



THE CORPORATION OF THE TOWNSHIP OF HORTON

**RECREATION COMMITTEE**

September 12<sup>th</sup>, 2024

9:30 a.m.

Council Chambers

1. Call to Order
2. Declaration of Pecuniary Interest
3. Approval of Minutes from previous meeting:
  - i. July 11<sup>th</sup>, 2024
4. Open Issues/Reports/Updates:
  - i. Concrete Pad Quote
  - ii. Festival of Small Halls Application Info – Follow Up Claire
5. New Business
  - i. Community Sport and Recreation Infrastructure Fund – Report Attached
  - ii. Recreation Inventory – Inventory Attached
  - iii. Chandelier
  - iv. New Evening Hall Rental Fee
  - v. Bar Usage Fee
  - vi. Family Fall Event
  - vii. Quilt Retreat
6. Staff/Member Concerns
7. Next Meeting:
  - i. Thursday October 10<sup>th</sup>, 2024 at 9:30 a.m. in Council Chambers
8. Adjournment



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  <b>Recreation Inventory</b>	<b>Date:</b>	Sept 12, 2024
	<b>Council/Committee:</b>	Recreation Committee
	<b>Author:</b>	Rachel Eden, Community Liaison Officer
	<b>Department:</b>	Recreation

### **RECOMMENDATIONS:**

THAT the Recreation Committee receive this document as information.

THAT we may make decisions related to recreation inventory and its reasonable use.

### **BACKGROUND:**

So that the Recreation Committee may have an understanding of our inventory in storage spaces, and provide any approval to dispose of any unneeded, outdated or overstocked items. Dispose: by way of garbage, or donation to other organizations.

#### Storage Areas in Community Centre

Attic Storage

Gym Recreation Storage

Side Stage Storage

General Kitchen Storage

Further recommendations and considerations from the Community Liaison Officer may be noted in the inventory photographs.

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:** None

**ATTACHMENTS:** RECREATION INVENTORY

### **CONSULTATIONS:**

Rec Committee members (or any pertinent individuals) are welcome to review any items in person at the Community Centre along with the Community Liaison Officer to help with any inventory decisions.

Steve Osipenko, Horton Emergency Management Co-ordinator has been consulted to account for Emergency Management Supplies housed at the Community Centre (later today)

**Prepared by:** Rachel Eden, Community Liaison Officer

**Reviewed by:** Hope Dillabough, CAO/Clerk



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  <b>Chandelier</b>	<b>Date:</b>	Sept 12, 2024
	<b>Council/Committee:</b>	Recreation Committee
	<b>Author:</b>	Rachel Eden, Community Liaison Officer
	<b>Department:</b>	Recreation

### RECOMMENDATIONS:

THAT the Recreation Committee receive this document as information for decision making.

### BACKGROUND:

- There is a large Silver Tassel Chandelier that hangs at the Community Centre.
- The pickleball league has politely requested that the chandelier be removed, as it creates an obstacle for their playing and getting in the way.

### CONSIDERATIONS:

- We (Dave McMaster) can remove and dispose of the chandelier.
- Alternatively, it could be taken down and stored for future New Years Parties, if the work (aka taking it down and re-setting it up) was outweighed by the reward of storing and having this item. Can we see this being re-used in the future?
- We can leave it be - May not be everyone's decorative taste, May be outdated. May be an obstruction. Perhaps a future renter asks to take it down for their event or wedding?

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:** None

**ATTACHMENTS:** N/A

### CONSULTATIONS:

Dave McMaster (care taker): noted: "been around for as long as..." it was supposedly installed to enhance a wedding and has battery operated lights.

Hope Dillabough (CAO/Clerk): unknown origins of the chandelier.

**Prepared by:** Rachel Eden, Community Liaison Officer

**Reviewed by:** Hope Dillabough, CAO/Clerk



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  <b>New Evening Hall Rental Fee</b>	<b>Date:</b>	Sept 12, 2024
	<b>Council/Committee:</b>	Recreation Committee
	<b>Author:</b>	Rachel Eden, Community Liaison Officer
	<b>Department:</b>	Recreation

**RECOMMENDATIONS:**

THAT the Recreation Committee receive this document as information.  
THAT we may consider adding a “Micro Evening Rate” to our booking options.

**BACKGROUND:**

The Community Liaison Officer notices there is currently a gap in our offerings for renting the Community Centre, that being a ‘shorter evening rental fee’.

The only evening rental fee we have is \$225.00 + HST which seems geared towards Stag and Does, weddings, large anniversary parties which typically last until 1am, and typically happen on weekends.

This leaves a gap for potential evening bookings from roughly Sunday – Thursday 5:00pm-10pm. The current larger evening rental fee may deter people from booking, who are searching for a smaller scale event with a smaller scale fee (Example a Thursday evening bridal shower, or monthly club meeting)

We may be interested in the addition of a “Micro Evening Rate” from 5:00pm-10:00pm for \$125+HST available Sunday-Thursday evenings

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:** None

(continued on next page)

**ATTACHMENTS (BELOW) :** Rental Options from 2024 Hall Rental Package

**RENTAL OPTIONS REQUESTED**

<b>Upstairs Conference Room – Half Day</b> (2-4 hours end by 5 pm)	\$ 75.00	
<b>Upstairs Conference Room – Full Day</b> (5-8 hours end by 5 pm)	\$ 125.00	
<b>Hourly – max. 2 hours</b>	\$30.00	
<b>Half Day Rate</b> (2 to 4 hours; ends by 5pm)	\$ 100.00	
<b>Full Day Rate</b> (5 to 8 hours; ends by 5pm)	\$ 150.00	
<b>Evening</b> (after 6 pm; with or without Bar & Kitchen)	\$ 225.00	
<b>Decoration Rental</b> (evening prior to rental) after 6 pm	\$ 100.00	
<b>Propane Fee</b> (for use of stove plus kitchen - must be prearranged)	\$ 100.00	
<b>Corkage Fee @ \$8.00 per bottle</b> <i>S.O.P. REQUIRED</i> – Payment to be made to the bartender before the end of the evening. The Bartender will advise you of the fee. Bar is closed while wine is consumed with dinner. Wine is not served by bartender, uncorked only. Must be served by a Smart Serve Certified person. All beverages consumed must be purchased on site with the exception of tea and coffee.	# of bottles ___x\$8.00 =	
<b>SUBTOTAL</b>	<b>SUBTOTAL</b>	
<b>HST</b>	<b>HST</b>	
<b>TOTAL COST</b>	<b>TOTAL COST</b>	
*Event is considered RENTED when a down payment of \$100.00 of the rental fee or full payment is received at time of booking. <b>Deposit is Non-refundable if cancelled 14 days or less prior to event date.</b>		
DEPOSIT RECEIVED (Date: _____)	Payment Amount	
BALANCE OWING	Outstanding	
FINAL PAYMENT (Date: _____)	Final Payment	
<b>Damage/Cleaning Deposit Cheque or Visa</b> (5-day HOLD received at time of key pick up and Will be refunded upon clear inspection after event.)	SEPARATE CHEQUE PLS.	<b>\$500.00</b>

**CONSULTATIONS:**

Comparable Hall Rentals with no time/day constraints  
 McNab Braside: \$125 + HST for 4 hour rental  
 Petawawa Community Hall: \$115.76 + HST for a 5 hour rental

**Prepared by:** Rachel Eden, Community Liaison Officer  
**Reviewed by:** Hope Dillabough, CAO/Clerk



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  <b>Bar Usage Fee</b>	<b>Date:</b>	Sept 12, 2024
	<b>Council/Committee:</b>	Recreation Committee
	<b>Author:</b>	Rachel Eden, Community Liaison Officer
	<b>Department:</b>	Recreation

### RECOMMENDATIONS:

THAT the Recreation Committee receive this document as information.  
THAT we may consider adding a bar usage fee to our booking options.

### BACKGROUND:

- We may consider adding a bar usage fee to our bookings, to ensure that the bar tender wages are covered.
- We currently have no fee, renters may choose to have OR not have the bar
- Pay our bartenders minimum wage, (soon to be) \$16.55/hr, with at least 2 bar tenders on at a time (sometimes 3 for large events)
- Example of bar revenue from some recent events (amounts are not exact)
  - 3 hour bridal shower \$150 – 2 paid bartenders (99.30 in wages)
  - 2 hour celebration of life \$970 – 2 paid bartenders (\$82.75 in wages)
  - 10 hour wedding \$2500 – 3 paid bartenders (\$490ish in wage)

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:**

**ATTACHMENTS:** N/A

### CONSULTATIONS:

For some comparisons:

- McNab Braeside: additional charge of \$18 per hour, per bartender, with a minimum of 4 hours
- Arnprior: Daily additional charge \$100-\$150
- Petawawa: Daily additional charge \$100

**Prepared by:** Rachel Eden, Community Liaison Officer

**Reviewed by:** Hope Dillabough, CAO/Clerk



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  <b>Fall Family Events</b>	<b>Date:</b>	Sept 12, 2024
	<b>Council/Committee:</b>	Recreation Committee
	<b>Author:</b>	Rachel Eden, Community Liaison Officer
	<b>Department:</b>	Recreation

### **RECOMMENDATIONS:**

THAT the Recreation Committee receive this document as information.

THAT the Community Liaison Officer may have support to organize the following fall events

### **BACKGROUND:**

- Host a family focused fall events such as: "Halloween Activity Day/Night"
- Could host a pre-school version during the daytime, and a child version in the evening. Possibly October 24<sup>th</sup>. Option for additional Adult Craft Day if time allows
- Registration required for all.
- There will be a small registration fee to cover the cost of take-home items completed at the event – suggestion \$10-\$15 for kids events, up to \$40 for adult events (exact fees unknown)
- Activities include personalized crafts; making Halloween treats etc at various stations
- Opportunity to meet families and children in the area, and gauge their interest in further family programming
- We had in the past "kids night out" and "family night out" as budget lines to use
- Future goal to run quarterly or seasonal family nights, will have to build a "stock" or some items to accomplish this. This could be saved for addition to next years budget, OR considered now to get started.
- Community Liaison Officer can gather more specifics on idea of supplies, numbers, and costs to build

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:** None

**ATTACHMENTS:** N/A

**CONSULTATIONS:** Currently none, however Township of McNab Braeside, as well as City of Pembroke run similar sized, prices and themed events so inspiration will draw from here

**Prepared by:** Rachel Eden, Community Liaison Officer

**Reviewed by:** Hope Dillabough, CAO/Clerk



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  <h1>Quilt Retreat</h1>	<b>Date:</b>	Sept 12, 2024
	<b>Council/Committee:</b>	Recreation Committee
	<b>Author:</b>	Rachel Eden, Community Liaison Officer
	<b>Department:</b>	Recreation

### RECOMMENDATIONS:

THAT the Recreation Committee receive this document as information.

THAT the Renfrew & Area Quilters Guild may be allowed once yearly to host their 3 day retreat with a waived rental fee

### BACKGROUND:

- The Renfrew and Area Quilters Guild inquired about a reduced fee to host a 3-day consecutive Quilt Retreat at the Horton Community Centre – to rent the hall for 3 days would be \$1125+HST
- To be clear, the Guild did not ask for a waived fee, however The Community Liaison Officer would like to present that we waive the fee and allow; once yearly to host their 3 day retreat
- This would be weekdays, potentially Mon-Wed in May: these are less popular days for rentals at the community centre, so likely not to disturb the budget
- The Renfrew and Area Quilters Guild are (happily) regular paid renters of the hall, supporters of Horton, and many are volunteers.
- This retreat may draw further interest of patrons to our Township and, as such, create another bonding experience for our resident and program attendees.
- The retreat itself will have a registration fee to cover food, materials etc, but the goal of the retreat is not profit related.

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:** Loss of hall rental revenue, only assuming that those days would have otherwise been paid bookings

**ATTACHMENTS :** N/A

**CONSULTATIONS:** N/A

**Prepared by:** Rachel Eden, Community Liaison Officer

**Reviewed by:** Hope Dillabough, CAO/Clerk