



Municipality of West Elgin

Agenda

Recreation Committee

September 18, 2024, 7:00 p.m.

West Elgin Community Complex - Hybrid Meeting

160 Main St

West Lorne

Electronic Hybrid Meeting

Documents are available in alternate formats upon request. Please contact the Clerk's Department if you require an alternate format or accessible communication support at 519-785-0560 or by email at clerk@westelgin.net.

Pages

1. **Call to Order**

2. **Adoption of Agenda**

Recommendation:

That West Elgin Recreation Committee hereby adopts the agenda as circulated.

3. **Disclosure of Pecuniary Interest**

4. **Minutes**

1

Recommendation:

That the West Elgin Recreation Committee adopts the minutes of July 17, 2024 as printed and circulated.

5. **Business Arising from Minutes**

6. **Staff Reports**

7. **New Business**

7.1 **Canada Day Survey**

5

7.2 Ideas for Programming

7.3 Ideas for Budget & Capital Expenses & Grants

7.4 Review Special Council Meeting & Terms of Reference

11

7.5 Roots & Revival event

8. Adjournment

Recommendation:

That West Elgin Recreation Committee hereby adjourn at ____ p.m. to meet again on October 16, 2024 at 7:00 p.m.



Municipality of West Elgin

Minutes

Recreation Committee

July 17, 2024, 7:00 p.m.

West Elgin Community Complex - Hybrid Meeting

160 Main St

West Lorne

Electronic Hybrid Meeting

Present: Nicole Campbell
Cindy da Costa
Megan Bartlett
Michelle Navackas

Regrets: Councillor T. Tellier
Courtney Kremer

Staff Present: Jenn Vanesse
Magda Badura

1. Call to Order

Chair Megan Bartlett called the meeting to order at 7:01 p.m.

2. Adoption of Agenda

Moved: Nicole Campbell

Seconded: Michelle Navackas

That West Elgin Recreation Committee hereby adopts the agenda as circulated.

Carried

4. Minutes

Moved: Cindy da Costa

Seconded: Nicole Campbell

That the West Elgin Recreation Committee adopts the minutes of June 10, 2024 as printed and circulated.

Carried

5. Business Arising from Minutes

No business arising from the minutes

6. New Business

6.1 Rodney Pool Discussion

There was a special council meeting on Monday to address the pool fee concerns. Residents are upset at the rising cost of the pool and want it for free, but others don't want it to be added to their taxes either. For next year, we need to look at different programming to be offered at the pool, help to increase season pass sales, find ways to get more people to utilize the pool, inquire about an early bird price, or how the passes from the library would work, and utilizing community grants. The aquafit users were the most affected as their fees went from \$5 to \$10. The cost of the pool operation keeps increasing and the fees we are charging are not even close to covering the daily costs. Other suggestions would be to look to the food bank to help utilize passes for low income families, or partner with WECHC for mom & tot swim.

A survey is to be created for all users of the pool, but one just for swimming lessons, and the other for the users of the pool. This will help us to determine what the needs/wants are from the users/families, and help us in making decisions for next year.

A capital budget project will be coming up in 2025/2026 which is replacing the pool liner which right now is \$200,000. We should be looking into any grants that can help offset the cost for this.

This will be flagged for future agendas. Also the statistics for this year will be compiled so we have an idea of what we need for next year.

6.2 Committee Mandate/Focus

The purpose of the council meeting is to gain guidance and direction on what the rec committee does and what our focus should be. The feeling so

far is just planning Canada Day. Some ideas of our purpose is advocating for the community at budget time, educating the community about recreation, and support staff to increase programs. We need a plan for 2025 and help in contributing to the budget which should start in October.

A survey will be drafted to go out to the committee and then the community about Canada Day.

We would look at surveying the community as well on what programs they would be interested in seeing, so we can have an idea on where to focus resources and time. We want to look at creative ways of implementing things, and possibly shared resources or staff.

It would be great to have a rec leader who leads the group and who we go to for questions & answers.

6.3 Canada Day Recap

There were a few supplies that needed added to the list for next year (staple gun and picnic table clips). Having a task list for each person, so they know when they show up what they are supposed to be doing and have the supplies ready for them. Also having everything all together would be more beneficial as the pickleball and basketball didn't get utilized as much as we had hoped. The dance group was very well received, fitborough had a few participants as well. We did run out of cake this year.

It seemed to be a well attended event and kids were engaged in all activities. The lawn bowlers had over 100 people come through to learn lawn bowling. It was very well received and a resource we think is underutilized in the community, and want to help assist on how we can help offer more activities, like a girls night bowl, or a learn how to bowl with kids, etc...

7. Adjournment

Moved: Michelle Navackas

Seconded: Cindy da Costa

That West Elgin Recreation Committee hereby adjourn at 8:01 p.m. to meet again on September 18, 2024 at 7:00 p.m. as a hybrid format.

Carried

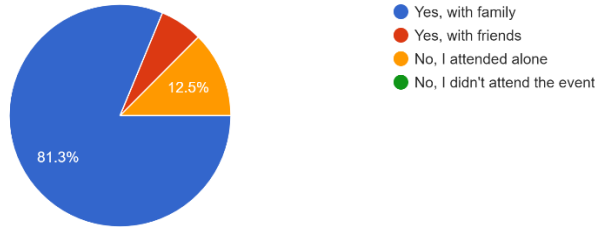
Megan Bartlett, Chair

Jenn VanEsse, Recording
Secretary

2024 Canada Day Survey

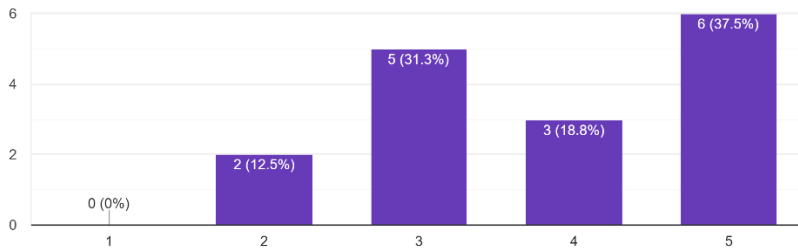
Did you attend the event with family or friends?

16 responses



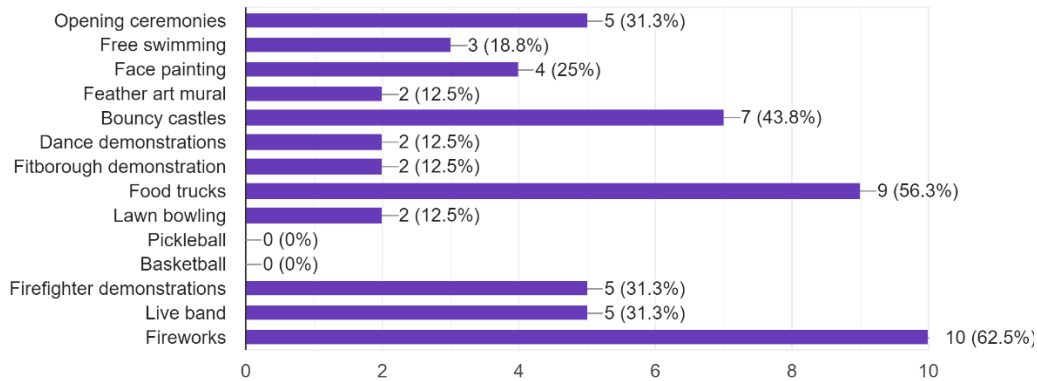
How would you rate your overall experience at the Canada Day celebrations?

16 responses



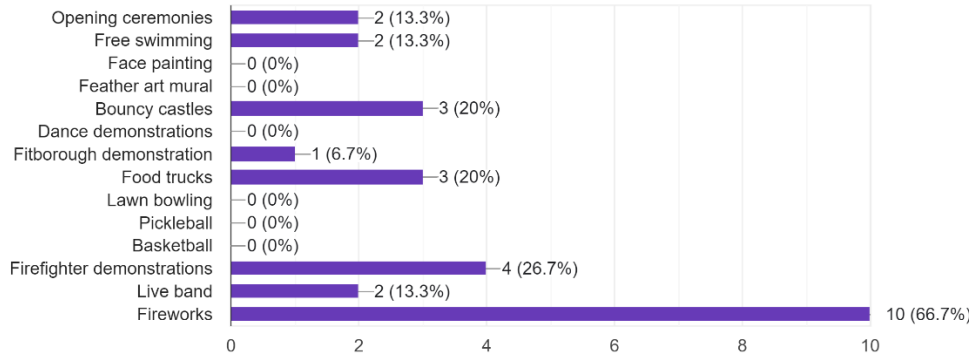
Below is a list of Canada Day performances/activities offered by the Recreation Committee. Please indicate which ones you and/or the family participated in:

16 responses



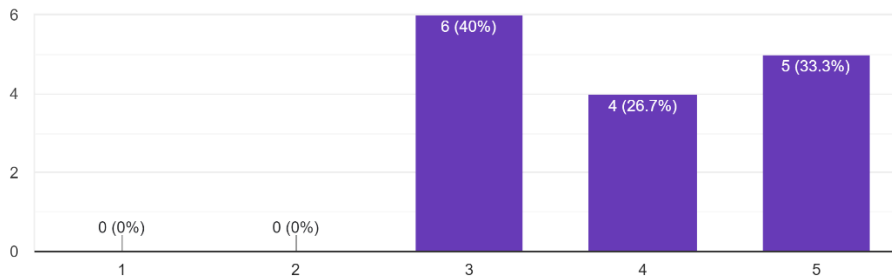
What was your favorite part of the Canada Day celebrations?

15 responses



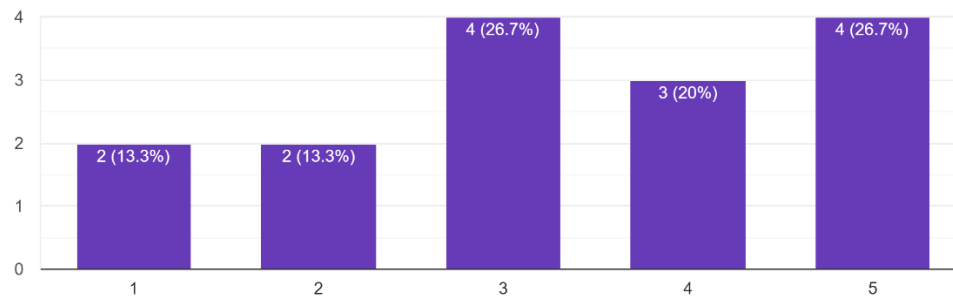
How would you rate the quality of the live performances?

15 responses



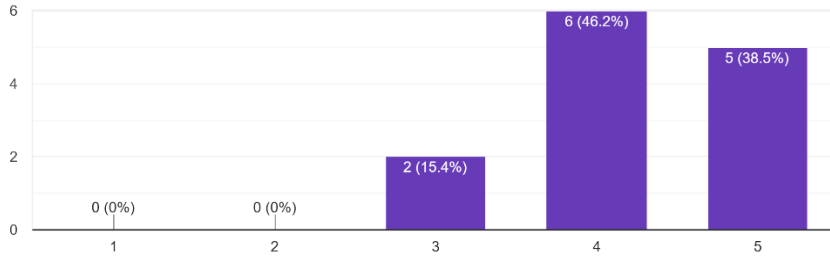
How would you rate the variety and quality of food and beverages available?

15 responses



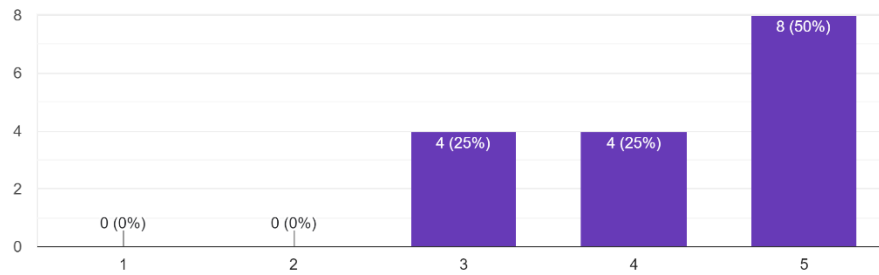
How would you rate the fireworks display?

13 responses



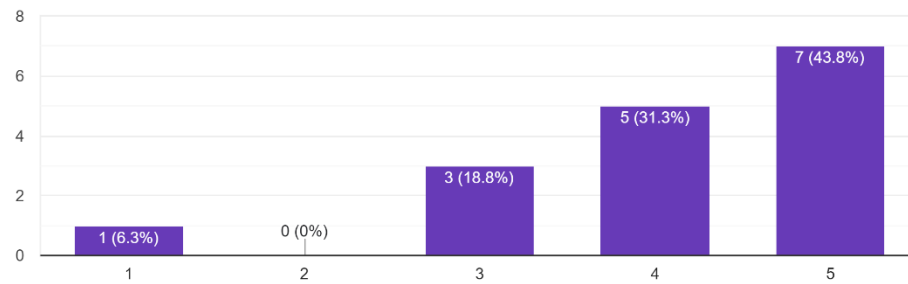
How would you rate the accessibility and convenience of the event location?

16 responses



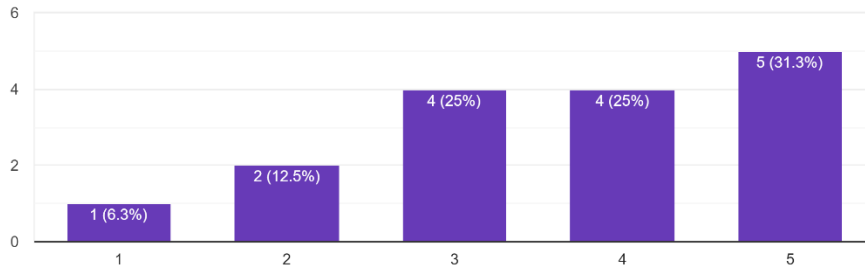
How would you rate the cleanliness and maintenance of the event area?

16 responses



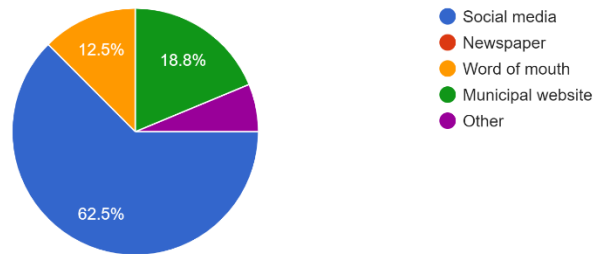
How would you rate the organization and flow of the event?

16 responses



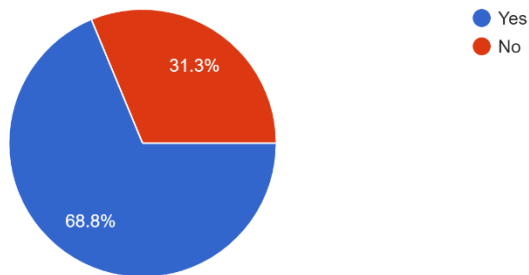
How did you hear about the Canada Day celebrations?

16 responses



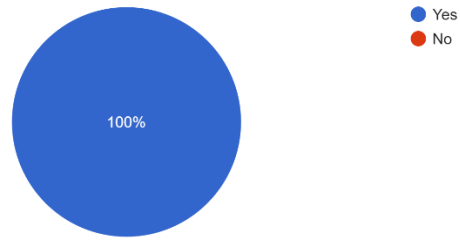
Was the information about the event (schedule, location, activities) clear and easy to find?

16 responses



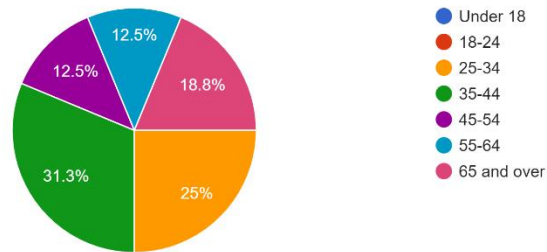
Did you feel that the event was welcoming and inclusive for all community members?

15 responses



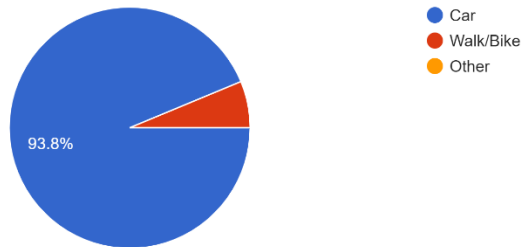
What is your age group?

16 responses



How did you travel to the event?

16 responses



What new or unique Canada day performances and activities would you like to see and experience?

- Petting zoo
- wild animals in West Elgin
- Something targeted to the youth/ young teens

Any suggestions on how to improve what was offered for the 2024 West Elgin Canada Day celebration?

- This year was by far, the most boring, uneventful celebration offered. I attend every year. I was looking forward to the food trucks and only 2 were offered. I like to stay in my community. 2018 celebration was fun and exciting. Maybe next year have a fair weekend event. With rides.
- The optimistic food truck was very affordable, but maybe having more food trucks that can actually families can afford.
- Inform the public about the fire department demonstrations. There was no information posted
- More firefighters
- More food trucks- keep in mind cost as well. People can't afford expensive meals out this way. Have all events scheduled until 8 to accommodate people working so children can enjoy events. Very tailored to people who are off that day
- More fireworks and music with fireworks display
- More cake
- More food selection and open longer
- Something targeted to the youth/ young teens
- Larger, longer fireworks display. Solicit funding from service groups and general public.
- I was disappointed this year. Was expecting a parkful of vendors like previous year. 3pm for opening ceremonies with no mic or speakers. I could not hear a thing being said. Many events did not even set up until 30mins after opening ceremonies. Foodtrucks were outrageously priced and I went home to cook a meal. Did not stay for fireworks, was with a child who could not stay up that late. Dutton was much better



Municipality of West Elgin

Minutes

Special Meeting of Council

August 1, 2024, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

- Present:** Deputy Mayor Tellier
Councillor Navackas
Councillor Denning
Councillor Statham
- Regrets:** Mayor Leatham
- Staff Present:** M. Badura, CAO/ Treasurer
L. Gosnell, Manager of Operations & Community Services
Terri Towstiuc, Clerk
- Also Present:** Sam Smith, Senior Operations Manager, OCWA
Maegan Garber, Safety, Process & Compliance Manager-
Southwest Region, OCWA
Sam Sianas, Regional Hub Manager, Southwest Region,
OCWA
Dan Soos, Vice-Chair, Economic Development Committee
Pam Wardell, Economic Development Committee
Mike VanRaes, Economic Development Committee
Megan Bartlett, Recreation Committee
Cindy DeCosta, Recreation Committee
Courtney Kreamer, Recreation Committee

1. Call to Order

Deputy Mayor Tellier called the Special Meeting of Council to order at 4:00 pm.

2. Adoption of Agenda

Moved: Councillor Navackas

Seconded: Councillor Denning

That West Elgin Council hereby adopts the Special Meeting Agenda of August 1, 2024, as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Presentation from Ontario Clean Water Agency Re: Boil Water Advisory Event, July 24 - July 26

Sam Smith, Senior Operations Manager, OCWA, provided an opening statement regarding the recent boil water advisory (BWA) event that took place July 24 to 26, 2024. Mr. Smith provided personal background, along with information regarding the water transmission lines in West Elgin. Mr. Smith addressed the anxiety and stress the BWA event caused, while thanking all for their patience. Mr. Smith advised the BWA was a cautionary approach taken, to ensure the health and safety of West Elgin residents was not being compromised.

Maegan Garber, Safety, Process & Compliance Manager, Southwest Region, OCWA, provided Council with a brief professional background, and continued to a detailed presentation created to outline the approach and process that was taken during the BWA. The presentation included an overview of the system and map, the regulations that OCWA is required to adhere to, procedures for providing safe drinking water and sampling procedures. Details of the West Elgin distribution and sampling schedule were provided in the presentation, along with Standard Operating Procedure (SOPs) acknowledgement. Ms. Garber concluded the presentation with corrective actions taken, how the BWA is issued and rescinded by the health unit, and what the known factors are.

Council discussion followed the presentation regarding communication factors between the Municipality, Southwestern Public Health and OCWA, and a request for clarification on the operators' exact procedures when water samples are being taken.

Moved: Councillor Navackas

Seconded: Councillor Statham

That West Elgin Council hereby accept the presentation from Meagan Garber, Safety, Process and Compliance Manager, Ontario Clean Water Agency, Southwest Region, for information and discussion purposes.

Carried

5. Economic Development Committee

Deputy Mayor Tellier addressed the need to fill empty storefronts and bring tourism to the municipality, while working in tandem with other committees, specifically the Recreation Committee.

Councillor Navackas advised that the current Economic Development Committee has expressed concerns that there is no direction from Council, and there is a common feeling of "wheel spinning" during conversations. Councillor Navackas expressed a need for rebranding and creating an Economic Development Plan, utilizing the County of Elgin's expertise and assistance in funding. With minimal funding, it is crucial to obtain a clear direction from Council and submit for appropriate funding within the 2025 West Elgin budget deliberations. Also utilizing the expertise of the West Elgin Planner would provide insight and opportunities for current residents to expand on their zoning usage, i.e. adding a "granny flat" for accommodation purposes.

Council discussed the reintroduction of a Chambers of Commerce, or Business Improvement Area (BIA), and the importance of assisting business retention, downtown revitalization with the main streets, facilitating entrepreneurship and enhancing tourism.

After discussion, it was sought that priorities for the committee should be to bring tourism with the assistance of Elgin County, downtown revitalization, and assisting landowner and facilitating entrepreneurship opportunities within the municipality.

5.1 Current Terms of Reference

5.2 Committee Member Delegations

5.2.1 Dan Soos

Dan Soos, Vice-Chair of the Economic Development Committee, third generational family to reside in West Elgin, and local business owner, addressed Council with his concerns with focusing solely on the downtown areas of the municipality, and assisting local business owner to be successful and remain in the municipality. Mr.

Soos advised that the recent EDC meetings were felt to be time wasted, and a consensus of circling within the meeting, without a sense of direction. Mr. Soos felt the reintroduction to a Chamber of Commerce would be a good idea and will be attending a meeting soon with Councillor Navackas with representatives from Dutton Dunwich and Southwold Economic Development Committees, facilitated through the County of Elgin.

6. Recreation Committee

Deputy Mayor Tellier and Councillor Navackas spoke regarding the Recreation Committee, as the Council representatives, and expressed concern regarding the lack of direction the committee has been given. The committee is composed of community members with many great ideas; however, the committee has hit many barriers and roadblocks, including lack of use for the arena and not being able to access prime-time rental times at the recreation center due to other bookings. The committee would like to see a dedicated recreation staff member to assist and answer questions that the committee may have, as well potentially pair with neighbouring municipalities to create a joint recreation committee to assist in the financial burden to facilitate more programming.

Magda Badura, CAO/Treasurer advised that she attended the last recreation committee meeting virtually, to provide guidance and suggestions. Ms. Badura advised the use of community surveys would be beneficial to gauge residents feedback, as well obtain feedback from the committee to seek direction of what they would like to accomplish. To move forward with increased programming, a proposed budget will be required and considered during the 2025 budget deliberations.

6.1 Current Terms of Reference

6.2 Committee Member Delegations

6.2.1 Megan Bartlett

Megan Bartlett, Co-Chair for the Recreation Committee addressed Council to obtain direction for the committee. The committee has expressed concerns with the lack of recreation available within the community, and many residents travelling to neighbouring communities for recreation events and activities. Ms. Bartlett also advised that the committee has significant ideas to support growth, health and wellness, providing connections for residents, financial

stream for the municipality and reducing barriers of entry. The committee would like to seek direction from council to provide a purpose for the committee and the level of importance that the committee holds to Council. The committee has a sense that they are considered volunteers for the Canada Day celebrations, and that possibly connecting with the Economic Development Committee would be beneficial to join grant writing and funding opportunities, to provide events to keep dollars and residents in West Elgin.

6.2.2 Cindy DeCosta

Ms. DeCosta did not address council.

7. Confirmatory By-law

Moved: Councillor Statham

Seconded: Councillor Navackas

That By-law 2024-57 being a By-law to confirm the proceeding of the Special Meeting of Council held on August 1, 2024, be read a first, second and third and final time.

Carried

8. Adjournment

Moved: Councillor Denning

Seconded: Councillor Statham

That the Council of the Municipality of West Elgin hereby adjourn the Special Meeting of Council at 5:46 to meet again at 4:00pm, on Thursday, August 15, 2024 (Regular Meeting) or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuc, Clerk

West Elgin Recreation Committee Terms of Reference

Purpose

To enhance the quality of life for the residents of the Municipality of West Elgin through an advisory body and make recommendations to the West Elgin Council regarding matters pertaining to parks, recreation and events within the community.

Authority

The West Elgin Recreation Committee is an advisory committee to Council and does not have any delegated authority.

Committee Composition

The West Elgin Recreation Committee shall be comprised of two (2) members of Council as appointed and five (5) members of the public. The committee shall also include Parks and Recreation Staff (as required-dependent on agenda items)

Term

Committee members term will be consistent with that approved by council.

Chairperson

The chairperson shall be appointed by the committee.

Schedule of Meetings

The committee shall meet monthly, or all the call of the chair. The committee shall hold a minimum of eight (8) meetings.

Mandate

The committee will act in an advisory capacity and work in conjunction with Municipal staff to provide advice and present recommendations to council for matters within the following areas.

- Development and planning regarding Municipal run events and recreation programming.
- Review submissions from community associations, organizations, residents and user groups regarding the enhancement of recreational opportunities within the Municipality.
- Create and implement partnership opportunities for funding and program development.
- Provide input on the West Elgin Recreation Programming budget and capital expenses.

- Advise council on matters of parks, trails, green spaces, and recreational facilities within the municipality of West Elgin
- Advise and assist in the development of educational programs and promote the activities of the committee.
- Liaise with other like organizations to promote recreation programming within West Elgin
- Provide a forum for citizens ideas to be brought forth regarding recreation, leisure and parks within West Elgin
- Advocate on behalf of recreation and parks users in the municipality
- Advise on the recreational needs of the community.
- Provide opportunity for all members of the community to pursue recreation
- Promote volunteerism through the support of projects and services related to parks, recreation and culture.
- Aid in planning of events that have a forecasted budget and goals.
- Support and enhancing existing, new and emerging recreational opportunities.
- Encouraging community members to become involved with projects, events, and to increase the development of recreation and leisure programs.

Community Development

The Municipality of West Elgin Recreation Committee will be responsible for providing input and recommendations in the area of parks and recreation activity in the municipality.

- The committee shall assist with the development of new and innovative programs that positively affect the operation of the Parks and Recreation Department.
- The committee will advocate the social, economic, personal, environmental and health benefits of recreation services to all residents of West Elgin.
- The committee shall liaise with community groups and individuals to ensure awareness of the needs of the residents are being met and that new partnerships and collaborations are being developed.
- The committee shall assist where possible with the West Elgin Parks and Recreation Department and other community groups to ensure all programs and services are accessible to attain the expected level of services to all residents within the Municipality.
- The committee shall assist with implementations associated with volunteer management, with a special focus on recruitment, recognition and retention.

Recommended by the Committee: March 22, 2023



Recreation and Sports Advisory Committee

Terms of Reference

Mandate:

To advise and make recommendations to Council on matters related to the programming and utilization of Tillsonburg's recreational facilities. To advise and make recommendations to Council on the implementation of recreational programming and sports in relation to the Community Parks, Recreation and Cultural Strategic Master Plan.

1.0 Role of the Recreation and Sports Advisory Committee

- 1.1 To advise Council on matters relating to the programming and utilization of Tillsonburg's recreational facilities.
- 1.2 To develop and maintain working relationships with sport and recreation user groups.
- 1.3 To make recommendations to Council relating to special events, such as, but not limited to, the Sports Wall of Fame.
- 1.4 To advise and inform Council of matters related to: recreation programs, grants, funding initiatives and legislation.
- 1.5 To assist with fundraising for the Town's Fee Assisted Recreation Experiences Program.
- 1.6 To advise Council and assist with the development of educational and recreational programs based on community needs.
- 1.7 Liaise with other organizations to promote Tillsonburg's recreation and sporting events.
- 1.8 To advise Council with regard to the Community Strategic Plan.
- 1.9 To set out clear goals for the committee for the term.

2.0 Organization of the Committee

The Committee should be composed of people within Tillsonburg who demonstrate a strong commitment to the Terms of Reference. A cross section of individuals should attempt to be chosen in order to bring to the committee relevant technical and professional expertise, as well as strong advocacy, communication and organizational skills.

- 2.1 Vacancies for citizen appointments will be advertised as per the Town's procedures for Committees of Council.
- 2.2 Committee members will be appointed by Council.
- 2.3 The Committee shall have a minimum of seven members (one Council representative and six members of the public) with a maximum of twelve members in total. One member should be a youth member (under the age of 18).
- 2.4 The term of a Committee Member is four years, concurrent with the term of Council.
- 2.5 Additional members may be appointed throughout the term.

- 2.6 One member will be appointed by vote of the committee at the first meeting of each term to Chair the meetings for that term. At this time, they will select a vice-chair for the same duration. These appointees shall not be staff members or Council representatives.
- 2.7 Municipal staff shall act in an advisory manner to the committee and the role of staff liaison shall be fulfilled by the Recreation Programs and Services Manager.

3.0 Meetings

- 3.1 The Committee will hold a minimum of four meetings a year and a maximum of one meeting per month
- 3.2 The date and time of the regular meetings will be established at the first meeting of each term.
- 3.3 Meetings will have a formal agenda.
- 3.4 Agendas and information packages (including previous meeting minutes) will be sent electronically to Committee Members prior to each meeting.
- 3.5 A majority of Council appointed Committee Members will constitute quorum for the transaction of business.

4.0 Role of the Chair

The Chair is responsible for ensuring the smooth and effective operation of the Committee and its' roles. This will include responsibility for:

- 4.1 Calling the meetings to order.
- 4.2 Encouraging an informal atmosphere to encourage the exchange of ideas.
- 4.3 Creating an agenda in consultation with the Secretary and staff liaison.
- 4.4 Chairing the meetings to ensure business is carried out efficiently and effectively.
- 4.5 Acting as spokesperson.
- 4.6 Representing the Committee on other committees when necessary.
- 4.7 The Chair shall conduct meetings in accordance with the Town's Procedural By-Law.
- 4.8 In the absence of the Chair, these responsibilities will be undertaken by the Vice-Chair.

5.0 Role of the Secretary

The Secretary is responsible for ensuring a complete up-to-date record for the Committee. The Secretary will be the staff liaison for the Committee.

- 5.1 In liaison with the Chair, arrange date, time and venue for meetings.
- 5.2 In liaison with the Chair, set agendas and circulate agendas to the members two business days prior to the meeting.
- 5.3 Circulate draft minutes to the members.
- 5.4 Keep a complete up-to-date record of the committee minutes.

6.0 Role of Members

Membership on the Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

- 6.1 Attend all regularly scheduled meetings. Members shall notify the Chair and Secretary if they are unable to attend a meeting.
- 6.2 Adhere to the provisions set out in the Policy for Boards and Committees of Council. If a member has an unexplained absence of three or more consecutive meetings then their seat on the committee shall be declared vacant.
- 6.3 Review all information supplied to them.
- 6.4 Prepare information for use in the development of materials for the Committee.
- 6.5 Promote the role of the Committee and its decisions made.
- 6.6 Offer input to committee reports to Council.
- 6.7 Attend training as required to effectively perform their role as a committee member.
- 6.8 Committee Members are subject to the *Municipal Conflict of Interest Act R.S.O. 1990, c. M50* and must disclose any direct or indirect pecuniary interest. The disclosure must be recorded in the minutes of the meeting.

7.0 Role of Municipal Staff

The Town of Tillsonburg, by its nature and purpose, affects and is affected by many different Municipal departments. Assistance will be provided on an as required basis from various departments. Municipal staff will be responsible for carrying out the following functions with respect to the Committee:

- 7.1 Act as an information resource.
- 7.2 Orientation of Committee members by the Clerk's Department at the first meeting after Council appointment.
- 7.3 Assist the Committee in its' reporting to Council.
- 7.4 Provide correspondence to the Committee.
- 7.5 Responsible for maintaining accurate and up-to-date committee records and providing minutes to Council.

8.0 Reports to Council

The Committee may advise and make recommendations to Council in accordance with its' role. Reports may be submitted as follows:

- 8.1 Verbally by a Council representative.
- 8.2 Written Report from the staff liaison and presented by the Chair or the designated representative to Council.

An annual report will also be submitted and presented to Council at the beginning of each year outlining the Committee's accomplishments in the previous year.