

COMPLEX OPERATIONS REPORT
Tuesday, December 2, 2008 @ 12:00 pm
COUNCIL CHAMBERS

PRESENT: Deputy Mayor Heather Botelho
Councillor Louise Lawrie
Albert Meijering, Chief Administrative Officer
Manford Bussell, Complex Manager
Jennifer Janisch, Coordinator of Recreation
Rebecca Allen, Executive Assistant

REGRETS:

1. CALL TO ORDER

Councillor Lawrie called the meeting to order at 12:03 p.m.

2. APPROVAL OF AGENDA

The agenda was reviewed as presented and the following items were added; New Business 501 Request on Complex Operating Cost to the Town of Churchill, 5.2 Gym Floor Covering, 5.3 Maintenance Workshop Area, 5.4 Work Place Health & Safety Reports, Old Business 6.2 Leases (Better understanding), 6.3 Bowling Alley Update, and also the addition of an In-Camera Session.

3. APPROVAL OF REPORTS

3.1 November 4, 2008

The minutes of the Complex Operations Committee meeting of November 24, 2008 were reviewed. The action items were reviewed for updates.

4. DEPARTMENTAL REPORTS, CORRESPONDENCE AND/OR PRESENTATIONS

4.1 Recreation Report

The Recreation Coordinator presented a written report. The following points were noted:

- The arena has been up and running for two months. All private programming is doing well and seeing great attendance. Shiny and public skating has slowed down in terms of attendance. There is a set time for skate sharpening on Friday night from 7pm to 9pm. The coordinator is looking to increase the skate sharpening fee to \$10.00.
- The swimming pool has been closed for maintenance since the middle of November. The part still has not arrived. The cleaning of the pool is almost complete. The hope is to have the pool up and running by Christmas Break.
- The gymnasium has seen a lot of successful events. The Roots on the Rail Concert was a huge success, Ducks Unlimited saw a great turnout, and the CRHA Addictions Awareness Family Dance was a great success. Badminton will be scheduled in December for Friday nights again as requested by the public.
- The Curling ice is complete. The Coordinator is working on a grant proposal to have the carpet and concession areas in the curling rink replaced.

- The Coordinator has scheduled open gym and skating during lunch hour to give the youth something to do for the hour that they are in the complex.
- The painting of the overpass windows went great. Hot chocolate and dainties were served. The Coordinator is busy planning all the activities scheduled for December; "Lighting of the Lights", "Christmas Flurries", and the "Children's Christmas Party". The local churches will also be having their annual "Carolling" on Sunday, December 21, 2008 in the town centre overpass.
- The Coordinator is busy working on two proposals that she will be bringing to the next committee meeting in January; Birthday Party Packages and Boys & Girls Club of Churchill. She will provide issue sheets on both.

There was discussion on whether the Coordinator issues work orders to the maintenance department when there is work to be done in a facility. The procedure at this time is that an email is sent to the facility manager and he assures that his staff is notified to fix the problem.

There was discussion as to why the facilities seem to be being cancelled. The Coordinator stated that all programming that is scheduled, with the exception of the pool, has staff in place and is happening.

There was discussion on staff training. The Coordinator stated that she has been in touch with EMS and is working on having a training session.

There was discussion on whether the Coordinator has done an inventory of the equipment that the department has. The Coordinator stated that she would have this completed by the next committee meeting.

ACTION: Coordinator of Recreation to complete an inventory of equipment belonging to the Recreation Department.

There was discussion on the phone lines through the recreation department. It was suggested that there could be one main line and "teen" extensions for all the facilities. This would be a savings of approximately \$1200.00 per year.

ACTION: Administration to look into the Recreation Department phone lines and see about changing the facility lines to "teen" extensions.

There was discussion on the newsletter in the mailboxes. The Coordinator stated that there are too many copies of the newsletter being thrown out, so she has stopped putting them in the mailboxes. There are copies of the newsletter available in her office, the town office, and Northern. It was suggested by the committee to have an acrylic holder at the post office with copies of the newsletter that people could pick up.

ACTION: Coordinator of Recreation to have an acrylic holder displayed at the Bayport Plaza with monthly newsletter/schedules available for the public to pick up.

It was suggested by the committee for the Coordinator to take the time to develop a yearly plan of events that the Recreation Department plans or is involved with, and also the expectations of the role of the Coordinator.

ACTION: Coordinator of Recreation to develop a yearly plan of events that the Town of Churchill Recreation Department is involved with. The plan will include detailed information on the event as well as the role of the Coordinator in the event.

There was discussion on the pool operator course that the Coordinator attended in Winnipeg in October. The marks have not been received yet.

There was discussion on the cleaning of the facilities. There was inquiry on who was responsible for keeping the areas clean. The Coordinator stated that part of the Recreation Attendants job is to make sure the area is clean after the facility closes.

4.2 Complex Report

The Complex Manager presented a written report. The following points were noted:

- The tube bundle for the pool heater failed in November. The new bundle was ordered, but these are not stocked items, so the part had to be custom manufactured. It is expected to arrive in the middle
- The water was shut off to the Complex for the installation of new water main valves. It was shut off for approximately ten hours. Water is required for the refrigeration plant to operate. In order to keep the plant running and not lose the ice, one of the fire trucks came and supplied the ice plant with water.
- There was an electrical problem with the refrigeration plant that resulted in the plant being down for several hours. The town staff corrected the problem and the ice was able to be maintained.
- New filters are being installed in the pool.
- The Boiler Inspector was in at the beginning of December and inspected our boilers and refrigeration plant. No major problems were identified, some minor equipment changes were noted and will be done upon shut down in the spring.
- Quarterly preventative maintenance checks were performed. Air filters were changed at the hospital and the recreation complex.
- New heaters were hooked up at the Lake Pump House by the town electrician.
- Steven Gould attended the Pool Operators course in Winnipeg.
- The heating core for the operating room air handling unit froze. The staff did temporary repairs to get the unit up and running. A new core will be installed when it arrives.
- The contractors replacing the front steps were delayed because the new hand railings had not arrived. The railings have arrived and are being installed. It should be completed by the end of the first week in December.
- There was a problem with the fire alarm system, parts were ordered and our staff were able to conduct repairs and restore the system to operation.

There was discussion on the security scanning. The program is here, and the Complex Manager is working on the programming. It should hopefully be ready for the new year.

There was discussion on uniforms for security. The Complex Manager has uniforms on order and they should be here soon.

There was discussion on the cleaning of the complex. The garbage is not being cleaned out on a regular basis. The committee feels that smaller garbage cans are needed and therefore they would be cleaned out more frequently.

There was discussion on the fall cleanup. The committee expressed concern that this needs to be done. They have requested a timeline detailing what will be done and when it will be done.

ACTION: Administration to provide the Complex Operations Committee with a timeline on the major cleanup of the Town Centre Complex.

There was discussion on the playground inspection. There are safety concerns regarding the indoor playground. The CAO stated he is looking into whether the inspection can be done by the town. He did state that the net needs to be replaced as small children are still able to fit through the holes. The committee has requested a cost analysis of enclosing the area. The drop from the lower playground to the bowling alley is quite dangerous.

ACTION: Complex Manager to have the net in the playground replaced.

ACTION: Complex Manager to research the cost of enclosing the areas of the indoor playground that are dangerous.

There was discussion on whether security is required during the day. The complex is fully staffed Monday to Friday during the day and the committee inquired with that much staff is security needed. The Complex Manager and the Coordinator of Recreation felt that it was needed, as the presence of security in the building helps with the general rules of the complex being followed.

There was discussion on Churchill's outdoor playgrounds. The committee would like to have a tour and find out what needs to be replaced or fixed at the playgrounds. They would like to look at having a budget for the outdoor playgrounds.

ACTION: Administration to arrange an outdoor playground tour with the Complex Operations Committee.

5. NEW BUSINESS

5.1 Town of Churchill's cost to operate the Town Centre Complex.

This discussion has been deferred to the next committee meeting. Administration requires time to review the budget in order to give an accurate expense to the committee.

ACTION: Administration to provide the Complex Operations Committee with a breakdown of what the Town of Churchill's cost is to operate the Town Centre.

5.2 Gym Floor Covering

There was discussion on the gym floor covering. There are complaints from the community about the dangers of the floor covering. The committee requested a copy of the warranty be obtained from the Frontier School Division.

ACTION: Complex Manager to request a copy of the warranty for the gym floor from the Frontier School Division.

5.3 Maintenance Workshop Area

There was discussion on the complex maintenance workshop. The area is quite small and the committee requested the complex manager to research if the area could be renovated to include more space.

ACTION: Complex Manager to look into the cost of renovating the maintenance workshop area to include more space.

5.4 Work Place Health & Safety

The committee has requested that a copy of the Work Place Health & Safety meeting minutes be available at the next Complex Operations Committee meeting.

6. OLD BUSINESS

6.1 Policies

Copies of the Town Centre Policies were provided to the committee. It was determined that more time was needed to review the policies. The committee would like staff input on the policies and recommendations should the policies need changing.

ACTION: Complex Manager, Coordinator of Recreation, and Administration to review the policies of the Town Centre Complex and bring forward any recommendations to the January 2009 Complex Operations Committee meeting.

6.2 Town Centre Leases

The committee would like to review the current terms of the lease of the Town Centre Complex.

ACTION: Administration to provide copies of the leases of the Town Centre Complex to the Complex Operations Committee meeting in January 2009.

6.3 Bowling Alley

There was discussion on the bowling alley renovations. The committee inquired if all the quotations to retrofit the bowling alley have been received. The executive assistant advised that the painting, carpeting and a quote for two lanes has been received. She is in contact with JD Bowling to have a quote for four lanes and is also researching prices for the furnishings. She hopes to have all the information available for the January 2009 committee meeting.

7. In Camera

**The committee moved to an in-camera session at 12:59 pm
The committed convened the in-camera session at 1:20pm**

9. ADJOURNMENT

The meeting adjourned at 1:21 pm.