

The Township of Horton Recreation Committee Meeting

May 7, 2015

There was a Meeting of the Recreation Committee held in the Municipal Council Chambers on Thursday May 7, 2015. Present was Chair Robert A. Johnston, Vice-Chair Glen Campbell, Mayor Bob Kingsbury, Dave Bennett, Sharon Bennett, , Barb Dickson, Arnold Dickson, Ralph Miller and Kirby Morrison. Staff present was Kathleen Rogers Recreation Program Manager. Lane Cleroux was absent.

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. ITEMS TO BE ADDED TO AGENDA AND ADOPTION OF AGENDA

There were no additions to the agenda.

4. MINUTES OF MARCH 31, 2015 SPECIAL MEETING and APRIL 9, 2015. COMMITTEE MEETING.

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**

Mr. Hughes attended the meeting and presented the committee with a menu with pricing. He offered scenarios for us to consider for working in collaboration with him. If we recommend using him to a client he will provide them with all menu options and taste testing sittings for up to 6 people. Billing Option #1- He could provide us with an invoice for the function and we could mark up what percentage we feel is appropriate, he suggested 5% and we could invoice the client or option #2 he could bill the customer as usual and give us a fee which could be approximately \$300.00 depending on the function. He noted that 30% of his bill goes to purchasing food, 40% goes to staffing costs and out of the remaining he needs to pay him and put a portion to utilities and business expenses. He does not add a gratuity to his bills that is completely up to the client, he does add HST.

We noted that we could recommend him to prospective clients but if they came in with their own caterers and ideas we would not turn away their business.

It was noted by members that they could not see how this partnership was going to generate revenue for the recreation committee; it was asked how we could benefit?

It was proposed that we charge an hourly fee to rent our kitchen, it was suggested that \$40/\$50.00 per hour be considered. Mr. Hughes noted that he has done this himself before and it is very popular in city centers. You could also charge a security deposit to the renter to be cashed if the kitchen was left in an unkempt state or if items were damaged or taken.

Chair Johnston thanked Mr. Hughes for his time and preparation and noted that we would be in touch if we require his services.

5. BUSINESS ARISING:

- WILLIAM NEWELL FOOD VENDOR CART

The committee discussed Mr. Newell's proposal to set up a Food vending cart at the Boat Launch for the 2015 season.

Kirby Morrison noted that he checked with Stinson's and they have no interest in doing Safety or Field inspections. Kirby gave Mr. Newell all the contact information he could. It was requested that the Recreation Program Manager contact Mr. Newell to see if he has made any progress with his inspections.

- REPORT ON STAGE LIFT

Dave Bennett reported that there are a few jobs that still need to be completed. He has to weld the lift so it can be securely attached in place as it could not be mounted to the floor because of the in floor heating. The elevator was also mounted closet to the wall so the stage landing at the top of the steps needs to be built out to reach the lift, there is a 12" gap. The electrical to be done is also more than what was said to be required upon initial meeting along with the quick disconnect we also need a double electrical outlet and a light for working underneath the elevator. Councilors Bennett and Campbell have volunteered to make the necessary changes but their schedules have been very full lately. Dave will contact Dennis from Sure Way lifts to reschedule the date for the final safety inspection previously set for May 14th. Upon final inspection the final 50 % owing will be paid on the elevator.

- 10 YEAR CAPITAL FORECAST

The 10 year capital forecast was deferred to the next Meeting. The date of June 4 at 7:00 clock was set to review the 10 year Capital Forecast.

- SUBCOMMITTEE CHAIRS – Resignation by Jen Fortin

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. He said that he would not be opposed to two people sharing one large duty such as the Kitchen or Fundraising as it is too large a task for one person.

Recreation Program Manager Kathleen Rogers reported that Jen Fortin had resigned her seat as representative for the fundraising committee. Kathleen has asked a volunteer if she would like to consider stepping into this position. She has arranged to meet with Jen and the volunteer to discuss the position before she makes any commitments.

The committee will revisit this once they are certain who will be sitting as the representative for each department.

Bob Johnston would like the system of Department Chairs brought back into practice. Bob Kingsbury noted that a motion will have to be made to return to the prior structure. He is not opposed to there being two chairs to share large positions like fundraising and kitchen responsibilities.

Moved By Dave Bennett

Seconded by Sharon Bennett

That recreation explores the option of Department Chairs being brought back to the table.

Carried

- **BUSINESS PLAN for OFFICE RENOVATIONS**

Chair Robert Johnston noted that council has approved the business plan for office renovations. Chair Johnston reviewed the duties required to be carried out and noted that he has checked with Scheel Windows and they have what we require for windows for the office. Dave Bennett will set the schedule and oversee the work to be carried out. He requested a schedule for hall bookings for the month of June & July. We require quotes for electrical to be carried out. Dave will supply the requirements and get the quotes.

- **DANCE – MAY 15 – DENNIS HARRINGTON**

The next Country Dance will be on May 15th and the band will be Heritage Country and Dennis Harrington.

- **MURDER MYSTERY - MAY 9**

Kathleen Rogers reported that the Murder Mystery has been postponed till further notice because our director Darlene Joyce had fallen ill and will have to take it easy for a while. She will let us know when she is well enough to precede. The rest of the cast is still on board but could not proceed during this difficult time. If Darlene is unable to return this year we move ahead with a replacement director and she will have to enjoy as a spectator.

- **WALKATHON – MAY 10**

The 5 km walkathon is on Mother's Day Sunday May 10th at 10 am. Registration will start at 9:00 am. Kathleen has contacted last year's sponsors and they are all on board again this year. Kathleen has purchased a bike again for the children's prize. Kathleen noted that Tom Orr has committed to a donation of \$ 500.00. Sharon Bennett was on board to look after Registration and Valerie Miller will be cooking Hot dogs. Kathleen and Jen Fortin will be walking and collecting pledges as will CAO/Clerk Mackie McLaren. Chair Johnston will cut the grass and mark the trail, supply the BBQ and post Tom Orr's sponsorship posters. Dave Bennett will supply set up the tent and chairs. The rest of the committee is not able to participate in this major fundraising commitment. It was suggested that the event be moved to a time in the fall and that Mother's Day was not a good time to host such an event.

- **EUCHRE POT LUCK – MAY 28**

Kathleen has given invitations to council to attend and serve supper at the final Spring Euchre night May 28. Helpers are requested to be at the Community Centre by 5pm, Chair Johnston gave his regrets as he will be away to the East Coast.

- **CANADA DAY – SET MEETING DATE**

The date of May 13, 2015 at 7 pm has been set to have a Canada Day meeting. Kathleen Rogers will again be the Chair for Canada Day. Kathleen reported that we have already received a \$600.00 sponsorship from Ontario Power Generation (OPG) again this year.

- **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.

Boat Launch Passes have been received. New forms for recording have been made, one for Seasonal Residents – Yellow \$35.00 and one for Non Seasonal Residents – Orange, \$45.00. Several requests have been made on line already. Payment vouchers have had to be issued for over payments and the web site needed to be update, signs need to be updated. Everything is running smoothly now. 18 passes have been sold to date. George Thompson will make sure the porta potty is set up for next week.

There was a question at to whether we would be using the porta potty for the whole season or if we were going to build a washroom as was the original plan with the fire department; but their plans have changed and they are just building a pump house.

Dave Bennett reported that we need a marker for where the high water line is to determine where we can put a holding tank for a washroom, Kathleen is to check with the fire department to see if they have this information in their original plans. Mayor Kingsbury noted that there is \$4500.00 sitting in reserves for this project and the purchase of the holding tank. Kathleen will get prices on the cost of a holding tank.

- **KITCHEN HOOD**

Kathleen Rogers noted that there is a resolution from Health and Safety directing Recreation to remove the fryer and to have Layman's Fire & Safety come in and extend the hoses and nozzles to properly accommodate the new stove and to meet certification requirements. Mayor Kingsbury said that we needed to have this repaired as soon as Layman's are available. Dave Bennett noted that we do not need to extend the hood, as we will remove the fryer. He will check into alternative options to accommodate the fire department's needs. Kathleen will contact Layman's to make the repairs.

- **ONTARIO VOLUNTEER SERVICE AWARDS**

The Ontario Volunteer Service Awards are in Petawawa on June 3, 2015 at 7:30 pm. Kathleen will be attending. This year's recipients are Karen and Randall Corbin, Daryl and Josee Eady, Amy Headrick, Penny Jamieson and Robert A. Johnston.

Glen Campbell requested that we post pictures of our past recipients and various volunteers down at the community centre.

- Summer Experience Student Grant –

Kathleen Rogers reported that we have been successful in receiving a Canada Summer Experience Grant \$2875.00. Because we pay more than minimum wage we will need to find \$365.00 in our budget to cover the .50 per hour wage increase. The committee agreed that this was great that we were fortunate to receive a grant to employ a student for 7 weeks @ 35 hours per week and our contribution is only \$365.00. This student will focus on our volunteer recruitment and retention and developing a volunteer database.

Change Table – Kathleen is checking into the price of change tables for both washrooms at the community centre.

7. NEW BUSINESS

- Horton User Fee Surcharges Report

Kathleen Rogers reported that we have received a detailed report from Renfrew outlining how many Horton Residents have paid surcharges and for which activities it applies to. Horton Residents have paid a combined total of \$2263.00 over the last year. If Recreation were to pay an extra \$500.00 on what we already pay in our User Agreement we would have the exact same agreement as Admaston and Greater Madawaska and we would not have any more surcharges for Horton residents. As this decision was already discussed and turned down at the February 12, 2015 recreation meeting, it was not accounted for in this year's budget, the committee has agreed to take this into consideration for the 2016 budget as this detailed report was not available at the time of the February meeting.

- Grass Cutting on CN TRAIL

Kathleen Rogers reported that there has been an inquiry from Cody Lalonde to see if he could cut the CN Trail grass this season. Cody cut last season and CAO/Clerk Mackie McLaren authorized Cody to do an initial observation and cut of the trail before it gets too long to see what may be hiding in the grass that may damage the mowers blades. Vice Chair of Recreation Glen Campbell noted that he had requested during the last term of council when he was chair of Public Works for the trail to be maintained by Public Works. It is now the responsibility of Recreation and the committee was not sure where the funds were coming from to maintain the trail. We need another line item added to the budget for trail maintenance. Further investigation will be done on this matter and we will address this issue next month when we have more information. It was requested that we ask the SnoGoers if they can provide any assistance.

- Profit & Loss Statements Ralph

Ralph Miller requested that The Recreation Program Manager start providing detailed profit and loss statements to the committee for each event. It was noted that this was discontinued as all financial information is provided by the Treasurer in the monthly financial summary statement. Some committee members find it difficult to absorb the Expense and Revenue Report. Mr. Miller would like a more formal breakdown of each event expenses. Dave Bennett said that we will consider changes to how things are reported when the Program Manager is relocated to the Community Centre possibly in September.

- Renfrew Fair Booth

Kathleen Rogers asked the committee if they would be requiring a booth at the Renfrew Fair for this September to sell raffle tickets. She has received the 2015 booth rental information. The committee agreed that this item required more discussion and was deferred to the next meeting.

- Bar Inventory

Recreation Program Manager, Kathleen Rogers reported that she has received a notice from the Finance Department to increase the bar inventory checks from twice annually. The Recreation committee was asked for their input. It was noted that there is not enough staff time for inventory to be taken after each event. Kathleen reported that it takes her 1 hour to do a full inventory of all the bar supplies, if it was done on a regular basis by the bar tender after each event it would be more accurate, but Mr. Miller said that he would not like to volunteer that much more time for himself or the other bar volunteers at the end of each event to carry this out. It was agreed that Kathleen would start by doing a full inventory quarterly and that it will be much more efficient when she does not have to travel from the office to the community centre to carry out inspections. Mr. Miller also noted that there is still not enough locked storage to store extra cases of beer.

- Kraft Project Play

Kathleen Rogers reported that Kraft Canada has a new initiative called KRAFT PROJECT PLAY giving \$250,000.00 to an existing facility to improve areas for children to play. She noted that this would be the perfect opportunity to put a solid surface on our Covered outdoor rink to make it a four season covered outdoor surface that children can access for floor hockey, basketball, tennis, dances ect, we could mount an electronic scoreboard and provide an area of heated enclosed seating plus safety glass or fencing around the entire rink. It will require great support from the committee and the community. Kathleen will submit a nomination. It was noted that the committee would not want a refrigerated ice pad as they feel they would not be able to support the yearly maintenance costs. It was also noted that we would have to consult the building inspector and an engineer to see what we can and cannot do with our existing structures. We would require engineered drawings for any project.

8. Next Committee Meeting – June 4, 2015 – 7 pm

9. Chair Johnston adjourn the Meeting at 9:05 pm.

Chair Robert A. Johnston

Recreation Program Manager