

**COMPLEX OPERATIONS  
TUESDAY, FEBRUARY 3, 2009 @ 12:00 P.M.  
REPORT**

---

**PRESENT:** Deputy Mayor Heather Botelho  
Councillor Louise Lawrie  
Albert Meijering, Chief Administration Officer  
Jennifer Janisch, Coordinator of Recreation  
Ronda Sweeney, Executive Assistant

**ALSO PRESENT:** Rose Preteau

**REGRETS:** Manford Bussell, Complex Manager

**1. CALL TO ORDER**

Deputy Mayor Botelho called the meeting to order at 12:04 pm.

**2. APPROVAL OF AGENDA**

The agenda was approved as presented with the addition of (5.2) Complex walk through, and an In-Camera session.

**3. APPROVAL OF REPORTS**

**3.1 January 13, 2009**

The minutes of the Complex Operations Committee meeting of January 9, 2009 were accepted as presented, and the action items reviewed for updates.

Councillor Lawrie stressed the importance of having an alarm system for the town centre and security cameras. There is only ever one security officer on duty at a time and they have rounds of the facility to do and cannot be in all places at once. Deputy Mayor Botelho stated that this issue needs to be brought forward to Government Services and if needed, the RCMP can be requested to provide a letter of support. They also discussed that the town could put up the money and be reimbursed by Government Services.

**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 continued to operate well over the last four months. There was a concern with the Zamboni being out of commission for a week but everything is fixed and now going well.
- The swimming pool officially opened up again on Saturday, January 31<sup>st</sup>. The pool lockers, the sign in the pool area, and the office have all been painted.
- All programming in the gymnasium is going well. The most popular sport continues to be Badminton on Friday night. The Coordinator will be hosting a Badminton tournament in March. New rackets are also

being purchased.

- The curling rink is being used by the high school to prepare for the zones that are being held in Churchill in February.
- The lunch hour programming has not seen very good attendance. The coordinator is looking to possibly cancel the program. The coordinator has posted a notice looking for volunteers to continue Boy's Club now that the Caskey's have retired and relocated south.
- The month of January did not see special community events, but the future months will see many exciting things for the community.

There was discussion about the equipment being stored more organized and securely to prevent damages. The coordinator will have shelves and a shadow board placed in the gym storage room where equipment will be placed after every use.

**ACTION: Recreation Coordinator to arrange for shelves and a shadow board to be placed in the gym storage room for the recreation department gym equipment.**

There was discussion on the user statistics of the facilities be presented to the committee in a clearer way. Even if there is no attendance, the committee needs to be made aware. It was suggested that the coordinator design a template to use.

There was discussion on whether the acrylic holder will be placed in the Bayport Plaza soon. It was advised that it is in the process of being done.

There was discussion on what the format is for use of the overpass. The coordinator advised that it is the same process as in any facility rental. A form has to be completed and the rental fee paid.

There was discussion on the plasma cars. At this time only daycare is using them and the coordinator would like the community to be able to use them. She will be getting in contact with Karen McCall to discuss possible solutions so the cars can be made available for everyone to use.

There was discussion on staff development. The student staff needs to understand their roles as supervisors of the various facilities. The coordinator advised that she intends to have regular staff meetings with them stressing what is expected of them as supervisors of the various facilities. The committee stated that regular checks of the different areas need to be done.

**ACTION: Recreation Coordinator to check the various facilities that have programming taking place periodically throughout the evening.**

There was discussion on the staff wearing their vests. The committee stressed the importance that the public know who is on duty at all times.

There was discussion on the coordinator soliciting volunteer's for Boy's Club. The committee stressed that this is a long time program that has been run by the Alliance Church and they did not feel it was the town's role to be involved other than providing a location where they could meet.

There was discussion on the closure of the Arena during scheduled programming. The

coordinator and the CAO advised that there were problems with the ice plant and therefore the arena had to be closed to the public. The problem has since been corrected.

#### 4.2 Complex Report

In the absence of the Complex Manager, the CAO presented a verbal report and the following items were noted:

- The pool is up and running. There is some concern about pipes leaking, but as the pool heats up and the pipes expand it is the hope that it will run as it is supposed to.
- Robert Oman transferred to the maintenance department to cover Chris Campbell's term while he is away. Robert is very diligent and there have been many positive comments from the public.
- The cleaning in the theatre will be done by the February 11<sup>th</sup> performance.
- A company has been contacted about the cost to replace the net in the indoor playground.
- The research for the enclosure around the indoor playground is currently being done.

There was discussion on the lighting in the Pioneer Gallery. The lights are very dim. The CAO stated he will have the town electrician look into this.

**ACTION: Town Electrician to look at the lights in the Pioneer Galley and see if they can possibly be adjusted to be brighter.**

There was discussion on the stage curtains in the Town Centre Theatre. They are in need of either a cleaning, or to be replaced. The CAO stated he would see if they can be cleaned and if not he will look into what the cost would be to have them replaced.

**ACTION: Administration to look into the theatre curtains being cleaned or if they cannot be, the cost of having the curtains replaced.**

There was discussion on the security strips. The CAO stated that they have all been put up, and Jeff Gagnon, acting Complex Manager is programming them and they will be up and running by next week.

There was discussion on Non-Violent Crisis Intervention Training for the staff of the town centre complex. The CAO stated he has been in discussions with teaming up with the CRHA to offer this training, as well as having a local person trained to be able to train others.

**ACTION: Administration to follow up with the CRHA on Non-Violent Crisis Intervention Training.**

There was discussion on the weekend cleaning shift still being 12 hours. The committee would like to see this shift be 8 hours as well as another full time cleaner be hired.

**ACTION: Administration to look into hiring another full time cleaner and changing**

the weekend cleaning shifts to 8 hours.

The CAO stated that there are a lot of public washroom facilities in the complex. He would like to see one of the washrooms be closed and only opened when there are special events taking place in the complex. This would eliminate one washroom having to be cleaned every day.

**ACTION: Administration to have the public washroom located downstairs by the curling rink closed and only opened when there are special events taking place in the complex.**

There was discussion on the lack of really hot water in the complex for cleaning. It was recommended by the committee to have an auxiliary heater put in for the exclusive use of hot water.

**ACTION: Administration to look into purchasing a heater to have very hot water available for the cleaners.**

Deputy Mayor Botelho commented that the cleanliness of the complex is being noticed by the public. The staff should be complimented on a job well done.

**ACTION: Administration to send out a memo to staff complimented them on a job well done with the maintenance of the town centre.**

## **5. NEW BUSINESS**

### **5.1 Swimming Pool Locker Rentals**

The coordinator of recreation stated that all the lockers in the swim change room have been cleaned out and an advertisement to the public stated that lockers can now be rented for \$5.00 per month. The coordinator stated that the lockers were quite rusted from people leaving damp towels and suits in them. By charging the \$5.00 per month she feels that this may correct the issue of the lockers rusting. No more than ½ of the lockers will be rented out because there still needs to be some available for people to use during the scheduled swim times.

There was discussion on the fact that there are more women than men that attend swimming. The committee feels that the women should have a larger change room and that they should be switched when the renovations are being done.

**ACTION: Administration to contact Government Services about switching the swim change rooms.**

The coordinator addressed the issue that there are no change tables in the washrooms or change rooms. This is something that is needed and should be acted on immediately.

**ACTION: Administration to purchase two change tables for the complex. One will be placed in the swim change room, and the other in one of the public washrooms.**

### **5.2 Council Complex Walk Through**

Councilor Lawrie stated that with Government Services coming to Churchill to discuss the upcoming renovations, it would be a good idea for council to tour the facility to identify any issues that need to be addressed immediately.

**ACTION: Administration to arrange a complex walk through with all of council prior to the meeting scheduled with Government Services on February 12<sup>th</sup>.**

## **6. OLD BUSINESS**

### **6.1 Bowling Alley – Grant Applications**

Executive Assistant brought forth two grant applications to be submitted for the retrofitting of the town centre bowling alley. The committee advised that the grant applications be forwarded and copies made available to council at the next regular scheduled council meeting,

### **6.2 Policies**

The committee at the last committee meeting asked that all staff review the town's policies and offer suggestions on any changes that need to be made. This has been deferred to the next committee meeting in March.

There was further discussion on the inventory of the recreation equipment. There is still equipment around the town complex and it needs to be picked up and stored in one common area or discarded if required.

There was also discussion on whether the bowling alley has been completely cleaned out. The coordinator stated that anything that was salvageable has been taken out. There is still some garbage in the area and she will have it removed.

There was also discussion on smoking close to the building and inside of the building. The MSO is keeping tabs on smoking close to the building outside, and the CAO will be sending out a memo reminding the staff and public that smoking is not permitted inside the complex.

**ACTION: Administration to draft a memo to the town staff reminding them that smoking is not permitted inside the complex.**

**ACTION: Administration to draft a public notice reminding Churchill residents that smoking is not permitted inside the complex, and smoking outside must be 20 feet away from the building.**

## **7. IN CAMERA**

**7.1** The committee went into an In-Camera session at 12:55 p.m.

**7.2** The committee convened the In-Camera session at 1:03 p.m.

## **8. NEXT MEETING**

**8.1** March 3, 2009 at 12:00 p.m.

**9. ADJOURNMENT**

The meeting adjourned at 1:04 p.m.