

THE CORPORATION OF THE TOWNSHIP OF HORTON  
**Recreation Committee Minutes**  
Sept 17, 2014

There was a Meeting of the Recreation Committee held in the Municipal Council Chamber on Wednesday September 17<sup>th</sup>, 2014. Present was Chair Robert Kingsbury, Dave Bennett, Sharon Bennett, Val Miller, Robert A. Johnston, Barb Dickson, & Ralph Miller. Staff present was Treasurer, Jennifer Barr & Kathleen Rogers Recreation Program Manager. Absent was Mayor Don Eady, Arnold Dickson, & Steve Osipenko.

**1. CALL TO ORDER**

Chair Kingsbury called the Meeting to Order at 4:03 pm

**2. DECLARATION OF PECUNIARY INTEREST**

There was none.

**3. ITEMS TO BE ADDED TO AGENDA AND ADOPTION THE SEPTEMBER 17th, 2014 AGENDA**

There were no items added to the agenda.

Moved by Robert A. Johnston,

Seconded by Ralph Miller

That the agenda for the September 17th, 2014 Committee Meeting be adopted.  
CARRIED

**4. MINUTES OF JULY 16, 2014 AND SEPTEMBER 4, 2014.**

The Committee reviewed the July 16<sup>th</sup> minutes previously approved by Council.

The Committee reviewed the Special Recreation - Proposed Beach Property meeting minutes of September 4<sup>th</sup>, 2014.

Dave Bennett asked if any direction had been taken from the Special Council Meeting of Sept 5, 2014 in reference to the proposed beach property. Chair Robert Kingsbury said that CAO/Clerk Mackie McLaren was arranging for the property to be surveyed to determine the flood plain level and for Rivingtons to do an appraisal of the property.

Moved by Robert A. Johnston,

Seconded by Dave Bennett

That the Recreation Committee approves the Special Recreation Minutes of September 4th, 2014.

CARRIED

**5. FINANCIAL STATEMENT**

Chair Kingsbury asked the Committee to review the financial statement. Treasurer Jennifer Barr noted that the Trail maintenance expenses of \$9640.84 are for staff wages and trucking of stone dust to the CN Trail. The Miller Group (Smiths Construction) in Arnprior offered to provide the Township with sufficient stonedust to complete the full 6.25 km of trail. The material was located at the Braeside Quarry however it was the Townships responsibility to load, haul and spread the material at the Townships costs.

## **CATERING / KITCHEN**

Treasurer Jennifer Barr submitted an analysis of revenues for HST threshold for recreation. The report was based over a 3 year period. At the rate we are going we could to hit the \$50,000.00 cap. If we decide to have an in house cater for events which have been proposed, 4 potential catering events a year could bring in potential revenue of \$14,000.00. This would definitely put the Township well above the \$50,000 revenue threshold. Once this happens HST would have to be charged on all recreation activities with the exception being only on children's activities.

All activities, dances, euchre, bar sales, catering and hall rentals would require people pay the 13% sales tax. Ralph Miller noted that people are regularly charged HST on their everyday purchases so this would not seem abnormal. Right now it is a bonus that they do not have to pay it.

Absorbing the 13% HST would cost an estimated \$6,200.

It was noted that \$35.00 is not a sufficient fee to use the kitchen for catering events. At the last catered event they washed dishes for 2 hours and made use of our take out containers and many of our utensils. Kathleen Rogers noted that the \$35.00 fee is only for use of the stove, there is no charge for them to use our kitchen it comes with the hall rental. Jennifer noted that we can review our fees and charges each year and make changes. This will be something that we should investigate further and have organized for the next review in 2015. Kathleen noted that she approached a caterer and asked if they would consider running a catered event for us and she said no but that she would consider renting our dishes and cutlery. We would need to set a package fee. We would also have to include an agreement to use the dishwasher as we would want to ensure that all of our dishes and utensils are properly sanitized. It is also recommended that we install locks on all of the kitchen cupboards to prevent theft of our inventory and paper products.

It was suggested that Ralph contact other municipalities that have a similar set up to see what kind of agreements and policies they have in place. Ralph will need to prepare a Catering Business Proposal. Set the terms of reference, to outline rules, regulations responsibilities and duties of caterer and Township. The process would have to follow the procurement by-law and go through the Tendering process.

Jennifer Barr said that she would get Ralph Miller a copy of the municipal directory. Ralph will gather the information and bring it back to the committee.

Dave Bennett noted that the last rental also moved a lot of items out of the storage room to set up a site to take fun photos and did not put anything back. This should be reflective in our Hall Rental Agreement that if the hall is not left in the state it was rented that the security deposit is not returned. The storage room is not to be used as part of the hall rental. The counters in the kitchen were moved and put marks and scratches on the floor from being relocated. They were made moveable for emergency purposes only. They are not to be moved out of the kitchen. Kathleen noted that Rilla would check the hall immediately after the event and report any problems. With Rilla not cleaning the main floors and the event not being torn down till after the long weekend, the reporting is not being done and the security deposit would have already been released. It was recommended that Dave report any problems back to Kathleen ASAP after the event usually Monday morning.

- BOAT LAUNCH – DOCK REPAIR

There is \$600.00 in the budget for dock repair. Dock to be removed after Thanksgiving weekend Oct 14<sup>th</sup>. Kathleen will arrange for Public Works to pull out the dock and Dave Bennett, Bob Johnston and Robert Kingsbury have volunteered to repair the dock.

- BOAT LAUNCH – PARKING LOT NO CAMPING/SIGNAGE

Public Works Manager, Janet Collins has ordered signage for this.

- SEAL ON STAGE DOOR AND SEAL ON OTHER EXTERIOR DOORS

Two of the side doors have had new seals put on them but the stage door is still not properly sealed. Kathleen reported that there is a gap at the side that is allowing draft and rain to come in. Rain water is seeping under the seal and pooling on the stage. The stage must be checked regularly. Dave reported that he will repair this.

- CN TRAIL GRANT –

A business plan was prepared by Janet Collins and a grant was submitted by the Sno-Goers club. They hope to hear back by the end of this month. The township has supported the Sno-goers in their application to provide additional upgrades to the CN TRAIL.

Please refer to this item in the finance report above.

- ACCESSIBILITY GRANT- FEDERAL GOV'T

Administrative Assistant, Rose Curley prepared a grant application for a chair lift for the stage. It had to be in by the first week of August and we hope to hear a response by early November 2014.

- AED/CPR TRAINING

Kathleen Rogers reported that we have received our new Defibrillator donated by the Heart and Stroke Foundation and the County of Renfrew Emergency Services for our Community Rink. Training was provided to 10 of our Rink volunteers.

RENFREW FAIR ATV RAFFLE

Kathleen reported that we did very well selling tickets at the Renfrew Fair for the ATV raffle we were able to make enough money to cover our expenses and the rest of the monies will go towards the community center fundraising. Great job to everyone involved.

Kathleen gave a brief review of the fundraising revenue to date. We should meet our goals for this year.

NORMAN EADY FRUIT FUNDRAISER

Kathleen Rogers reported that we raised \$2208.00 with our Fruit Fundraiser.

check a local contact with ice making experience to see if they would consider volunteering to flood the rink for us this year. Dave Bennett and Bob Johnston are all willing to volunteer their time again this year.

**RVH FUNDRAISER REQUEST – Mae Craig Friday April 24.**

Long Time Women's Institute Volunteer Mae Craig has requested a reduced Hall Rental Rate to hold a fundraiser for the Renfrew Victoria Hospital Foundation. She has successfully received funding to provide Horton recreation with many of the amenities used in the hall today. The committee has proposed that a rental fee of \$150.00 which would cover the cleaning and set up and tear down costs. Kathleen will contact Mae with this information.

**CHRISTMAS CRAFT FAIR – Dec 5 instead of Ladies Night.**

Kathleen Rogers reported that she would like to have a fall ladies night again but proposed we make it like a Christmas Craft Show. She suggested it be a weekend event on Dec 5 & 6 but the hall has been rented for an event the evening of Dec 6, so it will be held Friday Dec 5<sup>th</sup>. We will try to get 30 Vendors at \$30.00 per table. We will use the upstairs and main hall. Kathleen will send out notices. She noted that the catering ladies could run a canteen if they wished and Ralph will run the bar.

**FLOOR CLEANING /CLEANER BATTERIES**

Kathleen Rogers reported to the committee that Dave's staff has been volunteering to clean the floors after each event when they put away the tables and chairs as Custodian, Rilla St. Michael is not physically able to do so at this time. The floor cleaner they use requires 2 new batteries as the ones presently in it are 40 amps and 4 years old and are not rated high enough to make the machine function at max capacity. The machine requires 2 - 75 amp batteries good for 2.75 hours of running time. The batteries are \$404.00 each plus a core charge and there is money in the cleaning budget for these.

The floors need to be waxed and Dave's men have volunteered to do this, they will strip the floor and put on 3 coats of wax. Rilla bills the Township 30 hours labour to complete this task. It is proposed that the monies that would have been paid to the Custodian for these 30 hours of labour at the custodian's rate be transferred to the Building Expansion Fundraising account in return for the volunteers completing this task. The committee supported this suggestion.

Moved by Robert A. Johnston

Seconded by Barb Dickson

That hours of Cleaning money allocated for stripping and waxing the community centre floors be transferred to the Building Expansion Fundraising account after the volunteers complete this task.

Carried

9. **NEXT MEETING DATE – Wed. October 15 , 2014 - 4 PM**

10. **ADJOURNMENT**

Moved by Sharon Bennett

Seconded by Ralph Miller

That this Committee Meeting be adjourned at 5:30 p.m.

Carried

CHAIR

  
Recreation Program Manager