

## **Minutes of Parks & Recreation Advisory Committee Meeting**

**Meeting Date: Monday, April 24th, 2017**

**Meeting Location: Drew Community Hall**

**Present:** Councillor Ron Elliott, Councillor Dave Turton  
Bob McEachern, Bill Raynard, Geoff Gunson,  
Ryan Fisk, Dorothy Grotenhuis

**Staff Present:** Matthew Lubbers, Recreation Services Manager  
Grace Wilson, Recreation and Facilities Assistant  
Allan Carr, Recreation Facilities Manager

**Guests:** Gerald Koeslag

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

### **Review of Minutes:**

P.R.A.C. minutes from March 27, 2017 were reviewed.

### **MOTION:**

Moved by: Ryan Fisk and Seconded by: Geoff Gunson

THAT:

The P.R.A.C. minutes of March 27, 2017 be approved as circulated.

CARRIED

### **Council Follow-Up:**

The minutes from the March 27, 2017 meeting were accepted by council.

### **Services Manager's Reports:**

#### *Council Recognition Night*

At Council Recognition Night, the Minto Minor Hockey Midget Rep team and Minto residents of the Mount Forest Patriots were recognized. Due to availability issues, a second Council Recognition Night is scheduled for May 16, where the Palmerston Terminators and two members of the Listowel Junior B Cyclones have been invited to be recognized.

#### *Norgan Theatre Board Minutes*

Services Manager Lubbers reported that the Norgan Theatre loan is officially paid off. The Board would like to attend the June 20<sup>th</sup> meeting of Council to celebrate this achievement as well as promote the 70<sup>th</sup> anniversary celebrations taking place August 19<sup>th</sup> and 20<sup>th</sup>. Planning for Party in the Park and the Hand Car Races is going well. Both groups worked together on a joint sponsorship package, as well as a joint marketing plan.

#### *Program Progress Report*

Services Manager Lubbers reported that the Try It Sports Program is half over and has had strong weekly attendance. Both Grassroots Basketball and Ball Hockey League started at the beginning of April and have been running well. A babysitter course is set to run on April 28<sup>th</sup> and has a full roster. Hometown Ball is scheduled to start in June with teams in Fordwich, Drew and Harriston. Grassroots Soccer in Clifford starts in June as well and already has 50 kids on the roster. Pickleball is set to begin the first week of

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May and a good turnout is expected. Shuffleboard at the Harriston Train Station will begin at the end of May. A weekly open (drop-in) tennis program in Palmerston is being explored.

### *Outdoor Fitness*

Linda Thompson from Saugeen Fitness contacted Services Manager Lubbers regarding outdoor fitness classes. The classes would be run out of the pavilions in Minto, similar to what Thompson currently runs in the Harriston Arena during non-summer months. Members of P.R.A.C. felt this was another great program to offer the community and asked Lubbers to speak with Thompson regarding a similar rate to the current program, and what she would require from the facilities staff.

### *Drew Board Insurance*

Councillor Elliott thanked Gerald Koeslag, a past P.R.A.C. member and an existing member of the Drew Community Board, for hosting the meeting. Koeslag reported that the Drew Community Board is happy to host a P.R.A.C. meeting once a year and requested that the Town of Minto cover half of the Drew Community Board's insurance premium at \$162.

### **MOTION:**

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

THAT:

The Town of Minto covers half of the Drew Community Board's insurance premium at \$162.

CARRIED

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

#### *Facilities Maintenance*

Facilities Manager Allan Carr reported that all three arenas are officially changed over for spring and summer events. The ice has been removed, header trenches oiled, refrigeration equipment shut down, arena boards cleaned and Olympias cleaned and stored for the summer. Spring cleaning has also been done in the storage and mechanical areas in all facilities. Tenders have been posted for the new dressing room floors and ice resurfer in Palmerston. The furnace on the community centre side of the Harriston Arena broke down and requires a major repair. Parts have been ordered and the furnace will be repaired in early May. All parks have been raked and graded, and sports fields have been rolled. Pool maintenance will begin late May. Efforts are being put forth to ensure that the necessary maintenance is being done at the Harriston Pool to locate areas where it is losing water.

#### *Facility and Sports Field Usage*

Spring has been steady with ball hockey, card parties, March Break programs and buck and does. Several large events are lined up to take place this summer and facilities staff have begun preparations. Some of the events taking place this year are the Hand Car Races, Party in the Park, Clifford Homecoming and the 2017 U14 Boys Canadian Fast

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Pitch Championship. Usage at the Clifford Ball Diamond should increase due to the addition of a boys fastball team, as well a Friday youth group. Facilities Manager Carr also reported that he attended a Minto Minor Hockey meeting along with the Lead Hands to review the ice allocation policy, maintenance, dressing rooms, arena lighting and concessions.

### *Staff*

Greg Mallet will temporarily cover the position of Recreation and Facilities Assistant in June, as well as maintain some Lead Hand responsibilities in Palmerston. Duane Voll will assume the role of Lead Hand in Palmerston, and a posting for a temporary Facilities Operator has been posted. Job descriptions for two part-time positions for the Palmerston Train Museum were also created and posted last week, along with a part-time operator position.

### *Tree Removal*

Facilities Manager Carr was in consultation with the Town's TLC Coordinator about problem trees. Carr asked P.R.A.C. for direction on what to do with the maple trees located by the main entrance of the Harriston Arena. The trees have been causing issues to the roof, the sewer lines below it as well as the flagpole. There are also trees located near the large soccer pitch at the Palmerston Arena and in Clifford Rotary Park that are causing issues. The committee was in agreement that although these trees should be removed, other trees should be planted in lieu of in another location.

### **MOTION:**

Moved by: Bob McEachern and Seconded by: Geoff Gunson

THAT:

Recreation staff remove the problem trees as outlined in Facilities Manager Carr's report and that other trees be planted in lieu of these removals at the discretion of staff.

CARRIED

### **Animal Waste Concerns**

Council is seeking input from P.R.A.C. regarding ways to decrease the amount of animal waste being left in Town-owned parks and green spaces. Councillor Elliott suggested placing 2-3 animal waste containers within Heritage Park in Palmerston this summer as a pilot.

### **New Business**

#### *Upcoming Events*

Councillor Turton reminded everyone that the Town's Volunteer Appreciation Night takes place on Wednesday at the Clifford Hall and that the Green Legacy tree giveaway takes place on Saturday at the Town of Minto Office.

#### *Baseball Program*

Councillor Elliott reported that Minto Minor Ball will be trying a new baseball program for kids ages 15 and up this summer on Wednesday nights.

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*Recreation Master Plan*

Members of P.R.A.C. asked staff about the time line regarding a recreation master plan. They feel the process of reviewing the future direction of recreational program and facilities in Minto should begin soon as considerable time is required in a master planning process.

**MOTION:**

Moved by: Geoff Gunson and Seconded by: Bob McEachern

THAT:

Recreation staff look to begin the recreation master plan process.

CARRIED

**MOTION:**

Moved by: Geoff Gunson

THAT:

P.R.A.C. adjourn at 6:45 p.m.

The next meeting is Monday, May 29<sup>th</sup> at 5:00 p.m. at the Clifford Rotary Pavilion.

Grace Wilson  
Recreation and Facilities Assistant  
Parks & Recreation Advisory Committee