

COMPLEX OPERATIONS
November 4, 2010 at 12:00 p.m.
REPORT

PRESENT: Councillor Heather Botelho
Councillor Jennifer Massan
Chief Administration Officer, Albert Meijering
Facility Manager, Tom Hill
Recreation Coordinator, Danielle Sinclair
Executive Assistant, Jennifer Merry

1. CALL TO ORDER

Councilor Heather Botelho called the meeting to order at 12:03 p.m.

2. APPROVAL OF AGENDA

The agenda was approved as presented with the addition of (5.11) Resolutions

3. APPROVAL OF REPORTS

3.1 October 5, 2010

The minutes of the Complex Operations Committee meeting of October 5, 2010 were reviewed and the action items discussed for updates.

There was a discussion regarding the new tube slide, and it was recommended that it be moved to council for discussion.

ACTION: New signage will be put up by the existing slide.

Councilor Botelho asked about the stair edges in the Town Centre Complex replaced where needed. The CAO stated that the stair edges are on order.

There was a discussion regarding the new signage around the complex, to better identify offices, washrooms, curling rink etc. Kevin Affleck suggested that a map of the whole complex be made and it be installed by the security Kiosk.

The CAO updated new council members of the ongoing projects and what is completed.

RECOMMENDED TO COUNCIL FOR APPROVAL

4. DEPARTMENTAL REPORTS, CORRESPONDENCE AND/OR PRESENTATIONS

4.1 Recreation Report

Coordinator of Recreation, Danielle Sinclair, presented a verbal report. The following items were noted. Danielle started on October 12th, 2010. She stated that the most popular activities in the gym are floor hockey and volley ball. No stats have been kept track in the last months due to no coordinator, but she stated that her staff are now keeping track. For the pool only three of the staff have first aid and CPR, she is waiting for EMS to get back to her when they can train the employee. The most popular pool activity is public swim. Youth Bowling was changed because the last couple times with the different age groups very few kids showed. She also changed the price from \$25.00 to \$20.00. The curling rink ice was just recently finished and the first bonspiel is on the 12th to 13th. The arena ice is currently still being worked on, and the stereo system was

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by the gym and their were a couple problems with kids opening
I put up a sign and they have had no problems since. It was
asked by Councilor Botelho to explain the bowling fee situation, Danielle stated that she wanted to
get more youth\$ out and participating in the activity and that the money used was just to arrange
a party for the youth on the 18th of December.

4.2 Complex Report

Tom Hill the new Facility Manager gave a verbal report, he stated that the arena ice was being
made now and Sean had completed all the changes of light ballast in the arena. He stated that he
is having a staff meeting this afternoon just to bring all staff up to speed of who he is and what
changes are going to be made over the next six months. Tom Hill recommended that the First
Aid, CPR and WHIMIS training should be done every year. It was suggested by Councilor Botelho
that in the past The Town of Churchill had worked with CRHA in this training which would save in
costs. It was asked by Councilor Botelho regarding the arena speakers as to when they will be
caged in, it was stated that it will be caged in by the spring. It was also asked if the ice could be
kept in longer because of the late start. The swimming change rooms need lights changed and it
was stated by Tom that they are on order and they are special bulbs. It was also stated that it is
very cold in the change rooms. Tom stated that the Chief Engineer is looking into the heat
problems.

5. NEW BUSINESS

5.1 Recreation Budget

It was stated by the CAO that it is time to start thinking about the new budget. The CAO gave a
brief history to the new council.

5.2 Complex budget

It was stated by the CAO that it is time to start thinking about the new budget. It was also stated
that when Kevin Affleck comes up he will sit with CAO, CFO and Facility Manager to put a budget
in place.

**ACTION: Administration to leave budget's on agenda and to also provide the last
year's budget for next meeting.**

5.3 2011 projects

The CAO stated the following projects for 2011:

- Heating and upgrading . anticipated 5 years and cost of 29 million
- Envelope project . all the siding of the building, glass doors
- Ice plant . cost of 8 million
- New pool filter and heating system

5.4 Indoor Playground/new restaurant equipment & space

It was stated that this will be started in 2011. It was asked by Councilor Botelho if government
services will allow the Complex Operations committee will allow them to work with the community
to help design the new concept. The CAO stated absolutely that will be possible. It was asked by
Councilor Botelho if government services are aware that this needs to be done. The CAO stated
that they are aware of this, and they are working on 5 design scenarios.

**ACTION: Administration to ask government services to give us an update as to when
we should expect the design scenario and what they would need from Mayor and
Council.**

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...s working with another community member to purchase skate park equipment, possibility of the arena painting, and also to get new table chairs for the curling rink. This will be for the spring proposal.

5.6 Leases

It was stated that the square footage charges will be changing to \$10.81 from approximately \$7.80 for the rental space at the Town Centre Complex. The Town of Churchill is looking into taking over the old school.

5.7 Curling Rink: tables and chairs

It was stated that new tables and chairs are needed for the curling rink.

5.8 Council chambers

There was discussion on getting a new look for the council chambers. It was stated that it is all original design.

5.9 On call cell phones/cancellation of fleet net

The CAO stated that we would like to transfer over from fleet net to cell phones for all the on call staff. It was stated that the cell phone packages would cost less, right now for the fleet net battery yearly cost is \$400.00 a piece.

ACTION: Administration to present an issue sheet for council to discuss.

5.10 Resolutions

Two resolutions were presented to waive the rental fees. Daniel deMulle's curling bonspiel will be donating all the proceeds to the Churchill Music Club. Churchill Team Fit is donating all the proceeds made from a social to Breast Cancer Foundation.

Also there was a letter presented to let the CRHA in the gym to set up for their annual Children's Christmas parties early. This would not waive any fees, but it would cancel a regular gym programming.

RECOMMENDED TO COUNCIL FOR APPROVAL

6. OLD BUSINESS

7. IN CAMERA

8. NEXT MEETING

8.1 December 2, 2010

9. ADJOURNMENT

The meeting adjourned at 1:11 p.m.