

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

**Meeting Date: Monday, May 7<sup>th</sup>, 2018**

**Meeting Location: Palmerston Lions Clubhouse**

**Present:** Councilor Ron Elliott, Bob McEachern,  
Bill Raynard, Geoff Gunson, Ryan Fisk  
**Staff Present:** Matthew Lubbers, Recreation Services Manager  
Allan Carr, Recreation Facilities Manager  
Greg Mallett, Recreation Facilities Coordinator  
**Regrets:** Councillor Dave Turton, Dorothy Grotenhuis

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

**Review of Minutes:**

P.R.A.C. minutes from March 22<sup>th</sup>, 2018 were reviewed.

**MOTION:**

Moved by: Bill Raynard and Seconded by: Geoff Gunson

THAT:

The P.R.A.C. minutes of March 22<sup>th</sup>, 2018 be approved as circulated.

CARRIED

**Services Manager's Reports:**

*Program Progress Report*

Services Manager Lubbers reported the pools will be inspected on June 11<sup>th</sup>. The Lifesaving Society Swim to Survive will be taking place starting that week as well. The Town has run the grade 3 program for a number of years and is going to start the grade 7 program starting this year. Outdoor shuffleboard will be starting in late May at the Harriston Train Station. The youth ball hockey league has 22 teams for this year with ages 5-13 represented.

*Norgan Theatre Report*

The weekend statistics were good in the first quarter with an average per show of 67 guests. Also this past weekend of Black Panther had 171 guests for the Saturday showing. The new digital sign was installed March 23. Grace Wilson will be working on slides and pictures for it. Services Manager Lubbers reported that the County will be installing wayfinding signs near Teviotdale. The Norgan Theatre will be on the sign once it is built. The cost for this will be \$250 for one year. He also reported that Palmerston Krown will be hosting a promotion in April where customers get 2 movie tickets with their purchase. They will be offering Norgan passes as an alternative to multiplex theatres.

**MOTION:**

Moved by: Bill Raynard and Seconded by: Bob McEachern

THAT:

That the reports be received.

CARRIED

*Facilities Maintenance*

Facilities Manager Carr reported Duane Voll will be acting as the temporary Parks Lead Hand. His duties will include sports fields, parks, trail maintenance and satellite facilities.

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Greg Mallett will assume the position of Recreation Facilities Coordinator with his duties including larger roles in central booking, the Minto Trails Committee, and overseeing operations at arenas and pool facilities.

A meeting was held with the Clifford community to discuss park upgrades. Upgrades include the purchase of the Buhrow property for park expansion, a concession upgrade that will include new steel, decking, lighting, and stairs, ball diamond drainage upgrades, signs, an upgraded electrical service for the pavilion, a driveway at the John Street road allowance, and possibly some playground equipment, picnic table and bench additions. Recreation staff will also be working with the Minto Trails Committee and the Clifford Horticultural Society on a landscaping plan. A majority of the funding will come from community groups that include the Clifford Rotary Club, the Great Lakes Truck Club, the Clifford Firefighters Association, the old Clifford Minor Hockey, the CRA and proceeds from the Clifford Homecoming event.

There have been some roof leaks detected on our flat roofs after the ice storm. Repairs have been arranged.

The Harriston Pool renovation will began on May 5<sup>th</sup>, with the Harriston Kinsmen assisting with some of the deck and fill removal. Rintoul's Pools has been awarded the job.

### *Facility and Sports Field Usage*

Meetings have been attended for our summer events including the Handcar Races, the Canada Packers Reunion, the Hospital Gala, and Party in the Park. Outside of weddings and buck and does, events this summer currently include ball tournaments (Marlins May 11-13, and July 20-22, Clifford Firefighters June 8-10, Kinsmen/Grey's July 6-8, JYD August 3-5, Slo-Pitch Year End September 6-8), the Clifford Garden Sale (May 11), the Hospital Gala (May 26), the Firefighters Breakfast/Garden Festival (June 2), the Provincial Election (June 7), Touch a Truck (June 16), Splash Pad Bash (June 16), 91Run/Handcar Races/Party in the Park (June 23), the Clifford Truck Show/Fish Fry/Craft Sale (June 29 - July 1), Harriston Ambassador of the Fair (July 6), a Smokey and the Bandit Run (July 21), the Palmerston Tractor Pull (July 28), the Canada Packers Reunion/Kinsmen Beef BBQ/Savour the Flavour/Community Breakfast (August 10-12), the Palmerston Fall Fair (August 23-26), the Harriston Fall Fair (September 13-16), and the Tuff Truck event (September 22).

### **MOTION:**

Moved by: Ryan Fisk and Seconded by: Bob McEachern

THAT:

That the reports be received.

CARRIED

### **Strategic Plan Suggestions**

Services Manager Lubbers presented the initiatives specific to recreation that are a part of the Town's Strategic Plan from 2013. P.R.A.C. reviewed these initiatives and suggested a few changes and additions as part of this year's review.

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**MOTION:**

Moved by: Bob McEachern and Seconded by: Geoff Gunson

**THAT:**

P.R.A.C. recommended changes to the Recreation section of the existing Town of Minto Strategic Plan be considered as part of the overall review in 2018.

**Facility Naming Rights Policy**

Recreation Facilities Coordinator Mallett reported on the development of a facility naming rights policy. The policy will be emailed out for the committee to review prior to the next meeting.

**MOTION:**

Moved by: Bill Raynard

**THAT:**

P.R.A.C. adjourns at 6:00 p.m.

The next meeting is Monday May 28<sup>th</sup>, 2018 at 5:00 p.m. at the Harriston Arena Pavillion.

Greg Mallett

Recreation Facilities Coordinator  
Parks & Recreation Advisory Committee