

COMPLEX OPERATIONS
October 5, 2010 at 12:00 p.m.
REPORT

PRESENT: Deputy Mayor Heather Botelho
Councilor Louise Lawrie
Albert Meijering, Chief Administrative Officer
Rebecca Allen, Executive Assistant

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 (5.1) Front Office Upgrade, (5.2) Lead Custodian Resolution, (6.1) Inventory/Central Purchasing, and (6.2) Leases.

3. APPROVAL OF REPORTS

3.1 September 7, 2010

The minutes of the Complex Operations Committee meeting of September 7, 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

In the absence of a Coordinator of Recreation, Rebecca Allen, Executive Assistant, presented a verbal report. The following items were noted:

- Everything is going well in the recreation department.
- Culture Days was cancelled due to lack of interest.
- The Youth Bowling League began on October 2, 2010.

There was discussion on the bowling alley and marketing the facility. Rebecca Allen stated that it is slowly starting to be used again now that everyone is settling into their routines for the fall and winter. She stated it has shown a trend of seasonal use with the summer primarily being used for private rentals only.

There was discussion on when the curling ice and arena ice will be in. The CAO stated that it should be in within 2 weeks. The arena cooling system will be turned on by the end of this week and should be in by the end of October. There was further discussion that the ice needs to be installed sooner. The CAO stated that there were unexpected delays this year. Everything was on track for the installation to begin early September, but due to staffing issues and maintenance issues were delayed until the middle of September. He stated that the new ice plant has been approved and should be installed by the summer of 2011.

There was discussion on AED training. Rebecca Allen stated that the AED and the manuals have arrived and the training for recreation staff is set for October 15th. The AED was donated to the Town of Churchill. The plan is to also train security and other complex staff on how to use the AED as well.

Manager, the CAO presented a verbal report. The

following points were noted:

- The security training is set for November 21st to 26th. There will be no security staff during the day and only one security staff on night shift during this time.
- The glass has arrived. The worst of the windows will be replaced first.
- Thomas Hill, the new Facility Manager, will be arriving into Churchill on October 15th.
- Vipond is being contacted to come up to do the fire inspection and to fix the broken panel.
- The cleaning of the complex is going very well.

There was discussion on the cleaning of the complex. The committee expressed compliments to the custodial staff.

There was discussion on the purchase of a new tube slide for the indoor playground. The CAO stated that Kevin Affleck was looking into this and he will contact him to see where things are at.

ACTION: Administration to contact Kevin Affleck from Government Services regarding the new tube slide for the indoor playground.

There was discussion on the stair edges. There are several that need to be replaced, especially by the indoor playground.

ACTION: Administration to arrange to have the stair edges in the Town Centre Complex replaced where needed.

There was discussion on the security strips and the time clock. The CAO stated that Fraser Rankin, security specialist for Government Services, has ordered the software that is required and will be up to install and program the scanning gun and the time clock.

There was discussion on the doors being replaced within the Town Centre Complex. The CAO stated that there are two contracts. One contract is for the exterior doors/fire exits which are being done by Gardon Construction. The other contract is for the glass doors which are being done by Accurate Doors and Windows. Both contracts were tendered by the province. The washroom doors contract was awarded to Windsnorth Construction. The Province ordered the doors, but the wrong size was ordered which delayed the project.

There was discussion on the signage and where things are at with it. The CAO stated he will follow up with the province.

ACTION: Administration to contact Government Services to confirm when the new signage for the Town Centre Complex will arrive and be installed.

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in the arena. Rebecca Allen stated that new ballasts
as sent. The correct size has been ordered.

There was discussion on the outside lighting. The CAO stated that the new light has arrived and is just waiting to be installed.

There was discussion on the cleaning of entrances of the Town Centre Complex. The CAO stated that this is the responsibility of the Arena/Groundskeeper and he will ensure that the entrances are kept clean.

There was discussion on the cleaning of the theatre. The dressing rooms and the stage need a thorough cleaning. The CAO stated that he will advise the cleaners to make sure this is done.

There was discussion on the flooring in the gym kitchen and bar area. The CAO stated he will follow up with Tamarack Flooring for a time when this project will be completed.

5. NEW BUSINESS

5.1 Front Office Upgrade

There was discussion on upgrades being done to the main office. The Town Centre is looking really great with all the renovations and the office is looking old and tired. There is a need for proper cabinetry and storage in the main office for security of documents, etc. The CAO stated that he will look into the budget to see where the funds can come from.

5.2 Lead Custodian Resolution

There was discussion that a resolution should be passed at regular council for this position.

ACTION: Administration to draft a resolution regarding the Lead Custodian for the next regular council meeting in October.

6. OLD BUSINESS

6.1 Inventory/Central Purchasing

There has been discussion in the past regarding getting a handle on the inventory/purchasing for the town. There needs to be a central purchasing of things like office supplies and cleaning supplies. The CAO stated he will look into this and report at the next committee meeting in November.

6.2 Leases

An update of where the lease renewals are at was requested. The CAO stated that the new leases are ready to be signed. Government Services is arranging meetings with the tenants to go over the terms of the leases and have them signed.

Rebecca Allen gave an update on the outdoor playgrounds. The tour that was scheduled for September 10th was cancelled due to weather. Becky stated that she did her own tour and has requested quotations on redoing both outdoor playgrounds that are scheduled to be finished. She stated that as soon as she receives the quotation, she will forward with recommendations to the committee.



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camera session at 1:01 p.m.
in camera session at 1:10 p.m.

8. NEXT MEETING

8.1 November 2, 2010

9. ADJOURNMENT

The meeting adjourned at 1:11 p.m.