

The Corporation of the Municipality of Mississippi Mills

Parks & Recreation Advisory Committee

AGENDA

**Tuesday, May 28, 2019
4:30pm**

Municipal Office – Council Chambers

- A. APPROVAL OF AGENDA**
- B. DISCLOSURE OF PECUNIARY INTEREST**
- C. DELEGATIONS/PRESENTATIONS**
- D. APPROVAL OF MINUTES; April 23, 2019 Page 1**
- E. BUSINESS ARISING OUT OF MINUTES**
 - 1. Volunteer sub-committee
- F. ROUND TABLE**
- G. REPORTS**
- H. INFORMATION/CORRESPONDENCE**
- I. OTHER NEW BUSINESS**
 - 1. Commemorative Bench, Tree and Bike Rack Policy **Page 5**
 - 2. Riverfront Estates Park Development **Page 10**
 - 3. Mill Run Estates Park..... **Page 12**
 - 4. Recreation and Culture Programs..... **Page 13**
 - 5. Almonte/Pakenham arena canteens
- J. MEETING ANNOUNCEMENTS**
 - Meeting dates: Tuesday June 25, Wednesday August 14,
Tuesday September 24, Tuesday October 29, Tuesday November 26
- K. ADJOURNMENT**

CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
PARKS & RECREATION ADVISORY COMMITTEE

April 23, 2019

3:00 P.m.

Municipal Office - Council Chambers

PRESENT: Rick Lotan
Councilor Dalgity
Councillor Gerard
Scott Newton
Christine Anderson
Terry Ainsworth
Sherryl Smith

STAFF/OTHERS: Calvin Murphy- Recreation Manager
Bonnie Ostrom, Recording Secretary

REGRETS: Denny O'Connell, Alan Goddard

The Recreation Manager called the meeting to order at 3:00 p.m.

Notice: Alan Goddard has resigned from the committee.

A. APPROVAL OF AGENDA

Moved by Sherryl Smith

Seconded by Terry Ainsworth

THAT item I.1. Election of Committee Chair be brought forward as the first item of business.

CARRIED

Moved by Sherryl Smith

Seconded by Terry Aisworth

THAT the April 23, 2019 agenda be accepted as amended.

CARRIED

I. OTHER/NEW BUSINES

1. Election of Committee Chair

Moved by Scott Newton

Seconded by Sherryl Smith

THAT Rick Lotan is nominated as the Parks & Recreation Committee Chariperson.

CARRIED

Rick requested that the Recreation Manager chair this meeting.

B. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

None

C. DELEGATIONS/PRESENTATIONS/TOURS - None

D. APPROVAL OF MINUTES - None

E. BUSINESS ARISING OUT OF MINUTES - None

F. ROUND TABLE

- Introductions of the committee members
- Comments/concerns/suggestions regarding the OVRT should be directed to Lanark County. Lanark County is to enforce the bylaws.
- Suggestions for next agenda: Recreation user groups, Rec Programs, Memorial trees, benches Policy, Maintenance issues (grass cutting, painting benches etc), parking at arena/Gemmill Park, underutilized ball diamonds. (to be reviewed at the parks tour on May 7, 2019)
- Rec Master Plan is to be shared with committee members.
- Access to the Service Delivery Review for the Recreation & Culture department

G. REPORTS - None

H. INFORMATION/CORRESPONDENCE

1. Pakenham Bridge Park – Pakenham Horticultural Society

The Pakenham Horticultural Society would like to understand the roles and responsibilities between; the Municipality, Horticultural Society, Beautification Committee/students and the Mississippi Valley Conservation Authority.

Further discussion and information will be given to the group during the park tour.

I. OTHER/NEW BUSINESS

2. Parks and Facilities overview and Tour Date

A list of parks and facilities was given to the committee members for review. Calvin Murphy- Recreation Manager gave a brief overview of the facilities.

Tour date: Tuesday May 7 at 9:00 a.m. – starting at the Almonte arena
Tour invitations will be sent to all other council members.

3. Capital Projects 2019

- a. **Riverfront Estates;**(\$150,000) Both the Waterfront and part of the Central park have been developed. Continuation of the Waterfront trail will be developed this summer.
- b. **Dasherboard Replacement;** (\$910,000) Trillium grant- tender awarded back in September. Project started April 1st with finishing date of August 1
- c. **Trees work in parks;** (\$10,000) Annual amount for installing new trees or removal of dead trees. Some larger removals are done by a contractor.
- d. **Mill Run Park;** Conceptual plan has been approved by the last council. The public consultation has been completed. Work on the detail design will be completed this summer with hopes of getting some components done.
- e. **Gemmill Park Basketball Court** – project has been cancelled for this year
Money allocated to child safety concerns on Paterson St.
- f. **Pakenham Ball field Lighting;** (\$5,000)
- g. **Tables for Upper hall ACC;** (\$12,000) these tables do not get removed from the facility
- h. **Almonte Curling Club Accessibility Review & door work;** (\$10,000)
Accessible entrance/exit buttons on lounge door. Exploring further accessible alternatives.
- i. **Almonte arena score clock;** (\$35,000)
- j. **Trail Development;** (\$50,000) Funds allotted for new development of trails
- k. **Lawn Mowing Equipment;** (\$35,000) Replacement tender process
- l. **Picnic Tables;** (\$7,000) Replenish/replacement
- m. **Security Measures – Gemmill Park;** (\$10,000) New washrooms open until 9:00 p.m.- some vandalism
- n. **Gemmill Park Shelter;** (\$20,000) Installation of a cement pad. Possible ADHS to build shade structure.

4. Volunteer Sub-Committee

Moved by Councillor Dalgity

Seconded by Rick Lotan

THAT a Volunteer sub-committee be developed. Members of the committee to be determined at a future meeting.

CARRIED

J. MEETING ANNOUNCEMENTS

Next meeting: Tuesday May 28 at 3:00 p.m.

K. ADJOURNMENT

Moved by Sherryl Smith

Seconded by Christine Anderson

THAT the April 23 Parks & Recreation Advisory Committee meeting be adjourned at 4:47 p.m.

CARRIED

Bonnie Ostrom, Recording Secretary



COMMEMORATIVE BENCH, TREE AND BIKE RACK POLICY

1. PURPOSE

The purpose of the Commemorative Bench, Tree and Bike Rack Policy is to provide a creative and enduring way for members of the public to recognize and honour others through a lasting tribute.

2. SCOPE

The Policy shall be administered by the Recreation and Culture Department on behalf of the Municipality of Mississippi Mills.

All costs associated with the program are the responsibility of the donor.

3. ACCOUNTABILITY

The Recreation Manager shall be responsible for ensuring compliance with this policy and established procedures.

4. APPROVAL AUTHORITY

Council of the Corporation of the Municipality of Mississippi Mills.

5. RESPONSIBILITY & AUTHORIZATION

Location

Staff shall work with the donor to determine the best location for the bench, tree, or bike rack. If the donor is not familiar with the Municipality's parks, staff will assist them with the selection. The Municipality will obtain utility clearances to ensure that electrical, cable, gas or other utilities are not damaged during installation. Should a conflict occur when completing the utility clearance work, the final location of the commemorative bench, tree or bike rack will be adjusted by the Municipality after consulting the donor. After the installation has occurred, the Municipality will assume responsibility and ownership.

Purchase

The donor shall be responsible for payment which will cover the cost of the purchase and installation of a bench, tree or bike rack.

The cost of a bench, tree and bike rack is listed in the current Fees and Charges By-law.

An Appreciation Certificate will be issued to the donor along with a tax receipt.

Installation

Commemorative benches and bike racks shall be installed only during the frost-free period of the year (May through October). Installation shall be completed by Municipal Staff and the donor shall be advised when the installation has been completed. All commemorative benches and bike racks will have cement pads placed under them for security and maintenance purposes. The price of a cement pad has been incorporated into the overall price.

Tree plantings will take place in the spring and fall. Requests for spring planting must be received by March 1st; requests for fall plantings must be received by August 1st.

The tree species shall consist of one of the following:

Deciduous Trees	Evergreen Trees
Sugar Maple – Acer Saccharum	White Spruce-Picea Giauca
Red Maple- Acer rubum	Eastern White Cedar-Thuja Occidentalis
Silver Maple –Acer Saccharinum	
Red Oak-Quercus Rubar	
Bur Oak- Quercus macrocarpa	
Hackberry-Celtis Occidentalis	
Serviceberry-Amelanchier	

Commemorative Plaque

If an engraved plaque is requested at the time of application, it will be affixed to the bench. Plaques shall be purchased by the donor and installed by the bench manufacturer when ordered. The Municipality is not responsible for the maintenance or replacement of commemorative plaques.

The donor may have a small plaque installed to commemorate if they wish for trees and bike racks. The plaque will be installed flush with the ground to reduce vandalism and allow access of maintenance equipment. Once the plaque has been purchased by the donor, Municipal Staff will install the plaque, in conjunction with the installation of the tree or bike rack at no additional charge. The Municipality is not responsible for the maintenance or replacement of commemorative plaques.

Plaques must be approved by the Recreation Manager before installation.

Maintenance

Municipal Staff shall be responsible for the maintenance of commemorative benches, trees and bike racks.

Donor Application Form

Donors must complete and submit the required form and payment to the Recreation and Culture Department.

8.0 REVIEW

Every effort shall be made to maintain this Policy, within currently prescribed regulations, and will, therefore, be amended as soon as possible to reflect any legislative changes.

APPLICATION FORM

COMMEMORATIVE BENCH, TREE AND BIKE RACK

Contact Information

Name:

Address:

Telephone Number: Home: _____ Business: _____

E-mail:

Name for Income Tax Receipt Purposes (if different from above):

Please circle the commemorative item you are interested in:

1.Bench 2.Tree 3.Bike Rack

Donation Options

Payments can be made by cash or cheque payable to the Municipality of Mississippi Mills.

Fees are listed in the current Fee and Charges By-Law.

Do you wish to have a plaque installed with your donation Y or N

If you indicated "Y", could you please include the wording you would like used on the plaque in the space indicated below.

Please submit applications to:

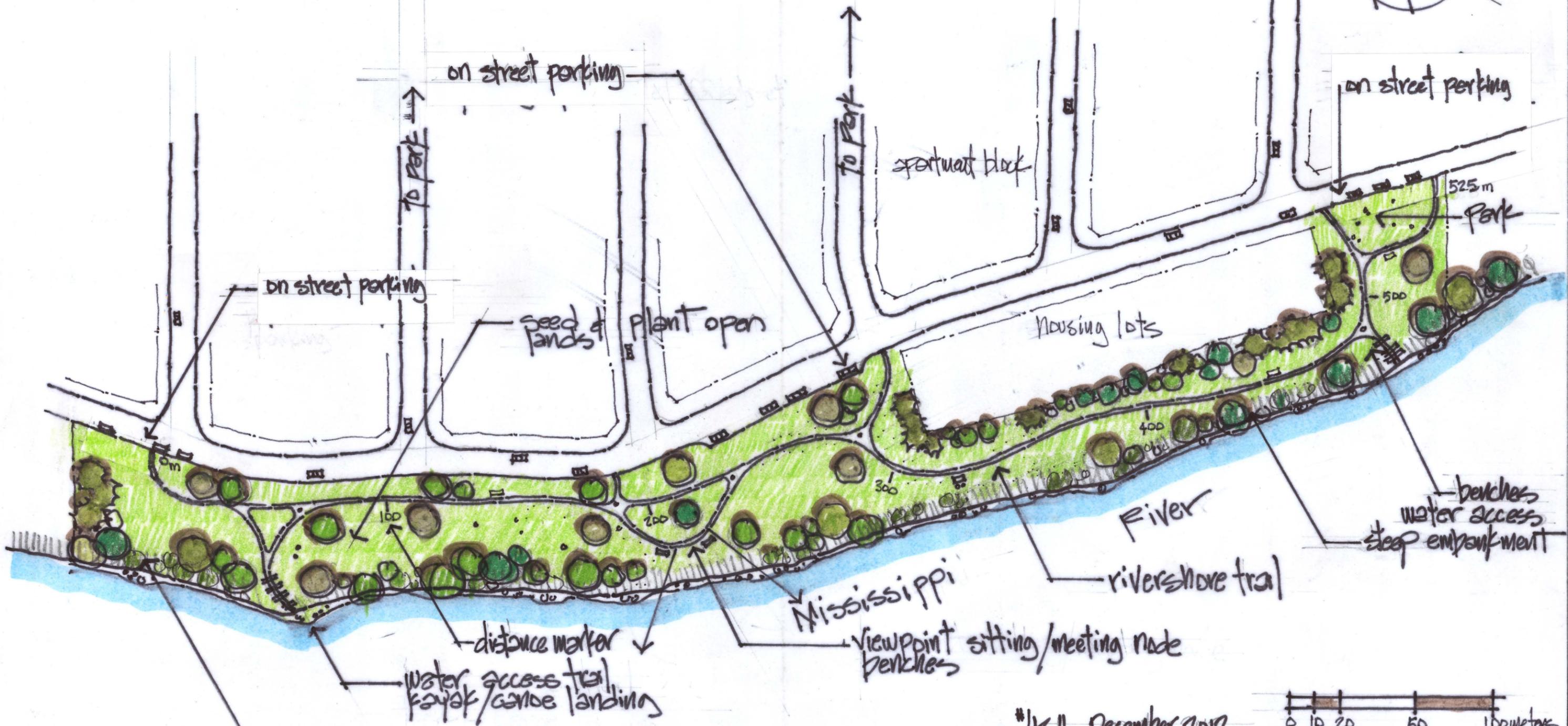
The Corporation of the Municipality of Mississippi Mills
Recreation and Culture Department
PO Box 400

Almonte, ON K0A 1A0

For more information contact the Recreation Manager:

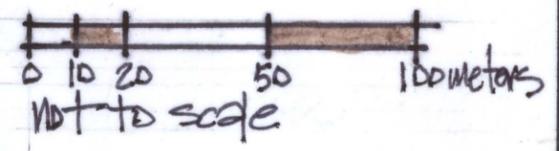
Tel: (613) 256-1077 / E-mail: cmurphy@mississippimills.ca

RIVERSHORE PARK



Jim Clark Consulting

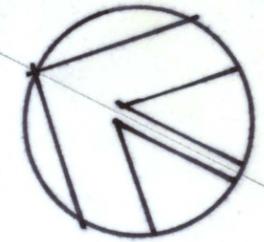
Revision # 1/11 December 2012
1/20 November 2012



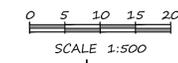
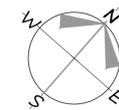
RIVERFRONT PARK



Jim Clark Consulting



DRAWING # 411
Compilation Sketch 11 December 2012 scale 1:400



NOVATECH
 Engineers, Planners & Landscape Architects
 Suite 200, 240 Michael Cowpland Drive
 Ottawa, Ontario, Canada K2M 1P6
 Telephone (613) 254-9643
 Facsimile (613) 254-5867
 Website www.novatech-eng.com

LOCATION
 TOWN OF MISSISSIPPI MILLS
 MILL RUN AT ALMONTE
 DRAWING NAME
MILL RUN PARK CONCEPT

DESIGN	RGJ
DRAWN	ML
PROJECT NO.	110046
DATE	JUNE 9/16
DRAWING NO.	LC1

Recreation Programs

1. Co-Ed Fitness program for Adults/Seniors (Almonte/Pakenham)
2. Shuffleboard program for Adults/Seniors (Almonte/Pakenham)
3. Recreation Line Dancing program (Adults/Seniors)
4. Babysitting course (Offered 3 times/year annually)
5. Summer Beach Program (June – August annually) Almonte/Pakenham beaches
6. Recreational Hockey program in Pakenham (Sessions for children/youth ages 5-15 years)
7. Recreational Soccer Program in Pakenham (May-July) Children ages 4-12 years
8. Pick Up Hockey weekly in Almonte and Pakenham (Oct-March)
9. Badminton program Youth/Adults (September – April)
10. Volleyball program Youth/Adults (September –April)
11. Public Skating (Almonte/Pakenham) (October – March)
12. Moms and Tots/Family skate (October-March)