

COMPLEX OPERATIONS
TUESDAY, November 3, 2009 @ 12:00 p.m.
REPORT

PRESENT: Deputy Mayor Heather Botelho
Councilor Louise Lawrie
Albert Meijering, Chief Administrative Officer
Rebecca Allen, Executive Assistant
Stephen Terichow-Parrot, Coordinator of Recreation

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

The agenda was approved as presented with the addition of (5.2) Web Filter, (6.3) Walk Through List, (6.4) Review of Minutes

3. APPROVAL OF REPORTS

3.1 October 6, 2009

The minutes of the Complex Operations Committee meeting of October 6, 2009 were reviewed and the action items discussed for updates. Administration was to look into the cost of a new washer and dryer for the custodial staff. They are still looking into the best possible cost. Administration was to have the baseball fence moved from the Churchill Marine Tank Farm to the town's cold storage. This is on the list for the staff to have done. Administration was to hire a computer technician to program the time clock and the security gun. There is a new Facility Manager coming and these items will be on his list of things to do when he arrives.

4. DEPARTMENTAL REPORTS, CORRESPONDENCE AND/OR PRESENTATIONS

4.1 Recreation Report

The Recreation Coordinator presented a written report. The following points were noted:

- The gym program has had good attendances during the month of October for volleyball, circuit training, boxercise and kinder gym. Basketball and Open gym has seen sporadic attendances and badminton very low attendance. In November, the plan is to introduce soccer and judo to the schedule.
- The swimming pool continues to see good attendance for public swimming, and moderate attendance for Family, Adult and Aqua size.
- The arena program began with a very successful hockey school and the first skating session began on October 31st.
- There were many events in October including a Seniors Tea in the Overpass and a Halloween Dance for the Youth Drop In.
- There have been a high number of private rentals for the pool and the gym by local tour operators.
- Recreation equipment had been previously stored in a number of locations. It has now been centrally relocated to the gym store room and with the help of the recreation staff, there is now an up to date

inventory of the equipment. New equipment is in the process of being ordered, including new storage nets.

- The Recreation Department staff has suffered from a lack of consistent direction for some time and there are many areas to improve on. The staff members have become familiar with a culture of swapping shifts, arriving late, wearing inappropriate clothing and failing to carry out basic duties. These issues are being addressed and weekly staff meetings have been instigated.

There was discussion on a publicity promotional drive for the complex facilities. There are several advertising avenues that the Recreation Department can utilize: CBC North Country radio, NCI radio, the local radio show, the cable channel, and local bulletin boards.

4.2 Complex Report

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

- The Olympic Torch Relay will be in Churchill on November 8th and a thorough cleaning of the complex is underway.
- The Assistant Deputy Minister of Accommodation will be in Churchill the week of the 15th of November to address the issues of the renovations in the Complex.
- Kevin Affleck has approved new mondo flooring for the arena hallway. The product is here and will be installed as soon as Tamarack Flooring can do it.
- The curling ice is currently being done and should be complete by the 3rd week of November.
- The black lights for the bowling alley and the ceiling tiles have been ordered and once they arrive the maintenance department will install.

There was discussion on the lower level washrooms by the curling rink and whether they have been locked. The CAO stated that this is one of the things on the to do list and he will have maintenance look into getting locks put on the doors and having them locked.

ACTION: Administration to have the lower level washrooms by the curling rink locked and only opened when required.

There was discussion on the cleaning of the theatre. It is the responsibility of the tenant to keep the area clean. If town staff has to go in and clean it, then the tenant needs to be invoiced accordingly.

ACTION: Administration to draft a letter to Polar Cinema reminding them to ensure the theatre is clean after use.

There was discussion about the garbage left outside of Nanuk. It is the responsibility of the tenant to ensure the garbage is removed in a timely fashion.

ACTION: Administration to draft a letter reminding Nanuk Entertainment to remove their garbage daily.

There was discussion on a heater for the cleaners. They are still unable to get hot water for their cleaning needs. The CAO stated he will look into purchasing a heater like the one in the curling rink for the custodians.

ACTION: Administration to look into purchasing a heater to heat the water in the custodian room.

There was discussion on training for security. The CAO stated he has been in contact with the CRHA to partner with training opportunities for staff. He will contact them again to see if this will be feasible in the near future.

ACTION: Administration to contact the CRHA to partner with them to offer a Risk Management/Crisis Intervention training session for staff.

5. NEW BUSINESS

5.1 Issue Sheet – 2010 Aurora Winter fest

An issue sheet was presented for a letter of support from the town for the 2010 Aurora Winter fest. The Aurora Winter fest is requesting an in kind donation from the Town of Churchill in the amount of \$25,000.00.

DEFERRED TO COUNCIL FOR DISCUSSION

5.2 Internet Web Filter

An issue sheet was presented to purchase an internet web filter. An internet web filter will limit the materials that may be browsed and downloaded from the internet; the cost is approximately \$3700.00.

RECOMMENDED TO COUNCIL FOR APPROVAL

6. OLD BUSINESS

6.1 Complex Renovations

This issue will be addressed when the Assistant Deputy Minister of Accommodation is in Churchill the week of the 15th of November.

6.2 Security Kiosk

The Complex Operations Committee is comfortable with the location and design of the Security Kiosk and the next step is to bring forth to council to pass a resolution to move forward with having the kiosk constructed.

RECOMMENDED TO COUNCIL FOR APPROVAL

6.3 Walk Through List

The Complex Operations Committee completed a walk through of the complex in August and have submitted a list of suggestions to look over for the areas within the complex. This is for information only at this time.

6.4 Review of Minutes

There is still unfinished business from past Complex Operation Committee Meetings that need to be addressed.

ACTION: Administration to look over past minutes from the Complex Operations Meetings and address action items for the next meeting in December.

7. IN CAMERA

8. NEXT MEETING

8.1 December 1, 2009

9. ADJOURNMENT

The meeting adjourned at 12:55 p.m.