

COMPLEX OPERATIONS
January 13, 2010 at 12:00 p.m.
REPORT

PRESENT: Deputy Mayor Heather Botelho
Councilor Louise Lawrie
Albert Meijering, Chief Administrative Officer
Rebecca Allen, Executive Assistant
Stephen Terichow Parrott, Coordinator of Recreation

1. CALL TO ORDER

Deputy Mayor Heather Botelho called the meeting to order at 12:04 p.m.

2. APPROVAL OF AGENDA

The agenda was approved as presented with the addition of (7.1) An in-camera session.

3. APPROVAL OF REPORTS

3.1 November 3, 2009

The minutes of the Complex Operations Committee meeting of December 8, 2009 were reviewed and the action items discussed for updates. There is a work order issued for the removal of the hinged door in the gymnasium storage room and it should be done this month. The Coordinator of Recreation did not recall changing the pool rules to positive phrases, but he will have done this month. The replacement window for the indoor playground is on order. Trouble shooter computers has been hired to program the security gun and the time clock and it should be done within the next month or so. The CAO has a message into the health inspector regarding using the hockey change rooms as an alternate dressing room while the pool is closed for renovations. He has yet to hear back from her, but will advise once he does. All complex purchasing is currently being done by Patricia in the main office, eventually all purchasing from all departments will be done out of the main office. The curling ice is gone. We almost lost the arena ice, but it should be okay until the end of the season.

4. DEPARTMENTAL REPORTS, CORRESPONDENCE AND/OR PRESENTATIONS

4.1 Recreation Report

The Recreation Coordinator presented a written report. The following points were noted:

- December was a busy month of special events. The Children's Christmas Party was hosted by the Parent Child Coalition and the Churchill Métis Local. A social was planned to raise funds for the Christmas Party. They are looking to host several fund raisers throughout the year to make the 2010 Christmas Party bigger and better. The flurries took place on December 5th and was a very enjoyable day for everyone. The Lighting of the Lights, along with a caroling session, took place on December 11th and, unfortunately, did not see a very good attendance due to weather. There was still hot chocolate a few individuals that did join in on the caroling.

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- continued throughout the holidays as scheduled. Extra
added in the gym while school was out of session.
- The Coordinator was out of town through the Christmas break and had one of his senior staff in charge. There were some issues to be addressed when he got back and they have been dealt with. He is looking into the possibility to hire some adult staff to alleviate these problems.
 - A CPR and First Aid Course are planned at the end of this month for the recreation staff. Once this is completed, he is hoping to offer a Pool Life Guard Certification for all his staff.
 - The Coordinator of Recreation has started his new hours. He now works Monday through Sunday with Thursday and Fridays off. He works the day shift on Tuesdays as he goes on the radio to promote recreation on Tuesdays.
 - There are a number of new initiatives planned. He is currently in consultation with the CRHA to look at providing a Health and Wellness Program for the community. The bowling alley is almost completed and the Coordinator is suggesting a steering committee to oversee all programming in the bowling alley.
 - The Coordinator of Recreation stated that he is not comfortable with the current data collection system. He stated he is currently working on a system that will include more demographics. He will institute this system by having a membership system for the facilities. He stated he needs solid data and observation is not good enough.

There was discussion on the bowling alley. The rates need to be reviewed and a tentative plan needs to be put in place on how it will operate.

ACTION: Administration to arrange a meeting including the CAO, the Coordinator of Recreation and the Executive Assistant to go over the operations of the Bowling Alley.

There was discussion on the stats. The committee is interested in knowing if the facilities are being used during scheduled programming times. The attendance is important to be able to determine if more programming is needed or if some of the programming needs to be changed.

4.2 Complex Report

In the absence of a Complex Manager, the CAO presented a verbal report. The following points were noted:

- The flooring for the arena hallway is complete. The request for flooring in the hockey change rooms, curling rink hallway, and washrooms have been approved and been sent out for tender.
- There has been vandalism reported on the glass in the complex. The CAO has approached Frontier School Division and has made them aware of the vandalism that has happened while the children are waiting for school to open.
- Ambassador Mechanical was on site reviewing the work on the heating system that is scheduled for this year.

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around the building have been taken to L5.
The Room Renovations are schedule for March 2010.
At the same time, the system in the pool will be changed to a
salination system.

5. NEW BUSINESS

5.1 Plasma Cars – Echo Finlay

Echo Finlay addressed the committee with regards to the plasma car schedule. She understands that there is a set time on the recreation schedule for the cars; however, she feels the times are inappropriate. The Coordinator of Recreation stated that the times that were set were only to initiate the usage of the cars onto the schedule and he was waiting on feedback from the community as to appropriate times. He will look at alternative times and have them scheduled accordingly.

5.2 Pool Change Room Renovations – Plans for review

The CAO presented the final drawings for the change room renovations.

5.3 Emergency Exits – Plans for review

The CAO presented the drawings for the emergency exit doorways.

5.4 Issue Sheet – Hot water heater for cleaners

An issue sheet was presented to have a hot water heater installed in the custodian room. The custodians are unable to get hot water from the custodian room. They require hot water in order to do their job properly. The cost to purchase would be approximately \$1000.00.

RECOMMENDED TO COUNCIL FOR APPROVAL

5.5 Issue Sheet – Cleaning Consulting Services

An issue sheet was presented with the proposal to have Ken Slobodesky hired to provide custodial services to the town. Over the years the procedures for the custodial staff has been verbal training and less information in writing. With the constant turnover in staff, it has become necessary to develop and implement formal procedures and training.

RECOMMENDED TO COUNCIL FOR APPROVAL

6. In-Camera

6.1 The committee went into an in camera session at 1:15 p.m.

6.2 The committee came out of the in camera session at 1:25 p.m.

7. NEXT MEETING

7.1 February 2, 2010

9. ADJOURNMENT

The meeting adjourned at 1:26 p.m.