

**COMPLEX OPERATIONS**  
**September 7, 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 11:58 p.m.

**2. APPROVAL OF AGENDA**

The agenda was approved as presented with the addition of (5.5) Security, and (7.1) in-camera session.

**3. APPROVAL OF REPORTS**

**3.1 August 10, 2010**

The minutes of the Complex Operations Committee meeting of August 10, 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. Usage in the gymnasium and swimming pool continues to be good.
- The arena continues to be closed for preparation for winter
- A leisure mart is scheduled for the 18<sup>th</sup> of September
- Culture Days is advertised and the department is still waiting for people to sign up.
- Public Bowling is back on the schedule for September.

There was discussion on the cost of user fees. There are several groups that pay to use the facilities regularly and some that do not. There needs to be consistency and fairness for all groups. This needs to be directed to those that request use of space within the recreation department and facilities.

**4.2 Complex Report**

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

- The position of Facility Manager for the Town Centre Complex has been filled. Thomas Hill will start the role on October 17, 2010. A meeting with Government Services is being arranged with Thomas prior to his coming to Churchill.
- Simplex Grinnell will be in Churchill in the month of September to

Annual inspections within the Town Centre Complex. The custodians is due to begin next week.

There was discussion on the custodial training and whether it will be hands on. The CAO stated that Mr. Slobodesky will be walking through what is expected during each shift.

There was discussion on the Indoor Playground. The CAO stated that Government Services will be advising when it is due to be renovated. There was further discussion about a playground tour and the clean up of all outdoor playgrounds.

**ACTION: Administration to arrange a playground tour with the Complex Operations Committee on Saturday, September 10, 2010 at 10 a.m.**

There was discussion on the CRHA and School Lease. There are maintenance issues that need to be dealt with. The CAO stated that the leases are cut and dry. He indicated that the Province will be providing more funding on the interim until the new leases are finalized. He did state that the compensation is not coming fast enough and that a message has been left with Government Services and he is currently waiting on them to get back to the town. There was further discussion that all concerns and responses should be in writing in order to have proper backup.

There was discussion on the entrances of the Town Centre Complex. They are in pretty poor condition and this needs to be addressed.

There was discussion on the baseball fence that is still stored at the Churchill Marine Tank Farm. This needs to be picked up and stored in town storage.

**ACTION: Administration to arrange to have the baseball fence picked up at the Churchill Marine Tank Farm and stored town storage.**

There was discussion on Policies and Procedures. The CAO stated that a meeting is to be arranged this month.

There was discussion on the security strips. The CAO stated that Fraser Rankin from Government Services is making arrangements to have either himself or a security specialist come to Churchill to program the scanner. The time clock will be done at the same time.

There was discussion on the deficiency list from all the contract work done in the town centre. The CAO will be going through the list and making sure all deficiencies are addressed.

## **5. NEW BUSINESS**

### **5.1 PBI Teen Leadership Camp – Request for Facility Use**

A letter was received from Karyne Jolicoeur Funk from Parks Canada requesting use of the Pioneer Gallery for the World Café+ for the annual PBI Teen Leadership Camp. Parks Canada and the D of M School are sponsoring a student from Churchill to attend this camp. The event brings together youth from all over to discuss northern issues.

**RECOMMENDED TO COUNCIL FOR APPROVAL**

[Click Here to upgrade to  
Unlimited Pages and Expanded Features](#)

#### Information Only

The committee advising that the security scheduling will now be done through the administrative office until Thomas Hill starts his role as Facility Manager in October.

#### 5.3 Boiler Room Incident – Information Only

A memo was brought forward detailing an incident in the boiler room on August 29<sup>th</sup>. An alarm had gone off indicating that a boiler had shut down. Security did not hear the alarm and it was discovered that all three checks were missed by both security officers on duty. It has been determined that the security guards need to have a refresher course on what gauges and alarms need to be monitored.

#### 5.4 Boiler Room Monitor Checks for Security

A memo was brought forward in light of the incident on August 29<sup>th</sup> in the boiler room. A clipboard with inspection sheet checklists near the gauges will be placed and the security staff will sign every hour that they have checked the readings.

#### 5.5 Security

It was brought forward about training for the Town Centre Security Staff. The CAO stated he has been in contact with a company called Alert regarding training. They were the company that trained all security personnel for the Port of Churchill. The approximate cost is \$3600.00. He will also be discussing training options with Fraser Rankin. He stated \$5000.00 has been budgeted for training for security staff. An issue sheet will be brought forward to council for review and approval.

**ACTION: Administration to draft an issue sheet for Council to review and approve Security Training.**

### 6. OLD BUSINESS

#### 7. IN CAMERA

7.1 The committee went into an in camera session at 12:45 p.m.

7.2 The committee came out of the in camera session at 12:55 p.m.

#### 8. NEXT MEETING

8.1 October 5, 2010

#### 9. ADJOURNMENT

The meeting adjourned at 12:56 p.m.