

THE CORPORATION OF THE TOWNSHIP OF HORTON
Special Recreation Committee Meeting
March 31, 2015

There was a Special Meeting of the Recreation Committee held in the Municipal Council Chambers on Tuesday March 31, 2015. Present was Chair Robert A. Johnston, Vice Chair Glen Campbell and Members Kirby Morrison, Arnold Dickson, Barb Dickson, Dave Bennett and Jen Fortin. Absent were Ralph Miller, Lane Cleroux and Sharon Bennett.

1. CALL TO ORDER

Chair Johnston called the Meeting to Order at 4:07 pm.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by Members of the Committee or Staff.

3. RECREATION PROGRAM/MANAGER POSITION

- Review 2014 Recreation Fundraising Event Schedule

The Recreation Program Manager was not present but had provided the CAO/Clerk with information on the estimated number of hours she provided for the various events held last year. The Members reviewed this information.

- What roles do the Committee Members want the Manager to perform

The Members reviewed the events and discussed the roles the Manager should provide. Jen Fortin said she is a new volunteer and does not have the time to take on extra responsibilities if the hours of the Manager were reduced. Other duties will suffer without the additional 15 hours per week added to the Manager's work schedule.

Barb Dickson asked if it would be easier on the volunteers when the Manager's Office was relocated to the Community Centre. Ms. Fortin said she believed so. Arnold Dickson asked if relocating the office was a done deal. Dave Bennett said it is not a done deal yet. Mr. Dickson noted that if the Manager's office was at the Community Centre that she could carry out the inventories on the food and bar.

Chair Johnston asked the Volunteers if they were willing to do extra volunteering if the Manager's hours were left at 20 hours per week. Arnold Dickson said he was.

Kirby Morrison said it seems like we are cutting the head off a snake. Eventually it dies. Therefore if we reduce the hours something will not be carried out.

Arnold Dickson said it hurts the volunteers when they provide their service for free but the Manager has been paid for working at the same events.

Vice Chair Campbell said everyone is saying the same thing. It is hard for the Manager to put down the number of hours of work and say some of them are volunteer hours. He asked if there was information that set out what she is to carry out in a year.

Dave Bennett said when the first Manager was here the volunteers looked after the events. Where have we lost this? He suggested that the current Manager could provide administrative support and the foot work for an event could be carried out by the volunteers. We need to make sure the Manager does all the

organization for an event. He doesn't see it as a problem if the Manager does not attend every event. He suggested that it would be tough for the Manager to provide all the Admin support in the 20 hours per week. The load has increased since the first Manager was here. The said the Committee Members do what they have to do, but once they make a commitment the need to follow through. He used the example of the ice hockey tournament where the majority of the volunteers left after 5 hours leaving a small number to complete the event which took another 5 or 6 hours.

Kirby Morrison asked if there was a possibility that the Committee could make a recommendation of a maximum number of hours – say 30 per week. At each Committee Meeting the Members can look at the events scheduled for the next month and decide what hours the Manager needed to put in and what volunteers were committing to support the events so that the Manager did not need to attend.

Chair Johnston said that it appears that 28 to 33 hours per week is required to carry out the workload. He said that the Manager and Council Members met to review the workload. He noted that she had a split position – 20 hours as Recreation Manager and 15 hours as Reception/clerk, but in most weeks, the 35 hours were spent on Recreation activities. He said the “sweet spot” is the number of hours that does not increase the overall municipal budget when the General Government wages are moved to Recreation. The Treasurer has determined that if the split wage was averaged out it would cover 33 hours (the sweet spot) per week of the Recreation budget. He put the following proposal forward:

The Manager work 4 days x 7 hours per week = 28 hours, plus
5 hours used as required covering events or workload outside the normal
work day. This would permit the Manager to assist at events without the
need for overtime.

Barb Dickson said she supported this proposal as long as there is a tab on the overtime. The CAO/Clerk said this can be done.

The CAO/Clerk said that under this scenario, there would need to be a “hand off” meeting between the Manager and the event organizer to be updated on the planning work the Manager has completed for the event.

Dave Bennett said that there would not be the need for the Manager to supervise the volunteers at events.

Vice Chair Campbell asked how many hours were actual paid hours – how many hours were overtime hours and how many were volunteer hours. He added that if we take away the overtime hours, someone has to pick these hours up.

Chair Johnston asked for a recommendation on hours to the Finance Committee.

Moved by Arnold Dickson, Seconded by Bard Dickson that the Recreation Committee recommend to the Finance Committee that the Recreation Program Manager's hours of employment be set at 33 hours per week. This represents 7 hours x 4 days plus 5 hours that will be banked for future use towards events outside the normal 4 day work week if required.

Carried

- Redraft Job Description

There was no discussion by the Members on the need to redraft the job description for the Recreation Program Manager.

4. DRAFT BUSINESS PLAN TO RENOVATE OFFICE FOR MANAGER

Chair Johnston reviewed a draft of the Business Plan that is being prepared by Vice Chair Campbell, Dave Bennett and himself with assistance of staff to renovate the former storage room into an office for the Manager. The completed Plan will be presented to the Members at the April 9th Committee Meeting.

Chair Johnston asked Barb Dickson to form a group of people to look after the kitchen and to appoint a Sub-Chair. Jen Fortin asked what the responsibilities of the Kitchen Committee was. Mrs. Dickson explained and noted that previous Chair had too many responsibilities and eventually left the committee. Kirby Morrison suggestion that someone from the Volunteer Fire Association may wish to volunteer.

5. ADJOURNMENT

Chair Johnston adjourned the meeting at 5:35 p.m.

CHAIR

CAO/Clerk