

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

October 25<sup>th</sup>, 2021

Electronically

1 Opening of Meeting

2 Approval of Agenda

3 Disclosure of Pecuniary Interest

4 Adoption of Minutes

a) August 30<sup>th</sup>, 2021

5 Delegation

6 Council Update

7 Financial Report

8 Old Business

a) Outdoor Rink Updates

a. Fundraising

b. Advertising

c. Work Schedule

b) Outdoor Rink Policy Review

c) Halloween Event

9 New Business

a) Flywheel Selection Panel

b) Dog Park

a. Culvert

b. Agility Ramp

c) Committee Member Application

d) Santa Meet and Greet

e) Annual Report to Council

10 Correspondence

11 Information

12 Notices of Motion

13 Closed Session

14 Next Meeting: November 29<sup>th</sup>, 2021

15 Adjournment

**TOWNSHIP OF BILLINGS**  
**Parks, Recreation & Wellness Committee**  
**Minutes**

August 30, 2021

Park Centre

Present: Sharon Alkenbrack, Sharon Jackson (Chair), Kathy McDonald (staff), Andrew Preyde and Shannon Smith.

Regrets: Deb Flaxman

1. Opening  
Motion by Shannon Smith, seconded by Sharon Alkenbrack  
THAT the meeting be called to order at 7:09 p.m. with Chair Jackson presiding.  
Carried
2. Approval of Agenda  
Motion by Andrew Preyde, seconded by Sharon Alkenbrack  
THAT the agenda be amended to add under New Business c) Resignation of Diane Larocque.  
Carried
3. Disclosure of Pecuniary Interest  
None
4. Adoption of Minutes  
Motion by Andrew Preyde, seconded by Shannon Smith  
THAT the minutes of the June 28<sup>th</sup>, 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  
  
Outdoor Rink Updates
  - a. Fundraising  
To date \$5,936.55 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
  - c) Work Schedule

H & R Noble are scheduled to start the week of September 7. The boards are scheduled to be installed September 20, but can possibly be moved up once H & R Noble has finished their work.

9. New Business

a) 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 both policies and have a policy to present to the Committee at the next meeting.

b) Halloween Event

Committee to purchase candy for approximately 100 bags and talk to Martin Connell regarding the possibility of setting up and handing them out with the fire department on Halloween night. Also discussed was possibly purchasing a few decorations to put on the fire hall, if the fire department approves.

c) Diane Larocque's Resignation from Parks Recreation and Wellness Committee  
The committee regrets that Diane has resigned. The committee accepts the resignation with regret.

**Recommendation to Council**

Motion by Andrew Preyde, seconded by Shannon Smith

That Council accepts, with regret, the resignation of Diane Larocque and sends her a letter thanking her for all the work that she has done for the community and requests that the Township advertise for a new committee member.

Carried

10. Correspondence  
None

11. Information  
None

13. Closed Session  
None

14. Next Meeting - September 27<sup>th</sup>, 2021 7:00 p.m.

15. Adjournment

Motion by Sharon Alkenbrack, seconded by Andrew Preyde

That the Parks, Recreation and Wellness Committee meeting be adjourned at 8:23 p.m.

Carried

<b>Rink Donations</b>		
<b>Company</b>	<b>Contact</b>	<b>Donation</b>
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	\$300.00
	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
	Alex Vanderstarren	\$50.00
	Kelly Thibault - High Tea Fundraiser	\$1,115.00
Hideaway Lodge	Al Douglas	\$500.00
Manitoulin Properties & _____	Jason Jordan & Courtney Elliott	\$1,000.00
		\$9,101.55



## Billings Township 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 committee (such as the Billings Parks, Recreation and Wellness Committee) will be identified and will have a minimum of six people interested in building and maintain an ice rink. This group will designate a principal contact person(s) who will liaise with the Township and related departments.

### Responsibilities

#### Parks Recreation Committee

- a) Shall ensure that a committee consisting of a minimum of six persons is organized to oversee the creating, maintaining and monitoring of the ice rink.

- b) Shall ensure that the committee overseeing the ice rink, meet prior to November 15<sup>th</sup> 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 provided, completed and kept on file at the Township office.
- f) Shall ensure that the appropriate signage (see Schedule "A") regarding risk and rink usage rules are posted in highly visible locations.
- g) Shall ensure that tools or equipment used for ice rink maintenance are available.

### **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 written procedures for ice rink maintenance and duties is provided to all volunteers.
- h) Shall ensure that the volunteers select an individual who will be the contact/liaison with the Township staff and attend meetings regarding the ice rink.
- i) Shall ensure that a list contact information all staff is produced and distributed to all staff and volunteers.
- j) Shall ensure that a maintenance work schedule for staff and volunteers is produced and distributed.
- k) Shall be the primary liaison with the township.

### **Workers/Volunteers**

- a) Shall attend a training 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.

DRAFT

## **Schedule "A"**

### **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.



Schedule B  
Outdoor Skating Rink  
Maintenance and Inspection

Date                      Inspected by                      Inspection Results                      Repairs Required/Action Taken

Date	Inspected by	Inspection Results	Repairs Required/Action Taken

All inspections should be documented including any repairs or maintenance done and maintenance that should be completed. It is recommended that the ice rink be inspected on a daily basis. Maintenance includes snow removal, flooding, patching, checking boards, etc.

**HAZARDS FOR OUTDOOR RINKS**

All hazards found should be repaired immediately. Rinks should be closed as soon as a hazard is found and remain closed until repairs are completed. Common Hazards include: cracks, frost boils, exposed ground, chopped up ice surface, rink boards-protruding nails or boards

## Information for Outdoor Rink Inspections

All inspections should be documented. It is recommended that the ice rink be inspected on a daily basis.

### Hazards for Outdoor Rinks

All hazards found should be repaired immediately. Rinks should be closed as soon as a hazard is found and remain closed until repairs are completed.

#### Common Hazards:

Cracks

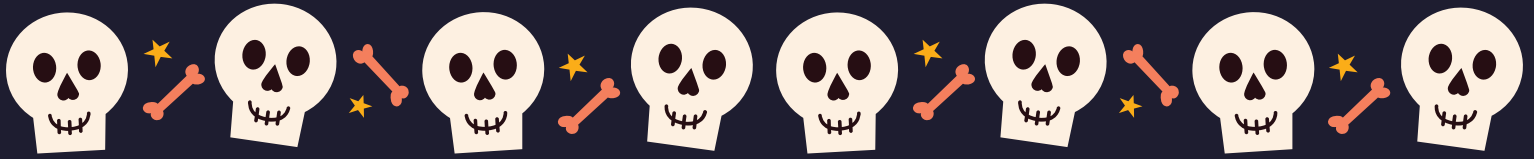
Frost Boils

Exposed ground

Chopped up ice surface

Rink boards – protruding nails or boards

Inspections should be documented including any repairs or maintenance done and maintenance that should be completed. Hazards such as cracked ice, frost boils, exposed ground, or chopped ice surface should be repaired immediately and the rink should be posted as closed until the repairs are completed.



# **HALLOWEEN**

**TRICK OR TREAT MEET**



TREATS WILL BE AVAILABLE TO ALL GHOULS AND GOBLINS STARTING @ 5PM

**HALLOWEEN NIGHT @ THE  
KAGAWONG PAVILION**

BROUGHT TO YOU BY THE PARKS, RECREATION AND WELLNESS COMMITTEE

**Township of Billings  
Application Form**

**Parks, Recreation and Wellness Committee**

Date: Sept 22/21 Email: [REDACTED]

Last name: Joyce First name: Catherine

Address: 95 Pleasant Valley Rd

Phone (daytime): \_\_\_\_\_ Phone (evening): \_\_\_\_\_ Phone (Cell): \_\_\_\_\_

What skills, abilities, and/or specialized knowledge do you possess that would assist this group?

PSW for 15 years, completed diploma in Recreation and Leisure through Canadore College, 4 children of my own and currently completing my Early Childhood Education diploma through Sault College.

Why are you interested in serving the Township of Billings on this Committee?

Bring activities outside has increased in the last 2 years. People need to get outside and be healthier year round. Make Kagawang somewhere to come beyond tourists.

What contribution do you believe you can make to this Committee?

I have networking skills and like to brainstorm ideas with others to offer more physical activities beyond hockey.

What past contributions have you made to a similar group or organization?

I have offered ideas and opinions for activities with MFR (Manitoulin Family Resources), and try to keep my kids active.

What experience do you have in exchanging your views with others and in appreciating and respecting the skills, abilities and knowledge of others?

I have worked with the public and families my entire working career. Everyone's ideas are valid and cooperating together only benefits the entire community at large.

When a vacancy arises on the Committee, your application will be reviewed. Should you be contacted for an interview, you will have the opportunity to elaborate on your application. If you require additional information about the Committee appointment process or if you have any questions about any of the committees to which appointments are to be made, please contact the relevant township department.

NOTE: the personal information on the form is collected pursuant to the Freedom of Information and Protection of Privacy Act and the Municipal Act and will only be used for the purpose of processing your application.

**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