

THE CORPORATION OF THE TOWNSHIP OF HORTON

Recreation Committee Meeting

March 12, 2015

There was a Meeting of the Recreation Committee held in the Municipal Council Chamber on Thursday March 12, 2015. Present was Chair Robert A. Johnston, Vice Chair Glen Campbell, Mayor Robert Kingsbury, Lane Cleroux, Barb Dickson, Val Miller, Dave Bennett and Kirby Morrison. Also present was Jen Fortin. Staff present was Kathleen Rogers, Recreation Program/Manager, Jennifer Barr, Treasurer and Mackie McLaren, CAO/Clerk. Attending as a guest was Randy Corbin, Fire Chief.

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

Dave Bennett declared pecuniary interest for Agenda 5. – Report on CN gate installation. He noted that his company made and installed the gates for the Sno-Goers Snowmobile Club. They had a Federal Grant to install the gates where a road intersects the trail which serves a snowmobile trail in the winter months. The CN Trail is owned by the Township.

3. MINUTES OF FEBRUARY 12, 2015 COMMITTEE MEETING

Chair Johnston asked the Members to review the Minutes of the February 12th meeting. The minutes have been approved by Council.

Vice Chair Campbell asked if Bruce Murdoch had been contacted by staff re the accounting for the Carnival. The CAO/Clerk said that an invitation to meet went out by email but there was no response.

The Members agreed that Mr. Murdock be invited to the next Committee Meeting to follow up on his concerns.

Barb Dickson noted that she did not second the resolution at the bottom of page 5. Arnold Dickson seconded the resolution. The change was made.

4. DELEGATIONS

7:05 William Hughes – Chef at Smoke House Café, Renfrew

Mr. Hughes was present in response to our ad looking for interest from a chef to contract our kitchen to. Mr. Hughes said he was co-owner and Chef at the Smoke House Café in Renfrew. He described his chef and catering experience. He has seen our kitchen and was impressed with its size, table area and equipment.

Val Miller asked what percentage of profits he would receive as in house caterer. Mr. Hughes said there are several models. He would price the menu and we would mark up to receive a profit as a fee for using the kitchen; he could provide the Township with an invoice which we would take a percentage off the top. He suggested the easiest model would be Horton would supply the renter with an invoice which includes the caterer's costs and our markup.

Mr. Hughes said he would create and give us menus. He will do several tastings for the renter.

Mayor Kingsbury asked what equipment from our kitchen would he need to use. Mr. Hughes said the cookers, table space and fridges. He would do the final

cooking and plating of the food at our kitchen. He will bring his own cooking utensils and use our plates and cutlery.

Kathleen Rogers asked if there would be savings to us if he used our pots etc. Mr. Hughes said no.

Chair Johnston thanked Mr. Hughes for his presentation and invited him to attend the next meeting to discuss prices.

5. BUSINESS ARISING

- Report on CN gate installation

Dave Bennett had disclosed his pecuniary interest in this matter at the start of the meeting. He was invited by Chair Johnston to report on the progress of installing the gates. Mr. Bennett said that the gates are installed. They have been inspected and the Snowmobile Club is satisfied. He noted that there may be some site cleanup after the spring thaw which his company would look after.

Kathleen Rogers said that she is getting locks and keys that are keyed the same as used on the K & P trail so that emergency crews can access the property quickly. Randy Corbin asked for a key for the Fire Department.

- Stage Lift

Dave Bennett said that he and Rose Curley, Executive/Planning Assistant met with the installer. The drawings have been submitted and he has signed off on them. The CAO/Clerk said he has completed the application form for TSSA. The lift has been ordered.

- Donated Wages for Rink Volunteers – establish rate

Chair Johnston, Dave Bennett and Lane Cleroux declared conflict of interest as they donated their labour and time into maintaining the rink and supervising the rink during open hours. Chair Johnston noted that Arnold Dickson was also a volunteer but was not present this evening.

Dave Bennett said that as this is the group's second year volunteering as rink attendants that their donated time should be valued at the pay rate for step 2 on the pay grid for this position. Mayor Kingsbury said that this Committee should make a recommendation to Finance Committee.

Vice Chair Campbell asked if the volunteers would be volunteering again next year. Chair Johnston said maybe not.

Moved by Barb Dickson, Seconded by Robert Kingsbury that the Recreation Committee recommend to Finance Committee that the value of the donated labour for rink attendant be based on \$12.25/hr. (Grid 1B). These funds are to be donated towards the Community Centre Expansion debt.

Carried

- 10 Year Capital Forecast

Jennifer Barr, Treasurer/Tax Collector suggested that the Committee consider the 10 year capital forecast at a future meeting after the budget has been approved.

Ms. Barr proposed bringing financial information periodically to the Recreation Committee Department rather than monthly. The members agreed.

- Horton Corner Advertising – Changed to bi-weekly publication

Chair Johnston advised that all Committees have agreed to go to bi-weekly. Val Miller said she is not in support with reducing the number of insertions as people make their decisions to attend an event during the same week. Chair Johnston said that the ad will be larger – ¼ page vs. 1/8th page. In addition to this, events will be published weekly in the Renfrew Mercury's "What is Happening" section.

Kathleen Rogers suggesting holding functions that require advertising only on the weeks the ad will be in the newspaper. Lane Cleroux said as the ad will be larger there will be more room for multiple ads for an event leading up to the event.

Val Miller said she still was not in support questioning if events will be sabotaged by not enough advertising.

Dave Bennett said that there has been discussion on using the savings from the bi-weekly ads to install an electronic sign. Vice Chair Campbell said his understanding that this was to be monitored for a year and then review if bi-weekly advertising is sufficient.

Lane Cleroux asked if we could have the ad in the same spot in the newspaper each week. Kathleen Rogers said the ad originally was on page 5 or 6 but now is moved around a lot.

Val Miller asked who she calls when she has an event that needs advertising. She was advised to send ad to Kathleen Rogers who will draft the bi-weekly ad and Kathleen will also forward to Kirby Morrison to put it on the radios and in the What is Happening section of the newspaper.

Vice Chair Campbell asked if the Committee would attempt to seek companies or people who would sponsor an insertion of the bi-weekly ad. He said the company he works for may be interested in sponsoring the ad for Canada Day. The Members considered this to be an excellent idea.

Dave Bennett discussed the electronic sign. He has a price of \$6,800 plus sign modifications. This will be investigated further with a possible demonstration/presentation at a future committee meeting.

- Committee Sports Chair

Chair Johnston noted that we no longer have members appointed as chairs of sub-committees and this concerned him. Mayor Kingsbury said that when he assumed the Recreation Committee Chair part way through the last term of Council he disbanded the Chairs and required the group of 8 members to look after Recreation as a whole rather than as individual groups.

Chair Johnston said there is a need for a member to lead each group or sub-committee. Val Miller said that fundraising still comes through her group. She finds it better this way.

Dave Bennett suggested that if Members want to change the structure of the Committee that this item be put on the agenda for the next meeting. The Members agreed.

6. NEW BUSINESS

- Evening Aerobics – Petra Zangerl Van Veen

Kathleen Rogers reported that she has been contacted by Ms. Zangerl Van Veen who was interested in renting our Community Centre to run an evening aerobics class. She said we have a morning class lead by another person. The evening suggested was Tuesday. Ms. Rogers noted that this class would operate differently from the day class. Currently we pay the instructor and we collect the

daily fees. This is an issue when a class has to be changed and she has to call all the users. Ms. Zangerl Van Veen proposes to rent the facility at the rate of \$25 per hour, the same rate as we pay the day time instructor, but she would keep the fees and we would have no involvement with registration or calling people.

Dave Bennett asked how this would work with cleaning. Ms. Rogers said that the hall would have to be swept after by our janitor.

Moved by Kirby Morrison, Seconded by Val Miller that the Recreation Committee agree to rent the Community Centre for evening aerobics classes at the rate of \$25 per session. The Committee will revisit the rate after the first 6 sessions are completed.

Carried

- Job Description for Recreation Program Manager

Mackie McLaren presented a report prepared by Kathleen Rogers listing all the projects and hours involved for the year 2014. He reviewed the report noting that the total hours listed is over 1400 for the year. It was noted that the Fruit Fundraiser and the Walk-a-thon were not included in the report so the number of hours would be higher. The issue is that Ms. Rogers is only paid to provide 20 hours per week as Recreation Program Manager. That works out to 1040 hours per year. Some changes are required to reduce her work load back to the 20 hours or to increase her hours for this position. Mayor Kingsbury added that the extra hours were paid at the lower rate for the Receptionist/Clerk position.

Val Miller said she could see that Ms. Rogers would not have to attend the events. Kathleen Rogers said that she needs to be at events to make sure she deals with the people she has lined up to work. Val Miller added that the previous Manager did not have set hours so it was difficult for her to contact the Manager.

Dave Bennett said we have seen the report for the first time tonight. With 1464 hours that need to be reduced to 1040 hours there is a whole amount of hours to be picked up by the volunteers. He added that the job has grown because jobs have been left to the Manager by volunteers.

Chair Johnston said we either need to get the work load reduced to 20 hours per week or add money to the draft budget to cover the excess hours.

The members discussed this issue at some length. Vice Chair Campbell said it would be important to see how many donated volunteer hours there were for the same events set out in the Manager's report. If we could get them, we could sit down and look at what events should continue or who can give more donated time.

Chair Johnston agreed to bring this issue back to the next Recreation Committee meeting to continue the discussion.

- Renovations to change storage room into Manager's Office

The Members discussed what renovations would be required. Dave Bennett suggested a window to be purchased and installed on the outside of the building to provide light to the office. The drywall needs to be repaired, the door into the lobby be made into a ½ door so the top could be opened when the Manager is present. The office needs heat/air ducts brought in.

Chair Johnston asked for a report on the renovations and costs be brought back to the next Committee Meeting.

- Report on Festival of Outdoor Rinks

Chair Johnston reported on a meeting he attended put on by an organizing committee to carry out a "Festival of Outdoor Rinks" during the weekend of February 16 2016. Horton was asked to participate. He noted that we have to advise the advisory committee by April 30 if we want to participate.

Moved by Glen Campbell, Seconded by Lane Cleroux that Horton Recreation Committee agrees to participate in the 2016 Festival of Outdoor Rinks.
Carried.

- Telephone System Quote - Internet Requirements

Kathleen Rogers presented a quote from Southeastern Telephone system in the amount of \$3,371.92 or lease for \$93.66 per month for a new telephone system at the community centre as part of the office renovations. The members discussed the need for a phone system. A suggestion was made that all that was required was adding a telephone and computer line from the electrical room at the back of the hall to the office at the front of the hall.

Kathleen Rogers said she had a price for the installation of a new telephone and computer cable at approximately \$500.00. There was discussion of the need for internet access to user groups who rent the facility.

Lane Cleroux asked if you could see the community centre from the Fire Department radio antenna. If so, we could install Wi-Fi on the fire antenna and a receiver at the community centre as an option. Dave Bennett said that both NRTCO and Gozoom are reasonably priced as well. Lane suggested that we need to shop for service to secure the best price from the providers.

- New Committee Member

Val Millers said that Jen Fortin has been shadowing her on her role on the Committee and she believes that Jen is now ready to assume the position.

Mayor Kingsbury said that the amount of work and programs Val has carried out for the community centre has helped make the community centre a success.

Chair Johnston thanked Val Miller and welcomed Jen Fortin.

Mayor Kingsbury requested that this appointment be placed on the Council Agenda for approval by Council.

- Donation by Fire Fighters Association

Randy Corbin, Horton's Fire Chief was present. He informed the Members that the Fire Fighter's Association would like to make a donation of \$3,000 to be put towards the kitchen upgrades. They would like to put a plaque to commemorate the past and current donations by the Association. The Committee Members suggested giving naming rights to the kitchen to the Association.

Chief Corbin said that this commitment is to help keep the kitchen operating properly in the future and includes installation of cupboards, supplies etc.

Moved by Barb Dickson, Seconded by Val Miller that Recreation Committee graciously accept the \$3,000 donation of the Horton Fire Fighters Association to provide funds towards future kitchen improvements.

Carried.

- Future volunteer recognition

Val Miller suggested that the Castleford Fishing Derby volunteers be the group recognized at this year's Christmas Party/Dance. The Members agreed.

7. NEXT COMMITTEE MEETING

The Members agreed to meet on Thursday April 9, 2015 at 7 p.m.

8. ADJOURNMENT

Chair Johnston declared the meeting to be adjourned at 9:19 pm.

CHAIR

CAO/CLERK