

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

**Meeting Date: Monday, October 29, 2018**

**Meeting Location: Palmerston Arena**

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

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

### **Review of Minutes:**

P.R.A.C. minutes from September 24<sup>th</sup>, 2018 were reviewed.

### **MOTION:**

Moved by: Dave Turton and Seconded by: Bill Raynard

THAT:

The P.R.A.C. minutes of September 24<sup>th</sup>, 2018 be approved as circulated.

CARRIED

### **Council Follow Up:**

Council approved the carryover of any surplus funds from the Harriston Pool renovation in 2018 to the 2019 capital budget for a water feature if a community partner is found.

Council asked staff to prepare a report regarding service levels and options for grass cutting. The final decision to renew or go to tender for 2019 will be considered at a future meeting.

Members of P.R.A.C felt it was important to follow-up with the delegation from the September meeting regarding the Clifford Ball Diamond. Council approved the Clifford Recreation Association's plan for decking and a canteen. The diamond will remain where it's currently situated and P.R.A.C. members asked Facilities Manager Carr to look into the cost to install a privacy fence. It was also requested that a letter be sent to the users of the diamond prior to the season regarding noise and abuse of the diamond. This letter will be reviewed at the next P.R.A.C. meeting prior to being sent.

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

#### *NTB Minutes*

Services Manager Lubbers reported that the Norgan was very successful the last two weeks with "A Star is Born." With such good attendance in 2018, the Norgan is on pace to hit 10,000 patrons at new release movie showings for the year, a number that has not yet been reached. The Norgan will have their annual live Christmas show on December 6<sup>th</sup> starring the Moore family band. The production company that made the Black Donnelleys will be returning to the Norgan in February with their latest movie release: Black Gold.

#### *2019 Proposed Pool Schedule*

Services Manager Lubbers presented the proposed 2019 pool schedule to the P.R.A.C committee. The schedule is similar to 2018 with one noteworthy change.

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

**Meeting Date: Monday, October 29, 2018**

**Meeting Location: Palmerston Arena**

He explained that in the last couple years there has been a rise in the number of registrations for private lessons and a decrease in the number of registrations for group lessons in Session 2. Many families prefer 5 private lessons versus 10 group lessons and they appreciate the 1:1 attention their child receives from the guard. The proposed schedule will see group lessons during Session 2 replaced with more private lesson time slots. Members of P.R.A.C agreed with the new proposed changes to the 2019 pool schedule.

### *After School and PA Day Program Update*

Numbers for the After School Program averaged 11 in September and have since gone up to 16 in October. The program is going well and has passed all of the criteria it needs for qualified families to receive subsidy help from the County of Wellington. PA Day Programs began this year, with the first one taking place on Friday September 28<sup>th</sup> with 13 kids. The next one is Friday November 2<sup>nd</sup> and has 39 kids registered.

### **Facility Manager's Reports:**

#### *Usage*

With the weather changing, parks facilities in Palmerston still played host to a soccer tournament, baseball tournament and pavilion rentals. All the halls were busy with rentals such as PA Day programs, seniors cards, Halloween Dance, Minor Hockey Day, election polls, seniors health and safety fair, trainings, seminars, meetings, yoga, reunions, a funeral, a conference, luncheons, square dancing, daily walking groups, CRA arena kick off and horticultural society meetings.

Ice rentals are projected to be the same as last year with Harriston gaining an hour, Clifford losing an hour, and extra ice rented by the Minto 81's in Palmerston will balance the loss of ice time that occurred with Minto Minor Hockey down one team.

#### *Parks Maintenance*

Facilities Manager Allan Carr reported that the parks have been winterized for the year but garbage cans will continue to be emptied once a week through the winter. In preparation for the winter, sports fields have been fertilized and core aerated. At Clifford Rotary Park, two new memorial trees were planted and grading and leveling work is complete.

#### *Facility Maintenance*

In the arenas, the ice is now in at both Clifford and Harriston. The ice painter has been repaired and the new ice resurfacer has arrived and sponsorship logos have been installed. Maintenance was also completed on all overhead doors, as well as new relief valves were installed in Palmerston and Harriston garages for the hot water heaters. In Clifford, the addition of an extra change room is complete, the water softener tank has been replaced and the leak in the boiler system has been repaired. Roof maintenance and repair work was also completed at all arenas and the Norgan Theatre. TSSA inspection was done in Palmerston and work completed so we are in compliance.

Work continues at the Palmerston Train Station. New floors were installed in the box car and baggage shed, bumpers that were acquired have been painted and positioned, and a wig wag was picked up from Komoka.

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

**Meeting Date: Monday, October 29, 2018**

**Meeting Location: Palmerston Arena**

A new light was installed at the entrance of the Minto Dance Academy. Floors in the Harriston Arena auditorium and curling club lounge were stripped and waxed.

### *Painting Plan*

Facilities Manager Allan Carr reported he had a discussion with Premier Industrial Painting regarding a diligent painting and maintenance plan for the train bridge and the rolling stock. Carr has suggested that the maintenance be completed every seven years. The bridge would be over a three-year term starting 2019. For budgeting purposes, Carr asked members of the P.R.A.C committee if they would rather see \$20,000 set aside each year to cover the cost every seven years or to keep the proposal on file and just increase the operating budget when the project is completed. P.R.A.C felt that the suggested plan of setting aside \$20,000 each year was optimal. Many efforts have been put forward towards continuous maintenance of the bridge and with the \$20,000 commitment it ensures that the bridge will continually be maintained over the long term.

### **MOTION:**

Moved by: Bill Raynard and Seconded by: Bob McEachern

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

CARRIED

### *Recreation Master Plan*

Facilities Manager Carr presented to P.R.A.C a draft recreation master plan request for proposal document. Carr asked members of P.R.A.C to review the document and give feedback on their thoughts and opinions. The Department is hopeful that a master plan will be a part of the Town's 2019 capital budget.

### *Western Ontario Baseball Association (WOBA)*

Services Manager Matthew Lubbers presented Geoff Gunson's findings on the ability to start a hard ball team under the WOBA. Due to the proximity to Mount Forest and Listowel, a team would have to be organized under the Mount Forest umbrella. Concern was brought up on whether this would take away from the local Minto Minor Ball fast ball teams. P.R.A.C has requested that Gunson pursue the idea in consultation with Minto Minor Ball and report back to P.R.A.C with more information.

### *New Business*

Councillor Dave Turton inquired about a viewing platform in the lobby at the Palmerston Arena for those that are unable to sit in the stands. Facilities Manager Carr reported that the platform was undergoing maintenance and would be installed before this upcoming weekend.

The four-year term for P.R.A.C member Bill Raynard will come to an end in 2018. Raynard is the Clifford representative and has expressed interest in staying on the committee another four years.

### **MOTION:**

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

**Meeting Date: Monday, October 29, 2018**

**Meeting Location: Palmerston Arena**

Moved by: Bob McEachern and Seconded by: Dave Turton

THAT:

Bill Raynard serve a four-year term ending 2022 on the P.R.A.C committee.

CARRIED

**MOTION:**

Moved by: Bill Raynard

THAT:

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

*Next Meeting*

The next meeting date is Monday December 10 at 6:30 p.m. at the Harriston Arena.

Grace Wilson  
Recreation Facilities Assistant  
Parks & Recreation Advisory Committee