

**COMPLEX OPERATIONS
TUESDAY, JUNE 2, 2009 at 4:30 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 4:30 p.m.

2. APPROVAL OF AGENDA

The agenda was approved as presented with the addition of (6.1) Renovations and (6.2) Policies

3. APPROVAL OF REPORTS

3.1 May 5, 2009

The minutes of the Complex Operations Committee meeting of May 15, 2009 was reviewed and the action items reviewed for updates.

4. DEPARTMENTAL REPORTS, CORRESPONDENCE AND/OR PRESENTATIONS

4.1 Recreation Report

In the absence of a Recreation Coordinator, the Executive Assistant presented a written report. The following points were noted:

- The arena has continued to be shut down for the month of May. The contractors are using it to store their materials.
- The swimming pool continues to be the facility that is used most on a consistent basis. It was shut down in May due to no chemicals.
- The gym has continued to see pretty good attendance for the month of May with Badminton continuing to be the favorite. The floor needs to be swept and mopped daily, and this has not been done consistently.
- Edward from JD Bowling is working on the contract to retrofit the bowling alley and has scheduled the work to be done in September.
- Canada day is fast approaching. A committee has been set up to coordinate all the exciting events to take place on this day. This year's theme is %National Pride+.
- National Kids Day will be taking place on June 6, 2009. This is the first time Churchill has celebrated this event and if it goes well, this would be a great annual event.
- Youth Drop In will celebrate its one year anniversary on June 6, 2009.

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 still underway, but they continue at a

very slow pace.

- The cost of the library portion of the renovations is coming in at \$185,000 over budget.
- There have been issues with studding and rusting.
- A section of the floor in the hallway leading to the lower curling rink has shifted. Structural engineers are coming and will be having a look at it.
- The playground floor will be cleaned starting next week. The mondo on the walls will be removed.
- The Building Managers office is currently being cleaned out.
- A security specialist from Government Services will be arriving the week of June 15th to audit the complex security needs.

There was discussion on a designer coming from Government Services to do a walk through of the complex and discuss plans for upgrades to the various facilities.

ACTION: Administration to arrange a special meeting with a designer from Government Services to discuss plans for upgrades to the complex facilities.

There was discussion on the lighting in the library. It is quite dim and needs to be addressed.

ACTION: Administration to have the electrician look at the library lighting and research the cost to upgrade it.

There was discussion on the interest from the late arrival of the operating grant from Government Services. The CAO has been in discussions with Jerry Bosma and he will get an update for the next committee meeting in July.

ACTION: Administration to follow up on the interest from the late arrival of the operating grant for the complex from Government Services.

There was discussion on the cleanliness of the complex. The ambassadors will be arriving on June 20, 2009 and there is a scheduled walk through of the complex. The common areas need to be thoroughly cleaned.

ACTION: Administration to have extra cleaning staff scheduled to make sure the complex is very clean for the arrival of the ambassadors.

There was discussion on removing the walls in the town cafeteria to make the space more open and inviting. This is something that can be discussed when the designer from Government Services comes to Churchill.

There was discussion on the outdoor Christmas lights being taken down. The CAO stated that this is one of the summer tasks that Public Works will be doing.

There was discussion on the complex vehicle log. The CAO stated that the employees have been marking down whenever the vehicle is used.

There was discussion on new chairs for the complex. The past complex manager

had budgeted \$15,000 for new chairs. The CAO will check with the CFO to see if this was budgeted in the 2009 Financial Plan.

5. NEW BUSINESS

6. OLD BUSINESS

6.1 Renovations

The committee is concerned with the renovations. The library has been closed for over a month. They have requested an update on the time line of the renovations. The CAO stated that Stan Rhoda will be in Churchill the week of June 15th and hopefully an update to when everything will be completed can be provided.

6.2 Policies

The committee has been reviewing the current policies with regards to the complex. They have requested that the changes they have made be brought forward to council for review and discussion.

ACTION: Administration to arrange a special meeting to discuss current policies and changes.

7. IN CAMERA

8. NEXT MEETING

8.1 July 7, 2009

9. ADJOURNMENT

The meeting adjourned at 5:30 p.m.