

**COMPLEX OPERATIONS**  
**TUESDAY, October 6, 2009 @ 12:00 p.m.**  
**REPORT**

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**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 11:58 a.m.

**2. APPROVAL OF AGENDA**

The agenda was approved as presented with the addition of (5.2) Button Street Playground, (6.1) Detailed Work Plan for the Complex, (6.2) Time Clock, and (6.3) Security Strips

**3. APPROVAL OF REPORTS**

**3.1 September 1, 2009**

The minutes of the Complex Operations Committee meeting of September 1, 2009 were reviewed and the action items discussed for updates. Administration was to arrange a special meeting with a designer from Government Services to discuss plans for upgrades to the complex facilities. The CAO noted that they still have not responded, but he will try to get in touch with them again to get an idea as to when they are coming. He will make sure that the reply is in writing. Administration was to look into having different switches put in to control the lighting in the various areas of the library. The CAO stated that the provinces engineer is to look into and provide a cost for the project. The committee requested that the CAO contact Government Services to find out when their engineer can have this done. Administration was to arrange to have the town centre cafeteria area cleaned out. The CAO stated it is on the list of things that need to get done and the complex staff is currently working on that list.

**ACTION: Administration to follow up on arranging a special meeting with a designer from Government Services to discuss plans for upgrades to the complex facilities and ensure the response is in writing.**

**ACTION: Administration to follow up with Government Services as to when their engineer can have a cost estimate on having different switches put in to control the lighting of the various library areas.**

**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 plant was turned on the week of September 29, 2009 and the process to make ice has begun. It is expected the arena ice will be

ready the middle of October which is just in time for the hockey school that is scheduled for the weekend of the 23<sup>rd</sup>. Once the ice is in, all programming in the arena will begin.

- The swimming pool continues to be the facility that is used most on a consistent basis.
- Volleyball in the gym seems to be the crowd favorite, with badminton being a close 2<sup>nd</sup>. The kinder gym program began on October 3, 2009 and will continue through the winter months. The storage area is coming together nicely and all equipment will be placed in there, which should keep better track of everything.
- Phase 2 of the bowling alley is underway and should be complete within a week. The painting is taking longer than expected due to the markings and paint on the walls. Phase 3 will commence shortly after the painting is complete.
- A Leisure Mart was held the middle of September and there was an excellent turnout to register for the upcoming fall programming. Youth Drop In continues to see great attendance and with lots of bear activity we have reintroduced rides home for everyone. We are planning a Halloween Family Dance as a fundraiser for the program.

There was discussion on the painting of the shelves and new flooring in the new recreation storage area. The CAO stated that he will make sure it is completed.

**ACTION: Administration to have the maintenance department paint the shelves in the recreation storage area and look into the cost of having the floor in the area replaced.**

#### 4.2 Complex Report

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

- Kevin Affleck from Government Services was in Churchill to discuss capital projects over 1 million dollars. 28 million dollars worth of work has been identified in the Complex including a new ice plant, new doors, new windows, and complete new siding surrounding the building.
- Government Services has agreed to replace the lighting and ceiling tile in the bowling alley which will be Phase 4 of the project.
- Government Services stated that in the upcoming plan, systems will be located where they are supposed to be.
- Miro Refrigeration was up to get the ice plant ready to be turned on.
- Luke is currently flooding the arena and is expected to be done by the end of next week.
- The electrician has been busy in all departments.

There was discussion on whether the custodians will be getting a new washer and dryer. The washer that they had no longer works. The CAO stated that administration has been getting quotes and will present to the next committee.

There was discussion on H1N1 and whether the town will be setting up sanitation centers at the entrances of the Town Centre.

There was discussion on work orders for the complex. The CAO stated that he has already instituted internal work orders for the complex.

**ACTION: Administration to get the cost for a new washer and dryer for the custodians and bring forth to the next committee meeting in November.**

**ACTION: Administration to get the cost for sanitation stations for every entrance of the complex and bring forth to the next committee meeting in November.**

## **5. NEW BUSINESS**

### **5.1 Security Kiosk**

An issue sheet was presented for a security kiosk in the town complex. It has been determined that there is a need for a kiosk located in the overpass area of the complex. The kiosk would bring visibility to the security as well as locate them in a more central location.

The committee reviewed the design presented from Government Services and is in agreement that it should be forwarded to council for recommendation for approval.

**RECOMMENDED TO COUNCIL FOR APPROVAL**

### **5.2 Button Street Playground**

The committee stated they took a tour of all the outdoor playground in the town of Churchill and the one that is in most serious need of repair is Button Street. They looked over the recommended structure and agreed to proceed with looking for funding for the area. To move forward with the project they are recommending to council for approval.

**RECOMMENDED TO COUNCIL FOR APPROVAL**

## **6. OLD BUSINESS**

### **6.1 Detailed Work Plan for the Complex**

The CAO presented the detailed work plan for the complex. The Engineers have been busy. They have completed the pump repair of the main boiler room and the boiler has been torn down for inspection. They have completed the preventative maintenance on the ice plant and compressor. They are currently doing the fall preventative maintenance and will soon be cataloging the mechanical systems, implementing a preventative maintenance software program and repairing the ventilation unit in the maintenance area. The Maintenance Department has also been busy. The carpenter has been painting, and building shelves. Once completed he will be concentrating on window replacement, door maintenance, removing building materials from behind the complex and stair tread replacement. The arena attendant has been busy with daily clean up of the complex grounds, preventative maintenance of ice plant, and getting ready for ice preparation. The electrician has been assisting with renovations in the complex, boiler maintenance, library lighting, lighting at sewer plant, heat requirements at Lake Pump House, and electrical installation at L5. He will also be replacing the lighting in the bowling alley when it comes time to do so.

There was discussion on the indoor Christmas Lights being taken down so the new decorations can be put up. The CAO stated that it will be done next month before the Christmas season.

There was discussion on tools that belong to the complex. The CAO stated they are all located in the maintenance shop.

There was discussion on the manuals in the Facility Managers office and whether they will be moved to the appropriate departments. The CAO stated that this will be done when time permits.

There was discussion on the baseball fence. It is currently stored at the Churchill Marine Tank Farm. The CAO stated he will look into the matter.

**ACTION: Administration to look into where the baseball fence is currently stored and see about having it moved to town cold storage.**

**6.2 Time Clock**

There was discussion on the time clock that was purchased for complex staff some time ago. The CAO stated it just needs to be programmed and he has not had the time to do it. He is in the process of seeing if the computer technician at the RHA would be able to do it for us when he is not working at the RHA.

**ACTION: Administration to hire the RHA computer tech to program the time clock that was purchased for the complex staff.**

**6.3 Security Strips**

There was discussion on the security strips for the complex. The CAO stated that all strips have been put up and now the gun has to be programmed. Again, he has simply not had the time to program it. He will also be hiring the RHA computer tech to do this.

**ACTION: Administration to look into hiring a computer tech to program the security gun.**

**7. IN CAMERA**

**8. NEXT MEETING**

**8.1** November 3, 2009

**9. ADJOURNMENT**

The meeting adjourned at 12:37 p.m.