

Minutes of Parks & Recreation Advisory Committee Meeting
Meeting Date: Monday, February 27th, 2017
Meeting Location: Norgan Theatre

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

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

Review of Minutes:

P.R.A.C. minutes from January 26th, 2017 minutes were reviewed.

MOTION:

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

THAT:

The P.R.A.C. minutes of January 26th, 2017 be approved as circulated.

CARRIED

Council Follow-Up:

The minutes from the January 26th, 2017 meeting, and all motions and recommendations within, were accepted by Council.

Services Manager's Reports:

Program Progress Report

Services Manager Lubbers reported that Grassroots Hockey is finishing up this weekend and they once again had a great season. Next week Mass Registration begins, taking place on Tuesday at the Clifford Hall, Wednesday at the Harriston-Minto Community Complex and Thursday at the Palmerston & District Community Centre. March Break Camp registration has begun with over a dozen kids signed up for each camp. Preparations for spring programs, such as the ball hockey league and Try It Sports, has also begun.

2017 Canadians

Service Manager Lubbers reported that the Palmerston Imperials will be hosting the 2017 U14 Boys Canadian Fast Pitch Championship in Palmerston this summer. Proceeds from the event will be earmarked for ball diamond and park upgrades in Palmerston. To help cover tournament expenses payable now and leading up to the tournament, it was proposed that a \$5,000 loan be given by the Town to the organizers.

MOTION:

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

THAT:

A \$5,000 loan be given by the Town to the Palmerston Imperials to offset tournament expenses with the intent that proceeds derived from the tournament will be given back to the Town for diamond and park upgrades.

CARRIED

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Recognition Night – Tuesday April 25th

Service Manager Lubbers asked P.R.A.C to think on potential residents or teams that have won a provincial, national or international championship. Members mentioned the Minto Minor Hockey Midget Rep team who won the International Silver Stick Tournament this year. The Palmerston Junior Broomball Terminators, who won gold at provincials and will be heading to nationals in March, were also mentioned.

Facilities Manager's Report:

Facilities Update

Facilities Manager Carr reported that the facilities ran well during January with no major repairs needed. The last rental at the Clifford Arena will be on March 13, and then the ice will be taken out. Carr looked into the possibilities of kegs in the bars and was told by Labatt that they no longer provide the hookups. Carr also reported that all facilities will now be offering canned beer in the bars. So far, it has cut down immensely on clean up, gives more room in the fridge for storage and moves people through the bar line a lot faster.

Summer Park Staff

Facilities Manager Carr reported that this spring and summer, one staff shift will be designated solely for parks. The staff member on shift will be in charge of grooming and lining all ball diamonds and soccer pitches as well as all other park duties. This will allow the Lead Hands the opportunity to focus more on facilities and pools through the spring and summer months and less time having to switch their focus to assist with park operations.

Sports Fields Allocation, Policy and Procedures

Facilities Manager Carr presented a draft Sports Fields Allocation, Policy and Procedures for Town of Minto ball diamond and soccer pitches, with input from department staff. It covers a range of items including:

- Sports Field Allocation Responsibility
- Sports Field Facility Operations
- Sports Field Allocation and Distribution
- Entitlement and Distribution
- Tournaments and Special Events
- Sports Field Applications and Permits
- Sports Field Management
- General Administration

PRAC reviewed the policy and provided input. With centralized booking underway, staff would like this policy to take effect on April 1, 2017.

MOTION:

Moved by: Bob McEachern and Seconded by: Bill Raynard

THAT:

The Sports Fields Allocation, Policy and Procedures be approved as presented.

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Municipal Alcohol Policy

Facilities Manager Carr presented the changes that staff would like to be made to the Municipal Alcohol Policy. Changes include:

- A maximum of four (4) tickets will be sold at one time
- Bottles will now be replaced with cans
- The facility will no longer provide a ticket seller for events. It will be up to the contractee to provide a ticket seller
- Patrons at an all day outdoor event may be required to vacate the premises for one hour between 5 p.m. and 8 p.m.
- The bar area within the premises shall be closed no later than 1 a.m., and no service of alcoholic beverages will be allowed after this time
- All entertainment within the facility shall cease at 1 a.m.
- All signs of consumption of alcohol and all signs of service of alcohol (including empty glasses) shall be removed from sight by 1:45 a.m.
- To assist Town of Minto staff and ensure that no incidents occur within the premises, the facility must be vacated by patrons by 2 a.m.
- The only exception to the 1 a.m. closing time would be on New Year's Eve, when the closing time could be extended until 2 a.m.
- Security will be required to stay at the event from 9 p.m. to 2 a.m. and proof of security shall be provided to the Town of Minto one month prior to the event

MOTION:

Moved by: Bob McEachern and Seconded by: Bill Raynard

THAT:

The changes to the Municipal Alcohol Policy be approved as presented.

CARRIED

Facility Rental Documents

Facilities Manager Carr reported that small changes have been proposed to the Facility Rental Terms and Conditions document. These changes include:

- Only masking tape is permitted to hang up signs
- Staples will also be added to the list of items not to be used
- An increased fee for extra cleaning will be added when the contractee does not properly clean after their event
- A 2700 piece list of kitchen inventory will now be supplied for each renter and they will be urged to ensure all inventory is clean and put away
- Any damages done to the facility or the facilities inventories that are lost or damaged by the contractee shall be paid for by the contractee
- All renters not residing in Minto will pay for their event in full prior to the rental. For Minto residents, invoicing will be done within one week of the rental unless other arrangements have been made
- Re:Sound fees will be applied to all events playing pre-recorded music. Re:Sound is a tariff that is dedicated to obtaining fair compensation for artists and record companies for their performance rights

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- Proper crowd control must be maintained by the contractee when they are using the facility for activities involving large numbers of people. If, in the opinion of the facility staff that this is not being carried out, the facility staff will end the event and call the police
- Cancellations made 14 - 29 days prior will result in a full refund of all fees minus an administrative fee of \$100.00
- Cancellations made less than 14 days prior to the rental will result in no refund

Facilities Manager Carr also reported to P.R.A.C. that floor plans for each facility will be made and posted on the website, along with an event checklist and a list of local businesses that assist with special events.

New Business:

Councillor Dave Turton reported that Brook Cochrane asked on behalf of the JYD Foundation if financial assistance was needed to help finish updates to the concession booth located at the Harriston Ball Diamond. Cochrane suggested that proceeds from last year's tournament could be donated to help with these upgrades. Facilities Manager Carr will have the Harriston Arena Lead Hand Mark Hill follow up on this.

Councillor Ron Elliott suggested to Facilities Manager Carr that through the summer months it would be nice to have a plan to keep the washrooms located in Lions Heritage Park open to the public. Elliott reported that several people request the washrooms be open daily for public use. Carr will look into using summer staff hired for the train station to assist with opening and closing the washrooms each day or at minimum on the weekends.

MOTION:

Moved by: Bob McEachern

THAT:

P.R.A.C. adjourn at 6:30 p.m.

The next meeting is Monday, March 27th at 5 p.m. at the Harriston Arena.

Grace Wilson
Recreation and Facilities Assistant
Parks & Recreation Advisory Committee