

COMPLEX OPERATIONS
December 3, 2010 at 12:00 p.m.
REPORT

PRESENT: Deputy Mayor Verna Flett
Councillor Jennifer Massan
Chief Administration Officer, Albert Meijering
Facility Manager, Tom Hill
Recreation Coordinator, Danielle Sinclair
Executive Assistant, Jennifer Merry

1. CALL TO ORDER

Councillor Jennifer Massan called the meeting to order at 12:20pm

2. APPROVAL OF AGENDA

The agenda was approved as presented.

3. APPROVAL OF REPORTS

3.1 November 3, 2010

The minutes of the Complex Operations Committee meeting of November 3, 2010 were reviewed and the action items discussed for updates.

RECOMMENDED TO COUNCIL FOR APPROVAL

4. DEPARTMENTAL REPORTS, CORRESPONDENCE AND/OR PRESENTATIONS

4.1 Recreation Report

Coordinator of Recreation, Danielle Sinclair, presented a written report. It stated that two employees are no longer employed at Recreation. Three new employees will begin working as Recreation Attendants on December 7th, 2010. On November 11th, all facilities were open in the afternoon. The arena opened on November 18th, 2010. The most popular activity is shinny. The noon skate will be taken off the arena schedule in January because no one shows up. Luke gave introductory curling lessons to tourist groups and the Danny DuMelles fundraiser took place last weekend of November. The swimming pool continues to be the busiest facility. Lifeguard shirts are on order and will be worn. Youth is the majority age group that is using the gymnasium. The bowling alley seems to be most popular for private rentals, no response to public bowling and average to 1-3 for youth bowling. Plasma cars average 3-10 people which have increased since October.

4.2 Complex Report

Tom Hill presented a verbal report. The staff is catching up on a lot of the maintenance that has been outstanding. The security training was very successful everyone attended with the exception of one staff member; once the licenses have been distributed that staff member will not be eligible to work as a security guard but will continue to work as a casual cleaner. Tom stated he is currently working on the budget with Albert; he would like to see a electronic reader board. It was asked by Councillor Massan if the signs are in, and Tom stated that they have to speak to the province.

5. NEW BUSINESS

6.1 Recreation Budget

There was discussion on the budget and the process for next year's budget.

ACTION: Administration to look into the budget and provide a report on the significant variances

It was asked by Deputy Mayor Flett why the curling rink ice was made before the arena ice. The CAO stated that because the arena was being painted and cleaned. Rather than delaying both facilities the curling rink ice was done first.

6.2 Complex Budget

There was discussion regarding the Complex Budget and the approval process with the Province. The Cao stated that Kevin Affleck from the Province will be up in January to go over the Complex Budget with Management and work at establishing better budgeting procedures between the Town and the Province.

6.3 2011 Projects

The CAO stated one of the main projects is the envelope project which would be doors, windows, siding and improving the insulation. The province is suggesting that they would like to take the siding off and put new installation on and then re-install the same siding. The CAO has told them that this would not be acceptable, for many reasons such as it would not be able to be put back on in the same spot. The CAO also stated to the province at the bottom of the building we would like to see concrete or some type of masonry so it will prevent damage from snow and ice. The Facility Manager stated that a couple weeks ago a structural engineer was here and stated that there is a lot of corrosion erosion damage to the building; his recommendation was not to put the same siding back on the building.

Another project that will be starting is the boiler separation process. The CAO stated that they are speaking with the Churchill Regional Health Authority and Frontier School division, and the main concern is because both the CRHA and the school are not use to maintaining a boiler. The CAO is starting to get the province to have a plan who will maintain the boilers.

ACTION: Administration to give an update when Ambassador Mechanical will be coming back to work on the steam pipes and the education component.

The CAO stated that the interior designer will be coming back and looking for designs for the restaurant area and also the council chambers.

Councillor Massan stated that some members in the community would like to see some of the pioneer pictures replaced because they are faded. They are happy with the design and style. They would like to see the pictures made from the negative. The CAO stated that we do not have the negatives. Councillor Massan then asked if a few of them can be re-done.

ACTION: Councillor Massan to find out which pictures the community members would like

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A new media system is being discussed as well, a new projector, new screen and sound system. This will be very beneficial because it will be higher definition, cut the cost of shipping the movies to Churchill and also a bigger selection will be offered because it will be able to be downloaded to a USB stick. The new projector will also be great because it will be able to be used for power point presentations.

Another project that will be worked on is the indoor playground, new flooring and new structure.

6.4 Old School Playground

The CAO stated that the playground is unsafe and it will be torn down.

6.5 Lighting Complex Entrances

The CAO stated that they are working with the province in getting a light by the stairs. Also the Facility manager thinks that with the lights on top of the building will also light up the area a lot more.

6.6 Cleaning Contract

The CAO stated that the only outstanding issue is the training and it is taking place this week and there is a meeting scheduled with Mr. Slobodesky.

6.7 Security Training

The Facility Manager stated in his report that it was completed.

It was stated by Deputy Mayor Flett that her and other people were waiting for a facility to be opened and they waited 45 minutes and the recreation staff did not show up. The Recreation Coordinator stated that she has a cell phone now and security has the number so if it happens again she can find someone to replace them or cover the shift herself.

It was asked by Councillor Massan if it is possible to get a transparent tube slide for the polar bear slide because parents in the community are complaining about it in regards to the lighting and not being able to see what is happening in there.

ACTION: Administration to look into the cost and what can be used in there.

7. IN CAMERA

8. NEXT MEETING

8.1 January 6, 2011

9. ADJOURNMENT

The meeting adjourned at 1:22pm