

**Minutes of Parks & Recreation Advisory Committee Meeting**  
**Meeting Date: Monday, September 24, 2018**  
**Meeting Location: Harriston Arena**

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

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

**Review of Minutes:**

P.R.A.C. minutes from June 25<sup>th</sup>, 2018 were reviewed.

**MOTION:**

Moved by: Bill Raynard and Seconded by: Geoff Gunson

THAT:

The P.R.A.C. minutes of June 25<sup>th</sup>, 2018 be approved as circulated.

CARRIED

**Services Manager's Reports:**

*Presentation*

Services Manager Lubbers presented a 2018 Year in Review and a Fall / Winter Preview PowerPoint. The presentation detailed spring and summer programs, day camp, pools, after school program and Norgan Theatre. All members of the P.R.A.C. committee appreciated the presentation and all the information it showcased.

*NTB Minutes*

Services Manager Lubbers reported that the Norgan had a good spring and summer. School rentals in June increased and Party in the Park was a success. Lubbers also reported that "Mamma Mia: Here We Go Again" ran successfully for three weeks straight.

**MOTION:**

Moved by: Bob McEachern and Seconded by: Dave Turton

THAT:

The NTB minutes of June 25<sup>th</sup>, 2018 be approved as circulated.

CARRIED

**Facility Manager's Reports:**

*Parks Maintenance*

Facilities Manager Allan Carr reported that a project to erect fencing around the Old 81 in Palmerston will be budgeted for in 2019 for safety purposes. The Old 81 has been painted. Carr has requested that P.R.A.C review the proposal to maintain the pedestrian bridge and rolling stock that was included in the agenda package. Councillor Elliott requested that Carr get a recommendation from the painter on whether or not the entire bridge should be

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painted or only certain areas such as the stairs and rails as they get the most use. A platform was installed between the Cook Car and Caboose at the Railway Museum. Upwards of 700 books were catalogued by summer students in the Railway Museum library.

A new slide for the playground in Palmerston Lions Heritage Park has been ordered and will be donated by the Palmerston Lions and a spring toy has been repaired. Trees in all the parks have been pruned and wood chips added to extra areas. Carr also reported that grading has been done by the CNRA Clubhouse and Palmerston Fairgrounds and new waste/recycling receptacles have been distributed in all parks.

Pools are now winterized for the season. A new chlorinator is installed in Palmerston and a safety cover was installed in Harriston. Carr also reported that the renovation to the Harriston Pool came under budget by approximately \$25,000. Carr would like to carryover these funds into the 2019 capital budget for a water feature if a community partner for this project be found.

The water feature would be installed where the old wading pool was located at the side of the pool facing the park area.

**MOTION:**

Moved by: Bob McEachern and Seconded by: Bill Raynard

THAT:

The remaining 2018 capital budget funds from the Harriston Pool renovation be carried over to the 2019 capital budget and be used to install a water feature.

CARRIED

Sheds and storage areas have been cleaned out and organized. Ball diamond bleachers in Harriston have new boards and paint. The siding on the Harriston dugouts and concession booth has been replaced and the dugouts have been painted and fixed up. Infields at the Kinsmen diamond in Palmerston and the Clifford Ball Diamond were topped up. Restoration work was also done by the old batting cage and trailer park area in Harriston.

Drainage improvements have been made to the Clifford Ball Diamond.

Carr reported that after speaking with Roads and Drainage Manager Mike McIsaac, he would like to recommend the Town of Minto renew the grass cutting contract with Culp's Lawn Care for 2019.

**MOTION:**

Moved by: Dave Turton and Seconded by: Bob McEachern

THAT:

P.R.A.C. endorse the grass cutting contract with Culp's Lawn Care being renewed for 2019.

CARRIED

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*Facilities Maintenance*

At the arenas, part time staff have been hired and trained with a majority returning from 2017. Job hazard analysis has been started for recreation facilities. Lots of work has been done: a new floor in the auditorium in Palmerston, annual work on the fire systems and kitchen exhaust hoods was completed; new accessible hardware was added to the doors at the entrance to the Clifford Arena and Hall.

Front doors have been repaired at the Palmerston Curling Club, a new heat system installed in the ref room in Harriston, new safety netting installed in Harriston, some doors in the Harriston Arena dressing rooms and auditorium have been replaced, all hockey nets have been painted and new mesh put on, a new compressor was installed in Clifford and the replica Old Mill that was built for Clifford Homecoming event has now been moved and is on display at the Clifford Arena. New arena lights have been installed at the Palmerston Arena.

The first day of the ice season was September 11<sup>th</sup> in Palmerston and the first day of rentals are scheduled for Harriston on October 10<sup>th</sup> and for Clifford on October 11<sup>th</sup>. The Clifford Recreation Association will be hosting a kickoff party in Clifford on Saturday October 13<sup>th</sup>.

There was a brine leak at the Harriston Arena in the floor in late spring. The floor was hammered out and Jim Doig was able to fix the problem.

Another water leak was detected under the dressing room floors in Palmerston. We will be budgeting to replace the water lines in this area in 2019 as this is the third problem we have had in this area in four years.

A leak in the roof at the CNRA Clubhouse has been repaired.

*Facility and Sports Field Usage*

Summer was busy at all sports fields and facilities. Several ball tournaments took place as well as weekly games. Minto United Soccer Club played 8 games per week. Pavilions and facilities were busy on weekends with family reunions, buck and does and weddings. Seniors cards, luncheons, meetings and parties filled the smaller halls and satellite facilities through the week and on the weekends. Other annual special events such as the truck show, tractor pull, Tuff Truck, fall fairs, flower show, craft sale, a rod and gun show, blood donor clinics, Ag Awareness, and ambassador competitions utilize many parts of the facilities and parks. The Canada Packers reunion was another large event that worked alongside the Harriston Street Dance and Savour the Street.

Carr also reported to P.R.A.C that the terms of reference for a Recreation Master Plan is being prepared and will be presented at the next meeting. Carr would like to budget to have the master plan done in 2019.

All facility files that existed on the Town's server F-drive have been transferred into TOMRMS.

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**MOTION:**

Moved by: Bill Raynard and Seconded by: Bob McEachern

THAT: The Services Manager's and Facilities Manager's reports be received.

CARRIED

Councillor Turton and Bob McEachern excused themselves from the meeting at 6:30 p.m.

With 3 of 7 voting members remaining, a quorum was not present, but the meeting proceeded as members of the delegation had arrived.

**Delegation – Clifford Ball Diamond Concerns**

Roger Manto, Vicki Manto, Carl Norris, Tamara Norris and Sharon Prieb joined the meeting at 6:30 p.m. to discuss some of the concerns they have regarding the Clifford Ball Diamond. Their main concern was the proximity of the ball diamond to their property lines and houses. They suggested that staff look into costs to move the diamond. It was also suggested that given its current location, no weekly games continue or be scheduled past 9:00 p.m.

Members of P.R.A.C. thanked the delegation for attending. Staff will gather further information and will follow-up.

**MOTION:**

Moved by: Bill Raynard

THAT:

P.R.A.C. adjourns at 7:15 p.m.

The next meeting is October 29, 2018 at 5:00 p.m. at the Palmerston Arena.

Grace Wilson  
Recreation Facilities Assistant  
Parks & Recreation Advisory Committee