

TOWNSHIP OF BILLINGS
Parks, Recreation & Wellness Committee
AGENDA

September 28, 2020 – 7:30 pm

Kagawong Park Centre

1 Opening of Meeting

2 Approval of Agenda

3 Disclosure of Pecuniary Interest

4 Adoption of Minutes February 24, 2020

5 Delegation

6 Council Update Report

7 Financial Report

8 Old Business (a) Walking route signage

9 New Business (a) Committee's mandate/TOR
(b) COVID implications: Seniors forum, Family forum, euchre tournaments, indoor walking
(c) Rink maintenance schedule/volunteer safety training
(d) Hallowe'en

10 Correspondence

11 Information (a) Christmas in Kagawong
(b) Waste Reduction Week declaration
(c) Harvest Glory Days fall decorating contest
(d) Kagawong Fitness Centre re-opening
(e) Cedar maze maintenance

12 Notices of Motion

13 Closed Session

14 Next Meeting

TOWNSHIP OF BILLINGS
Parks, Recreation and Wellness Committee
MINUTES

February 24, 2020 7:00 p.m.

39 Henry Dr. Kagawong Park Centre, upper

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

REGRETS: Shannon Smith

Members of the General Public

1. Opening of Meeting

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

That the meeting be called to order at 7:00 p.m.

Carried

2. Approval of Agenda

Motion by N. Bath-Haring, seconded by S. Alkenbrack

That the agenda for the February 24, 2020, meeting be accepted as presented.

Carried

3. Disclosure of Pecuniary Interest

None.

4. Adoption of Minutes

Motion by D. Larocque, seconded by S. Alkenbrack

That the minutes of the January 27, 2020 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 advised that the budget has not yet been submitted for the committee.

8. Old Business

a) **2020 Goals** – the committee discussed ideas to focus their work for the upcoming year. There was general consensus to look into activities to encourage community members to become more physically active, such as organizing a run event, seniors' indoor walking at the Park Centre, and participating in the ParticipACTION Community Better Challenge. Committee members were asked to think about these specific items and bring forward their information at the next meeting.

b) **Park Centre Rental Agreement** – the Chair noted that sorting/recycling information has been added to the agreement.

c) **Rink** – the Chair noted that repairs/upgrades to the rink should be included in the committee's 2020 goals.

- d) **Euchre Tournaments** – the committee discussed the lack of participants from Kagawong.
- e) **Kagawong Fitness Centre** – the Chair advised that payments are now managed by the municipal office. M. Bonenfant advised that Public Works will install a locked cover on the thermostat in the bathroom.
- f) **Dog Park** – the committee discussed a stick library. Outstanding questions include who becomes responsible for keeping the library stocked and how would this impact grass-cutting.
- g) **Member Recruitment** – staff have not posted this on the website yet.
- h) **Potential Partnership** – the committee discussed being open to help out with other groups' functions.
- i) **Community Sign Schedule 2020** – the committee discussed creating master list of upcoming events from other local groups.

9. New Business

None.

10. Correspondence

Letter of thanks from Stephanie Hillyard regarding the baby changing station installed at the Park Centre.

11. Information

Tax bills have gone out, information leaflet included.

12. Notices of Motion

None.

13. Closed Session

None.

14. Next Meeting: March 23, 2020, at the Park Centre, upper

15. Adjournment: The meeting was adjourned at 7:35 p.m. on a motion by N. Bath-Haring.

Prior to the pandemic shutdown, the Parks, Recreation and Wellness Committee had begun preliminary work on a project to delineate and promote active transportation (running, walking, biking) along certain township roads. The Chair would like to move this project to the next phase by developing the location and content/look of the signage and working with Public Works to have them installed along the following routes:

“(1) From the top of Lebar Hill to Carmichael Park which is 10 km (ending at the bike/bench that overlooks the North Channel. It was suggested we add a bench/bike rack at the half-way mark (5 km) and erect a sign at the top of Lebar Hill: Jack Carmichael 10 km

(2) Junction of Lakeshore Road (Stop sign) and Highway 540 around Lake Kagawong and on to Tennants Point corner, and continue down Concession 8 to the Stop sign at bottom of the Bowser Hill is 10.6 km total This is a perfect running route as it is has a straight stretch and then winds around the lake and adds a couple of inclines.

(3) From the Park Centre down Henry Drive and along Old Mill Road and up Graham Hill adds a hill challenge to your workout. If you run down Hideaway Road, down the two hills and around Fruchy Street this is a nice 8 km route. Head on back for a total of 16 km.

(4) Start out at the Park Centre and head up Main Street, turn at the Fire hall and down Carter Crescent, past the ball diamond (Dog park) to Beach Street and back to the Park Centre for a quick 4 km.

(5) And another quick route is from Park Centre down Main Street around the bay, turn right into Maple Ridge Subdivision to the end to Sandy Beach and back to the Park Centre for a 6 km run bike or walk. Be sure to take a break to enjoy the beautiful beach and sculpture designed by Kathryn Corbiere.”

Costs for the recommended signage and benches have not been estimated and were not included in the 2020 budget.

Recommendation:

That Council authorize the Parks, Recreation and Wellness Chair and staff to develop a project budget and installation plan for Council’s approval.



Carmichael Route

(start)





Carmichael Route

5 km

(half-way)





Carmichael Route

**10 km
(end)**





Lakeshore Route

(start)



THE CORPORATION OF THE TOWNSHIP OF BILLINGS

BY-LAW 2019-16

SCHEDULE A

TERMS OF REFERENCE

PARKS, RECREATION AND WELLNESS COMMITTEE

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1. ROLE OF THE COMMITTEE

- (1) The Parks, Recreation and Wellness Committee (the “Committee”) shall advise council on matters related to the development, operation and maintenance of parks, trails, open spaces, waterfront, recreational facilities and recreational programs that meet the needs of all the community in a sustainable and dynamic way.
- (2) In providing advice to council, the Committee shall have regard for the township’s Strategic Plan, the mission statement for which states:

“Billings Township is a vibrant community where new people are excited to relocate and existing residents are happy to stay because of the sustainable economy, the artistic and cultural diversity, and the beauty of the environment. Guided by the vision of its citizens, Billings Township is a safe and progressive community that practices environmental responsibility, provides dependable services, and maintains its rich cultural heritage.”

2. COMMITTEE STRUCTURE

- (1) The Parks, Recreation and Wellness Committee is hereby established as a standing advisory committee and is comprised of the following members as appointed by council:
 - i. one (1) member of council, sitting as Chair;
 - ii. five (5) members of the general public;
 - iii. Mayor sitting *ex officio*, with voting privileges when present; and
 - iv. One (1) staff member to assist in committee administration, keep minutes and act as a resource person/liaison.
- (2) The Committee shall determine any other positions it deems necessary to fulfill their mandate, such as a Vice Chair, Secretary or Treasurer, and elect a person to fill that position from within their membership.

3. APPOINTMENT OF MEMBERS

- (1) All Committee appointments shall be made by council.
- (2) Council shall make all Committee appointments by resolution, whether appointing council members or public members.
- (3) The Mayor shall be an *ex officio* member of the Committee, with voting privileges when present.
- (4) A Council member shall sit as Chair for all standing advisory and statutory Committees, unless otherwise noted in the Committee terms of reference. The Chair for ad hoc Committees may be a member other than the council member as appropriate.
- (5) Any eligible elector in the Township of Billings is entitled to apply for appointment to a Board or Committee and such appointment, subject to any statutory limitations, and/or removal is at the sole discretion of council.
- (6) Where possible, appointments to Committees made by council shall be for the term of council, generally from January 1st following a municipal election until December 31st of the next election year.

4. CODE OF CONDUCT FOR MEMBERS AND OTHER APPLICABLE POLICIES

- (1) At the beginning of their term, Committee members shall be required to review the following Acts and policies and confirm such review by submitting a signed acknowledgement to the Clerk within 30 days of appointment:
 - the Code of Conduct for Members of Council and Local Boards of the Township of Billings
 - the *Municipal Conflict of Interest Act*
 - the Township of Billings Procedural By-law
 - the Township of Billings Workplace Harassment, Discrimination and Violence in the Workplace Policy
 - the Township of Billings Council-Staff Relations Policy
 - the Township of Billings Accountability and Transparency Policy
 - The Township of Billings Procurement Policy
 - the Township of Billings Health and Safety Policy
- (2) All Committee members shall comply with the provisions of the Code of Conduct for Members of Council and Local Boards of the Township of Billings at all times for the duration of their appointment to the Committee and thereafter for any ongoing obligations in relation to confidentiality or otherwise.
- (3) All Committee members shall comply with the provisions of all other applicable Acts and policies, including but not limited to:
 - the *Municipal Act*
 - the *Municipal Freedom of Information and Protection of Privacy Act*
 - the *Occupational Health and Safety Act*
- (4) Members shall disclose any pecuniary interest to the chair, and shall absent herself/himself from meetings for the duration of the discussion and voting (if any) with respect to that matter.
- (5) No individual member nor the Committee as a whole, has the authority to make direct representations of the township to Federal or Provincial governments.

5. AGENDAS AND MINUTES

- (1) The Committee shall prepare agendas generally in accordance with the format and notice requirements for council agendas, as set out in the Township's Procedure By-law.
- (2) Agendas shall be prepared by the Chair with the assistance of the staff member assigned to the committee.
- (3) The Committee shall prepare minutes in a form as approved by the Clerk.
- (4) Committee meeting minutes shall be submitted to the Clerk for inclusion in the next regular council meeting agenda package for receipt.
- (5) Committee agendas and minutes will be posted on the township website by the Clerk.

6. COMMITTEE REPORTING AND FINANCE

- (1) Any recommendations made by the Committee shall be in the form of a written report.
- (2) By November 1 of each year the Committee shall prepare an annual report to council outlining:
 - i. The Committee's achievements during the year
 - ii. Goals and objectives for the upcoming year

- iii. Members' meeting attendance during the year, including details of any consent sought or provided by council to a member for missing three (3) or more consecutive meetings.
 - iv. Any recommended revisions to the Committee mandate or structure, including number of members.
 - v. An evaluation of whether the Committee is still required or effective.
- (3) The Committee will prepare an annual work plan and budget request to submit to the Treasurer in accordance with the annual budget timetable.
 - (4) Any expenditures by the committee will be approved by council during the annual budget process or otherwise in accordance with the township's Procurement By-law.
 - (5) Monies collected through fundraising, donations or any other means shall be submitted to the Treasurer as soon as possible following collection, to be deposited in a township account for use by the Committee in accordance with the approved annual budget or as otherwise authorized by council.

7. MEETING TIMES AND PROCEDURES

- (1) The Committee shall meet monthly at the Kagawong Park Centre, at a consistent day and time to be established by the Committee.
- (2) The Committee shall establish a meeting schedule for the year during their first meeting of the year.
- (3) Meetings may be cancelled and/or rescheduled if necessary, as determined and announced by the Chair.
- (4) Meetings shall follow the provisions of the township's Procedure By-law, including notice and agenda requirements.
- (5) Committee members will respect the requirements of the *Municipal Act* and the township's Procedure By-law.

8. ATTENDANCE

- (1) No Committee member shall miss three (3) or more consecutive meetings without prior approval from the Chair and council.
- (2) All requests for permission to be absent from three (3) or more consecutive meetings will be submitted to the Chair and council in writing.

9. RESIGNATION AND TERMINATION

- (1) A Committee member shall be deemed to have resigned where:
 - i. The member delivers written notice of resignation to the Chair and council; or,
 - ii. The member is absent from three (3) consecutive meetings without prior approval from the Chair and council.
- (2) Council will provide notice of termination in writing.
- (3) Council may terminate any Committee appointment for just cause.
- (4) Without limiting the generality of the foregoing, council may terminate the appointment of a Committee member where:
 - i. The member has been absent from three (3) or more consecutive Committee meetings without obtaining prior approval from the Chair and council;
 - ii. The member has been found by council to have engaged in conduct in breach of the Code of

Conduct for Members of Council and Local Boards of the Township of Billings; or,

- iii. The member has been found by council to have engaged in conduct that council considers inappropriate.

10. REVISIONS TO TERMS OF REFERENCE

- (1) Council may, at its discretion, revise the Terms of Reference (TOR) for this Committee at any time by by-law.
- (2) Any revisions proposed to these TOR shall be presented to council through an appropriate report.
- (3) The committee may be dissolved by a resolution of council.

Manitoulin Tree Service
3707 Hwy 542, Mindemoya ON, P0P1S0
(705) 662-5761
manitoulintreeservice@hotmail.com
www.manitoulintreeservice.com



September 10, 2020

Billings Township
Attn: Tiana Mills
15 Old Mill Road, P.O. Box 34
Kagawong, ON. P0P 1J0
Telephone: (705) 282-2611
billingsadmin@billingstwp.ca

Re: Quote for Cedar Maze Pruning

This maze is a combination of ornamental columnar cedars and regular eastern white cedar. Since they were planted and left unmaintained, the columnar cedars have grown taller while the eastern white cedar have grown taller and wider. The eastern white cedars have grown into a canopy over the maze, which has shaded out the bottom of all the trees causing some dieback in the lower portion of trees. This maze will need some major initial work to get it back into shape. Once it's to a point where it is back to hedge it will be much easier to maintain on a 1- or 2-year schedule. Cedar hedges do best when they are regularly.

Our quote will include the following work:

- Lowering the height of the trees to the same level. Ideally the height of the trees would be similar to the fence height but that would require too much removal of each tree in the first pruning and would be detrimental to their health. This could be achieved over multiple years.
- Pruning the cedar trees within the maze so that sunlight can reach the bottom branches to promote growth again. Currently the cedar trees have grown into each other to form a canopy above the pathways, which is quite whimsical, but doesn't allow much sunlight to the bottom branches therefore reducing growth. Our goal would be to prune the branches back so that there are visible rows and more sunlight.
- Pruning out the dead twigs and branches within the maze that could be hazardous to people. This will leave some trees looking quite bare, but is unavoidable unless it'd be preferable to leave the dead branches to block users views between the rows. Some areas may require additional tree planting once everything dead is removed.
- Planting 15 new cedar trees to fill the gaps in the maze. We could provide 3-5 ft tall field grown cedar trees for \$20 each.

- Removing all unwanted tree species within the maze – there are many deciduous tree and shrub species growing in the maze at the moment.
- Full clean-up of all branches and wood.

Labour Cost	\$2800.00
15 Cedar Trees (\$20 each)	\$300.00
HST	\$403.00
Total	\$3503.00

Thank you for letting us put together a quote for this work. We really enjoying spending time in the core of Kagawong – trails, beach, river, fish... what more could a person ask for! Please don't hesitate to contact us with any questions.

Sincerely,

Mike Laende and Maria Diebolt

Quote