



Municipality of West Elgin

Agenda

Recreation Committee

October 16, 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 September 18, 2024 as printed and circulated.

5. **Business Arising from Minutes**

6. **Staff Reports**

6.1 **Current Programming at Arena and Rec Center**

6.2 **Pool attendance and survey results**

4

7. New Business

7.1 Future programming ideas

7.2 Canada day grant

15

7.3 Recreation Coordinator

21

7.4 Ontario Trillium Grant

8. Adjournment

Recommendation:

That West Elgin Recreation Committee hereby adjourn at ____ p.m. to meet again on November 20th, 2024 at 7pm



Municipality of West Elgin

Minutes

Recreation Committee

September 18, 2024, 7:00 p.m.
West Elgin Community Complex - Hybrid Meeting
160 Main St
West Lorne
Electronic Hybrid Meeting

Present: Councillor T. Tellier
Cindy da Costa
Megan Bartlett
Courtney Kreamer

Regrets: Nicole Campbell

Staff Present: Terri Towstiuc
Jenn Vanesse
Lee Gosnell

1. Call to Order

Chair Taraesa Tellier called the meeting to order at 7:00 p.m.

2. Adoption of Agenda

Moved: Megan Bartlett

Seconded: Cindy da Costa

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

Carried

4. Minutes

Moved: Megan Bartlett

Seconded: Cindy da Costa

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

Carried

5. Business Arising from Minutes

No business arising from minutes

6. Staff Reports

No staff reports

7. New Business

7.1 Canada Day Survey

Fireworks were the most attended and some ideas for next year with the suggestions.

7.2 Ideas for Programming

The committee is wanting to join forces with Dutton-Dunwich or Glencoe for recreation programs to offer things in our community, or be able to share resources. The scout hall is available during the week for craft nights, etc... Can look into programs, but the committee feels there should be a dedicated recreation person that implements the programs/ideas. From the terms of reference, the committee is to advise council on what the community wants and needs, but then nothing stated about who organizes and runs the programs. There is currently no budget available for staff to run these. Questions arose about a vulnerable sector check & insurance/liability that need to be investigated before the committee puts on any programs. An idea was to have a recreation calendar with all the events taking place in West Elgin to participate in.

7.3 Ideas for Budget & Capital Expenses & Grants

The number one thing that the committee is looking to push for in budget talks is a dedicated recreation person, whether it be part time, full time, or shared between another municipality. The committee gave ideas on what they envision for this position that will be compiled for the next meeting to review before submitting for council budget.

For some equipment purchases, we could approach service groups for donations is a thought.

The discussion came about Miller Park path being paved. It was looked into a few years ago, but something else, that the committee feels should be on the radar and ready for when a grant becomes available.

The plan is to still have a multi-use pad in West Lorne pending grant notification.

Rodney Park Revitalization Committee has been working on a plan to update the park, so the committee is wondering if recreation facilities is in that plan as well. Such as pickleball courts like Erieau has.

7.4 Review Special Council Meeting & Terms of Reference

Terri has been asked to bring a draft to the next meeting utilizing Tillsonburg's terms of reference.

7.5 Roots & Revival event

Event run in October with a committee organizing and hosting. Hoping for this to be an annual event. Currently no needs from the recreation committee. The event is through a tourism grant that they applied for.

8. Adjournment

Moved: Megan Bartlett

Seconded: Courtney Kreamer

That West Elgin Recreation Committee hereby adjourn at 8:09 p.m. to meet again on October 16, 2024 at 7:00 p.m.

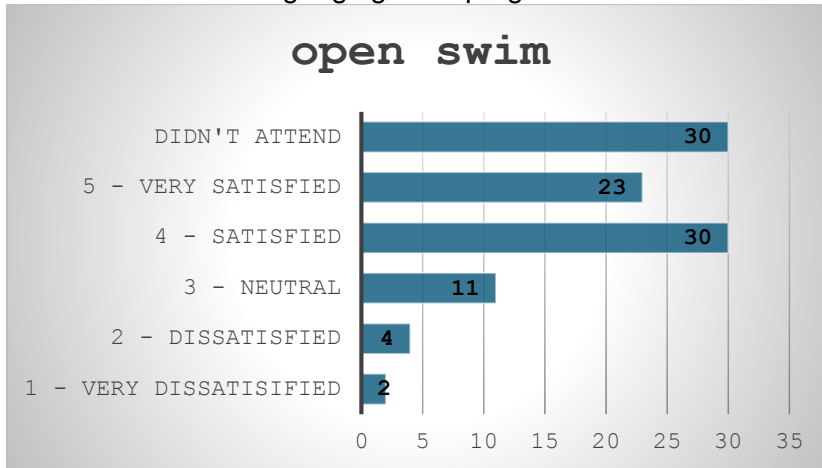
Carried

Taraesa Tellier, Chair

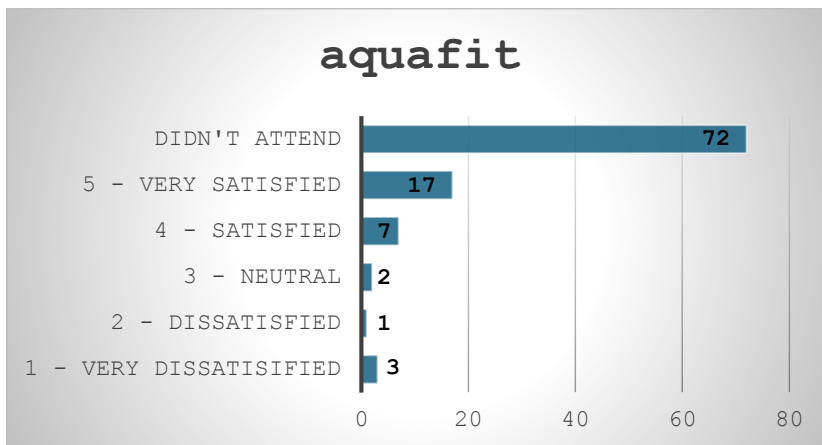
Jenn VanEsse, Recording
Secretary

The West Elgin Community Pool Survey was available for completion for a duration of 30 days after the conclusion of the 2024 pool season. A total of 100 participants provided their responses, yielding valuable feedback across all sections of the survey. Several comments indicated the necessity for a public meeting involving recreation staff and council members to discuss potential options and suggestions regarding the pool.

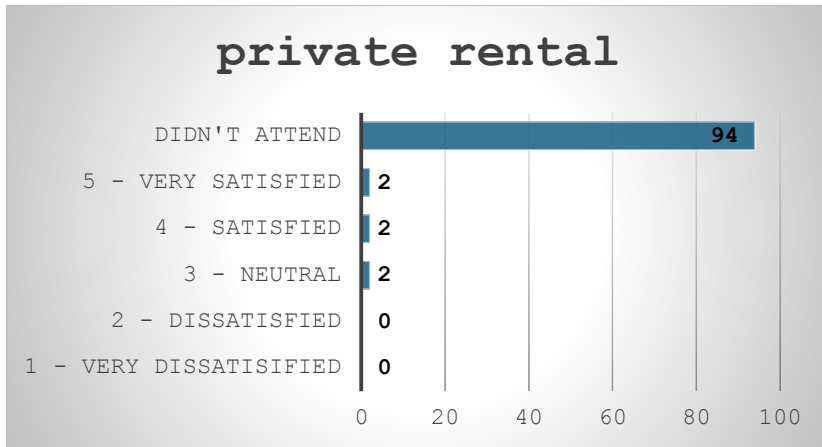
The first section was gauging what programs were used for 2024 season.



Most respondents were satisfied with the open swims. Feedback showed that they want longer open swim times, as well as evening open swims.



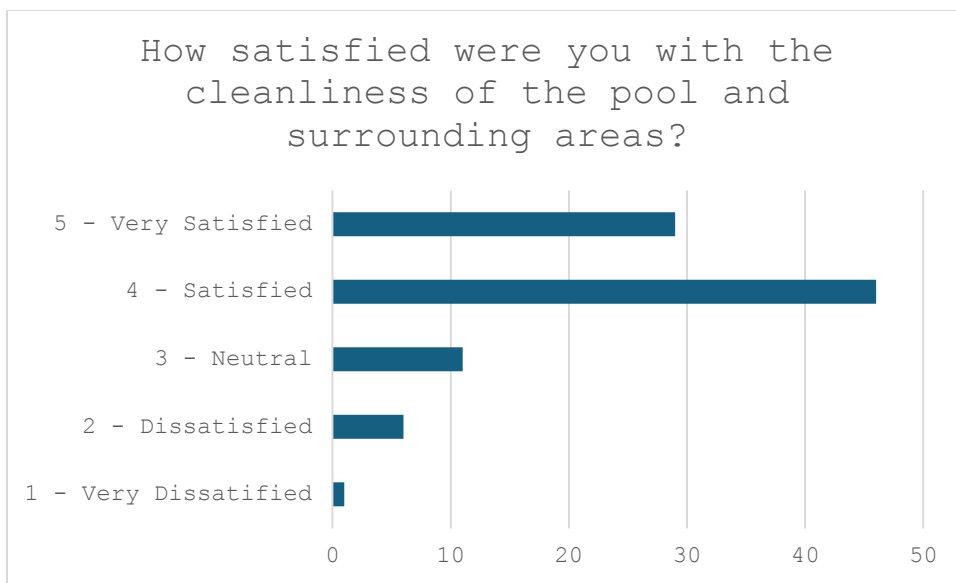
Most respondents were very satisfied with the aquafit classes. Feedback showed that they wanted to keep the morning and afternoon classes.



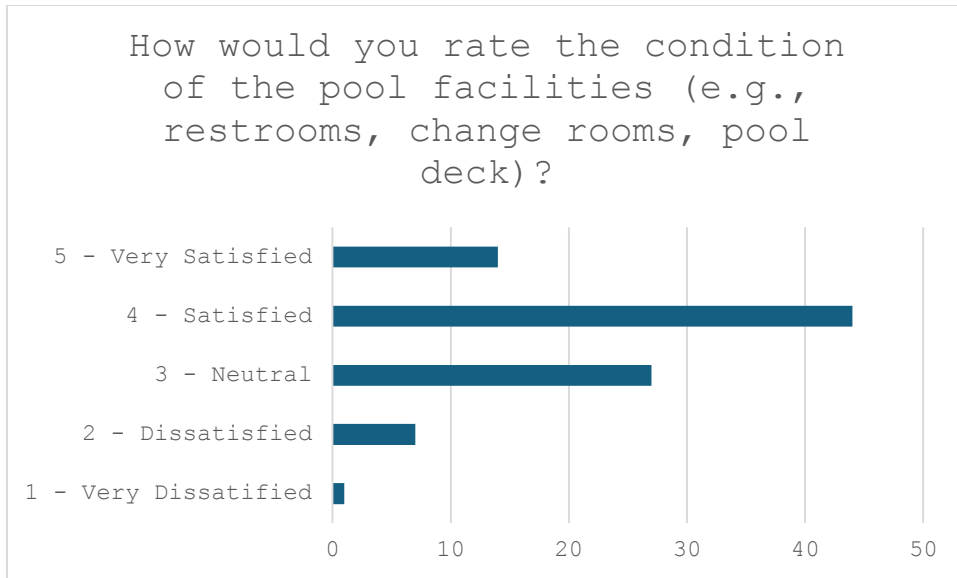
There was only 2 private rentals for this year, and their feedback ranged from Neutral to Very Satisfied.

Additional suggestions for programs were: swim team, adult swims, lane swims, and swim to survive.

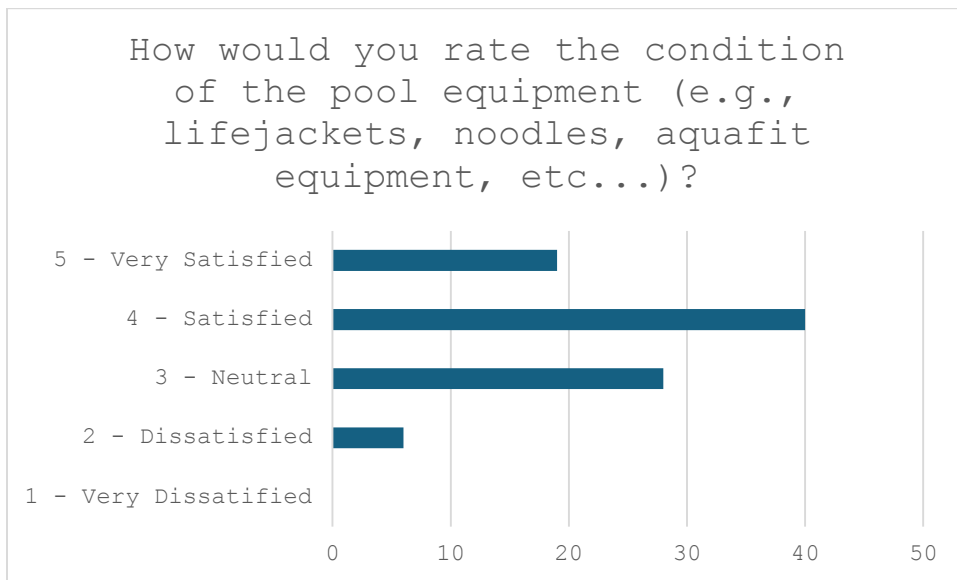
The second section of the survey focused on the facility itself.



Several comments indicated a desire for a warmer and cleaner pool; however, the overall assessment of cleanliness was positive. A few remarks were made regarding the roughness of the pool edges, sharp tiles, and the presence of irritating chemicals. Additionally, some individuals requested more shaded seating and suggested enclosing the pool for year-round use.

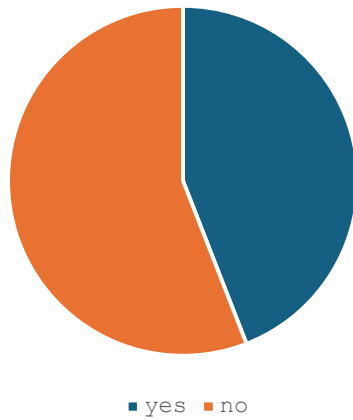


A significant number of the remarks pertained to the restroom and changing facilities. There is a desire for regular inspections of the bathrooms, as well as enhancements to the changing rooms, including the installation of shower curtains for privacy, the addition of fans, and measures to mitigate odors during humid conditions.



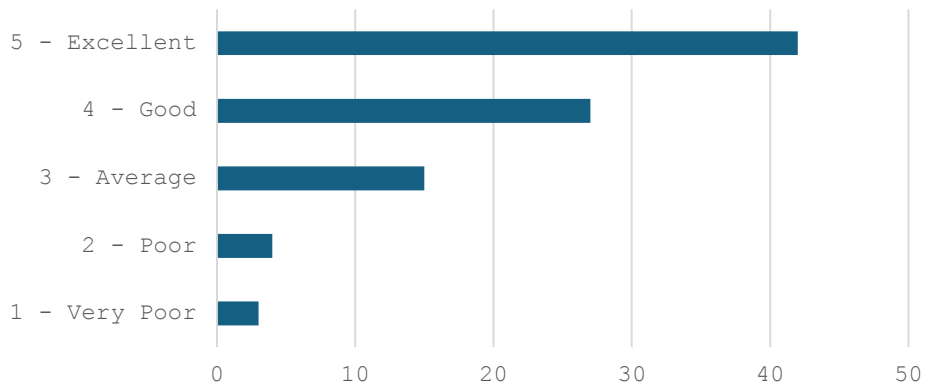
Overall equipment is satisfactory, but a few had asked for better pool noodles, and more variety of toys for the kids.

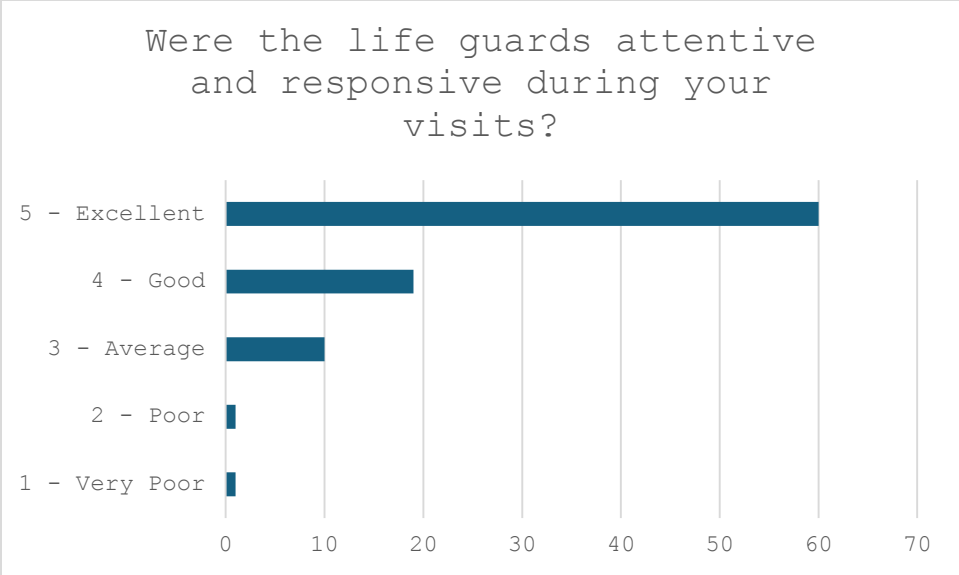
Would you make use of the wading pool if it were operational?



The third section of the survey focused on the staff interactions.

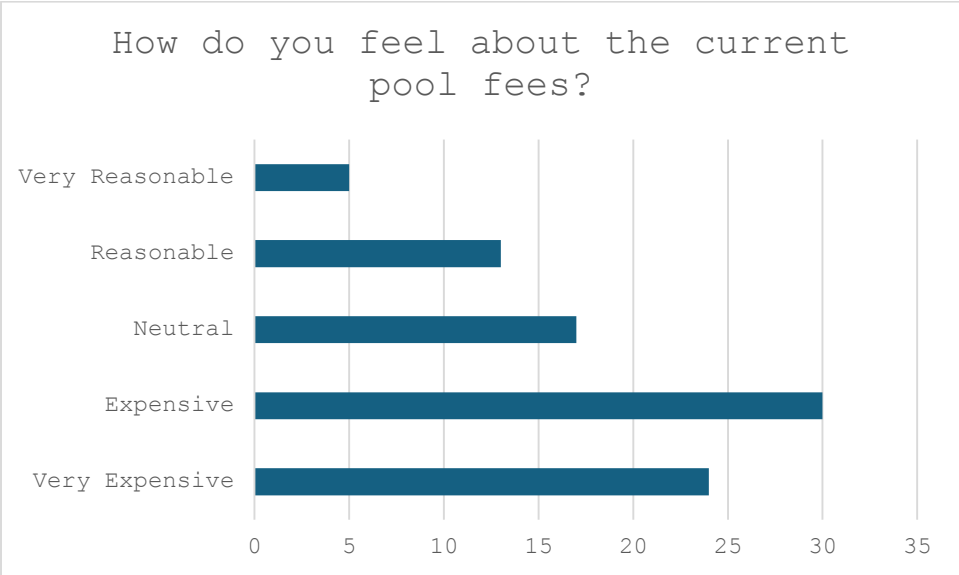
How would you rate the friendliness and professionalism of the pool staff?



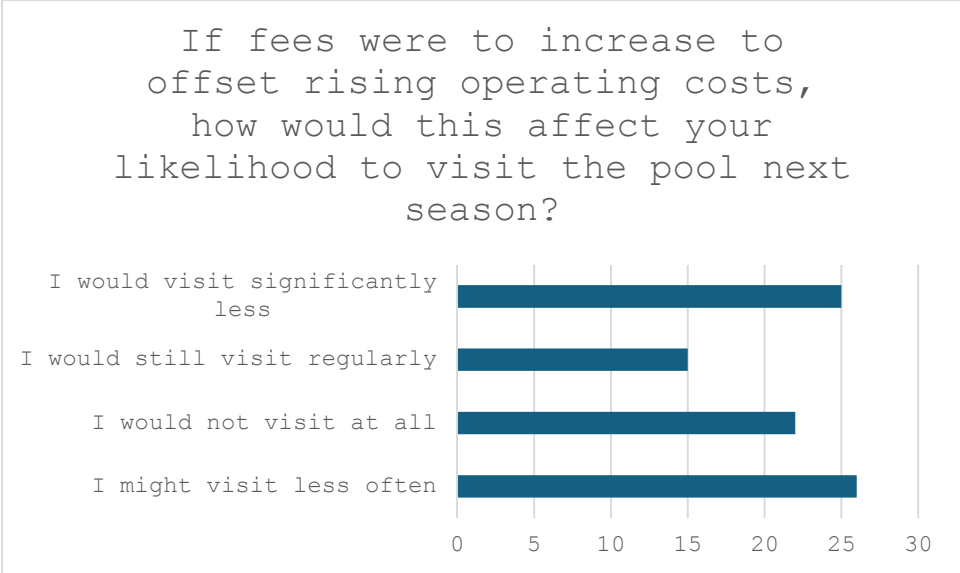


Some had suggested that they receive monetary help for recertification. Another suggestion is to not hire students so the pool can open sooner and stay open later.

The fourth section of the survey focused on the fees.



The primary challenge this season was the pricing structure for residents, as indicated by the survey results. Participants in Aquafit preferred the availability of a season or monthly pass over daily or ten-visit passes, with numerous individuals expressing a desire for this option to be available in 2025. Additionally, the family season passes presented another difficulty, particularly after a donation was received following the purchase of these passes, as no refunds were issued.



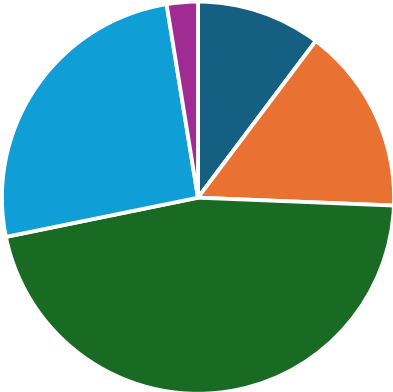
From the above question, if fees were to increase, we would see a significant decrease in residents attending the pool.

There were some great suggestions on how we can help to offset costs such as:

- Fundraisers
- Sponsorship/donations
- Package deal/early bird/aquafit season pass
- Applying for grants/programs
- Allocate more budget to the pool
- Better advertising
- Increasing taxes
- Pool passes through library and social services
- Swimathon
- Plaques on the office walls of donors
- Draws
- Search for cheaper inputs (ie. Chemicals)
- Job connect program for student funding
- Find more users to cover the costs

The fifth section of the survey focused on Swimming Lessons.

Class level



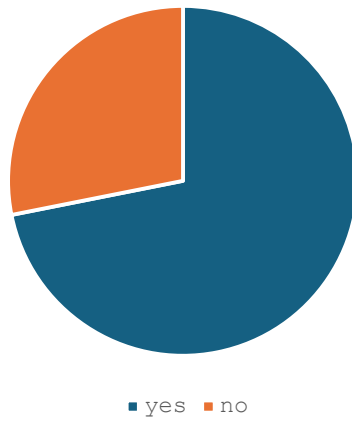
■ parent & tot ■ preschool ■ swimmer 1-3 ■ swimmer 4-6 ■ patrol

which session did you attend?

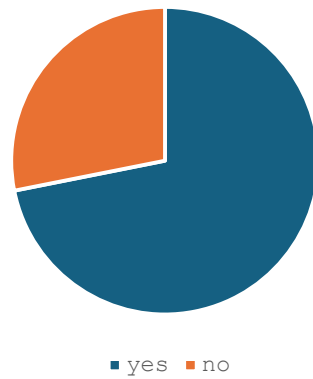


■ 1 ■ 2 ■ 3 ■ 4

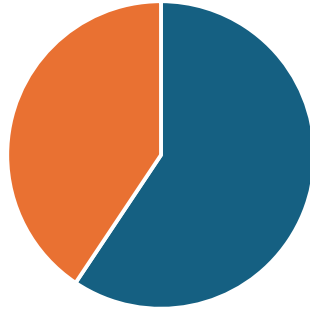
Did the instructor encourage a positive environment?



Did the instructor consistently present themselves in a professional manner?

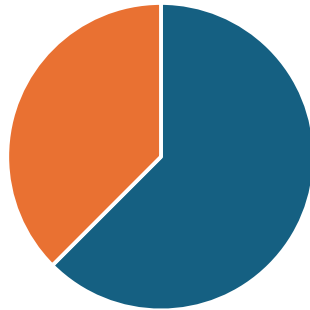


Did the instructor communicate with parents clearly and effectively?



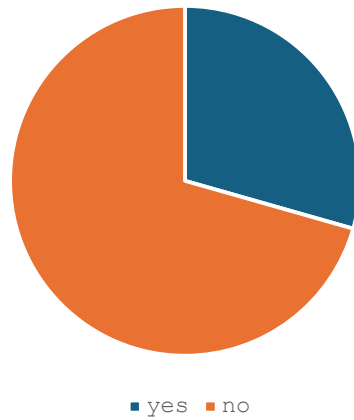
■ yes ■ no

Did the instructor demonstrate thorough knowledge of the skills taught?



■ yes ■ no

Did the instructor make good use
of class time?



There were varied opinions regarding the lessons. It became evident that attention must be directed towards the structure of the lesson plans and the training competencies of the instructors. Some recommendations included extending the duration of the lessons, reducing the group size, and requiring the instructor to be present in the water with the participants during the sessions. For working parents, it poses a challenge to arrange for their children to attend lessons during the day, thus there is a need for evening or weekend options. Additionally, establishing a specific schedule for lessons prior to enrollment would enable parents to assess their availability more accurately. It would also be beneficial to provide arrangements for parents who share custody, such as split-week lessons. Furthermore, the lesson policy should clearly outline expectations regarding make-up sessions for inclement weather or pool contamination.

2024 Pool Attendance

The pool was open for a total of 9 weeks this year from July 1st to August 31st. There were a few private rentals this year, including day camp which had the most attendance for at close to or just over 100 kids per session, which ran twice a week on Wednesdays and Fridays.

The pool was closed 4 times during the course of the season. 3 incidents were pool fouling, and 1 was due to inclement weather.

Aquafit was run Monday-Friday from 8:30-9:30am, and 7:30-8:30pm and the statistics are below:

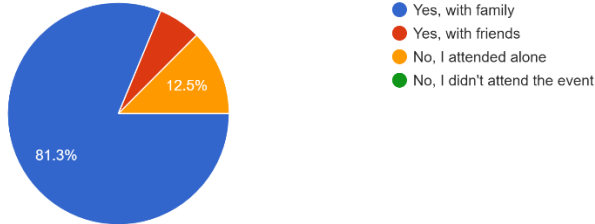
	AM	PM	Total
WK 1 July 1-6	15	6	21
WK 2 July 7-13	16	19	35
WK 3 July 14-20	34	32	66
WK 4 July 21-27	37	30	67
WK 5 July 28-Aug 3	26	24	50
WK 6 Aug 4-10	33	16	49
WK 7 Aug 11-17	44	29	73
WK 8 Aug 18-24	49	25	74
WK 9 Aug 25-31	54	35	89
			524

The Open/Family swims were held during the week and weekend. The weekday swims between 12:30-2:30pm had a total of 390 participants. The weekday swims between 2:30-4pm had a total of 457 participants. The weekday swims between 6-7:30pm had a total of 456 participants. The weekend swims between 1-3:30pm had a total of 720 participants.

2024 Canada Day Survey

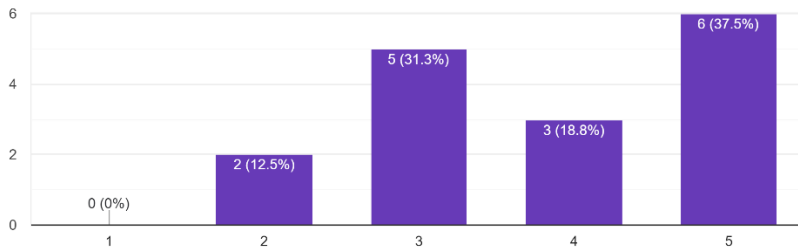
Did you attend the event with family or friends?

16 responses



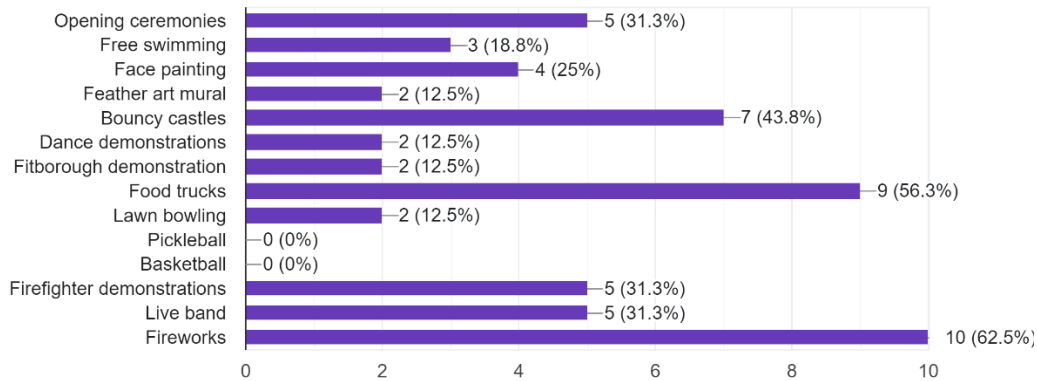
How would you rate your overall experience at the Canada Day celebrations?

16 responses



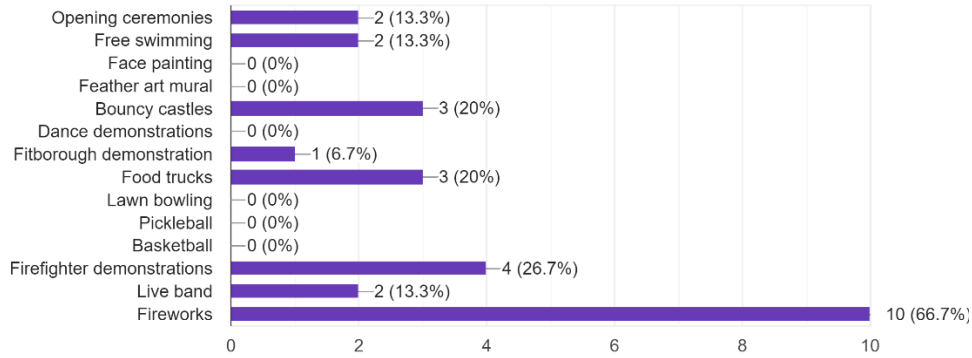
Below is a list of Canada Day performances/activities offered by the Recreation Committee. Please indicate which ones you and/or the family participated in:

16 responses



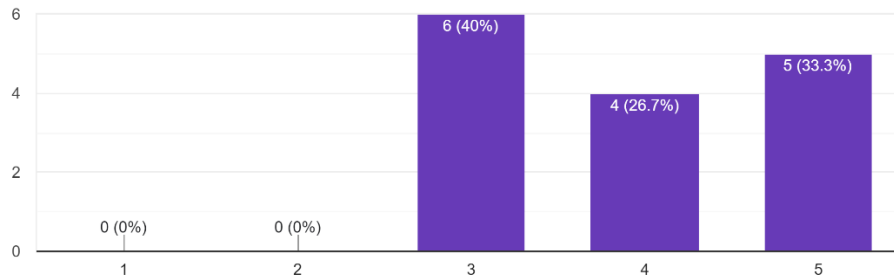
What was your favorite part of the Canada Day celebrations?

15 responses



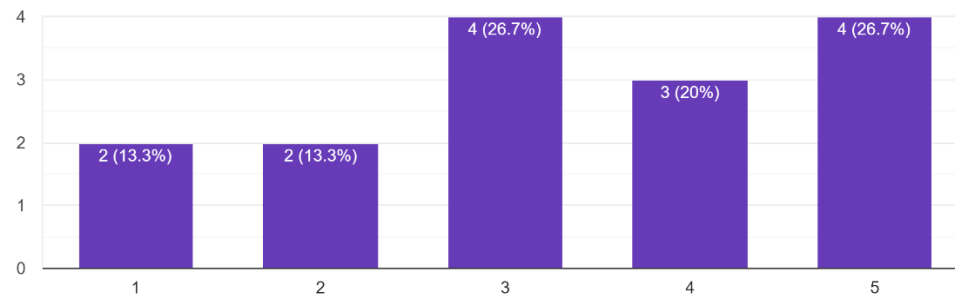
How would you rate the quality of the live performances?

15 responses



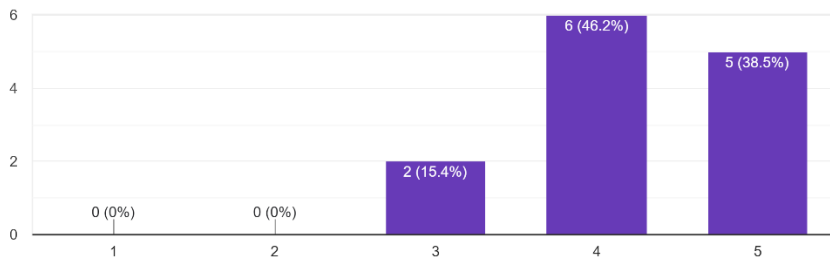
How would you rate the variety and quality of food and beverages available?

15 responses



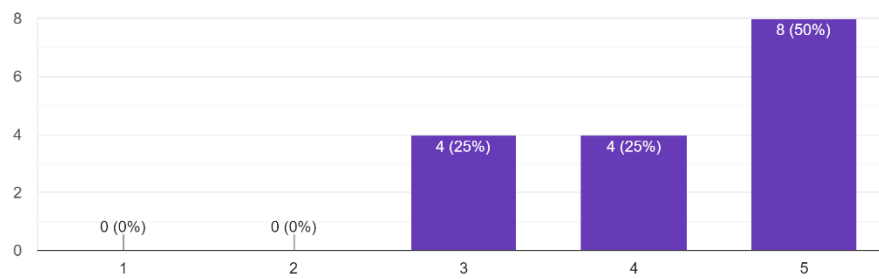
How would you rate the fireworks display?

13 responses



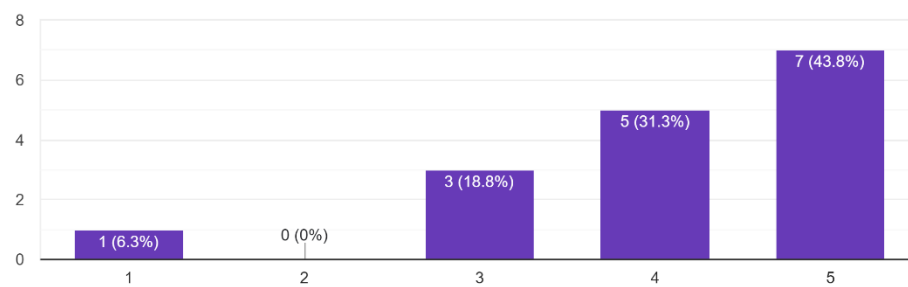
How would you rate the accessibility and convenience of the event location?

16 responses



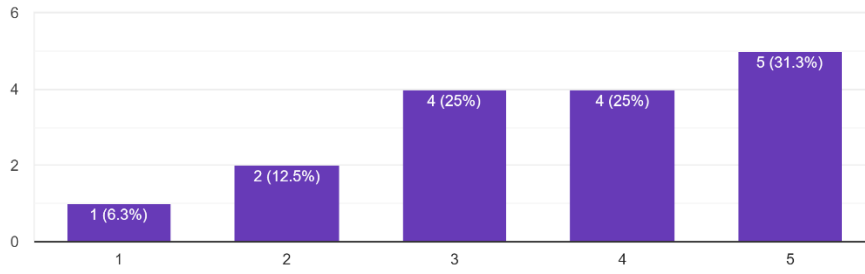
How would you rate the cleanliness and maintenance of the event area?

16 responses



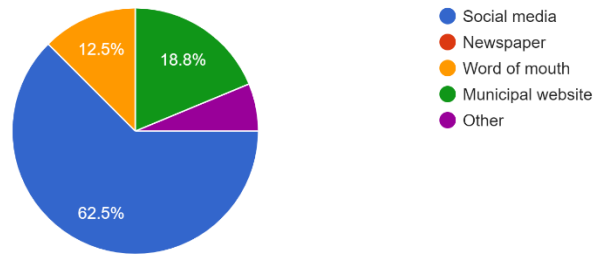
How would you rate the organization and flow of the event?

16 responses



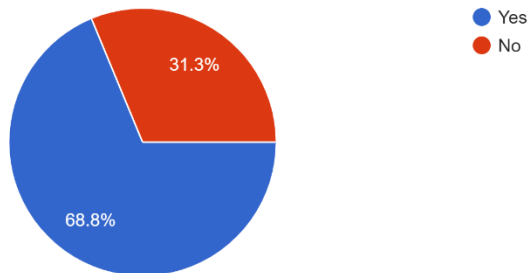
How did you hear about the Canada Day celebrations?

16 responses



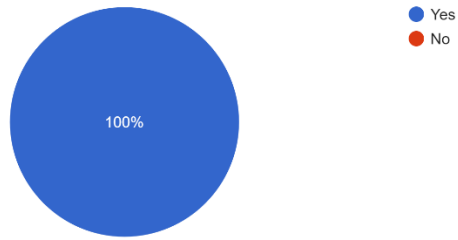
Was the information about the event (schedule, location, activities) clear and easy to find?

16 responses



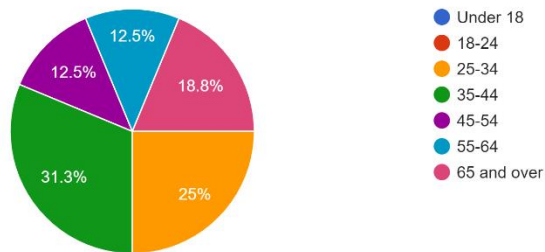
Did you feel that the event was welcoming and inclusive for all community members?

15 responses



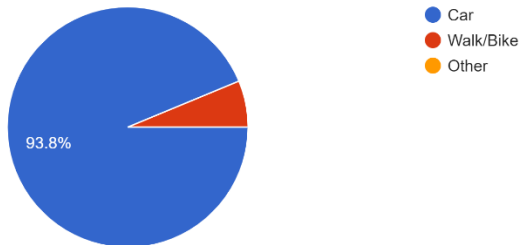
What is your age group?

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

Dear Council,

During the course of our term with the West Elgin Recreation Committee, we have noticed that there is a need for a Recreation Coordinator. Without this position, we are costing the Municipality the chance to increase revenue through participation of programs, as well as rental opportunities. We need someone to plan, promote, implement and facilitate a series of recreation programs and events within the municipal facilities and parks that meet the needs of the community in West Elgin. The coordinator would also create a fundraising strategy and volunteer management program to accompany programs to ensure their sustainability and legacy.

With the current municipal staff already at capacity for work load, this position would be an additional posting, and doesn't necessarily need to be full time. With the transition into the new organizational structure, this would assist the Manager of Community Services (Clerk) with the additional work load of recreation as there is currently no administrative assistant to the Clerk.

Some duties that we feel should be included with this position are:

- Design, develop and implement a recreation and community programming plan that meets the communities needs.
- Facilitate partnerships and support volunteer organizations, service clubs, cultural groups, sports groups, volunteers, residents, and businesses.
- Develop a fundraising strategy to raise support for proposed programs.
- Develop a volunteer management program to recruit, train and recognize volunteers in the administration of sports and recreation activities.
- Promote interest and participation in programming through public relations.
- Provide and/or create local information for promotional brochures.
- Arrange advertising and promotion of various municipal recreational events and activities.
- Foster community involvement, build relationships and promote programs to residents, local organizations, and the community.
- Develop and implement sport, recreation and wellness programs that meet the needs of the diverse range of residents in West Elgin.
- Actively exploring grant options, and ensure compliance with grant parameters, budgets and timelines.
- Promotes and facilitates special community festivals & events within approved budgets.
- Accept and process all facility rental requests, by creating and maintaining an electronic filing system of all facility rentals.
- Coordinate facility rentals, including facility tours, programming doors, maintenance of files, monthly reporting and facility usage reports.
- Works collaboratively with facilities staff.
- Attend committee and other off site meetings as required or when requested.
- Assist in the recruitment and on-boarding of aquatic staff.
- Responsible for the supervision, and performance management of aquatic staff.
- Assists in the preparation of annual Capital and Operational budgets for the Community Services division as required.

Thank you for taking the time to review this proposal for a new Recreation Coordinator. We believe this will be a crucial addition to increasing recreation and sports in West Elgin, and will therefore

have residents staying in the community instead of travelling elsewhere for programming or events. We look forward to your feedback, and opportunity to bring the community visions to life.

Sincerely,
The West Elgin Recreation Committee