 300.00

Catering is going very well and they have another booking for a lunch Oct 30 for the Emergency Preparedness group. They are also looking after the refreshments for the Oct 3 meeting for the Trans Canada Pipeline. Val has two new members Ann Rawn and Marilyn Leuders for a total of 10 ladies.

Val is looking for a volunteer to cook spaghetti for the spaghetti supper. She is also looking at a date in March for the Next Murder Mystery.

FASHION SHOW – JOCKEY

Kathleen proposed that we hold a Jockey Brand ladies clothing fashion show at the community centre as a fund raiser it could be a ladies night

out held during a weeknight. She has picked a date of Tuesday October 22 at 7 pm. A few other vendors have been invited such as Pampered Chef Cookware, Curves Fitness, Fifth Ave. Jewellery and Epicure Spices and the Flower Factory. She will work with Valerie Miller on this.

AUCTION

Val reported that she is not having any luck contacting Auctioneer's for the Farmers Market. Dave suggested that she contact Brian Corbin. Kathleen noted that there are only 2 dates that the hall is available for rent Nov 16 & 23. October 5 is available but Rilla St. Michael has requested to be off that weekend. Val asked Kathleen to see if Rilla will clean the hall on Monday if they had an auction on that weekend although it is too close and probably wouldn't be an option.

MAINTENANCE ISSUES

DAVE BENNETT, CHAIR

STORAGE CUPBOARD FOR BAR SUPPLIES

Dave Bennett, Chair of Maintenance reported that the Bar Cupboard has been installed. Kathleen Rogers asked Mr. Bennett to provide an invoice for payment.

DENTED CORNER POST

Kathleen Rogers has contacted engineer John Macintyre to check the dented corner post on the rink roof structure. He has suggested that the post could be reinforced at the dent with a metal plate but that it is structurally sound.

RINK BOARDS

Dave Bennett has had the rink boards straightened up and reinforced on the parking lot side of the building where they were moved during a summer storm. Dave said that the materials cost \$25.00 and an invoice would be coming from the hardware store for lumber.

BOAT LAUNCH SIGNS

Recreation Program manager Kathleen Rogers reported that the Fragile Environment NO WAKE signs have been received. Each sign is approximately 4x3 feet. We need to get permission from the county to place two of the signs on the bridge.

SPORTS SUB-COMMITTEE

STEVE OSIPENKO, CHAIR

Steve Osipenko reported that he had an inquiry from some of the Renfrew competitive volley ball players to come to Horton to play volleyball. There may be 6 teams. Kathleen said that the fee to play volley ball is \$30 per person and each team must have a minimum of 6 players all monies are to be collected up front in 2013 and is good to the spring of 2014. They would play on Wednesday evenings. Steve would organize they could start at 7 -10.

BAR SUB-COMMITTEE

RALPH MILLER, CHAIR

Ralph Miller requested that we review fees and charges for the security deposit and damages incurred at the hall during our next review. Chair Marg Whyte said that our next review will be in November.

Ralph asked if Finance Manager Jennifer Barr had reported back on findings re: Visa charges and why can we not accept Visa for security deposits, so if there are damages we can just bill their visa and change the wording on our rental document to reflect this possibility. Kathleen will check with Jennifer on this.

USELESS FACTS

Ralph would like to see useless facts in Horton corner as they can be funny and interesting. He was asked to give all information he receives to Val Miller as she was compiling information to give to Heritage Radio for Horton Corner. For example maybe we have 285 miles of plowed road in Horton or the fact that the bar volunteers have worked 548.5 volunteers hours so far this year in 2013.

Swing Dances –

Ralph asked if we knew anything about these dances and asked that we inquire to get more information. He would also like us to see if the timing on the outside light could be set to turn off earlier as it was on at 1:30 am the other morning when he left the hall and he felt this was a waste of energy. Dave Bennett said that the timer is set to go off at 2 am.

PUBLIC RELATIONS

WELCOME – ANN LIMLAW & ELLEN EADY

Ann Limlaw was present and has agreed to Chair Public Relations again. Kathleen noted that Ellen Eady has also expressed interest in helping with Public Relations and Ann will contact her so they can work together. Ann will contact Kathleen for direction.

ENTERTAINMENT SUB-COMMITTEE

OCTOBER 18 – BAND Kathleen has asked Ray Kohlsmith to play \$500
NOVEMBER 15 – BAND- BRYSONAIRRES are booked for \$550
DECEMBER 13 – CHRISTMAS DINNER – Kathleen is arranging.

Marg Bauer was present and was introduced to the committee she has agreed to work the door for the Country dances, collect ticket money and sell 50/50 tickets and give away door prizes and will also distribute posters for upcoming dances. Marg has retired from Heritage Radio where she used to look after Horton Corner reports for us.

KITCHEN SUB-COMMITTEE

KITCHEN CHAIR

CATERING PURCHASE – LINENS FOR COMMUNITY CENTRE

Kathleen Reported that Linens were purchased by the catering committee from a yard sale for \$ 50.00 we receives several white table cloths and 2 table skirts, for \$ 30.00 we received two tool boxes full of carving knives and kitchen serving utensils. This was a very good deal.

9. OTHER BUSINESS –

SOCAN REGISTRATION FEES

Kathleen Rogers, Recreation Program Manager reported that she has a meeting scheduled for next Tuesday September 23, 2013 with Philippe Girard of SOCAN to discuss licencing fees that be are required to pay for Dances, dance lessons, Aerobics and hall rentals that have live or cd music. Any venue that plays music for any reason is required to pay these fees. It is a federal government law. We will need to see how much this is going to cost us and we may have to re-evaluate our activities and the fees for these activities.

RINK - ATTENDANTS OR TENDERS

Chair Marg Whyte brought forth the question of whether to hire rink attendants again this year or do we try to tender it out to a private contract. **We need to evaluate our needs and see how we can save money on rink expenses.** Do we seek volunteers to run the Rink? Dave Bennett reported that he has 3 potential volunteers lined up. **Chair Whyte asked the committee to think about this and come back to the next meeting with suggestions.** Kathleen noted that she has had an inquiry from a local resident who would consider putting in a tender to manage our rink for the season.

10. NEXT MEETING DATE – WED., October 16, 2013 AT 6:30 P.M.

11. ADJOURNMENT

Moved by Dave Bennett

Seconded by Barb Dickson

That this Recreation meeting be adjourned at 8:25 p.m.

CARRIED

CHAIR

SECRETARY