

COMPLEX OPERATIONS
Wednesday, April 1, 2009 at 12:00 P.M.
REPORT

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

1. CALL TO ORDER

Deputy Mayor Botelho called the meeting to order at 12:03 a.m.

2. APPROVAL OF AGENDA

The agenda was approved as presented with the addition of (5.6) Library, (6.7) Time Clock, (6.8) Accounts Receivable outstanding, (6.9) Aurora Winter fest Storage, and (7.1) In-Camera Session.

3. APPROVAL OF REPORTS

3.1 March 5, 2009

The minutes of the Complex Operations Committee meeting of March 5, 2009 were reviewed and the action items reviewed for updates.

The committee questioned whether the Coordinator of Recreation has received a cost estimate on T-Shirts for her staff. The Coordinator stated that this has not yet been done. The Committee asked if she had a tentative plan for Summer Program. The Coordinator stated she has ideas in place, but no calendar as of yet. The Committee requested that this calendar be made available for the next Complex Operations Committee Meeting in May.

ACTION: Coordinator of Recreation to have tentative summer program calendar and estimated costs of the program for the May 2009 Complex Operations Meeting.

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 host to two hockey tournaments in the month of March 2009 including a Women's Hockey Game against the Pee Wee team. It has been running smoothly and the ice sharpening that was taking place on Friday nights should remain in place for every arena season. The Arena will close for the season April 16, 2009
- The Swimming Pool continues to be the facility which is used often. There is still a significant amount of sand coming from the filters. She is having the maintenance staff looking into it.
- The most popular event in the gymnasium has been badminton. Volleyball is picking up. The storage for the equipment is being taken

care of, however, the chairs and tables are not being put away properly and it is causing disarray. The new volleyballs and badminton rackets that were ordered have now arrived.

- Drop in curling has seen a few people since it began in February. There was discussion about not charging because no one would come if there was a charge, therefore no one was charged to play. Next season the Coordinator plans on introducing drop in curling earlier in the season and implement the fee at that time.
- Spring break scheduling was added to the schedule for the last few days of Spring Break. The open lunch programming has been seeing a few students, but not as many as when it first began.

There was discussion as to why there was no charge for the drop in curling. The Coordinator stated that the Arena/Curling Rink Attendant did not feel it was a good idea to charge. The Committee stated that any changes must go through administration, that an employee cannot make the decision as whether to charge or not.

There was discussion on the lunch programming for students. Regardless of the low numbers, the committee still wants the program to continue, but they need to see the stats on the programming.

ACTION: Coordinator of Recreation to provide stats on the Lunch Programming to the next committee meeting in May 2009.

There was discussion on the spring programming. The Committee inquired about advertising the week of events and whether or not it was advertised through the school. The Coordinator stated that she posted advertisements on the bulletin boards.

There was discussion on the vests for the recreation attendants. The Committee has noticed that the vests are being worn and that they look good and it is now clear on who is supervising each department.

There was discussion on the students having keys to the various facilities. The Coordinator stated that there are only keys for her two senior responsible staff. The Committee stated that none of the students should have keys as they can pick them up at the time of their shift from security. The CAO stated that administration is looking into having the building completely re keyed.

ACTION: Coordinator of Recreation to look into which of her recreation staff has keys and to have them returned to her.

There was discussion on the pool lap lane brackets being hung up. The Coordinator stated that it did not make sense as there are never more than 2 adults at any given time. The Committee felt that we have the brackets and the lane dividers and that we should be using them. They have requested that the Coordinator look into having them put up and the lane dividers be used.

ACTION: Coordinator of Recreation to have the brackets for the lane dividers put up and to instruct her staff to start using the lane dividers if requested by the public.

4.2 Complex Report

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

- The complex renovations are due to start early April with the bathrooms being the first project underway.
- The CAO is looking into the costs of a security kiosk in the main overpass area of the complex. He stated it needs to look presentable, as well as be multifunctional.
- The CAO stated that a new cooling tower needs to be considered. The current one is past its life expectancy. It is estimated to cost approximately 2 million. A 60 tonne unit to do both rinks.
- The lights for the Pioneer Gallery have been ordered.

There was discussion on the complex main entrance steps. The CAO stated that we are waiting for all the snow to melt and then Government Services will look at them and give their final approval. They have not yet been approved. If Government Services finds mistakes or flaws, the contractor must fix in order to meet the requirements of their tender.

There was concern on the outside light of the main entrance not working. The CAO stated that he will have the town electrician look into this.

ACTION: Administration to have the Town Electrician look into the main entrance outside light and to get it in working order.

There was discussion on smoking too close to the doors under the underpass and that the CRHA seems to be the major offenders. The CAO stated that a letter regarding this issue will be forwarded to them reminding them of the 20 feet from the building law.

ACTION: Administration to draft a letter to the CRHA reminding them that any smokers must be 20 feet from any of the entrances to the Town Centre.

There was discussion on the electrical in both the gymnasium and theatre. They need to be looked at and have more voltage capability especially for major functions like live entertainment.

ACTION: Administration to have the town electrician look into the cost and capabilities of having the electrical in both the gymnasium and the theatre upgraded.

There was discussion on the cleaning of the gymnasium floor covering. The school is quite concerned that the gym floor finish will be destroyed if the covering is not used. The CAO stated that this issue is for the town to manage.

5. NEW BUSINESS

5.1 Marketing Facilities (Private & Company)

Deputy Mayor Botelho stated that she just wanted to bring the idea forward and have the Committee brainstorm on ways to market the facilities in the Complex. The possibilities are endless, such as pamphlets with pictures, costs and phone numbers.

ACTION: Complex Operation's Committee Members to think of marketing ideas for the facilities in the Complex for the May 2009 Committee meeting.

5.2 Indoor Playground Walk Through

Deputy Mayor Botelho stated there are concerns with the current state of the indoor playground and we need to move forward on resolving the issues. She stated that the playground needs to be inspected and that she has also emailed various companies for catalogues. She has spoken to the companies that have done the McDonald's and Burger King. She has requested that the committee have a walk through of the indoor playground to see what the best approach for renovations is.

ACTION: Administration to schedule a walk through of the indoor playground for the Complex Operations Committee.

5.3 Gym Storage

Councilor Lawrie stated that there is issue of the gym storage area not having enough room. The Coordinator stated that she does not require that much space for the equipment. Councilor Lawrie stated that it needs proper shelving and the area needs to be used to its fullest potential.

5.4 Painting of the Theatre and Hockey Dressing Rooms

The Committee requested that this issue be brought forward to the May 2009 Complex Operations Meeting.

DEFFERRED TO NEXT MEETING

5.5 Issue Sheet – Community Recreation Planning (CHT&S – April 21st and 22nd in Thompson, Manitoba)

The Committee requested that discussion on this issue be included in the In-Camera Session.

MOVED TO IN-CAMERA

5.6 Library

Councilor Lawrie inquired about staffing of the Town Librarian. The CAO stated that the position has been reposted with a closing date of April 3, 2009.

6. IN CAMERA

6.1 The Committee moved into an In-Camera session at 12:55 p.m.

6.2 The Committee convened the In-Camera session at 1:45 p.m.

7. OLD BUSINESS

7.1 Summer Program (Calendar Plan, Fees, Staff)

This was discussed during the recreation report

7.2 Part-time Adult Staff Cost

There was discussion on possibly hiring some adult staff to supervise some of the recreation programming. The Committee requested the Coordinator to provide a plan in writing indicating what the overall cost would be. They want a visible document to review and it needs to benefit the overall department.

ACTION: Coordinator of Recreation to develop a budget showing what it would cost to hire an adult to supervise some of the recreation programming.

7.3 Complex Revitalization – Capital Project Deadline July 2009

The Committee stated that they need to think of what types of projects could be included within the ideas of a Complex Revitalization. They stated that they would like to have all of Councilor's input into the projects.

DEFERRED TO SPECIAL MEETING

7.4 Review of Policies

Councilor Lawrie stated she wanted this on the agenda to keep it fresh in everyone's minds for when there is time to review and possibly amend policies.

7.5 Government Services – Update on Schedule

The CAO stated that he will confirm with Government Services on the schedule of when things will be happening within the town centre. He stated that they are supposed to be beginning with the washrooms.

ACTION: Administration to get a confirmed schedule of when each facility will be renovated.

7.6 Beach Volleyball

The Executive Assistant stated that last year the funding was approved through Mitigation to have Beach Volleyball behind the complex. The committee stated that the equipment can be ordered, but that a meeting with the Munck Park Committee would need to be scheduled so that everyone is on the same page in terms of space behind the complex.

ACTION: Administration to arrange a meeting with the Munck Park Committee to discuss possible locations of where the beach volleyball net could be set up.

7.7 Time Clock

This issue was not discussed and is being deferred to the May 2009 Complex Operations Meeting.

DEFERRED TO NEXT MEETING

7.8 Accounts Receivable Outstanding

The CAO stated that to date all recreation monthly billings are clear.

7.9 Aurora Winter fest Storage

Councilor Lawrie stated that the area designated for AWF storage needs to be ready urgently. The CAO stated there was miscommunication regarding the cage and it was pulled out. He will have the cage put back in and then the area will be ready.

ACTION: Administration to have maintenance put the cage for the AWF Storage area back in place.

8. NEXT MEETING

8.1 May 5, 2009

9. ADJOURNMENT

The meeting adjourned at 1:58 p.m.