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MINUTES 001

MEETING:	Gemmill Park Start-Up Meeting
PROJECT NAME:	Gemmill Park Design
PROJECT NO.	16611-2
LOCATION	3131 Old Perth Road, Almonte, ON
DATE:	8 November 2016
TIME	10:00am-10:50am

	NAME	REP	EMAIL	PHONE
PRESENT	Diane Smithson, Chief Administrative Officer	MM	dsmithson@mississippimills.ca	613-256-2064 ext. 225
PRESENT	Calvin Murphy, Recreation Manager	MM	cmurphy@mississippimills.ca	613-256-1077 ext. 24
PRESENT	Jane Torrance, Councillor	MM		
PRESENT	Jill Mccubbin, Councillor	MM		
PRESENT	Amanda Pulker-Mok, Councillor	MM		
PRESENT	Shaun McLaughlin, Mayor	MM		
PRESENT	Ric Carreon, Senior Landscape Architect	L+A	rcarreon@lashleyla.com	613-233-8579
PRESENT	Amelia Kebbel, LA Intern	L+A	akebbel@lashleyla.com	613-233-8579

The below is considered a complete and accurate account of the proceedings; please notify Amelia Kebbel (Lashley + Associates) within 48hrs of any errors or omissions. Distribution: Calvin Murphy, Diane Smithson. File# 16611-2



ITEM	DESCRIPTION	ACTION BY	STATUS	
Immediate Deliverables and Geotechnical Information				
1.1	Deliverables required by the Municipality of Lashley + Associates includes Accessible Customer Service Training certificate, insurance certificate, signed contract.	L+A	Open	
1.2	Preliminary geotechnical work has been done by others. Lashley + Associates to share with Paterson Engineering. Paterson Engineering to begin geotechnical survey soon.	L+A/PG	Open	
1.3	Skate Park			
	1.3.1	The skate park is expected to expand over time. The concept design will accommodate space for this.	L+A	Open
	1.3.2	The current positioning of the skate park on site by the design company is agreed to be acceptable.	N/A	Closed
	1.3.3	Lighting for the skate park was discussed. It is understood that drawbacks to lighting the skate park include the perceived encouragement of late-night use, disruption to the neighbours surrounding the park, and potential for vandalism. It was discussed that providing infrastructure for future lighting (if required) would be ideal. Exploration of lighting and associated costs for the skate park will be done by L+ A.	L+A	Open
1.4	Washroom Facility			
	1.4.1	Building desired to be self-locking at night, have taps with sensors to prevent running water, hand dryers instead of paper towels, and include a water bottle fill station inside the building. L+A and Peter Mansfield to explore potential for solar panels on roof, recycling of grey water, and other sustainable design principles/sustainable energy supplies.	L+A/PMA	Open
1.5	Playground and Surfacing			
	1.5.1	Surfacing for playground would ideally be rubber. L+A to explore grant for \$50k towards rubber play surfacing. Another viable and more cost-effective option for surfacing is	L+A	Open



		engineered wood fiber. Sand and gravel will not be a proposed option for play surfacing. L+A to explore life-cycle costing for different surfacing options and present to MM.		
	1.5.2	Strong interest in incorporating natural play into playground. This could include stepping logs, balancing logs, climbing boulders, etc.	L+A	Open
	1.5.3	Inclusive play and structural components for all abilities will be considered in the design of play structures.	L+A	Open
	1.5.4	Strong interest in musical play being incorporated into the playground. A future public art call by the Municipality may cover this item. To be discussed further during design.	L+A	Open
1.6	Splash Pad			
	1.6.1	L+A will provide appropriate size and splash pad elements for Client review.	L+A	Open
1.7	Accessible walkway to be paved with asphalt to reduce capital and maintenance costs. However, use of recycled rubber may be explored as an alternative to asphalt.		L+A	Closed
1.8	Surfaces of and between splash pad and playground should be designed to reduce migration of dirt and clogging of the splash pad. Ideally using rubber playground surfacing would eliminate wood chips ending up in the splash pad zone.		L+A	Open
1.9	Interest in providing a water supply for public use for washing feet, providing water for dogs, etc. L+A to explore public health restrictions surrounding this. Tap could have be programmed to shut off nightly / seasonally.		L+A	Open
1.10	L+A to provide a meeting date for preliminary design.		L+A	Open
1.11	L+A to provide a work schedule going forward towards a potential deadline of mid-late January 2017.		L+A	Open
1.12	L+A to commence Site Analysis work following meeting.		L+A	Open