

**PLEX OPERATIONS
May 4, 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 (5.2) Treats & Eats, and (7.1) an in-camera session.

3. APPROVAL OF REPORTS

3.1 April 6, 2010

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

There was discussion on the time line for the summer clean up of the arena. The CAO stated he is working on it and will email the committee was complete.

There was discussion on the employee time clock programming. The CAO stated this is an on going project and he will advise the committee was it is operational.

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 a busy facility over the winter. The ice plant was turned off on April 13th and the arena is clean and ready for summer use.
- The swimming pool change rooms are coming along great and should be completed by the first week of June. The Duke of Marlborough School brought up a lifeguard trainer to teach the bronze cross and bronze medallion life saving course. The coordinator and one recreation staff are now certified. The portable pool stairs are now fixed and have been installed for use.
- The gymnasium is becoming the most used facility. A two hour adult basketball slot has been added on Thursday nights with an average of 15 adults showing up to play each week. The school has been helping out with lending equipment to the recreation department for special events.
- The recreation staff took the CPR and First Aid Training certification.
- The bowling alley has seen a decrease in users. The league bowling has ended and will begin again in the fall. The alley is still being rented out for private use and there are two nights per week for public use.

Manager, the CAO presented a verbal report. The

following points were noted:

- The CAO presented a package for the committee to review. It includes outstanding issues and updates. He discussed the update to the custodial consultation. He stated that the critical path document talks about what items are currently being worked on and suggestions. There are recommendations that need to be worked on to make the custodial department more time efficient in their tasks.
- The exterior door replacement should be done this summer. The tender has been awarded and they are waiting on the materials to arrive in order to start.
- The flagpole will be installed shortly. The contract has been awarded to Northwinds Construction.
- The painting of the Pioneer Gallery has been put up for tender.
- 10 new lights have been ordered for the Pioneer Gallery. The electrical will be tendered out by the government.
- The interior doors have arrived and will be installed this summer.
- The electrical for the kiosk is still unfinished, but Everything's Electric is working on it.
- Mary Degrow, from Fine Arts, will be up in the next few weeks to clean the wall hangings.
- The electrical in the gym kitchen is finished and Park West will be in there to complete the renovations.
- The electrical in the bar will be done in the next couple of weeks.
- The stove top has been ordered and will be replaced once it arrives.
- The storage room light in the gym will be installed by next week.
- The hockey change room flooring has been cleaned.
- The interior designer and plant person will be coming in July.
- The gym floor will be done the first week of July.
- The theatre stage floor will be done next month.
- The pool filter system will require a separate shut down. This will be done the end of June to give time for materials to be ordered.
- We are waiting to hear about lockers. There was savings in the pool renovations and it was hoped that the savings could be reflected to the cost of lockers.

There was discussion on the theatre. The CRHA used it for a presentation and it was not ready. It was not clean. The electrical in the theatre is not working. The lights cannot be dimmed. Anyone who wants to use the theatre should be able to just go into it and use it without having to worry about things not working.

There was further discussion that there were only three movies shown last year. The CAO stated that the tender to operate the theatre should be opened for tender. There is no up to date lease and therefore could be sent out for tender. The cleaning, and amount of movies to be shown could be added into the terms of the lease.

ACTION: Administration to forward copy of the Town Theatre Lease to the members of the Complex Operations Committee for review.

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Christmas Party – Request for donation

A letter was submitted from the Annual Churchill Children's Christmas Party Committee requested donations of 2 free facility rentals for a raffle.

RECOMMENDED TO COUNCIL FOR APPROVAL

5.2 Treats & Eats

A letter was submitted from Echo Finlay as intent for a proposed business in the Town Centre Cafeteria. There was discussion that there needs to be a vision for the area and assistance from an interior designer would be helpful in this process. The designer is not due in Churchill until July.

ACTION: Administration to draft a letter to Echo Finlay acknowledging receipt of her letter.

ACTION: Administration to draft a letter from Mayor and Council to the Minister of Infrastructure and Transportation stressing the importance of moving forward with the renovating of the Town Centre Cafeteria.

6. OLD BUSINESS

7. IN CAMERA

7.1 The committee went into an in camera session at 12:52 p.m.

7.2 The committee came out of the in camera session at 1:02 p.m.

8. NEXT MEETING

8.1 June 1, 2010

8. ADJOURNMENT

The meeting adjourned at 1:03 p.m.