



RECREATION COMMITTEE

Tuesday September 24, 2024 @ 7:00 pm

North Middlesex Arena –

1. Call to Order at 7:03pm
2. Roll Call

Present: Chair, Councillor Chuck Daigle
Vice Chair, Councillor Sara Nirta
Councillor, John Keogh
Kathy Willemse
Tracey Puchala
Julie Wiseman

Staff: Manager, Brandon Drew
Secretary, Judy Gratton
Secretary in training, Yolanda

Regrets:

Jenny Sadler
Bev Timmers
Sam Cornelissen

3. MINUTES OF THE PREVIOUS MEETING

Approved the DRAFT minutes as presented from May 21, 2024.

MOTION RC#007/2024
NIRTA/PUCHALA

CARRIED

4. Brandon introduced new hired Co-op student, Yolanda Postma, training to fill in for Judy when she is off for surgery.
5. PREVIOUS BUSINESS

a) Update on Trillium grant for West Williams Hall, grant was not approved. Brandon has intentions to reapply in early spring of 2025.

- i) Update on Permanent Liquor Licensing-we now have a license. Minor hockey will run on Friday nights and the cash bar will be open. Next 4 months, Brandon will monitor to be able to see if there is profit. Currently our cut is 20% and we are making a profit. In December we will look at the numbers and re-evaluate the percentage breakdown. Brandon is considering investing in Square terminal for greater flexibility in sales.
- ii) Road sign and scoreboard are now here and will go up soon. The sign is the same design as the Lambton Shores sign. The playground in Coronation Park will also have a shade structure added by the splashpad to be moved to 2025. We will also need to replace the gazebo.
- iii) Trail fundraiser update-Greek night-October 21, 2024: 150 tickets; \$20 off each ticket goes back towards the trail fund. Filming for the video of the trails will go out on October 1st as a promotional.

6. NEW BUSINESS

a) Parks and Recreation By-Law

The By-Law provided by Brandon (Municipality of Middlesex Centre) is a good example of how in-depth the by-laws could be for NM Parks and Recreation. This document could assist in building a By-Law for NM. By-laws are complaints driven. They could be used to cover usage of trails. Anything we put on our list of by-laws needs to be sent to a provincial judge to approve. A discussion of how to enforce the by-laws and potential liability for injury and lawsuits came up as a starting point for conversation. The goal is to develop a list of by-laws by the third week of November when we meet again as a committee. Counsellor Chuck brought up the 519-Cruisers who utilize parking lots to meet in to have organized events with fireworks, etc. There should be some guidance around usage of parking lots. Suggestions – to add Tennis/Pickleball courts. Next meeting goal is to have By-Laws in DRAFT form.

b) 2024 Operational Variance Report

- a. Director of Community Services, Brandon Drew said the report has yet to be completed however he gave a verbal report. Currently have 38% of yearly revenue and our biggest months of generation are yet to come. (See “Operations 2024” item 7 below.) Discussion of Snow Removal Contract was discussed. It was agreed that contracting out the work is worth the financial outlay. Advertising was discussed and first cheque from Damen Optimal Health and Fitness came in.

c) Operational Update 2024

The 2024 operation is currently heading into the final quarter. Through the first three quarters staff have seen many challenges operationally due to consistent staffing shortages.

- i. Grass maintenance has increased due to rainfall-proposal to add summer staff for Summer 2025 – discussion of staffing issues and utilization of resources in a better way was brought forward by Tracey Puchala. Bev Timmers brought forward the idea of contracting out the grass service. Oversight of staffing is a concern. Brandon confirmed that grass-cutting crew did indeed complete the work given on the time schedule given. Kathy Willemse suggested having fewer summer students assigned for grass maintenance for hire and then contract out the service to a company. Brandon suggested that a supervisor be hired to complete a checklist for day-to-day operations and create accountability and enforcement in facility maintenance and create the checks and balances for the specifics required to operate community operations. The supervisor then could hire the students and hold them accountable to the work they take on.
- ii. Reallotment of staff has negatively impacted Facility Maintenance. Senior staff will be recommending an increase in crossover operations staff and an additional summer staff to combat this.
- iii. Community Services Department also experiencing shortages due to one Operator Resignation and one Operator taking on a crossover role. As an assertion of the point, requests have been made by the community to have a supervisor role put in place to manage staffing.

d) Operations Update 2024 and Budget 2025 Files

- i. Top priority for 2025 will be to add the position of Supervisor to supervise the operations and increase the level of inspections, create a facility maintenance manual, lead the department's health and safety program, and digitalize all work orders. In addition, this role will ensure that the level of service be maintained at the current rate.
- ii. 2025 Operations also plan to increase the summer staff compliment by one to help alleviate some of the stress caused by the recent climate changes faced.
- iii. Approval of the reports titled 2024 Operations Update and Budget 2025 and filed as information only.

MOTION RC#008/2024
KEOGH/NIRTA

CARRIED

iv. Cost Recovery: In 2023, the last full year of financials available, the Community Services department had a cost recovery rate of 43%. The 43% is broken down in the Budget Report submitted by Director of Community Services, Brandon Drew.

7. OTHER BUSINESS

- a) Discussion was had over the Leisure Club, Day Care Club, and other ways of bringing in revenue through leasing and renting opportunities through the Municipality Bookings. Brandon asserted that project timelines be planned in such a way that space use can be maximized in phases. 4-month building schedule will accommodate for wedding bookings.
- b) Existing Programming for the Municipality:
 - i. Pickleball
 - ii. Walking Group
 - iii. Senior Fitness
 - iv. Yoga in A.C.
- c) Discussion over fees and payments for services came up. Brandon suggested a donation box. Julie suggested we stick with current programming and not add to it. Should these programs have fees associated with them? Suggestion by Tracey to re-evaluate in 6 months.
- d) **RECOMMENDATION:** Recommendation to get Agenda, Minutes, and Reports the Thursday or Friday before each scheduled meeting. Next meeting to take place on **November 19 at 6pm.**

8. Adjournment at 8:48pm
MOTION RC#009/2024
NIRTA/WISEMAN

CARRIED



(Chair)



(Secretary)