

# The Township of Horton Recreation Committee Meeting

November 12, 2015

There was a Meeting of the Recreation Committee held in the Horton Community Centre on Thursday November 12, 2015. Present was Chair Robert A. Johnston, Mayor Robert Kingsbury, Vice-Chair Glen Campbell, Councillor Dave Bennett, Sharon Bennett, Barb Dickson, Ralph Miller, Val Miller. Staff present was Kathleen Rogers Recreation Program Manager. Kirby Morrison arrived at 7:15. Absent were, Arnold Dickson and Lane Cleroux.

## 1. CALL TO ORDER

Chair Johnston called the Meeting to Order at 7:00 p.m.

## 2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of Pecuniary Interest.

## 3. MINUTES OF OCTOBER 8, 2015 COMMITTEE MEETING.

Chair Johnston asked the members to review the last meeting Minutes previously approved by council.

## 4. DELEGATIONS:

There were no Delegations

## 5. OPERATING BUDGET & CAPITAL FORECASTING

Chair Robert A. Johnston led the committee through the Draft 2016 Budget and the committee made changes where they could. Mayor Robert Kingsbury noted the 4% increase in the overall budget due to the increased OPP costs making it difficult but necessary to be frugal. It was also noted that we are sitting at an increased expense in Salaries as the Recreation Program Manager is now working full time for recreation at the Community Centre. The Changes will be submitted to Treasurer, Jennifer Barr.

Chair Robert A. Johnston led the committee through the 10 Year Capital Forecast and adjustment and changes we made accordingly.

## 6. RECREATION ASSOCIATION OVERVIEW

Chair Robert A. Johnston led the committee through the Association Structure and asked the committee members to take these documents home read the sample Constitution and Facility Use Agreement. This is what we could be doing if we decide to go to a Recreation Association. We would receive a grant from the Township payable twice yearly. We would require our own treasurer and secretary. We would hold our own meeting and operate independently. We would be required to control our own budget and make decisions on what the association does. Chair Johnston would no longer sit as a council representative; he would just be a member of the association and would report back to the council as a member of the association. This will take time and new members will be required to fill the executive duties. Should we decide to go this route we will require members with specific skills, so he asked the committee members to evaluate if there were positions they could fill and if not to seek out community members that would be suited to the appropriate positions and see if they are willing to join the team.

## COUNCIL MEETING STRUCTURE CHANGE

Chair Johnston and Mayor Kingsbury outlined the new council meeting structure and explained that council would meet twice a month starting on Dec. 1<sup>st</sup>. The committee was provided a draft of the new meeting agenda format. The Recreation Committee will meet at the first meeting of each month at 7:00 pm with Council, if there is a requirement for a decision to be voted on it will be done by council that night and eliminate the need to wait for another meeting. All councilors will be up to date on all municipal issues as all committee meetings will now be held at the council meeting. If an issue requires more discussion it can be tabled and brought up at the next meeting. In the event that there are no delegations at the council meeting, Recreation will be bumped up to 6:30 pm, this will be noted when you receive your meeting package. All Financial committee issues will be brought up at the 2<sup>nd</sup> monthly meeting during General Government. Any committee member is invited to attend at that time otherwise recreation does not have to attend.

The first recreation meeting will be held Dec 1<sup>st</sup> at 7 pm in the Municipal Council Chambers.

### 7. BUSINESS ARISING:

- PARKING LOT DRAINAGE - ENGINEER CONTACT

Councillor Dave Bennett noted that he had spoken to Engineer Paul Colotello. Paul has volunteered to create drawings for the Parking Lot Drainage at the front door of the parking lot. The drawings will be ready by November 15, 2015. We will not be completing this project in 2015.

- FRONT ENTRANCE EAVESTROUGHING

Dave Bennett noted that we need to make changes to the front entrance roof in regards to the rainwater runoff the roof and sitting on the cement at the front of the building. It needs to be fixed before the spring rains. It was suggested that we install eavestroughing and run to a big o pipe drain pipe that would run under the parking lot and away from the building.

- DANCE

Recreation Program Manager, Kathleen Rogers noted that the next Country dance will be Friday, November 20, 2015 and the band will be the Buck Fifty. Signs have been changed.

- IN FLOOR HEAT SYSTEM – Main Hall

Councillor Dave Bennett said that it would cost \$9500.00 to hook up the in floor heating. Dave Bennett reported that he is getting specs on the Original Community Centre Hall in floor heat system from Jim Hubert but noted that with the materials needed coming from the states we need to take into consideration the increase in pricing since Jim Quoted us his figure. We are paying 30 to 35% more right now with the exchange rate on the dollar. Any tenders we receive now will likely reflect the increase. Jim has noted to Mr. Bennett that he would stand by his original quote of \$9500.00 as he already had many of the required materials in his warehouse prior to the decrease in the Canadian dollar.

- BOAT LAUNCH BATHROOMS

It was reported that Property owner Rob Wynja was interested in selling or leasing the wedge of property he owns onsite at the boat launch. The Township requires this property before we can proceed with installation of the washrooms in order to meet the required setbacks.

Recreation Program Manger Kathleen Rogers consulted with CAO/Clerk Mackie McLaren and Mr. McLaren confirmed expressions noted by recreation committee member Lane Cleroux that leasing the property would not meet the required setbacks that only if we owned the property would the property lines change.

CAO/Clerk Mackie McLaren recommended the Committee discuss purchasing the 35 ' x 35 ' piece of property and make a purchasing proposal to Mr. Wynja which would include the Township of Horton Recreation covering any costs associated with the transaction. This would include legal and survey costs. Deputy Mayor Robert A. Johnston agreed to meet with Mr. Wynja and CAO/Clerk Mackie McLaren to get this process started. Deputy Mayor Johnston will ask CAO/Clerk Mackie McLaren to arrange a meeting at Mr. Wynjas earliest convenience.

- FESTIVAL OF OUTDOOR RINKS

Recreation Program Manager, Kathleen Rogers reported that she has spoken to Andrew Henry, President of The Sledge Hockey Association of Eastern Ontario and Liz McFarlane from Community Living Liz in checking with co-worker Allan Yull on availability and participation of the Renfrew Community Living Sledge Hockey Team Andrew Henry has agreed to participate in an afternoon of Sledge Hockey on Saturday Feb 20<sup>th</sup>, 2016 starting at 1 pm in cooperation with Community Living

Andrew is proposing that Community Living have 15 – 20 minutes of playing time at 1:00 pm -1:25 The Eastern Ontario Sledge Hockey team will do a demonstration and could do some 3 on 3 hockey plus a scrimmage with Community Living and or possibly an Exhibition Game with a one of their competitive teams from North Bay. After they take a warm up break, they would open up to doing skills and hands on training with the community members.

The schedule of events will be finalized before Dec 1, 2015 by Andrew and me and a schedule will be submitted to the Festival of Rinks Committee executive Jennifer Layman who will look after advertising for the community event. They have two major sponsors for this. Johnston & Mackie Ins. LTD. and the Common Well Mutual Insurance. This is to be a free event for the community to enjoy but Kathleen asked to collect donations at the event to cover the expected \$200.00 expense for travel for the team and if we get more than \$200. We could donate a portion to community living. Kathleen checked with Jennifer Layman to see if there are any sponsorship dollars to assist us and there are not so we will look for a community Sponsor.

Kathleen noted that the link to the Festival of Outdoor Rinks Website is in the report and all sponsorship link information can be found there as well for anyone wanting to participate. Sponsorships are available from corporate to citizen. All sponsors will be identified in the advertisements and at each event location as long as they are in before December 7, 2015.

The Friday Night we will have public skating from 4-5:30 a family friendly game of shinny at 6:00 pm open to the public. This 6 pm game is the one required event that all communities are doing at the exact same time. They will arrange to have a celebrity drop the puck. Kathleen noted that she has suggested a celebrity and Jennifer Layman will go through the Sens Foundation to see if this request can be fulfilled.

Kathleen noted that volunteers are needed sell hot dogs and Hot Choc., Tea, Coffee and Gatorade Friday and Sunday. Jen Fortin has volunteered to run Friday Night. This canteen will be run out of the rink building as there is a country dance this night. We still need a volunteer for Sunday. Sunday the rink will be open for Public Skating all day.

Jen Fortin has volunteered to work the canteen for Saturday 12- 5 pm and will recruit her own volunteers. We will recoup revenue by selling Homemade Soup, Hot Dogs, Chili, Coffee, Tea, and Hot Choc.

Special Needs: we may need an outdoor heated area and or quick and easy access to the change rooms for players to warm up. Paraplegics cannot feel their extremities and need to take precautions to not freeze or get frost bite. Often they will only be on the ice for 15 min intervals depending on the temperature outside on that day. We will also have to ensure that we maintain a wheel chair accessible path to the change rooms and the ice entrance.

FINANCIAL IMPLICATIONS: We require \$200.00 to cover the teams travel expenses and approximately \$300.00 to stock the canteen. We will look for a sponsor or possibly get sponsor money from Festival Organizers. To cover travel expenses. Canteen Revenue is expected to be \$500 - \$600.

ATTACHMENTS:

The link to The Festival of Outdoor Rinks <http://www.festivalofoutdoorrinks.com/horton-community-centre> and added a copy of the Sponsorship Page. <http://www.festivalofoutdoorrinks.com/about-our-sponsors>

CONSULTATIONS:

Robert Johnston, Deputy Mayor of Horton Township  
Mackie McLaren, CAO/Clerk  
Andrew Henry, President of the Ontario Sledge Hokey Association  
Liz McFarlane, Community Living  
Jennifer Layman, Coordinator of the Festival of Outdoor Rinks.

The committee was pleased with the plans and recommended we find a sponsor to cover the travel expenses.

BLUE GRASS SHOW

Recreation Program Manager Kathleen Rogers reported that the revenue from the Blue Grass show was \$ 1326.15. Ralph Miller asked how much it cost for the Band and it was reported the Spinney Bros. Cost \$2000.00 plus accommodations. Accommodations were covered by a donation from Chair Johnston. The Monroe Sisters Cost \$300.00. The show was very well received.

- HARVEST SUPPER

Recreation Program Manager reported the revenue from the Harvest Supper was \$1971.30. Attendance was up, 235 Adults this year from 179 Adults last year. Valerie Miller reported that everything went well in the kitchen; we will reduce the amount of servers in the first shift. Three would be good for each shift. We need a man in the kitchen to assist with heavy lifting for both shifts and we need a clean-up crew to come in for 7 pm so the kitchen staff can leave. We will note these changes for next year.

- HEALTHY KIDS COMMUNITY CHALLENGE MEETING OCT 28 1- 4

Kathleen Rogers reported that she attended the planning session with representatives from across the county; she reported that the group has received a substantial amount of money to be used for Healthy Kids initiatives. This group met to brainstorm and discuss best and next steps for the group and what can be done so we all benefit from these resources. All information gathered will be assessed by the committee members.

- ZAMBONIE REPAIR

Chair Johnston asked when the zambonie repairs would take place. Dave Bennett noted that the zambonie need to be taken to his shop to weld the box which has cracked due to the use of hot water in the unit. Dave, Arnold and Bob will work on this as soon as Arnold Dickson is back from the hunt.

- RINK ATTENDANT

Chair Johnston asked if we are advertising for new rink attendants for this season. Dave Bennett said that he would volunteer his time for one evening per week. Chair Robert Johnston said that he was willing to do the same. Mayor Kingsbury asked Dave Bennett to put together the exact scheduling needs for the rink and how many persons are required to fill the positions and to hold off advertising the position till Dec. 1<sup>st</sup>. Dave agreed to compile this information. It was noted that Mr. Yantha would be back this year to cover his regularly scheduled hours.

- RINK MAINTENANCE

Kathleen Rogers noted that Public Works employee Bill Yantha has been raking and cleaning the rink and has discarded several large stones. Chair Kingsbury noted that he has asked Fire Chief Randy Corbin to spray the rafters to clean off the bird debris. Bob Johnston asked that the rink be rolled to compact the stone surface before flooding. Dave Bennett volunteered his roller for the job. Kathleen will ask Bill to roll the rink.

- CLEANING CARETAKER CONTRACT

Ralph Miller asked what was happening with our cleaning contract, are we tendering it out. Recreation Program Manager noted that she asked the cleaners if they wanted to continue with their contract or if they wanted to rebid if we go out to tender. Ms. Matheson expressed interest in staying with us and continuing as they presently are. Kathleen noted that Mrs. Mathieson is running another successful business and is not always available when we require them. Mr. Mathieson is maintaining the community center. Mr. Bennett suggested sitting down with the Cleaners and detailing our requirements.

Moved by Mayor Kingsbury  
Seconded by Glen Campbell

That recreation recommends that Dave Bennett meet with the caretakers and detail the expectations of the committee in regards to cleaning.

Carried

6. NEW BUSINESS

CUTURE TALKS MEETING

Kathleen Rogers noted that on Nov. 24 there will be a follow up meeting on Arts and Culture county session held last June at Mateway she asked if Mayor Kingsbury would like to attend. He asked Kathleen to please attend on behalf of the committee. The meeting will be at the **New Carefor** location (formerly the Marguerite Centre) **located at 700 Mackay Street in Pembroke. Kathleen will attend from 9-12.**

CHANGE TABLES

Kathleen Rogers reported to the committee that 2 change tables have been generously donated for our community centre washrooms. Nikki Laframboise of Elements Luxury Tent and Nature Spa has donated one and the Horton Fire Association has donated the other one. The committee thanked Kirby for initiating this community donation by recognizing the need in our family facility. Kathleen noted that thank you letters are being sent to each person.

7. Next Committee Meeting – will be Tuesday December 1, 2015 at 7 pm in the Municipal Council Chambers.

8. ADJOURNMENT

Chair Johnston declared the Meeting to be adjourned at 9:00 pm.

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Chair Robert A. Johnston

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Recreation Program Manager