
**COMPLEX OPERATIONS
TUESDAY, JANUARY 13, 2009 @ 12:00 P.M.
REPORT**

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

1. CALL TO ORDER

Councilor Louise Lawrie called the meeting to order at 12:00 pm.

2. APPROVAL OF AGENDA

The agenda was reviewed as presented and the following items were added:
New Business 5.1 Complex Revitalization and two In Camera Sessions. The action items reviewed for updates.

3. APPROVAL OF REPORTS

3.1 December 2, 2008

The minutes of the Complex Operations Committee meeting of December 2, 2008 were reviewed and accepted as presented.

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 winter programming is in its third month and operating very successfully. Hockey school took place on December 6th and 7th. The arena ceiling needs a new paint job. It is chipping and peeling.
- The swimming pool has been closed for approximately two months. The pool office has been painted and the pool has been drained and cleaned during this time. The part that is required to fix the system has arrived and is being installed. The pool should be up and running in the next couple of weeks.
- All programming in the gym has been going well. Badminton has been added on Friday nights again as per the public's request. Archery is being offered on Wednesday nights.
- The curling ice is complete. The high school curling teams have been practicing in the facility. The lease still needs to be reviewed between the Curling Club executive and administration.
- The lunch programming has been going well. There is programming in the arena and the gymnasium between 12pm and 1pm Monday to Friday.
- Boys Club has been cancelled as the Caskey's are relocating south. There is an ad in the monthly newsletter requesting volunteers to continue the program.

- The month of December was busy with community events. The Children's Christmas party was a huge success. The Lighting of the Lights did not see a very good turn out, but the weather was not the greatest. The Christmas Flurries saw a very good turn out. The local churches had their annual caroling session and had a very good turn out.

There was discussion on whether the Recreation Attendants have been wearing the vests that are provided. The Coordinator stated that they have been. There was also discussion on having staff memos in the public view. The committee expressed concern that these types of staff information need to be presented directly to the staff, not on the bulletin boards meant for the public. There was also discussion on extra programming when school is out. The Coordinator stated that she will be in contact with the school for the scheduled dates that there is no school and will schedule extra programming during those times. There was also discussion on consistency in the Coordinators hours. The advertised hours for the position are 12pm to 9pm with an hour off for dinner. The Coordinator stated that she either takes 4pm to 5pm or 5pm to 6pm. The committee would like to see the supper break the same time every day.

ACTION: Recreation Coordinator to request the dates that school is not in session and have programming on those dates.

ACTION: Administration to work with the Coordinator of Recreation to determine a consistent hour that the office closes for a dinner break.

4.2 Complex Report

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

- The town mechanic/plumber has been busy at the Public Works Garage working on their heating system.
- The steps to the Complex front entrance are finished. In the spring, when the snow is gone, an inspection will need to be done to ensure that everything is okay.
- There was a power failure in December that resulted in the refrigeration plant being down for a period of time. The staff was able to restore it prior to any damage or loss of ice.
- The town electrician worked on pumps at CR30, and repaired the electric boiler at the Lake Pump House.
- The sprinkler system leading to Daycare froze and burst in the middle of December. The section has been isolated. Government Services is aware of the problem and have plans to insulate the area.
- The electric boiler was shut off and propane heat was used to heat the complex in order to do routine maintenance on the electric boiler.
- Blue Sky repaired and refinished the gymnasium floor with the help of town staff. It is hoped that the town staff that helped will be able to do future work without having to contract outside help. the drive motor burnt out. Motor was received January 8, 2008. In the process of having the motor installed as soon as possible.

There was discussion on the status of the security strips that are to be installed. The Complex Manager stated that all 53 check points have been installed, but the computer he was planning on using crashed. Once he is able to program another computer, the security scanning will be implemented. This should take place in the next couple of weeks. There was also discussion on door alarms and security cameras. The Complex Manager has addressed the need to Government Services and once his budget is complete, he is hoping that there will be money set aside for this.

The committee addressed the train in the Indoor Playground. There is concern that the separation between the cars is unsafe. They also inquired about the cleaning of the Mondo Flooring. This project was started, but never finished. They have requested a timeline for the major cleaning that is required in the complex. The Chief Administrative Officer will have the information available at the February 2009 Committee Meeting.

There was also discussion on the cleaning in the Library. The summer cleaning that is supposed to be done was not. The Complex Manager stated that there was supposed to be renovations done in the Library during the summer months. They were holding off on the major cleaning until the renovations were completed.

ACTION: Complex Manager to have the train in the Indoor Playground fixed to be safe for the children.

ACTION: Complex Manager to contact Government Services for a follow up on his request for door alarms and security cameras for the Complex.

ACTION: Complex Manager and Chief Administrative Officer to have a cleaning schedule prepared for the February 2009 Complex Operations Committee Meeting.

5. NEW BUSINESS

5.1 Complex Revitalization

The committee would like to have a plan prepared for the Complex Revitalization. They would like to see the community get excited on making our Town Centre the focal point of the community like it was intended to be. They have requested that the committee members develop a list of things that would help in instituting this plan.

6. OLD BUSINESS

6.1 Policies

The committee would like all staff to review the current policies and bring recommendations for changes to the February 2009 committee meeting.

6.2 Town Center Leases

The committee has requested that the Complex Manager, Chief Administrative Officer and the Coordinator of Recreation review the current Town Centre Leases. The discussion has been deferred to the February 2009 committee meeting.

6.3 Bowling Alley

The Executive Assistant presented the quotation from JD Bowling to retrofit the

bowling alley. She has estimated approximately \$120,000 for complete renovations to include painting, carpeting and flooring, and the lanes. She has been in contact with Culture, Heritage, Tourism and Sport and will be submitting a grant application to the Community Places. The maximum amount for this grant is \$50,000. The difference will be submitted to the Churchill Mitigation Fund for approval.

DEFERRED TO COUNCIL FOR DISCUSSION

7. IN CAMERA

7.1 The committee moved into an in camera session with the Complex Manager and the Chief Administrative Officer in attendance at 1:20 pm.

The committee finished the in camera session with the Complex Manager and the Chief Administrative Office at 1:25 pm

7.2 The committee moved into another in camera session at 1:25 pm.

The committee finished the in camera session at 1:35 pm.

8. NEXT MEETING

February 3, 2009 at 12:00 p.m.

9. ADJOURNMENT

The meeting adjourned at 1:35 p.m.