

**COMPLEX OPERATIONS
THURSDAY, MARCH 5, 2009 AT 12:00 PM
REPORT**

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

1. CALL TO ORDER

Deputy Mayor Botelho called the meeting to order at 12:02 p.m.

2. APPROVAL OF AGENDA

The agenda was approved as presented with the additions of New Business items 5.1 Advertisement of meetings, 5.2 Complex Revitalization, 5.3 Future Expansion, 5.4 Capital Projects, 5.5 Security Kiosk, and Old Business item 6.1 Policies, and an In Camera session.

3. APPROVAL OF REPORTS

3.1 February 3, 2009

The minutes of the Complex Operations Committee meeting of February 3, 2009 was reviewed and the action items 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 operating successfully for the fifth month. All programming has been going great.
- The swimming pool has been open since the middle of February. Swimming lessons are being completed and the new session will start up again in April. All pool attendants are wearing Guard Shirts, shorts and whistles.
- All gym programming has been going great. Badminton continues to be the crowd favorite. The recreation equipment has been organized and a sign out sheet has been placed in the gym storage area for employees to sign once their shift is completed.
- The curling rink hosted the high school curling zones and a ladies curling bonspiel. It is open for the public to use on Tuesday and Thursday evenings.
- Lunch hour programming is still running for the students. They have the option to use the gym or arena during lunch hour Monday thru Friday.
- There were two %Make Some Noise+celebrations for the community to

kickoff the yearly countdown to the 2010 Olympics. EMS, RCMP, and the Fire Department were on hand to assist with making noise. It was a neat way to kick off the celebration.

There was discussion on the statistics. The committee requested that all public programming, including the lunch hour for students, be recorded and submitted to the committee in a clear concise manner.

There was discussion on the gym storage. The committee requested that the Coordinator of Recreation, along with the Chief Administrative Officer and Executive Assistant, research and come up with a design for the storage area.

There was discussion on the staff vests. The committee stated the attendants have not been consistently wearing their vests. Part of the job requirement is to wear their uniform and this needs to be expressed to the student staff. The Coordinator of Recreation stated that the plan is to have the vests worn strictly for Summer Program Staff and to order T-Shirts for the year round facility staff. It was stated that the staff needs to follow the direction of the coordinator. If they are directed to wear the vests, then they should be wearing them.

There was discussion on the Summer Program. The committee has requested that the Coordinator of Recreation design a plan and detailed schedule for the program. This will help the Coordinator and the Committee come up with an appropriate charge for the program.

There was discussion on baseball being brought back to the community. The Coordinator of Recreation stated she has coached in the past and is looking forward to adding baseball to the recreation programming. The Committee suggested that she advertise and see what type of response she gets and then a schedule can be developed based on various age groups.

There was discussion on school closure. The committee stated that a plan needs to be developed to have programming available when school is not in session.

ACTION: Coordinator of Recreation to bring forth a cost estimate for T-Shirts as the uniform for the long term facility recreation staff.

ACTION: Coordinator of Recreation to develop a plan and schedule for the upcoming 2009 Summer Program.

ACTION: Coordinator of Recreation to advertise baseball for the community.

ACTION: Coordinator of Recreation to develop a plan for programming when school is not in session.

4.2 Complex Report

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

- The CAO has been in touch with MTS and Triple A Alarms for a quotation on alarms and security cameras for the town centre

complex.

- All plans for capital projects under \$100,000 need to be submitted no later than July 2009 for 2010 approval. The CAO will be meeting with the school and RHA to discuss any projects that may fit this criteria.
- Renovations in the town centre complex begin next month. All projects submitted have been approved. Everything will be completed by the end of July.
- Everything is functioning properly in all town centre facilities.
- The Facility Managers current office will be torn down. A security Kiosk will be placed in a key, central area in the complex. The Facility Managers office will be relocated to the current security office.

There was discussion on the upcoming renovations. The committee requested that administration draft a public newsletter to let the community know of all the renovations that are being done in the complex.

ACTION: Administration to send out a public newsletter regarding the upcoming renovations of the complex.

5. NEW BUSINESS

5.1 Advertisement of meetings

The committee requested administration to advertise all committee, regular and special meetings on the local community channel, bulletin boards, radio and the town website.

ACTION: Administration to advertise all council committee, regular and special meetings in the community.

5.2 Complex Revitalization

The committee requested that administration have Government Services provide Mayor and Council with all sketches relating the Complex renovations.

ACTION: Administration to contact Government Services to request the sketches for the planned renovations of the Complex.

5.3 Future Expansion

There was discussion in relation to the town centre not having a conference area for meetings. The town is approached frequently for space to hold various meetings and is unable to do so. There is a space in the town centre that can be developed for this function. The committee requested administration to come up with a plan to have this space developed, as well as to research sources of funding for the space.

ACTION: Administration to research funding for a conference/meeting area in the complex, as well as a definitive plan for the space.

5.4 Capital Projects

The CAO stated that the capital projects for the eight year plan need to be categorized as each project is weighted based on different factors such as safety, mechanical, and aesthetics. Nothing has been put forward since the eight year plan was brought forward. Phase 3 is now starting and we need to come up with a plan for the next 5 phases.

5.5 Security Kiosk

CAO wants to restructure the area of Complex Managers Office, and the Security Office. Security would move to the upper complex area and have a kiosk and the Complex Manager would move to where security is currently located. All manuals and drawings would be located in the engineer's office, lost and found by the custodian's area.

The committee requested that a plan be brought forward to the next committee meeting with design and costs.

ACTION: Administration to research design and costs of a security kiosk in the main complex area.

5.6 Part Time Recreation worker

It was suggested by the committee at possibly hiring an adult recreation attendant to cover some of the facility supervision.

ACTION: Coordinator of Recreation to research the cost of hiring an adult as a part time recreation attendant and to bring forth the information to the April 2009 committee meeting.

6. OLD BUSINESS

6.1 Policies

The committee brought forward the discussion of the current policies and how they need to be reviewed and possibly amended. Administration has been reviewing and making changes. The CAO stated that the recommendations will be brought forward to the next committee meeting.

ACTION: Administration to bring forth recommendations of changes to the current policies to the April 2009 committee meeting.

Deputy Mayor Heather Botelho left the meeting at 1:04 pm.

The Complex Operations Committee Meeting resumed at 2:30 pm

7. IN CAMERA

7.1 The committee went into an in-camera session at 2:30 pm

7.2 The committee convened the in-camera session at 3:00 pm

8. NEXT MEETING

8.1 April 7, 2009

9. ADJOURNMENT

The meeting adjourned at 3:02 pm.