

THE CORPORATION OF THE TOWNSHIP OF HORTON
Recreation Committee Minutes
Monday June 25, 2014

There was a Meeting of the Recreation Committee held in the Municipal Council Chamber on Wednesday June 25, 2014. Present was Chair Robert Kingsbury, Dave Bennett, Sharon Bennett, Val Miller, Robert A. Johnston, Barb & Arnold Dickson, Ralph Miller. Staff present was Kathleen Rogers, Recreation Program Manager and Treasurer Jennifer Barr. Absent were Steve Osipenko and Mayor Don Eady.

1. CALL TO ORDER

Chair Kingsbury called the Meeting to Order at 4:00 pm

2. DECLARATION OF PECUNIARY INTEREST

There was none.

3. ITEMS TO BE ADDED TO AGENDA AND ADOPTION OF THE June 25, 2014 AGENDA.

Arnold Dickson noted we would like to appoint a new committee member to replace Ann Limlaw who resigned from the committee due to time restraints. Chair Kingsbury said that he would declare a potential conflict of interest and he would step down as Chair at that time. He asked Recreation Program Manager, Kathleen Rogers to take the Chair at that time. She agreed.

Moved by Robert A. Johnston

Seconded by Arnold Dickson

That the agenda for the June 25, 2014 Committee Meeting be adopted.

CARRIED

4. MINUTES OF June 2, 2014.

Chair Kingsbury asked the Members to review the Minutes from the last committee meeting not yet approved by Council and report any errors or omissions.

Moved by Dave Bennett

Seconded by Barb Dickson

That the Recreation Committee approved the Minutes of the June 2, 2014 Recreation Committee meeting.

CARRIED

5. FINANCIAL STATEMENT

The committee reviewed the financial statement with Treasurer, Jennifer Barr. Jennifer noted that we were not successful in our application for a student grant this year, but that we did have enough in the budget to keep her summer student Nikki Dubeau for 35 hours or one week. Kathleen and Jennifer agreed that Nikki would assist Kathleen with the Norman Eady Fruit Fundraiser.

Jennifer noted that there is a new line in the general ledger for Trail Maintenance and the \$5000.00 donated from Jackson Toyota. As trails is a recreation service the financial records are reported under recreation but there are no duties for the Recreation Committee, reporting purposes only, therefore it will not affect the annual budget.

Jennifer Barr reviewed the Community Centre Expansion Budget and noted that there is \$16702.00 remaining to cover the heating and wheel chair ramp and kitchen counter.

Dave Bennett asked for a copy of the Stage Curtain Quote. He requires the measurements for the curtains, so he can get a second quote from a local business.

Robert A. Johnston asked when we would be getting the curtains, he noted there were complaints of echoing and feed back in the monitors on stage at the recent wedding reception. It was noted that there was a full hall with table's right in front and all along the stage, which would normally be left open for a dance floor. It was a very large wedding. There were no issues at the Country dance the night before that was very well attended.

Curtains will certainly help but won't be purchased until we receive grant monies or find the means to purchase them.

Recreation Program Manager Kathleen Rogers noted that because the wedding reception was so large they required seating for 198 people. We do not have enough tables to seat that many people. We only have 27 tables of which six are badly damaged and are only good for serving tables as they are covered by table clothes. Dave Bennett graciously donated eleven 8' wooden tables to the Barr family for their wedding. Kathleen thanked Mr. Bennett for his generosity and asked if we could keep the tables for the Canada Day Breakfast, with the increased floor space that we now have from not setting up the portable stage we can seat more people for breakfast. We need to replace and order more tables in the near future.

It was noted that we have received information regarding a Federal Accessibility Grant opportunity and we should investigate this to assist in supporting our stage wheelchair ramp and kitchen counters that are wheelchair accessible. It would need to be researched and applied for before Kathleen goes on Holidays July 18th as it is due August 1st, 2014.

6. DELEGATIONS

There were none.

7. BUSINESS ARISING

CATERING

Ralph Miller requested that we investigate the possibility of us having our own in house caterer and operate as a business, as we are losing out on potential revenue that patrons are putting out for Hall catering with weddings and special events. He recommends that we give renters the options of using our catering services. He would like to see us hire a caterer and pay her/him and their staff to run and serve the event. He also noted that we would have to follow the Townships procurement bylaw and put together a tender document, advertise and interview. Profits would be split 1/3rd expenses, labor 1/3rd and profit 1/3rd. The average cost paid out for a dinner was \$4000.00. Kathleen noted that we presently have a volunteer catering group whose services are mentioned if a renter requests catering services. They are given Val Millers contact info and if they choose to use our group then we benefit. We cannot insist that they use our caterers exclusively.

Finance Manager Jennifer Barr noted that Recreation had to take into consideration that this proposal would have to be a tendered item and once we break the revenue threshold of \$50,000.00 we must charge 13%

HST on everything in the township. This will affect every department. If we were to have two more catering events this year we would be over that threshold.

Kathleen Rogers also noted that she spent several hours coordinating and dealing with the rental concerns, demands and complaints. The Hall Rentals can a very time consuming task.

We must see how this affects us on our own. Jennifer Barr said that she will need to do a financial analysis. It was asked if she could create something for the September meeting. It was recommended that we table this discussion till after the election.

DISHWASHER

Ralph noted that the caterers used the dishwasher during the Barr wedding. The dishwasher is too expensive an item to be left unlocked and used by people who are not familiar with its operation.

The dishwasher is for recreation committee events and functions and a recreation committee member or catering volunteer should be present to operate the dishwasher.

Dave Bennett noted that we can put a lockout on the breaker and he will do this.

STOVE

It was brought to our attention that the Stove ovens are not being cleaned after each event. They are still dirty from the Harvest Supper.

All renters shall be responsible to clean the stove before the end of the night; everything should be left just as it was found. If catering uses it for a function they are responsible to come back and clean it before the next event. Kathleen will check with Bill Yantha to see when he can assist to clean the stove. Kathleen spoke with Rilla St. Michael and noted that due to breathing difficulty she cannot clean the stove.

Arnold Dickson noted that he spent 3 hours cleaning the Deep fryer and area to prepare for the Canada Day Breakfasts.

SECURITY CAMERA'S

Kathleen Rogers reported that she spoke with Terry Wall from Noron's, he stated that he had the camera's and would be out soon to hook them up at the Rink & Community Centre. Dave Bennett noted that Terry just purchased Noron's this week and as the new owner he will be very busy getting familiar with the new business.

BOAT LAUNCH – KIOSK,

Kathleen Rogers reported that Steve Osipenko has given her pictures and a quote on materials for a boat launch Kiosk. He was working and unable to attend the meeting. The committee reviewed the quote. The Dock needs repair before we can spend money on anything else.

BOAT LAUNCH Signage DOCK

Kathleen Rogers reported that there have been complaints about the Dock at the Boat Launch. The complaints are lack of boat protection on the dock, the fishing and crowding on the present dock, swimming in front of the dock and boats docking and camping over night.

Patrons are fishing from the dock and will not move or reel in lines when a boat is coming in off of the river. The dock is there for the loading and

unloading of Boats from the river. It is not a fishing dock. Fishing from this dock provides a hazard to all patrons.

Dave recommended doing the repairs to the dock and estimated that it would cost \$600.00 to repair the existing dock, but that it needs to be done on a low volume traffic day as the dock will need to be pulled from the water to repair properly. The dock requires new lumber, six boards, fastening supplies and bumpers. Dave has volunteered to do the work but Public Works will have to pull the dock from the water.

It was recommended that we have another dock just for those who wish to fish from shore. A new dock would have to be engineered and the shore line may have to be cut back, presently with the water being so low the shore line at the walk on ramp is steep, approximately at a 45 degree angle.

It is recommended that we purchase no fishing signs but do not mount yet. Signs should be 2x2 with large red letters. Kathleen will look to see if she can find pre made signs for NO FISHING, if not; she will ask Valley Signage to create.

FISHING DOCK – we do not have a budget for a new dock at this time.

A complaint was received from a resident near the boat launch about overnight camping on the dock at the boat launch. It was noted that Boaters can come ashore up to 15' from the high water mark to camp and we cannot do anything about this. We can post no camping signs as we have at the community centre.

HYDRO GRANT APPLICATION

Kathleen Rogers reported that she is working on the Hydro Grant. She has received letters of support from The Bonnechere River Watershed Group and Melissa Friske's School of Dance. It will be completed by the June 30th Deadline. Kathleen is meeting with Michael Barber next week to finalize.

SCOTTISH FESTIVAL STAGE REQUEST

Kathleen Rogers reported that the Scottish Festival has rented a stage on wheels for their festival. They will not have Public Works staff available on the Sunday of the festival to transport and build the stage and they are not able to set it up in advance of the event due to other rentals at the Waba Cottage Museum Park. Kathleen has prepared a draft stage rental agreement for future use to be reviewed by CAO/Clerk Mackie McLaren.

BOILER IN ZAMBONIE ROOM -

Chair Kingsbury reported that the Infrastructure Committee would like the boiler in the Zambonie room used in the community centre. Bob Johnston said that the boiler was purchased for the Zambonie and Change room building to provide hot water to flood the ice. Kathleen Rogers noted that Health and Safety requires that there be hot water in the washrooms for sanitary reasons and that Rilla requires hot water to wash the floors. Health and Safety would also like the recreation committee to hook up a shower in the change room building for Emergency Measures. There should be a shower on site in the event of a mass emergency housing situation.

Moved By Robert A. Johnston

Seconded by Barb Dickson

That the recreation committee recommends to Council that the Zambonie Room Boiler be kept there and installed before the start of the next rink season.

CARRIED

It was noted that the installation costs to run underground line, for the Boiler plus materials and hook up water to washrooms and Zambonie would cost approximately \$1500.00.

INFRASTRUCTURE MEETING UPDATE – Dave Bennett

Chair Kingsbury reported that Dave Bennett had a meeting with the Infrastructure Committee and Jim Hubert. They talked about the existing maintenance program to the heating system and alternative heat. Jim will get back to the Infrastructure Committee with a time line and maintenance agreement. Jim will not sign a sub liability clause.

Issues- Our outside tank at the community centre will be red tagged as there are blisters on the outside of the tank. The tank needs to be replaced.

Dave reviewed with Jim Hubert, separate heating and cooling for the community centre, initial cost Boiler \$10,000. Take away both furnaces totally. Use for air run on propane. Chair Kingsbury asked if there would be savings if we switch from oil to propane. Dave reported that propane is cheaper plus the larger the tank we have and the higher usage will lower our rates. He expects that we would save 25%. Kathleen noted that we have a small tank at the community centre right now as it is providing propane to the kitchen only if we wish to have a larger tank to service the whole building Stinson our provider will replace it.

It was noted that the post in front of the oil tank is broken and should be repaired or replaced ASAP. Ralph Miller inquired about the possibility of getting a grant for solar energy. Dave noted that with the recent election that there will be no green energy grants for the next four years.

We could use a boiler to heat the whole building plus provide hot water for dishwasher, bathrooms and kitchen.

INFRASTRUCTURE REQUESTS

1. **Cement Pads at entrance doors**
Dave noted that interlocking block, sand and edging plus crusher stone will cost \$300.00 per door.
Dave recommends a 4X4 pad at each door
2. **Seal on Stage door and Seal on other exterior doors.**
Dave noted that Garnet Headrick will repair all the new door seals by July 15, 2014.
3. **Eves-trough outside community centre**
Arnold Dickson, Robert A. Johnston and Robert Kingsbury will put up scaffolding tomorrow and reattach the eve trough to the building. Eve's trough is in the Zambonie storage room.
4. **Parking lot grading**
We need Rod Eady to grade plus 2 guys hand baulming and rake out. We need one load of gravel. Robert Kingsbury will talk to Rod Eady.

5. Upper meeting room drywall paint and repair.

Chair Kingsbury noted that Mike Cotie has been authorized to repair the ceiling and walls in the upper meeting room and have him paint it for \$1500.00. The funds to come from the Maintenance Budget Account.

FUNDRAISING –

- **HORTON OUTDOOR EVENT – meeting date**
Kathleen Rogers is to contact Steve St. Michael and ask him to set a meeting date for planning next year's event.

BAKE SALE – Canada Day –

Kathleen Rogers asked for donations to the bake sale and also asked if the proceeds can be kept separate from the Canada Day event as we have a fundraising account for Bake sale. Robert Kingsbury will check with Jennifer on this item. Sharon Bennett said she would make muffins. Taylor Rogers will make Brownies and cookies, Mrs. Mulcahey will also make brownies and cookies.

Dave Bennett said that bar room partitions will be in on Monday and the serving counters will be here also.

Chair Kingsbury asked Ralph Miller if he had any concerns with his new arrangements in the new bar area. Ralph reported that the lighting in the new bar area is too bright so he turns them off. He requires a lamp for better lighting. He will bring one in.

Arnold suggested that we change the bar pricing and make all items the same price beer wine and coolers. The committee disagreed and we like the pricing the way it is.

RINK BOARDS

Kathleen Rogers noted that the rink boards and gate on the rink require repair or replacement before next season, this kind of work needs to be carried out now while the weather is good. She asked Dave Bennett join her to do a full safety inspection of the rink and change room area to identify all necessary repairs. She noted that there is a hole in the rink boards at the volley ball court end that is only covered by the yellow molding. Dave reported that he estimates it will cost \$2000.00 for repairs down at the rink. Kathleen noted that the boards need to be repainted on the inside and painted on the outside. There are housekeeping items in the change rooms to and it was noted that the finish work needs to be done in the canteen around the window that Councillor Jamey Larone installed and the door cover over the opening above the generator room in the third change room.

WALKATHON –

Kathleen Rogers noted that Thank you letters have been sent to County of Renfrew Paramedics Services Chief Mike Nolan and Tom Orr Construction for their participation and support of our event.

RENFREW FAIR SPACE – ATV RAFFLE

Kathleen Rogers reported that space has been rented for this year's fair for the raffle. We have the third space along the stage wall in the main hall. Val Miller will be organizing the volunteers for the week's event. The fair starts Wednesday Sept 3rd and runs to the 7th.

DANCES – June 19 Dance

Kathleen Rogers Reported that the turn out for this dance was very good we had Revenue of \$1289.35 with 115 people attending, we took in and split \$306 for the 50/50 draw. There were many great reviews over the luncheon, thank you to Clare Rouble and Penny Jamieson. Our dances have not been making money as expenses are usually higher than the turnout. The last two dances have been much better.

Arnold Dickson reviewed the line-up for September to December and noted that he has re-booked Buck Fifty for our December dance. Sept. 19, Mike Fahey, Peter Dawson, October 17- The Countrymen, November 21, Lorne Daley, December 12 – Buck Fifty.

5:30 Dave Bennett left the Meeting

8. **OTHER BUSINESS –**

5:31

- **PUBLIC RELATIONS REPLACEMENT**

Chair Robert Kingsbury declared a conflict of interest on this matter removed himself as the Chair and Kathleen Rogers assumed the position of Chair.

Arnold Dickson noted that with the resignation of Ann Limlaw the recreation committee has been short one member. Attempts to reach a local resident who had expressed interest in joining have been unsuccessful. He asked the committee to appoint Sharon Bennett as Ann's replacement. Sharon has been a member of the committee in the past.

Moved By Arnold Dickson

Seconded By Robert A. Johnston

That the recreation committee moved to accept Sharon Bennett back on the Recreation Committee.

All in Favor
CARRIED

Chair Kingsbury resumed the position of Chair at 5:33 pm.

- **THRIFT STORE**

Chair Kingsbury noted that he had a call from a Mrs. Poirier who was downsizing in her home and had several items to donate to us if we would consider setting up a thrift store. The committee discussed the idea again and has nowhere to set up such a store. It was suggested that she could take them to the Flea Market and donate on our behalf and a percentage would go to the flea market for selling. Chair Kingsbury asked Kathleen to contact Mrs. Poirier to see what she had to donate. Ralph Miller will investigate the Flea market terms.

- **BARR WEDDING – Chandelier donation.**

Ralph Miller noted that Todd Gauthier donated the chandelier he made for the Barr Wedding to the Community Centre. It is still hanging in the hall and looks very nice. Kathleen Rogers was asked to send a thank you note to Mr. Gauthier.

- **AED/CPR TRAINING**

Kathleen Rogers noted that she is waiting for dates of availability from Dave Bennett to host the CPR/AED Training and the drop off of our new defibrillator.

Recreation Committee
June 25, 2014

9. NEXT MEETING DATE – WED. July 16, 2014 - 4 PM

10. ADJOURNMENT

Moved by Sharon Bennett
Seconded by Barb Dickson.

That this Committee Meeting be adjourned at 5:50 p.m.

CARRIED

CHAIR

RECREATION PROGRAM MANAGER