

TOWNSHIP OF BILLINGS
Parks, Recreation & Wellness Committee
AGENDA

November 29th, 2021

Electronically

1 Opening of Meeting

2 Approval of Agenda

3 Disclosure of Pecuniary Interest

4 Adoption of Minutes

a) October 25th, 2021

5 Delegation

6 Council Update

7 Financial Report

8 Old Business

a) Outdoor Rink Updates

a. Fundraising

b. Advertising

c. Next Steps

b) Outdoor Rink Policy

a. Volunteers

c) Halloween Event Update

d) Santa Meet and Greet

e) Annual Report to Council Suggestions

9 New Business

10 Correspondence

11 Information

12 Notices of Motion

13 Closed Session

14 Next Meeting: **December 27th, 2021 (Stat Holiday, need to pick a new date)**

15 Adjournment

TOWNSHIP OF BILLINGS
Parks, Recreation & Wellness Committee
Minutes

October 25, 2021

ZOOM

Present: Sharon Alkenbrack, Sharon Jackson (Chair), Tiana Mills (staff), Andrew Preyde and Shannon Smith (late)

Regrets:

1. Opening

Motion by Andrew Preyde, seconded by Sharon Alkenbrack

THAT the meeting be called to order at 7:03 p.m. with Chair Jackson presiding.

Carried

2. Approval of Agenda

Motion by Andrew Preyde, seconded by Sharon Alkenbrack

THAT the agenda be accepted as presented.

Carried

3. Disclosure of Pecuniary Interest

None

4. Adoption of Minutes

Motion by Sharon Alkenbrack, seconded by Andrew Preyde

THAT the minutes of the August 30th, 2021 meeting be accepted as presented.

Carried

5. Delegation

None

6. Council Update

Sharon Jackson provided the committee with a Council update.

7. Financial Report

Discussed under Old Business – outdoor rink updates.

8. Old Business

a) Outdoor Rink Updates

a. Fundraising

To date \$9,101.55 has been collected in donations/advertising for the rink. More money is expected to come in.

b. Advertising

The township (Tiana) will look after contacting the advertisers for designs and arrange for the purchase of the advertising boards. 8 boards advertisements spots have been purchased, Tiana has received designs from 10th Line Lumber Co, Bousquet Realty, Hideaway Lodge and J& C Elite Cleaning. Board advertisements will be purchased from Island Promotions.

c. Work Schedule

Break wall has been completed.

Boards have been installed (one of the player boards opens the wrong way, Permafib will be sending a replacement).

Next steps: temporary ramp/stairs and snow blower purchase

b) Outdoor Rink Policy Review

The outdoor rink policy was discussed, comparing the 2019 policy with the new draft policy written by Arthur Moran. The township office will review the policy and present a finalized draft version of the policy to present to the Committee at the next meeting.

c) Halloween Event

The Committee has purchased and filled 80 treat bags to distribute at the Pavilion starting at 5pm on Halloween night to hand.

9. New Business

a) Flywheel Selection Panel

Tiana discussed the basics of the project and the intended selection panel structure. The committee agreed to appoint a PRW representative.

Motion by Andrew Preyde, seconded by Sharon Jackson

That Shannon Smith represents the PRW Committee on the Flywheel Art Project Selection Panel.

Carried.

b) Dog Park

a. Culvert

Township to purchase replacement pool noodles to replace existing.

b. Agility Ramp

Public Works has purchased the materials to rebuild the agility ramp at the dog park.

c) Committee Member Application

Motion by Andrew Preyde, seconded by Sharon Alkenbrack

That Catherine Joyce's application to join the Parks, Recreation and Wellness Committee be accepted and recommended by the committee and presented to Council for approval.

Carried.

d) Santa Meet and Greet

Committee will arrange for Santa to set up at the Outdoor Rink the night of Friday December 3rd, 2021.

Kids will be asked to bring their hockey sticks to test out the new rink.

Hot chocolate and treats will be available.

Donations to the Kagawong Outdoor Rink fund will be accepted

e) Annual Report to Council

Sharon Jackson provided the committee with the annual report to Council.

The Committee has been tasked with identifying goals and objectives to include in the Annual Report. These ideas will be presented during the next committee meeting.

10. Correspondence

None.

11. Information

None.

12. Notices of Motion

Above.

13. Closed Session

None.

14. Next Meeting – November 29th, 2021 7:00 p.m.

15. Adjournment

Motion by Andrew Preyde, seconded by Shannon Smite

That the Parks, Recreation and Wellness Committee meeting be adjourned at 8:28 p.m.

Carried

Rink Donations

Company	Contact	Donation
2546796 Ontario Limited	Kathy Jewell - KATS	\$100.00
Briscoe Plumbing Services Limited	Lawrence Briscoe	\$500.00
	Barry and Mary Hunter	\$200.00
	William and Diane Baker	\$100.00
J James Bousquet Realty	James Bousquet	\$500.00
Lacroix Construction	Barry Lacroix	\$100.00
Molly Maid		\$200.00
	Robert and Nancy Vaillancourt	\$50.00
2525937 Ontario Limited	10th Line Lumber Company	\$500.00
Dig and Doug	Doug Clark	\$300 + Hockey Net
	Paul Edwards	\$200.00
	Murray and Elaine Thompson	\$50.00
	John Bockert and Paulette Michener Bockert	\$25.00
Veracity Real Estate Solutions		\$500.00
JPS Solutions Inc.		\$500.00
Veracity Real Estate Solutions		\$500.00
	Ian Anderson	\$100.00
J&C Elite Cleaning Services	Jessica Jurczynski	\$500.00
	July 14 Misc Market Donations Received	\$158.05
	Marilyn Park	\$20.00
	July 21 Misc Market Donations Received	\$189.30
	July 28 Misc Market Donations Received	\$128.00
	Lillian Boyd	\$30.00
	Aug 4 Misc Market Donations Received	\$35.00
Bare Naked Beauty	Louis Couillard	\$500.00
	Aug 18 Misc Market Donations Received	\$301.15
	Aug 25 Misc Market Donations Received	\$150.05
	Sept 2 Misc Market Donations Received	\$147.00
	Alex Vanderstarren	\$50.00
The Carter House	Kelly Thibault - High Tea Fundraiser	\$1,115.00
Hideaway Lodge	Al Douglas	\$500.00
Manitoulin Properties & Lion Heart Excavation	Jason Jordan & Courtney Elliott	\$1,000.00
	John and Mary Buie	\$40.00
Manitoulin Island Technologies	Josh Pothiers	\$500.00
Dennis Gratton Construction		\$1,500.00
EXP		\$1,000.00
Bridal Veil Variety	Al and Betty Ann Lefebvre	\$500 + Hockey Net
KATS	Kathy Jewell	\$500.00
New North Fuels	Kelly Chaytor	\$500.00

Gravelle Construction	Corey Gravelle	\$500.00
Buzwah Toys and Variety	Richard Leedham	\$500.00
H & R Noble	Meranda Noble	\$500.00
H & R Noble	Meranda Noble	\$2,542.00

TOTAL \$17,030.55

Donations In Lieu of Work

Handy Andy	Andrew Preyde	In Lieu of Work
Stoneman/Codmothers	Wayne Martin	In Lieu of Work

Updated as of Wednesday November 24, 2021

TM.



Schedule "A" **The Township of Billings Outdoor Ice Rink Policy**

Purpose

The Township of Billings Volunteer Supported Outdoor Ice Rink Policy was developed in response to community demand for local ice surface (weather permitting) that would be initiated and maintained by community volunteers. The location of the ice surface is the concrete pad situated about 50 metres north and east of the Park Centre.

With a goal of providing a safe outdoor recreational area and because there are legislated requirements, liability risks and responsibilities associated with providing this type of recreational area, there is a need to have training and provisions in place for the protection of the Township, Committee members, Township staff, volunteers as well as the residents who use the rink.

References

- a) Occupational Health & Safety Act section 25(2)(h).
- b) Occupiers Liability Act sections 3 and 4.
- c) ORFA Winter Outdoor Rink Operation.
- d) Billings Township Health and Safety Policies and Procedures.
- e) Billings Township Safe Operating Procedures.

Safety Equipment Required

- a) CSA approved helmet.
- b) CSA approved safety cleats.
- c) CSA approved high visibility coat/vest (appropriate for cold weather conditions)
- d) Clothing, boots and gloves appropriate for cold weather conditions.

Getting Started

Prior to November 15, and prior to starting work on the ice surface, a volunteer group will be identified and will have a list of volunteers interested in building and maintaining the outdoor ice rink. This group will designate a principal contact person(s) who will liaise with the Township and related departments. The Parks, Recreation and Wellness Committee will drive the creation/advertising for volunteer group members.

Responsibilities

1. Parks Recreation and Wellness Committee

- a) Shall ensure that a group of volunteers is organized to oversee the creating, maintaining and monitoring of the ice rink before November 15th of each year.
- b) Shall ensure that the volunteer group overseeing the ice rink, meet prior to November 15th of each year to discuss training, maintenance and other matters regarding the ice rink.
- c) Shall ensure that all staff and volunteers involved in the organization, creating, maintaining and monitoring of a recreational outdoor skating rink are competent and have received the appropriate training to perform their duties.
- d) Shall ensure that Council and Committee members are aware of the responsibilities of all parties involved in the creation, maintaining and monitoring an outdoor rink.

- e) Shall ensure that records of daily checks of the ice quality are completed and documented on the provided "Outdoor Skating Rink Maintenance and Inspection Log" (Schedule B) posted in the change room next to the outdoor rink.
- f) Shall ensure that the appropriate signage regarding risk and rink usage rules are posted in highly visible locations (see Schedule "A").
- g) Shall ensure that tools or equipment used for ice rink maintenance are available.

1. Volunteer Supervisors

- a) Shall ensure that volunteers performing work at the outdoor rink have received the appropriate training.
- b) Shall ensure that employees and volunteers are using/wearing the appropriate PPE when performing duties at the outdoor skating rink.
- c) Shall ensure that ice rink maintenance performed is recorded on the ice rink maintenance recording form and that the records are kept on file (see schedule "B")
- d) Shall ensure that the appropriate tools and equipment are available for workers and volunteers to perform their work at the ice rink.
- e) Shall perform daily inspections of the ice rink and ice quality checks (if required).
- f) Shall have barricades and signage readily available to close the ice rink if there are conditions that make the ice rink unsafe for use.
- g) Shall ensure that the volunteers select an individual who will be the contact/liasion with the Township staff and attend meetings regarding the ice rink.
- h) Shall ensure that a list with contact information all staff is produced and distributed to all staff and volunteers.
- i) Shall ensure that a maintenance work schedule for staff and volunteers is produced and distributed.
- j) Shall be the primary liaison with the township.
- k) Shall wear weather appropriate clothing, boots and gloves suited for the weather conditions while performing outdoor rink maintenance.

2. Workers/Volunteers

- a) Shall attend a safety training session that includes basic new hire training and ice rink maintenance responsibilities.
- b) Shall ensure that appropriate PPE is worn when performing maintenance or ice quality checks of the ice rink.
- c) Shall ensure that ice rink maintenance records are completed whenever ice maintenance is performed.
- d) Shall contact supervisory staff immediately if there are ice rink deficiencies that could cause injury to residents using the rink.
- e) Shall contact supervisory staff or the volunteer liaison if they are not available to perform the daily inspection/maintenance of the ice rink as scheduled.
- f) Shall wear weather appropriate clothing, boots and gloves suited for the weather conditions while performing outdoor rink maintenance.

3. Health and Safety Coordinator

- a) Shall provide safety training and all required documents.
- b) Shall ensure that written procedures for ice rink maintenance and duties are provided to all volunteers.

4. The Township

- a) Shall provide the required CSA approved safety equipment indicated in an above section

Ice Rink Safety Signage

The safety signage posted at the outdoor ice rink shall include the following safety rules:

- 1. Patrons must respect and follow Rules of Conduct at all times.
- 2. Skaters under the age of 12 must be under the supervision of an adult.
- 3. All skaters under the age of 16 must wear CSA approved helmets while on the ice surface.
- 4. Carrying children while on the ice is not permitted at any time.
- 5. The use of headsets, cell phones or handheld electronic devices is not permitted while skating.
- 6. Hockey playing and public skating is not allowed to take place at the same time on the rink.
- 7. No horseplay, tag or other games of chase are permitted.
- 8. Display good sportsmanship.
- 9. Foul language will not be tolerated
- 10. Alcohol, tobacco or drugs are prohibited.



BROUGHT TO YOU BY THE VOLUNTEERS OF THE
PARKS, REC & WELLNESS COMMITTEE AND
THE TOWNSHIP OF BILLINGS

Meet & Greet With Santa

BRING YOUR LETTER TO SANTA AND GET A TREAT BAG!

FRIDAY, DECEMBER 3, 2021
5:00 PM TO 6:30 PM

STAY TUNED FOR LOCATION DETAILS ON THE
TOWNSHIP OF BILLINGS FACEBOOK PAGE
PLEASE WEAR YOUR MASK
ALL COVID-19 PROTOCOLS WILL BE IN PLACE

**TOWNSHIP OF BILLINGS
PARKS, RECREATION & WELLNESS COMMITTEE
ANNUAL REPORT 2021**

Preamble

The heart and soul of any community is the place where its members gather. In days past, those places were the school, church, and community hall. Fast forward to 2021: gone are the one and two room schoolhouses, church buildings have been torn down and worship services are now held in spacious multi-purpose structures, or virtually. And halls have been converted into residences.

A good community is one where neighbours take pride in their living environment, respecting and supporting one another regardless of age, gender, political affiliation, level of education, race, or creed.

Definitions

Parks: a large public green area in a town used for recreation

Recreation: refers to all those activities that people choose to do to refresh their bodies and minds and makes their leisure time more interesting and enjoyable. Examples of recreation activities are walking, swimming, meditating, playing games and dancing.

Wellness: an active process of becoming aware of and making choices towards a healthy and fulfilling life. Wellness is more than being free from illness. It is a dynamic process of change and growth, a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity.

Mandate

To advise Council and make recommendations on the development, operation and maintenance of parks, trails, open spaces, waterfront, recreational facilities, recreational programs, as well as plan and host community events that meet the needs of all the community in a sustainable and dynamic way.

2021 Achievements

Easter treat bags were handed out at the Park Centre on Saturday April 3. All Covid-19 protocol was followed to ensure the safety of our volunteers, children, and their parents.

Partnered with EDC and Late Bloomers to add benches/flower boxes to the small craft basin on Old Mill Road. The Township received many compliments about how lovely the waterfront looked with the addition of these colourful planters. Thank you to our Public Works crew who built the bench/planter boxes during the winter months.

Outdoor rink was well used over the 2020-2021 winter season. Thank you to the volunteers and members of our Fire Department. Fundraising campaign. Over \$7000 has been raised from private individuals and corporate sponsors. Retaining wall installed September 30. Thank you to Handy Andy, Stoneman Enterprises and Randy Noble Construction.

Earth Day was recognized by members of the community cleaning up their roadsides, Falls trail and waterways. Thank you to those who donned boots and gloves to pitch in.

Santa and his elf handed out treats by the boardwalk outside the Cedar maze in early December.

PRW partnered with the Climate Action Committee to recognize Waste Reduction Week in October by hosting a swap meet at the Old Church grounds.

Our fitness centre has re-opened (October 2021) with members following all provincial and municipal guidelines.

Hallowe'en treat bags were handed out by Committee volunteers

Goals & Objectives 2022

Collaborative input and round table discussion

Meeting attendance

All meetings had quorum present

Evaluation

Our members are energetic and eager to work together to celebrate our community spirit.

The Parks, Recreation & Wellness Committee would like to express its thanks to Council, staff, and our community members for their support.

Respectfully submitted by the Parks, Recreation & Wellness Committee:

Chair - Sharon Jackson

Members - Sharon Alkenbrack, Andrew Preyde, Shannon Smith

Staff Representative - Tiana Mills