

The Township of Horton Recreation Committee Meeting

April 9, 2015

There was a Meeting of the Recreation Committee held in the Municipal Council Chambers on Thursday April 9, 2015. Present was Chair Robert A. Johnston, Mayor Bob Kingsbury, Dave Bennett, Lane Cleroux, Barb Dickson, Arnold Dickson, Jen Fortin, Ralph Miller and Kirby Morrison. Staff present was Kathleen Rogers Recreation Program Manager. Absent was Vice-Chair Glen Campbell.

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 on the CN Trail gate locks.

3. ITEMS TO BE ADDED TO AGENDA AND ADOPTION OF AGENDA

Kathleen Rogers Recreation Program Manager noted that there has been one delegation added to the agenda as of this morning and an email was sent to all committee members to notify them of the change. Mr. Bill Newell and his food vendor cart. Kathleen also noted that the first delegation of Mr. Hughes will not be present as he is not well today.

4. MINUTES OF MARCH 12, 2015 COMMITTEE MEETING and SPECIAL MEETING MARCH 30, 2015.

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

5. DELEGATIONS:

7:05 **Wm. Hughes - Chef at Smoke House Café**

Kathleen Rogers reported that Mr. Hugh's not be able to attend the meeting.

7:15 **Bill Newell Food Vendor Cart**

Mr. Newell is a Horton resident and resides on River Rd. He owns a professional hotdog/sausage vending cart. He asked the committee to consider entering an agreement with him to rent space at the Township Boat Launch on River Rd. to set up his vending cart. He would sell hot dogs, sausages, potato chips and pop/water. He will also have a picnic table and garbage receptacle. Mr. Newell would set up and take away all of his materials every day. His cart is self-contained with running hot and cold water and nothing would be disposed of on Township Property. He will have his own garbage receptacle and it will also be taken away daily. His cart has been Public Health inspected and approved; he will have to show recent proof of inspection by Public Health as well as TSSA approval and proof of two million dollars Liability Insurance. Mr. Newell would require a relatively level area approximately 7'x 3' for his cart truck and picnic table. He would like to operate from May to October on Wednesday to Sunday and Mondays on long weekends.

He is prepared to pay a monthly rental fee, to be set by the Township and would consider donating 10% of his proceeds back to a charity or community project if he has a successful season.

Committee member Kirby Morrison noted that Mr. Newell will have to have a field inspection and a Mobile Food Service Equipment (MFSE) for all units built before 1996.

Mr. Morrison suggested a couple of business that might be able to carry out the required inspections; Kathleen Rogers gave Mr. Newell the required paperwork and the contact # for the TSSA.

Committee member Dave Bennett wondered if it would create a strain on our portable washroom facilities and Mr. Newell said that he would help pay for increased waste disposal of the washroom facilities.

Chair Robert Johnston thanked Mr. Newell for his presentation and that the committee will take everything into consideration during their discussion and recommended that Mr. Newell check into all inspection requirements. We will contact Mr. Newell after we have a decision.

5. BUSINESS ARISING:

- CN GATE LOCKS

Dave Bennett declared pecuniary interest and did not take part in the discussion. Kathleen Rogers reported that the locks have been received and keys were given to Fire Chief Randy Corbin and Andy Kenopic of the Snowmobile Club. Kathleen has many extra keys and 1 extra lock. All of the locks are keyed alike to match those on the County of Renfrew Trail System.

- REPORT ON STAGE LIFT

Dave Bennett reported that all drawings on the stage chair lift has been approved and sent back to Sure Way and that the chairlift had been ordered. He expected that it would arrive in approximately 3 weeks. There is still electrical work that needs to be completed to install the quick disconnect panel. Vice Chair Glen Campbell had volunteered his time and materials to complete this task.

- DONATED WAGES FOR RINK VOLUNTEERS – RATE

The established rate for the rink volunteer's wages is \$12.75/hour.

- VOLUNTEER HOURS RINK – Total to be submitted

Kathleen Rogers asked the volunteers to submit their hours to the Treasurer. Dave Bennett asked why we do not just transfer the remaining funds over. It was suggested that they have probably worked more than the allotted funds would provide for. Mayor Kingsbury noted that the documentation of hours would be required for auditing purposes. Kathleen asked that each volunteer tally their hours and give them to Dave Bennett so he can submit to the Treasurer.

- 10 YEAR CAPITAL FORECAST

The 10 year capital forecast was deferred to the next Meeting.

- SUBCOMMITTEE CHAIRS

Chair of Recreation Robert Johnston asked the committee if they would consider going back to the former subcommittee structure where each member is responsible for a specific department with a

subcommittee under them, they would be the voice of that department at all committee meetings. It was recommended that we wait to make this decision till after The Recreation Program Manager's Job has been settled.

- **BUSINESS PLAN for OFFICE RENOVATIONS**

Chair Robert Johnston, listed the items that need to be addressed in the new office renovation at the Community Centre. He noted that we need more electrical outlets, an electric baseboard heater and air conditioning and new windows. He has two windows that he received at a very good deal that will be installed on the exterior wall. There was a concern re: security. It was noted that we now have the security cameras and one is focused on the front of the building and all the entrances which Kathleen will be able to see in the display monitor in her office. Kathleen noted that we will also have the 3 M security shield added to the inside panes of the new windows. The wires for the internet need to be run and Lane Cleroux volunteered to assist with putting in the lines and hooking up the services for the internet. Kathleen Rogers noted that our office computer maintenance person Marc Cassanto asked to be involved when it was time to determine the requirements for hook up at the Community Centre. Lane brought in a diagram that showed we should be able to use direct line of sight to run off the Township's wireless office internet.

Kathleen Rogers noted that we do not require new lighting fixtures in the office as there are two florescent light fixtures presently in the room. Chair Johnston said that he has an L shaped desk that was previously purchased from the Township that would work well in this space and he will sell it back to the Township for the same \$100.00. Kathleen noted that she has severe allergies to mold and mildew and requested that it be thoroughly inspected prior to installing.

Mr. Cleroux asked if there was a timeline set for the renovation of the office space at the Community Centre. Chair Johnston noted that once everything is supported by the Finance Committee and approved by Council we can get started.

Moved by Barb Dickson

Seconded by Jen Fortin

That the Recreation Committee recommends that the Relocation of Recreation Program Managers Office and Creation of an Office in Former Storage Room Business Plan be put forward to the Finance Committee.

CARRIED

Mayor Kingsbury asked that this item be added to the next agenda for Finance and he also questioned whether money was available in reserves for the existing in-floor heating to be completed.

- **JOB DESCRIPTION FOR RECREATION PROGRAM MANAGER**

This was deferred to another meeting.

- **LINE DANCING – Spring Agreement**

Kathleen Rogers asked the committee on behalf of Val Penno if they would agree to leave the rental rate the same as it was for the last session of line dancing at \$25.00 per session. Val says she has not had any increase in patrons. The committee agreed to keep the same rate. Kathleen will draw up a new casual use agreement for line dancing for the spring session.

- TRIVIA – April 11

Kathleen Reported that Sylvia Giroux, Marjory Doering and Jen Fortin were organizing the Trivia Event, it happens this Saturday night and at this time there are only 4 teams registered. Jen Fortin arranged for Andrew Cartwright to be their Master of Ceremonies and they have everything else organized. Kathleen made up registration forms, posters and answer sheets and will do up floats.

- DANCE – April 17 – Douglas Connection

The next Country Dance will be on April 17th and the band will be the Douglas Connection. They always draw in a good crowd.

- MURDER MYSTERY - MAY 9

Jen Fortin reported that the Murder Mystery Is set for May 9th and all characters are on board, Kathleen will make up the tickets and posters and advertise and send information to Kirby so he may share with the Radio Stations and the paper. Darlene Joyce and her daughters are back on board. Claire Rouble's spouse Jack is making the Spaghetti Sauce for the dinner. Kathleen will be the Master of Ceremonies.

- WALKATHON – MAY 10

The 5 km walkathon is on the same weekend as the Murder Mystery. It will take place on Mother's Day Sunday May 10th at 10 am. Registration will start at 9:00 am. Kathleen will contact last year's sponsors to see if they are on board again. Kathleen will purchase a children's bike again for the children's prize. Kathleen noted that Tom Orr has sold his business and the new owner may not honor Tom's previous commitment of \$2500.00. Kathleen will make contact with the sponsors. Chair Robert Johnston agreed that we may use his property to host the event again this year. He will cut the grass and post the proper direction and distance signs and provide the BBQ for the event. Kathleen will ask Val Miller to BBQ again and she will pick up some hotdogs, granola bars, fruit, water and juice. Dave Bennett will supply the tent and chairs for the event. Kathleen will contact County of Renfrew Emergency Services to see if they will provide a dedicated vehicle for the event as they did last year. Dave Bennett was asked to ask Sharon Bennett if she would look after the registration table again this year. Kathleen will also bring the AED to the site.

- BOAT LAUNCH DOCK REPAIR

Kathleen noted that the boat launch will open on the long weekend, May 15th. The Public Works Staff will be requested to put the dock in the water the Monday before on May 11. The repairs to the dock are extensive and need to be completed before then. Dave Bennett will have the Dock picked up and taken to his shop to repair, Rec Committee volunteers Arnold Dickson, Bob Johnston and Bob Kingsbury will assist with this task. It will be completed before May 11th, 2015.

Kathleen noted that we need to order new parking passes for the boat launch to recognize the distinction between resident passes and non-resident passes. Kathleen Rogers recommended that we pick two new colors for the passes this year then we can rotate the colors

each year to ensure that passes are not being reused. Kathleen will pick the colors.

Kathleen asked if the Fire Department was still building the pump house and washroom facilities. Mayor Kingsbury reported that the Fire Department is still building the pump house but not the washrooms. Kathleen asked if we had any plans to build an outhouse or washroom facilities. Dave Bennett said that he would like us to consider applying for an accessibility grant for the boat launch for the washrooms. Kathleen noted that the deadline for the grant is April 30th and there is not much time to prepare. Rose Curley used to submit our accessibility Grants and she has recently retired. Dave said that he would help Kathleen work on it. Kathleen noted that she will contact George Thompson to order the port a potty for the Boat Launch.

7. NEW BUSINESS

- FIRE INSPECTION

Kathleen Rogers reported that she has received a report from Layman Fire and Safety regarding their recent inspection on March 31, 2015 at the community centre, which listed deficiencies with the hood over the stove and fryer.

Kathleen noted that all of the fire extinguishers needed to be recharged so Layman's took them and left replacements. He also recommended that we add a small canister extinguisher to the new kitchen as it did not have one and we a required a fire extinguisher by the fire exit in the new storage room which he had on hand and installed.

He noted that our white dry canister extinguisher beside the stove will need to be recharged or replaced next year 2016, he will try to recharge it first and if not we will require a new one this will cost \$300.00 to recharge or \$600.00 if we need to replace it.

Dave said that he would remove the fryer that would eliminate the need to extend the hood; Kirby expressed his concern as the fire department relies on the fryer for all of their functions. Dave said that he will check into an oil less fryer. Kathleen noted that we still need to add a nozzle to our suppression system as our new stove has 6 burners and the old stove was only four. Plus the shelf on the back of the stove is where the nozzle's overhang and they should be over the stove burners. We will have to have them extended.

Kathleen noted that during her Health and Safety Inspection that several light fixtures were out in the hall again and bulbs or ballast needs to be replaced, there were also bulbs required in the old side of the kitchen. We will require a scissor lift or scaffolding to do this.

- TAI CHI CLASSES

Kathleen mentioned that she had an inquiry about renting the hall for Tai Chi Classes, which is a form of exercise using slow fluid movements with swords. She was assured the real swords are not used they are plastic or wood. She quoted them a user fee of \$40 per session.

- CHANGE TABLE

Kirby Morrison asked the committee if we could check into putting baby change tables in both the men's and ladies washrooms. He says it is standard in most washrooms now and our facility is used by a lot of parents with young children. The committee agreed that this is a necessary feature missing in our washrooms. Kathleen Rogers will check into the cost of the change tables and the requirements to install. The Fire Association has requested permission to erect a sign in the kitchen that recognizes the Horton Volunteer Fire Fighters. They will have it made up.

- DONATIONS

Kirby Morrison presented the recreation committee with a cheque for \$3000.00 on behalf of the Horton Volunteer Fire Association. This money is to be used to upgrade the kitchen. Kirby was asked to attend the next Council Meeting on May 7th at 7 pm., with members of the Volunteer Fire Association to make a formal cheque presentation. Kathleen noted that we can use the large presentation cheque purchased for the walkathon.

- Chair Robert A. Johnston presented the committee with a donation of \$100.00 from the last dance that the Countrymen played at.

- SENIOR OF THE YEAR

The committee members discussed nomination options for senior of the year. Kathleen Rogers noted that we put a notice in the paper asking for nomination suggestions and asked that they contact the CAO/Clerk.

8. Next Committee Meeting – May 7, 2015 – 7 pm
9. Chair Johnston adjourn the Meeting 8:45 pm.

Chair Robert A. Johnston

Recreation Program Manager