

**TOWNSHIP OF BILLINGS**  
**Parks, Recreation and Wellness Committee**  
**AGENDA**

February 24, 2020 7:00 p.m.

39 Henry Drive Park Centre, Upper

- 1. Opening of Meeting**
- 2. Approval of Agenda**
- 3. Disclosure of Pecuniary Interest**
- 4. Adoption of Minutes:** January 27, 2020 Meeting
- 5. Delegation**
- 6. Council Update Report**
- 7. Financial Report**
- 8. Old Business**
  - a) 2020 goals
  - b) Rental agreement for Park Centre
  - c) Rink
  - d) Euchre Tournament
  - e) Kagawong Fitness Centre
  - f) Dog Park
  - g) Member recruitment
  - h) Potential partnerships
  - i) Community sign schedule 2020
- 9. New Business**
- 10. Correspondence**
- 11. Information**
- 12. Notices of Motion**
- 13. Closed Session**
- 14. Next Meeting:** March 23, 2020
- 15. Adjournment**

**TOWNSHIP OF BILLINGS**  
**Parks, Recreation and Wellness Committee**  
**MINUTES**

January 27, 2020 7:30 p.m.

39 Henry Dr. Kagawong Park Centre, upper

**PRESENT:** Sharon Alkenbrack, Nora Bath-Haring, Megan Bonenfant (recording), Sharon Jackson (Chair), Diane Larocque, Shannon Smith

**REGRETS:** None

**1. Opening of Meeting**

The meeting was called to order at 7:30 p.m. by Chair Jackson.

**2. Approval of Agenda**

Motion by D. Larocque, seconded by N. Bath-Haring

That the agenda for the January 27, 2020, meeting be accepted as presented.

Carried

**3. Disclosure of Pecuniary Interest**

None.

**4. Adoption of Minutes**

Motion by N. Nath-Haring, seconded by S. Smith

That the minutes of the November 25, 2019 meeting be accepted as presented.

Carried

**5. Delegation**

None.

**6. Council Update Report**

The Chair provided an update on council decisions and activities since the last committee meeting.

**7. Financial Report**

M. Bonenfant provided an update on the disbursement of euchre revenues as requested by the committee: the purchase of a baby change station and seven new folding tables for the Park Centre.

**8. Old Business**

- a) **Ice Rink** – the committee discussed undertaking an assessment of all rink components for the purpose of making recommendations to council for repairs and upgrades.
- b) **Euchre Tournaments** – the Chair informed the committee that the posters for upcoming tournaments are up and the materials for hosting are now stored in the Park Centre.
- c) **Fitness Centre** – the committee requested that staff look at installing a lock on the thermostat. It was reported that a fitness centre member has requested that an elliptical machine be considered if and when equipment replacement is discussed. The Chair informed the committee that she intends to undertake a member survey to

determine membership needs/wants. The administrative process for onboarding new members and collecting dues was discussed.

- d) **Dog Park** – the committee discussed perceived usage.
- e) **Park Centre Rental Agreement** – the committee requested that staff include a clause regarding the sorting of garbage and recyclables in the rental agreement, as well as develop measures to prevent items from migrating between floors during rentals. The need for and frequency of an updated inventory of Park Centre supplies/items was discussed, staff to report back.

## 9. New Business

- a) **Terms of Reference** – The meeting time and day for 2020 committee meetings was set as the fourth Monday of the month at 7:00 p.m., schedule as follows:
  - February 24, 2020
  - March 23, 2020
  - April 27, 2020
  - May 25, 2020
  - June 22, 2020
  - July 27, 2020
  - August 24, 2020
  - September 28, 2020
  - October 26, 2020
  - November 23, 2020
- b) **Member Recruitment** – the committee requested that staff post the committee vacancy on the township website.
- c) **Potential Partnerships** – the Chair reported that she hopes to partner with other committees and community groups on initiatives.
- d) **Community Sign Schedule** – the Chair reported that she is developing the 2020 advertising schedule for the township/Anglican Church sign at the top of the hill and has asked the other committees for their event schedules. The committee determined that the sign ‘season’ will roughly coincide with the ferry schedule, April/May-November.
- e) **2020 Goals** – the Chair asked the committee to bring a list of ideas for next meeting for 2020 goal-setting, specifically related to development, maintenance and operations of parks, trails, open spaces, waterfront and recreational facilities and programs.

## 10. Correspondence

None.

## 11. Information

None.

## 12. Notices of Motion

None.

## 13. Closed Session

None.

**14. Next Meeting:** February 24, 2020, at the Park Centre, upper

**15. Adjournment:** The meeting was adjourned at 8:54 p.m. on a motion by D. Larocque.



## AGREEMENT AND CONDITIONS OF RENTAL

Facility: \_\_\_\_\_

### BETWEEN

Name of Renter: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Purpose: \_\_\_\_\_

Fee: \_\_\_\_\_ HST: \_\_\_\_\_ Total: \_\_\_\_\_

Rental Date: \_\_\_\_\_

**AND** The Corporation of the Township of Billings PO Box 34, Kagawong ON POP 1JO

### **Terms and Conditions**

The following conditions relating to the Renter's use of the premises, equipment and furniture are an integral part of this agreement intended for both parties' mutual benefit.

#### **ASSIGNMENTS:**

The Renter shall not assign this agreement or sublet to any other party.

#### **TERMS OF PAYMENT:**

Payment of the fee in full and the applicable H.S.T. is required upon completion of this contract. In addition, a \$100.00 Damage Deposit and \$25.00 Key deposit is also required at this time. These fees, less \$50.00 administration fee will be returned to the Renter if the rental is cancelled within two weeks of the event or rescheduled.

#### **COMPLIANCE WITH LAWS:**

The Renter shall comply with all health, sanitation and safety laws, by-laws or regulations, requirements and directions of any federal, provincial or municipal or other agency having jurisdiction over any matter relating to this rental.

#### **AFFIXING ARTICLES OR ITEMS:**

No article or item shall be glued, stapled, taped, nailed, wired or otherwise attached or fastened to interior or exterior of the building without prior authorization of the Lessor.

#### **CONFETTI:**

Confetti, glitter, rice or similar materials are prohibited inside or on the grounds of the rented premises. A violation will result in forfeiture of the Damage Deposit.

#### **FIRE PREVENTION:**

Observances of all fire regulations including the use of ash trays and clear access to exits shall be adhered to at all times.

**LOST OR DAMAGED ITEMS:**

The Lessor shall not be liable for any lost, stolen or damaged belongings of the Renter, his guests, agents or suppliers.

**PERSONAL PROPERTY:**

All personal effect or object shall be removed immediately following the specified ending time, personal property left on the premises will be subject to a storage charge of \$20.00, deductible from the Damage Deposit.

**RENTALS:**

Tables, chairs, glassware, dishes if required and present, are included with respect to the terms of this agreement. Nothing may be removed from the premises.

**VACATING THE PREMISES:**

Use of the premises shall cease by the agreed upon time and the premises shall be vacated for maintenance service. The Renter shall be billed \$20.00 per hour or any part thereof for any infringement.

**RIGHT OF ACCESS:**

The Lessor’s employees, directors or elected officials shall have the right to enter the premises at any time.

**SECURITY:**

It is the responsibility of the Renter to supply adequate security for events open to the public.

**SPECIAL OCCASION PERMITS:**

All laws pertaining to serving and consuming alcoholic beverages shall be fully adhered to. The Hall copy of the Special Occasions Permit shall be delivered to the Hall Management two weeks prior to the Rental date. The group size as specified on the Permit shall be consistent with the number of guests allowed on the premises.

**BAR CLOSING:**

The bar will close at the time stated on the Special Occasion Permit.

**INSURANCE:**

For privately organized public events and any events held under the authority of a special occasions permit (SOP), the Renter shall provide the township with a certificate of insurance naming the Corporation of the Township of Billings as an additional insured, in the amount of \$2,000,000, at least 14 days prior to the event.

**CATASTROPHE:**

The Lessor shall not be held liable for failure to perform its obligations under this agreement if such failure is caused by fire, wind, water, explosion, snow, ice, act of vandalism, war, riot or energy-related closing or any declared emergency.

**INDEMNITY:**

The Renter agrees to indemnify and hold the Lessor harmless from and against all costs, liability, loss and expenses which arise through usage by Renter including any incidental, indirect, special or consequential damage or any loss of use, revenue or profit of renter arising out of or in any way related to this agreement and conditions of rental.

I have read and agree with the terms herein:

\_\_\_\_\_  
Signature of Lessor

\_\_\_\_\_  
Agent for the Lessor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Receipt Number

## Park Centre Booking Information Sheet

Thank you for booking our Park Centre. We appreciate your cooperation with the terms outlined below. It allows all renters of the Park Centre to enjoy the space for future use.

### **IMPORTANT ITEMS TO REMEMBER PRIOR TO EVENT:**

- 1) Hall rental fee must be paid in full upon signing of agreement.
- 2) A damage/key return deposit of \$125 must be left when picking up the key at the Township Office. This amount has to be separate from the rental fee. After the event, if no damage is noted and key is returned the deposit will be returned in full.
- 3) When you first enter the upstairs, you may notice a propane odor from the stove pilot light. Switch on the fan on the hood above and it will disappear. Do NOT turn off the propane tank valve.
- 4) Your rental is only for the day and time booked. The only way to guarantee use the day before the event is to book and pay for it. If you enter the day before your booking, you may find another event in progress or the facility not yet cleaned.

### **IMPORTANT ITEMS TO NOTE AND ENSURE ARE COMPLETE AFTER THE EVENT:**

- 1) Items left after an event are removed if they interfere with another booked event.
- 2) When leaving the building in condition to reclaim your damage deposit:

	TO BE DONE AT END OF EVENT	CHECKLIST
1	return tables and chairs to position found in, including returning to Upper/ Lower level	
2	turn off lights	
3	latch windows and lock doors	
4	turn off coffee pots and electric stove	
5	remove all decorations and tape	
6	wash the dishes	
7	wipe off counters	
8	ensure kitchen is clean	
9	sweep floors in kitchen and hall and if any spillage occurred, please mop	
10	leave used dishtowels and dishcloths spread over counters to avoid mildew	
11	sort, bag and tie garbage and recyclables (in clear bags) from ALL waste bins including kitchen and bathrooms and leave in upstairs kitchen – RECYCLING IS MANDATORY	
12	remove ALL food and beverages. The Health Unit expressly forbids opened food (even pickles) to be left in refrigerators, and routinely inspects the refrigerators.	

- 3) Please drop off your key in the mail slot of the east door of the Township Office.

Park Centre Information for Banquets & Weddings

Capacity of upper level: 150 persons for stand-up reception, 85 for sit-down dinner

Capacity of lower level: 85 for stand-up reception, 45 for sit-down dinner

Liquor license does not separate upper and lower, allows 130 people. To serve liquor, including wine/beer only you must obtain a license from LCBO and Alcohol Liability insurance through your own insurer.

UPPER KITCHEN: Stoves 2, Refrigerators: one home-type, one glass-front bar type. Single and double sinks, Commercial dishwasher. A small server kitchen with serving passthrough and direct access to outside walkway from parking

LOWER KITCHEN: Stove 1, Refrigerator: one home-type, one double sink, large expanse of counter top. Very large kitchen with serving pass-through

TABLES/CHAIRS: If you have rented both levels, and move tables or chairs to another level, move them back.

**UPPER**

Tables: 6 ft collapsible legs, 30 in width	14
Tables: 6 ft fold in half, 30 in width	16
Tables: Square 30-inch	1
Chairs: Wooden, stackable	93
Mugs, dessert plates, some serving plates, pitchers, glasses	30

**LOWER**

Tables: 6 ft collapsible legs, 30 in width	3
Tables: 8 ft fold in half, 30 in width	1
Tables: Square 30-inch collapsible legs	11
Tables: 30-inch round	3
Chairs: padded	53
Dinner plates, salad plates, dessert bowls, knives, forks, spoons, mugs, serving plates/ bowls, small gravy boats, cooking/serving utensils	150

STAGE WILL BE SET UP ON REQUEST Upper level only  
Sound system, liquor dispensers also available on request.



## Megan Bonenfant

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**From:** Kathy McDonald <clerktreasurer@billingstwp.ca>  
**Sent:** February 17, 2020 10:56 AM  
**To:** bbarker@billingstwp.ca; mayoranderson@billingstwp.ca; mhunt@billingstwp.ca;  
Sharon Alkenbrack; Sharon Jackson  
**Cc:** mbonenfant@billingstwp.ca  
**Subject:** FW: THANK YOU

**Categories:** Committees

Kathy McDonald  
CAO/Clerk, Deputy Treasurer  
Township of Billings  
15 Old Mill Rd. Box 34  
Kagawong, ON POP 1J0  
705 282 2611 ext 223

-----Original Message-----

From: Stephanie Hillyard  
Sent: Monday, February 17, 2020 8:59 AM  
To: clerktreasurer@billingstwp.ca  
Subject: THANK YOU

From: Stephanie Hillyard  
Subject: THANK YOU

Message Body:

I would like to give a warm and very hearty THANK YOU to the Township of Billings for installing a baby change station in the Park Center.

As a mom of littles, finding a clean, safe and convenient place to change my small children can be a challenge when out and about. Myself and others were usually left with two choices- the dirty floor or our cramped car.

Thank you for making life with littles a little easier, a little cleaner, a little safer. I enjoy taking part in the many events Billings has to offer with my family, and seeing the Township work towards making the community more accessible for young families is a great encouragement to continue to participate in said activities.

I would love to see more communities be inspired by Billings Township's inclusivity and install their own baby change stations.

Stephanie Hillyard, mom of two and Billings resident

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This e-mail was sent from a contact form on Billings Township (<http://billingstwp.ca>)