

PLEX OPERATIONS
August 10, 2010 at 12:00 p.m.
REPORT

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

1. CALL TO ORDER

Deputy Mayor Heather Botelho called the meeting to order at 12:00 p.m.

2. APPROVAL OF AGENDA

The agenda was approved as presented with the addition of (5.1) Playground Tour (Indoor and Outdoor), (5.2) Plaque from Premier's Conference, (5.3) Plant Care, (6.1) Policies and Procedures, (6.2) Deficiencies, and (6.3) Leases.

3. APPROVAL OF REPORTS

3.1 July 6, 2010

The minutes of the Complex Operations Committee meeting of July 6, 2010 were reviewed and the action items discussed for updates.

There was discussion on the old elder pictures. The Executive Assistant stated that people have been inquiring about purchasing them. She stated that a price needs to be determined in order to proceed with the sale. There was further discussion about all proceeds from the sale being put towards the elder tea in October. A cost of \$25.00 per framed picture was discussed and agreed for recommendation.

RECOMMENDED TO COUNCIL FOR APPROVAL

There was discussion on the Contractor Storage Trailer beside the CRHA being relocated. The CAO stated that he will get an ETA on when the trailer will be moved.

There was discussion on the date of the Special Meeting to finalize policies and procedures. A Saturday in September was recommended. The CAO will finalize the date.

4. DEPARTMENTAL REPORTS, CORRESPONDENCE AND/OR PRESENTATIONS

4.1 Recreation Report

The Coordinator of Recreation, Joel McAuley, presented a written report. The following items were noted:

- The arena was used for both Recreation Programming and the Summer Program. Ball Hockey was played every Tuesday and Thursday and saw great attendance. The 2010 Churchill Homecoming Dinner and Social were also held in the Arena. The Arena is now closed in preparation for the ceiling to be painted and the new sound system to be installed.
- The swimming pool continues to be the most used facility, with the parent and

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- days seeing great attendance. The pool tot dock is broken and welded back together. The Recreation Department is currently looking into purchasing a new vacuum for the pool.
- The bowling alley has seen a drastic decline in users and therefore all public bowling has been cancelled. It continues to be used frequently for private functions. Public bowling will start up again in the fall.

There was discussion on public bowling. A notice to the community canceling the public bowling until the fall needs to be sent out.

ACTION: Coordinator of Recreation to advertise the cancellation of public bowling until the fall.

There was discussion on the loud noise from the weight room. They need to be reminded to keep the music and noise at a respectable level.

ACTION: Administration to advise True North Fitness to let their users know to keep the music and noise at a respectable level.

4.2 Complex Report

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

- Ambassador Mechanical is on site working on the boiler separation for the CRHA.
- There are contractors showing up unannounced and it is getting out of control. There has been no communication from Government Services on what work is scheduled to be done.
- The Premier's visit and 2010 Churchill Homecoming went very well.
- There is a serious lack of storage space in the building. A plan needs to be developed for additional storage space.
- A lot of work in the complex has been completed, but the work is still not finished. The maintenance staff is continuing with the unfinished projects.

There was discussion regarding the lack of communication regarding contractors. The CAO will be following up with Government Services. There was further discussion that a letter to Government Services from Mayor and Council would assist in opening the lines of communication.

ACTION: Administration to draft a letter to Government Services from Mayor and Council regarding the lack of communication on contractors for the Complex.

There was discussion on the preparation for the Premier's visit and the Churchill Homecoming. There needs to be recognition to the employees for their dedicated hard work. The CAO stated that a standard has now been established and the employees have been working hard to meet the standard.

There was discussion on the storage room where the table and chairs are kept. It still needs to be completed. The old stucco needs to be scraped off and refinished. The

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ing the room completed.

There was discussion on the plaster repairs in the Pioneer Gallery. The repairs were never finished. This needs to be addressed prior to the project being signed off on.

There was discussion on the gym floor covering and old lockers. If the floor covering is not being used, then it would need to possibly put up for sale. The old lockers should also be put up for sale. The CAO stated he would look into this.

There was discussion on when the time clock, security strips, and cameras would be in place. The CAO stated that the time clock and security scanning system will be done in house and now that things are slowing down they should be ready in the next little while. The cameras are part of the 4 phase security plan and he will check into when they will be installed.

5. NEW BUSINESS

5.1 Playground Tour

There was discussion on having a playground tour. There are issues regarding the indoor playground that need to be addressed. The large slide is too steep and needs to be replaced. The spiral staircase is also quite dangerous. There are also issues regarding the outdoor playgrounds that can be identified with a tour of all the playgrounds.

ACTION: Administration to arrange a playground tour with the Complex Operations Committee, Echo Finlay from the Parent Child Coalition, and Joel McAuley, Coordinator of Recreation.

5.2 Plaque from Premier's Conference

The CAO stated that a decision needs to be made as to where to display the plaque that was gifted to the town in honor of the Premier's visit. The plaque is extremely heavy and the best solution for display is to make a frame that it can sit on. He stated he will look into having one made and then a location will need to be determined.

ACTION: Administration to arrange for a display frame to be made for the granite plaque that was gifted to the town in honor of the Premier's visit.

5.3 Plant Care

There was discussion on plant care for the complex plants. The CAO stated that the care has been tendered out for \$100.00 per week and is being done by Bernice Hart. He stated that the cost is completely recoverable from Government Services.

6. OLD BUSINESS

6.1 Policies and Procedures

Councilor Lawrie inquired about the status of the policies and procedures. She stated that the review is about 95 % complete. There needs to be a Special Meeting of Council to finalize any changes.

ACTION: Administration to arrange a Special Meeting to finalize the Town of Churchill's Policy and Procedures Manual.

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update on the list of deficiencies from the various renovations within the Town Centre Complex. She stated that the contractors need to live up to the specifications of the work. She requested a walk through of the complex to address the issues.

ACTION: Administration to arrange a tour of the Complex for the Complex Operations Committee.

6.3 Leases

There was discussion on the leases for the Town Centre Complex. The CAO stated that Government Services negotiates the rates for the long term leases such as the school and the CRHA. He stated he will contact Government Services and give the committee an update at the next Complex Operations Meeting in September.

7. IN CAMERA

- 7.1 The committee went into an in camera session at 12:50 p.m.
- 7.2 The committee came out of the in camera session at 1:10 p.m.

8. NEXT MEETING

- 8.1 September 8, 2010

9. ADJOURNMENT

The meeting adjourned at 1:11 p.m.