



**Ottawa Municipal Campground Authority
Conseil de gestion du terrain de camping municipal
d'Ottawa**

MINUTES 10 / PROCÈS VERBAL 10

**Monday, 16 July 2012, 4:30 p.m.
le lundi 16 juillet 2012, 16 h 30**

**Ben Franklin Place Client Service Centre / Centre du
service à la clientèle place Ben Franklin
101 Centrepoinde Drive / 101, promenade
Centrepoinde
Room 1A / Salle 1A**

Present / Présent: M. Beauregard, I. Barclay, S. Hardman, V. Wong

Regrets/Excuses: Councillor/Conseiller Mark Taylor

**DECLARATIONS OF INTEREST
DÉCLARATIONS D'INTÉRÊT**

No declarations of interest were filed.

Note: 1. *Please note that these Minutes are to be considered DRAFT until confirmed by Committee.*

2. *Please note that any written or verbal submissions (including your name but excluding personal contact information) will form part of the public record and be made available to City Council and the public.*

Nota : 1. *Veillez noter que ces procès-verbaux doivent être considérés comme étant PRÉLIMINAIRE jusqu'à ce qu'ils soient confirmés par le Comité.*

2. *Veillez noter que toute présentation écrite ou orale (accompagnée de votre nom, mais sans vos coordonnées) sera versée aux dossiers publics et sera mise à la disposition du Conseil municipal et de la population.*

Moved by I. Barclay

That the Ottawa Municipal Campground Authority approve consideration of the Meeting Agenda at today's meeting, pursuant to Sections 19(3) and 20(1) of the Rules of Order.

CARRIED

CONFIRMATION OF MINUTES
RATIFICATION DU PROCÈS-VERBAL

Minutes 9 of the meeting of 18 June 2012 were confirmed as amended by the correction in the French date on the front page.

ACTION ITEMS
POINTS D'EXÉCUTION

1. CAMPGROUND MANAGER'S REPORT
RAPPORT DU GESTIONNAIRE DU TERRAIN DE CAMPING

The Manager briefly reviewed the contents of his report. He also distributed the following documentation, copies of which are held on file:

- Type of Service Booked June 1 – June 30, 2012
- Camper Origin – June 2012
- Weekly Revenue – Running Totals

In response to a question raised at the last meeting with regards to the condition of the fence along Corkstown Road, any repairs are the responsibility of the leasee (the City). Damage to the fence at the back of the property is the responsibility of the NCC as the campground connects with NCC trails in that vicinity.

RECEIVED

Action: The Campground Manager to continue discussions with the NCC with regards to repairs to the perimeter fencing.

2. MONTH END FINANCIAL REPORT – JUNE
RAPPORT FINANCIER DE LA FIN DU MOIS – JUIN

The Campground Manager reported on the following :

Water Costs

A copy of Account Transactions detailed high and unexplained water costs incurred. For example, in April, the total was \$7,747.38 despite the fact the Campground is closed all winter. Already they are close to the amount budgeted for the entire season. The water is turned off in October and no leaks have been reported. This has been an ongoing issue and the Campground Manager will continue to work with staff to address this concern. Daily readings will be taken.

Action: The Manager to report back on continued discussions with staff on the unexplained water usage.

Washroom Repairs – Capital Costs

The Manager referred to the repairs done in one of the washrooms after a burst pipe blew an electrical panel. Some of the toilets also had to be replaced. The cost to complete the work was incorrectly assigned to an operating account and, in consultation with staff in the Finance Department, it was agreed the costs should be associated with a capital account. He was seeking agreement from the Board to switch those costs accordingly. Minor repairs are also required on the newly renovated accessible washrooms.

Action: The Campground Manager was authorized to meet with the Coordinator, Financial Services Unit with regards to reassigning the costs from the operating to the capital budget.

Action: The Chair to follow-up with Karen Stidwill, Program Manager, Accommodations, Planning and Infrastructure Department, with a view to recovering some of those costs.

Electrical Outlets – Cluster 1

Outlets had to be switched around as they had been incorrectly installed. In some cases, camping vehicles were shorting the circuits when they were plugged in. The campground has had to incur unexpected costs as a result.

Internet Access

The Manager has spoken with IT staff about internet access problems. It appears the connection is very weak at the Campground and if the OMC is to implement the new reservation software, this connection has to be improved.

Action: The Manager to work with Information Technology (IT) staff to resolve the issue and to report back to the Board accordingly.

Issuing a Refund to Campers

Pursuant to misunderstandings on the part of Campground staff, and given the intransigence of one member of the family in refusing to remain at the campground, the Manager advised these clients they would have to submit a formal request for a refund to the Authority. A letter was received and, based on the Manager's recommendation, the OMCA approved a refund.

Moved by V. Wong

That the OMCA authorize the Campground Manager to refund \$385 from the general revenue fund to the campers on site #6C12.

CARRIED

Action: The Manager to contact FSU requesting that a cheque be issued to the camper.

3. AUTOMATIC EXTERNAL DEFIBRILLATOR FOR THE CAMPGROUND
DÉFIBRILLATEUR EXTERNE AUTOMATISÉ POUR LE TERRAIN DE
CAMPING

Following a brief discussion of this item at the last meeting, the Chair recounted her discussions with staff on the matter and noted the Ottawa Paramedic Service (OPS) are prepared to apply to the Heart and Stroke Foundation for a grant for a defibrillator that would be placed at the Campground in time for the next camping season. Alternatively, the OMCA can purchase a defibrillator through EMS at a cost of \$1350.00, plus \$200 for a mounting box. If approved, the OPS would cover all maintenance costs.

While the Campground Manager has received training on AEDs in the past, it was suggested that training be requested from the OPS for Campground staff.

Moved by I. Barclay

That the OMCA approve:

- 1. The purchase of an Automatic External Defibrillator (AED) Plus unit for the Campground at a cost of \$1350.00, including batteries, CPR D Padz and a carry bag.**
- 2. The purchase of a wall mount box to store the AED at a cost of \$200.00.**
- 3. That Ottawa Paramedic Services be requested to provide training to staff at the Campground, on the proper use of the AED.**

CARRIED

4. OTTAWA MUNICIPAL CAMPGROUND AUTHORITY - ANNUAL REPORT
CONSEIL DE GESTION DU TERRAIN DE CAMPING MUNICIPAL
D'OTTAWA – RAPPORT ANNUEL
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The Authority reviewed the report as prepared by the Chair. There was general support for the content but it was agreed to provide additional time for members to submit comments. The report will subsequently be presented to City Council as required by the 2010 Operating Agreement between the City and the Authority.

Action: Members to provide their comments to the Chair by July 20.

5. ACTION ITEMS – 2011/2012
MESURES À PRENDRE – 2011-2012
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RECEIVED

ADJOURNMENT
LEVÉE DE LA SÉANCE

The meeting adjourned at 5:50 p.m.

Originals signed by
Rosemary Theriault

Committee Coordinator

Monique Beauregard

Chair