



THE CORPORATION OF THE TOWNSHIP OF HORTON

RECREATION COMMITTEE

April 20th, 2023

9:30 a.m.

Council Chambers

1. Call to Order
2. Declaration of Pecuniary Interest
3. Approval of Minutes from previous meeting:
 - i. March 20th, 2023
4. Open Issues/Reports/Updates:
 - i. HRA (Horton Recreation Association)
 - ii. Fencing around ice surface – how to advertise RFQ
 - iii. Smart Serve Course
 - iv. Signage for Millennium Trail
 - v. Rink Ice Update
 - vi. Easter Event Report – April 8th
 - vii. Trivia Night Report – April 15th
5. New Business:
 - i. Kitchen Make up Air Report
 - ii. Deep Fryer Decommissioning Report
 - iii. Pigeons
 - iv. Boat Launch
 - v. Canada Day Event
6. Staff/Member Concerns
7. Next Meeting:
 - i. May 11, 2023 at 9:30 a.m. in Council Chambers
8. Adjournment

THE CORPORATION OF THE TOWNSHIP OF HORTON

Recreation Committee Meeting

March 9, 2023

9:30 a.m.

There was a Meeting of the Recreation Committee held in the Municipal Council Chambers on Thursday March 9th, 2023. Present were Chair Doug Humphries, Mayor Dave Bennett and Public Advisory Members Nellie Kingsbury and Claire Rouble. Public Advisory Member Sharon Bennett sent regrets. Staff in attendance was Amanda Ryan Receptionist/Clerk– Recording Secretary.

1. CALL TO ORDER

Chair Humphries called the meeting to order at 9:28 a.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest expressed by Members of the Committee.

3. MINUTES FROM PREVIOUS MEETING:

Moved by Nellie Kingsbury

Seconded by Claire Rouble

THAT the Recreation Committee approve the February 9th, 2023 Minutes.

Carried

4. OPEN ISSUES/REPORTS:

i. Ontario Winter Games

Mayor Bennett expressed that he had nothing as it pertained to figures and will not for another two weeks. It does look like the event was successful, bringing in revenues to the area despite the setbacks of the weather.

ii. Horton Recreation Association

Chair Humphries stated that the brochures that were made in house were good for exposure at the carnival to entice potential volunteers. A booth should be set up again at the Canada Day event to try and gather more names.

- iii. **Fencing Around Ice Surface**
Chair Humphries explained the background to Public Advisory Member Rouble where to goal is to keep pigeons out, and as the erection of the fence deals with working at heights and special skills such as welding, this is not something that volunteers can take care of. Ms Ryan to ask Manager of Public Works to advertise for someone to erect the fence again.

- iv. **Smart Serve Course**
Ms. Ryan reviewed her report. Discussion about responsibility of the Township took place and the speed in which drinks should be delivered. Ms. Ryan is to draft a report with information on how the township would handle paid bartenders. It was agreed that for external rented events when the bar is requested that there be paid bartenders, and for Horton events that volunteer bartenders be used. Ms. Ryan to put link of Facebook and web looking for people with SmartServe certification.

- v. **Signage for Millennium Trail**
Ms. Ryan had nothing new to report on the sign reflectivity from the county.

- vi. **Rink Ice Update**
Ms. Ryan reported that the rink has had a few more rentals thanks to the weather and a good ice surface. Public Works Manager Adam Knapp predicts that based on the trend in the weather, we will fortunately have the ice for some time. There have not been a lot of rink donations left behind to offset costs.

- vii. **Carnival – March 4th**
Chair Humphries stated we had a small but mighty carnival as the weather was not favourable. He thanked Public Advisory Members Nellie Kingsbury for working hard in getting sponsorships and Public Advisory Member Claire Rouble for gathering a great team of volunteers to cook breakfast and for looking after gathering all of the food. There were just over 70 people for breakfast plus volunteers, and there is food left over for the Canada Day event. There were not enough children who showed up to run the children's games, however that age group were kept busy with the colouring contest, skating on the ice, sleigh rides and having their face painted. Chair Humphries recommended that for next year that if the kitchen is closed with no canteen open, that a pot of coffee be left on for the crew running the sleigh rides. Public Advisory Member Nellie Kingsbury recommended that if we are looking for a magician, we reach out to him early.

- viii. Easter Event – April 8th
Public Advisory Member Claire Rouble stated that she has everything ready for the event. She wanted clarification on the facebook questions that had been asked of her, such as if the even required sign up. She stated that it is a first come, first serve event. Ms. Ryan will get back to the person asking this question on Facebook.
- ix. Trivia Night – April 15th
Ms. Ryan reached out to a few individuals wondering if they would be interested in being emcee for the night and reading out the questions and answers.
- x. Avalon Ranch Hall Use for Dog Training
Feedback from the Heath Unit was positive. As long as the kitchen was closed off so that the dogs were not allowed to roam into the kitchen, the Health Unit advised that this would not affect our inspected kitchen status.

Moved by Nellie Kingsbury
Seconded by Claire Rouble

THAT Avalon Ranch be allowed to train dogs at the community centre for scent training purposes only, that there not be any more than 6 dogs at a time, and to be caged when not being trained.

Carried

- xi. User Fee Update
Chair Humphries explained to the committee that after some thought of the prices decided upon at the last meeting, that they should be revisited to ensure that should it be recommended that we move forward with paid bartenders, that revenues to cover these costs need to be made up somewhere.

Moved by Nellie Kingsbury
Seconded by Claire Rouble

THAT council, as part of the budget process accept the prices for alcohol be changed to the following:

Corkage from \$4.50 to \$5.00 (incl HST)

Alcohol (beer/liquor per unit) from \$4.50 to \$6.00 (incl HST)

Alcohol (cooler/wine/craft beer per unit) from \$5.50 to \$6.00 (incl HST)

Carried

5. NEW BUSINESS:

i. User Fee Review

Ms. Ryan presented the current user fees and discussion commenced on recommendations for new pricing. The following is what the committee would like to recommend for the budget meeting:

Corkage from \$4.50 to \$5.00 (incl HST)

Alcohol – (beer/liquor per unit) from \$4.50 to \$5.00 (incl HST)

Alcohol – (cooler/wine/craft beer) from \$5.50 to \$6.00 (incl HST)

Ms. Ryan will provide these recommendations to Treasurer Nathalie Moore.

ii. Avalon Ranch Hall Use for Dog Training

An email was forwarded from council to the Recreation Committee to decide upon. Avalon Ranch would like to use the hall on Sunday mornings to perform scent training no more than 6 dogs at time. Public Advisory Member Kingsbury reached out to a contact provided before the meeting. The review was positive. The concerns raised by allowing the dogs in the building were that of how it would affect the approved inspected kitchen and if allowing dogs into the building would open a door for other animals. The committee would like to contract to state that the rental would be for scent training only, and that there would not be any more than 6 dogs at a time.

iii. Carnival Ideas

Chair Humphries shared his idea of a booth at the carnival to try and attract individuals to sign up for the HRA. Ms. Ryan to create the brochure.

6. STAFF/MEMBER CONCERNS:

Public Advisory Member Claire Rouble presented research she did on the Festival of Small Halls. It would provide exposure and not require a lot of man power and would give us the ability to bring in some big names. Ms. Ryan is to bring a report forward.

Public Advisory Member Rouble stated that she was informed that McNab/Braeside is no longer having dances and we are permitted to have ours on the third Friday of the month as previously scheduled. In addition to this, when it comes to the posters advertising the dance, she feels that to entice more people to come, we accentuate this by listing the well-known names of those who are in the band that will be performing.

Public Advisory Member Rouble assisted fellow Horton volunteers who did not have their Food Handlers or who needed to re-take it to sign up with the Heath Unit for the course that was being held locally.

Mayor Bennett expressed that Chair Humphries should talk to former Public Advisory Member Barb Dickson about coming back to the committee. Chair Humphries will reach out to Mrs. Dickson.

Ms. Ryan updated the committee that despite the three attempts made already via email and phone message, there has been no response from the Spinney Brothers to come and perform.

7. NEXT MEETING:

Regular scheduled meeting

- i. April 20th, 2023 at 9:30 a.m. in Council Chambers

8. ADJOURNMENT

Chair Humphries declared the meeting adjourned at 11:00 a.m.

CHAIR Doug Humphries

CAO/Clerk Hope Dillabough



Township of Horton COUNCIL / COMMITTEE REPORT

Title: BARTENDERS	Date:	April 20, 2023
	Council/Committee:	Committee
	Author:	Amanda Ryan, Receptionist/Clerk
	Department:	Recreation

RECOMMENDATIONS:

THAT the Recreation Committee members recommend to council that certified bartenders be paid minimum wage to tend bar for private rentals, and that certified bartenders be asked to volunteer for Horton run events.

BACKGROUND:

Staff advertised through the online platforms looking for those interested in bartending both as volunteers and as paid individuals to reach out to the Township office. A few names of people interested were received, as well as some who recently attained their Smart Serve to work and volunteer for this purpose. Proof of their current certificate has been forwarded by some.

The purpose of having paid bartenders for private rentals is to alleviate the negative feedback and to regain a customer base as it has been expressed that in some instances people are not renting the hall for lack of speed at the bar. By having individuals receive remuneration, it is felt that the responsibility of tending bar lends itself to accountability. Remuneration would be based on the current minimum wage as listed in the Employment Standards Act, plus any tips earned at the event.

At the end of a worked event, a petty cash voucher would be submitted, and payment would be made to the bartender afterwards. This would be a recreation bar expense. In the event that a bartender receives \$500 and over by the end of the year, a T4 would need to be issued.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS:

CONSULTATIONS: Treasurer Nathalie Moore

Prepared by: Amanda Ryan, Receptionist/Clerk

Reviewed by: Hope Dillabough, CAO/Clerk



Township of Horton COUNCIL / COMMITTEE REPORT

Title: TRIVIA NIGHT 2023	Date:	April 20, 2023
	Council/Committee:	Committee
	Author:	Amanda Ryan, Receptionist/Clerk
	Department:	Recreation

RECOMMENDATIONS:

THAT the Recreation Committee members accept this report as information.

BACKGROUND:

On April 15, 2023 a Trivia Night was held at the Community Centre. The event was lead by Receptionist/Clerk Amanda Ryan. The night included 100 trivia questions consisting of 5 rounds of 20 questions each with additional tie breaker questions if needed. The bar was open and a small menu of food was available. Both bar and kitchen were manned by volunteers. Chris Kyte volunteered as Emcee for the evening calling out questions, thanking sponsors and adding verbal volume to the evening. Mayor Bennett sold 50/50 tickets, while Deputy Mayor Webster and Recreation Chair Humphries assisted in gathering and marking papers.

60 people were in attendance with 11 of the 16 tables filled. Last call for the kitchen was called in the middle of the 5th round. There was no last call for the bar, but it was closed by the time the 5th round ended. The 50/50 draw was held between the 4th and 5th round with the winner taking home \$114. There had been a tie for 2nd and 3rd place between the trivia teams where the winner was determined by shoot out. One representative of each tied team came forward to answer the question on paper. Questions were asked until the first team member got it correct.

At the end of the evening, the name of a team captain who registered a team with the township on or before April 6th was drawn. The recipient received a small plant. Prizes were handed out to the winning teams. The following teams were winners:

First Place – HFD Bosses	\$25 Metro Gift card each donated by Doug and Susan Humphries
Second Place – Know It Alls	\$15 Canadian Tire Gift card each
Third Place – HFD	\$5 Tim Hortons Gift card in a Horton camping mug with candy and chocolate each

Advertising for the event was done on the Township Facebook page, website, Metroland Media and Inside Ottawa Valley. Various supporting businesses and individuals shared the Facebook page.

A suggestion of inviting teams back to have an Ottawa Valley question only, high value first prize only trivia night where cell phones would go in a basket on the table to ensure no cheating event in the future.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: prizes, food, advertising, in house wages

CONSULTATIONS:

Prepared by: Amanda Ryan, Receptionist/Clerk

Reviewed by: Hope Dillabough, CAO/Clerk

**2023 Visit with the Easter Bunny
Income Statement**

REVENUES

Sponsorships	\$250.00
Raffle	\$125.00
Kitchen	\$164.25
50/50	\$86.00
door	<u>\$455.00</u>

TOTAL REVENUES \$1,080.25

EXPENSES

Candy	\$233.78
Lunch foods	
pop, water, condiments	\$74.74
drinks	\$42.21

Total Lunch food	\$116.95
50/50 payout	\$43.00
Advertising in Horton Corner	\$51.60

TOTAL EXPENSES \$445.33

PROFIT/LOSS \$634.92

Trivia Night 2023

Income Statement

Income

Sponsorship	350	
Entry Fees		
in office	60	
night of	550	
Kitchen	150	
Bar		
50/50	<u>228</u>	
Total		1338

Expenses

Prizes	145.42	
Kitchen	213.95	
50/50	114	
Advertising	113 *	
Wages		
Total		<u>586.37</u>

Profit/loss 751.63

*guestimate



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Kitchen Make up Air and HRV Instillation	Date:	April 20th 2023
	Council/Committee:	Committee
	Author:	Adam Knapp, Public Works Manager
	Department:	Recreation

RECOMMENDATIONS:

THAT the Recreation Committee agree with Staff and recommend to Council that a Kitchen Make Up Air System in the Community Center and a Heat Recovery Ventilator in the arena change rooms be installed at an estimated \$80,000.

AND THAT upon completion of the detailed designs of the systems Staff are directed to release an RFQ to install the systems as soon as practicable.

FURTHER THAT funding be allocated from the remainder of the \$100,000 allocation to Recreation from the working funds reserve, after the digital sign is acquired.

AND THAT this be an estimated upset allocation of \$40,000.

AND FURTHER THAT any funding additionally required above the upset allocation be sourced from the Recreation Reserves.

BACKGROUND:

The Township is currently working on detailed designs for the GICB grant, estimated to be complete on May 1st 2023, to retrofit the existing building and systems to be more energy efficient and produce less green house gases. The Kitchen Make Up Air System and HRV could not be included in the GICB grant application because adding new systems that were not pre-existing does not fit the scope of reducing energy needs and green house gas production. These elements are included in the design being produced but must be funded outside of the grant application.

Both systems are critical to operating these public access buildings safely. Currently the kitchen hood does not have adequate air return and draws air through the septic systems vent pipe and floor drains if an exterior door is not opened to relieve the negative air pressure.

The arena change rooms have zero air changes except for when an exterior door is opened and the ASHREA recommended air changes per hour for sports facilities is 4-8 per hour.

ALTERNATIVES:

N/A

FINANCIAL IMPLICATIONS:

HRV and Kitchen Make Up Air System estimated at an upset total of \$80,000 including HST for both systems. \$40,000 estimated from Working Funds Allocation, \$40,000 estimated from Recreation Reserves.

ATTACHMENTS:

N/A

CONSULTATIONS:

Prepared by: Adam Knapp, Public Works Manager

Reviewed by: Hope Dillabough, CAO/Clerk



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Deep Fryer Decommissioning	Date:	April 20th, 2023
	Council/Committee:	Committee
	Author:	Adam Knapp, Public Works Manager
	Department:	Recreation

RECOMMENDATIONS:

THAT the Recreation Committee recommend to Council that a new propane deep frying unit be purchased for an estimated cost of \$1,500 from the operating budget, equipment repairs / replacement, and the decommissioned unit be declared surplus and sold on GovDeals with the proceeds directed to the Recreation Reserves.

BACKGROUND:

Staff had an annual inspection performed by a licensed technician on the commercial cooking appliances and several repairs were noted. Several code violations were also noted beyond the lack of make-up air. All code violations and repairs excluding the makeup air system have been scheduled and the deep fryer has been decommissioned.

The justification for decommissioning the deep fryer is that it is a natural gas appliance connected to a propane fuel source. Propane burns hotter than natural gas (2500 BTU's vs 1000 BTUs). Natural gas is also a much lower pressure gas than propane and converting the appliance to one or the other gases requires that the differing pressure is compensated for, no conversion kits are available to convert the existing deep fryer to the proper heating source. In other words, connecting a natural gas appliance to a propane piping system will result in appliance malfunction and cooking oil and grease fires are a major cause of fires and fatalities. Kitchen fires triggered by cooking oil or grease cause the fastest-spreading destruction of any kind of fire and if an incident were to occur this improper heating source would be justification for the insurance company to reject the Township's damage claim.

Staff recommend purchasing a new propane deep frying unit for an estimated cost of \$1,500 from the operating budget, equipment repairs / replacement, and the decommissioned unit be sold on GovDeals and the proceeds directed to the Recreation Reserves.

Attached to this report is Custom Mechanical inspection report detailing the violations and necessary repairs.

ALTERNATIVES:

N/A

FINANCIAL IMPLICATIONS:

New Propane Deep Fryer estimated at \$1,500 from the operating budget, equipment repairs / replacement. There is sufficient funding within in within the operating budget.

ATTACHMENTS:

Custom Mechanical's Inspection Report

CONSULTATIONS:

Prepared by: Adam Knapp, Public Works Manager

Reviewed by: Hope Dillabough, CAO/Clerk



Custom Mechanical Ltd.

215 SCHULTZ ROAD, PEMBROKE, ONTARIO CANADA K8A 6W8
Ph. (613) 732-2747 cusmechanical@aol.com Fax (613) 732-8126

INVOICE

NO 9873

DATE 20/03/2023

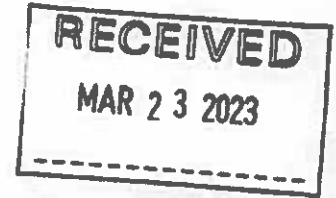
PAGE

SOLD TO

Horton Community Center
Adam Knapp
2253 Johnstone Road
Renfrew, Ontario K7V 3Z8
Canada

SHIP TO

Horton Community Center
Adam Knapp
2253 Johnstone Road
Renfrew, Ontario K7V 3Z8
Canada



Business No.:10123 2403 RC0001

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	PST	UNIT PRICE	
1	3.5	Each	JOURNEYMAN LABOUR CHARGE MAR 13	H	112.00	392.00
1	3.5	Each	APPRENTICE/HELPER LABOUR CHARGE MAR 13	H	85.00	297.50
20	1.0	Each	FLAT RATE TRUCK/TRAVEL	H	65.00	65.00
20	1.0	Each	MISC SHOP SUPPLIES	H	26.00	26.00
			RE: COMPLETED SERVICE + MAINTNANCE TO QTY 1 X GARLAND PROPANE RANGE AND QTY 1 X DEEP FRYER ***NOTED DEEP FRYER IS NOT FOR USE WITH PROPANE - NAT GAS ONLY - S/B DISCONNECTED AND REMOVED APPLIANCE IS NOT SAFE FOR THIS APPLICATION. RE: GARLAND RANGE - STRIPPED RANGE FOR CLEANING AND MAINTNANCE AND CHECK OUT RANGE TOP FOR CENTRE BURNER NOT FIRING - ALSO PILOT WILL NOT STAY LIT - CHECK OUT R/H FLAT TOP - BURNERS DO NOT LIGHT AND R/H OVEN - PILOT WILL NOT STAY LIT - PARTS ORDERED SAME DAY AND DISCUSSED ALL WITH ADAM K. ON SITE - ALSO NOTED THAT GAS HOSE TO RANGE IS NOT CONNECT MUST HAVE SWIVEL CONNNECTION + TETHER DUE TO RANGE IS ON WHEELS - ALSO NOTED EXTERIOR REGULATOR PIPING - GAS FEED PIPE SIZE DECREASES + increases ... INCORRECT ARRANGEMENT CAUSES RESTRICTION AND POSSIBLE DELAYED IGNITION - WILL RETURN TO CORRECT ALL AND COMPLETE REPAIRS TO GAS RANGE WHEN PARTS ARE IN STOCK.			
			H - HST 13% HST			101.47

COMMENTS	TOTAL ▶	881.97
5% disc on pre HST amount only (as per CRA) if paid in 5 business days. Thank you for your business!		

INTEREST 2% PER MONTH ON ACCOUNTS OVER 30 DAYS