

**Minutes of Parks & Recreation Advisory Committee Meeting**  
**Meeting Date: Monday, October 24<sup>th</sup>, 2016**  
**Meeting Location: Harriston Arena**

**Present:** Councillor Ron Elliott, Councillor Dave Turton,  
Bill Raynard, Ryan Fisk, Geoff Gunson, Bob McEachern  
**Staff Present:** Allan Carr, Recreation Facilities Manager  
Matthew Lubbers Recreation Services Manager  
Grace Wilson, Recreation and Facilities Assistant  
**Regrets:** Dorothy Grotenhuis

Councillor Elliott called the meeting to order at 5:00 p.m.

**Review of Minutes:**

P.R.A.C. minutes from September 26, 2016 minutes were reviewed.

**MOTION:**

Moved by: Councillor Dave Turton and Seconded by: Bill Raynard

THAT:

The P.R.A.C. minutes of September 26, 2016 be approved as circulated.

CARRIED

**Council Follow-Up:**

None

**Services Manager's Reports:**

*Norgan Theatre*

At the last Norgan Theatre Board meeting on September 26, 2016, Grace Wilson updated the board that attendance for shows was down slightly, but expenses were also down. Attendance is expected to pick up in November. The Norgan Theatre Board has booked the Barn Dance group to perform a Christmas show at the Norgan on December 1. The Norgan also facilitated a crowd of approximately 100 people for the Live2Lead leadership webcast brought in by LaunchIt Minto. Recreation Services Manager Matthew Lubbers also reported that the Norgan Theatre debt should be paid off by the end of the year.

*Program Progress Report*

Recreation Services Manager Lubbers reported that programs are going well. Both Grassroots Basketball and Grassroots Hockey have about 16 kids signed up. The last Babysitter Course held on September 30 was full and the next one takes place on November 25 at the Lions Clubhouse building in Palmerston. Shuffleboard wrapped up on October 11 and had good attendance through the summer. The youth drop in sports program sponsored by Blessings to You Centre, which was held in Palmerston over the summer had a small number of kids attend, but was beneficial to all the youth that participated. Recreation Services Manager Lubbers hopes to bring the program back next year. A sample of the 2017 pool schedule was also passed around the table to give members of P.R.A.C. a chance to view the potential changes. The schedule was reviewed to better benefit patrons of the pool, recreation programs as well as summer staff.

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### *Recreation Framework Report*

Recreation Services Manager Lubbers presented a report to P.R.A.C. on a letter and document from the Province outlining their support of a Federal Recreation Framework. The Town supports the guidelines of the framework through active living, inclusion and access, connecting people and nature, supportive environments and recreation capacity initiatives.

### **MOTION:**

Moved by: Bob McEachern and Seconded by: Bill Raynard

THAT:

The Service Manager's Report be accepted as presented.

CARRIED

### **Facilities Manager's Report:**

#### *All Facilities*

All parks, pools and the splash pad have been winterized. All three arenas have their ice in and new board ads installed. Schedules for public skating and shinny have been posted on the Town website as well as regular posts on Facebook. Once again recreation staff worked with local businesses that sponsor not only public skating, but also shinny, giving the community more free opportunities to skate and enjoy physical activity in Minto.

The Asset Management Plan is now complete and submitted for Town-owned Parks and Recreation Facilities.

The Harriston Arena and Clifford Arena are both in need of part time Ice Patrol and Tournament Clean-up staff. These positions will be responsible for patrolling the ice during public skating and general cleaning duties during tournaments.

#### *Palmerston*

A night of ice rentals in Palmerston was cancelled on October 17 due to condensation on the ice. A problem with the Curling Club chiller is being repaired.

Palmerston parks and facilities are busy with daily ice rentals, end of the season ball and soccer tournaments, weekly fitness classes, seminars, a blood donor clinic, wedding, Lions Club Roast and Toast, walking groups and weekly playgroups.

#### *Harriston*

A ballast in one of the arena lights in Harriston has blown and no replacement has been found, which means arena lighting will need to be changed soon. The new referee's room in Harriston is nearing completion. This will open up another dressing room for female hockey players. The arena lobby furnace has been repaired and the small leak detected in the refrigeration system has been fixed.

The Harriston pool had maintenance done at the beginning of summer to address a leak coming from the main drain; unfortunately the fix did not hold. Facilities Manager Carr is still waiting to hear back regarding the Canada 150 Grant for the Harriston pool but is also budgeting for pool updates in the spring of 2017 to address the leak.

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Harriston facilities and parks are busy with ice rentals, card parties, walking groups, meetings, yoga, playgroups, and line dancing.

*Clifford*

Clifford has had new mesh put on the nets and some welding done on player benches. The floors were also stripped and waxed as well as the washrooms were updated with new countertops, sinks and accessible toilets. A new fountain was also installed in the lobby as well as new taps in the auditorium kitchen and a new vanity in the curling room.

Clifford facilities have been booked for regular meetings, card parties, church gatherings, an annual turkey supper and ice rentals.

**MOTION:**

Moved by: Geoff Gunson and Seconded by: Bill Raynard

THAT:

The Facilities Manager's Report be accepted as presented.

CARRIED

**Agreements:**

Facilities Manager Carr and Recreation Service Manager Matthew Lubbers are reviewing user agreements with the Mapleton-Minto 81's, Broomball Tournament Promoters, Palmerston Curling Club, Harriston Curling Club, NDSS, Clifford Vitality and the Harriston Lawn Bowling Club. Each agreement will be for three years and is tailored to the different needs of each organization.

**MOTION:**

Moved by: Bob McEachern and Seconded by: Councillor Dave Turton

THAT:

The P.R.A.C. committee endorses the three-year agreements for Mapleton-Minto 81's, Broomball Tournament Promoters, Palmerston Curling Club, Harriston Curling Club, NDSS, Clifford Vitality and the Harriston Lawn Bowling Club.

CARRIED

**New Business:**

Facilities Manager Carr reported that the Clifford Homecoming Committee has submitted a letter requesting the Town of Minto give them an extra percentage from the bar profit share at Clifford Homecoming events to cover expenses. Any leftover revenue will be put back into the community.

**MOTION:**

Moved by: Councillor Dave Turton and Seconded by: Bill Raynard

THAT:

The P.R.A.C. committee endorses the Clifford Homecoming Committee receiving an extra percentage from their bar profit share.

CARRIED

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**MOTION:**

Moved by: Councillor Ron Elliott

THAT:

P.R.A.C. adjourn at 6:15 p.m.

The next meeting is Monday, December 12th at Jemstones in Clifford.

Grace Wilson  
Recreation and Facilities Assistant  
Parks & Recreation Advisory Committee