



# Report to Municipal Council

<b>Meeting Date:</b> October 4, 2023	<b>Report Date:</b> September 28, 2023
<b>Decision Requested:</b> Yes	<b>Priority:</b> Med
<b>Direction Only:</b> No	<b>Type of Meeting:</b> COW

**Report Title:** Issues Arising out of the Parks and Recreation Meeting of August 23, 2023

## **Recommendation:**

That Council authorize the following:

- Agree to the terms put forward by Minor Hockey with a prorated reduction in rate if the opening day is delayed and direct staff to prepare a Rental Agreement.

## **Various points of discussion at the Parks and Recreation Committee Meeting**

1. Storage Solution at Community Center: **The Committee does not recommend the rental of the room in the rear of the stage area. The room is recommended to be used for ongoing events and / or municipal use.**

2. Fees: **Treasurer will present a separate report detailing options for different packages.**

3. Canteen Rental: **The Committee recommended that a rate of \$100 per month be offered to Minor Hockey.**

The CAO followed up with Minor Hockey and this was their response.

The Minor Hockey came back with:

- Term - Oct +/- 15 to +/- early March so term is +/- 5 - 6 months
- Flat rate of \$400.00 / season



- They have 3 teams +/- 36 kids and many of them are new which requires additional ice time. Any profit from the canteen will offset the extra ice time required.
- They are requesting a new fridge in the back and the front fridge is currently being repaired
- Keys for bathroom & arena

Analysis:

- Cost of a basic fridge \$500 (on sale) should last +/- 10 years
- New keyed alike doorknob is \$100 / lock set x 2 = \$200
- Additional concern of serving counter door, a roll top door 5' wide at Lowes is \$385 + tax + installation.
- Once a full report of sales / profit is returned to the Municipality, the rate could be adjusted for next season.

The Minor Hockey Association is requesting an October 16 opening date which is being planned for. However, please note that the current arena opening date will most likely be delayed as the contractor for the condenser installation is waiting for Engineering approval and the in-service of the condenser is pending TSSA approval, by meeting date, I should have a clearer official opening time. There is a high probability of a two (2) week delay of the opening day.

4: Future of Parks and Recreation: **Report was received and discussed**

- If a vision can be established for the parks' layout, staff could work toward that vision.
- In more of long-term and trying to meet the greater needs of the community, look at alternate / complimentary / off season uses and role of the arena, trying to incorporate a multi-use role (i.e., youth drop-in center, alternate sports - pickle ball court, inside soccer, inside basketball, climbing wall, and so on).
- Complimentary uses of the Community Center. **The Treasurer will be detailing in her report.**
- Move to a boat launch capacity at the Sawmill Bay Park and consider another location to make a waterfront park. There could also be consideration for parking near the bush trail system to allow tourists to come into the area. **Motion from Councillor Lachance is pending discussion.**
- Cost saving possibilities: **No recommendations from the Committee.**



- The fitness center is currently located in a room that could bring additional rental fees. Suggestion that we should consider moving the gym to the arena main hall and renting the room at the wellness center. Only if Council / Committee agrees we could put out the possibility to prospective clients and only make the move if a stable renter is found. The downfall is that the Arena Hall would no longer be available.
- Should we consolidate the playgrounds to one (1) location near the splash pad, other park to have limited items e.g., leave only swings and benches at Notre Dame Park as the school does have a similar play structure.
- Looking into the future, is an ice pad to continue or should we eventually transition to an outside covered ice pad. Looking at the ongoing capital cost of maintaining the ice plant.

**Grants - Pending and Possible:**

- Two (2) grants have been applied for: Trillium Grant for a new playground structure and another Provincial Grant for development of park area (i.e., tables, walkway, gazebo). Both Grants are meant to compliment the splashpad.
- We have a grant application for a separate structure for the Foodbank, if it does come about, the need for space at the arena could be greatly diminished. – **Grant was turned down.**
- The hot and cold meal program wants to continue their program, but out of the Community Center as previously discussed at Council. An application to Caisse Populaire is being considered to apply for a new stove and fridge.
- Upcoming application for a new Strategic Plan. **Scheduled for early 2024 grant application and study undertaking.**
- New Horizon for Seniors: A proposed project would be to purchase flooring for a pickle ball court, among others. An indoor court that consists of a vinyl roll that could be used on the concrete ice slab would be under \$25k, however a similar floor mat for the old tennis court would be pickle ball.

*Program objectives - Projects submitted for this grant (up to \$25,000) must meet at least one (1) of the following program objectives:*

- o promoting volunteerism among seniors and other generations*
- o engaging seniors in the community through the mentoring of others*
- o expanding awareness of elder abuse, including financial abuse*
- o supporting the social participation and inclusion of seniors*
- o providing capital assistance for new and existing community projects and / or programs for seniors*



A pickle ball court was recommended and as such a grant has been submitted for the construction of an outside pickle ball court. The costs are 100% covered with in-kind contribution of labour, equipment and some material in preparing the base of the court.

- The arena water system was repaired, a burst hose and non-waterproof wiring was replaced for the cistern. The system is up and running. The cost was just over \$1,500.
- We had a new plumber look at the system. He is recommending upgrades to the UV system. He states that these are older systems. New system - reduce lamp intensity and / or circulate water to prevent bulb burn out. He is recommending that we change the remaining UV systems.
- I also talked to him about training / teaching our staff to maintain our water system. He says that our system is approved by Public Health, and it requires competent staff to maintain it. He is certified to train, and he was going to look at what the requirements are. We hope to move away from our current provider as soon as possible to reduce costs.
- Lastly the reverse osmosis, he has a completely different take than the current system, he sees many issues that need to be corrected. He also took a water sample to determine if it is still required.

Of the above water issues a separate report will be presented at the October 18 meeting.

#### **Issues Raised by Parish Re: Family Tournament Weekend**

**Most of the following points will be covered in the costing report from the Treasurer. The balance of the other issues were received by the Committee.**

#### **Points of discussion relating to recent event:**

##### **Ballfields:**

- The ball field janitorial / maintenance requirement

For a weekend rental, the rental fee of \$141.59 includes 2 hrs. of janitorial (at approximately \$37/hr. or \$74 for the 2 hrs. The janitorial / maintenance would not include the setup and clean-up of the diamond (i.e., set bases, prep infield, ...) which does require more than the balance of rental of \$141 x 5 fields = +/- \$350

Recommendation: More or less state what work will be completed that will have an equivalent of 10 hours in duration. Possibly consider substitution but at a predetermined duration.



Ballfields: Remove the “2 hours” commitment and state what services are provided per field.

- Reset of ballfield to a ready state at the end of the day +/- 45 minutes per field x 2 nights = 1.5 hr. (chalk lines, level gravel, reset bases if needed) = \*  
5 fields = 7.5 hours full rascal with line and 1.25 hours no rascal in rain
- Pick up garbage at a central location & clean outside washroom. 1 hour x 2 nights = 2 hrs.
- Check of grounds for health and safety concerns 0.5 hours x 2 nights = 1 hr.

#### **Hall:**

- Remove the “2 hours” commitment and state what services are provided per night.

- Reset of hall to a ready state at the end of the day 4 hours x 2 nights = 8 hrs. (clean floor, pick up garbage, clean washroom, refresh supplies) \*\*  
Hours may be reduced on Friday night to be added to Saturday night.
- Scheduled removal of accumulated garbage at the central garbage bin: 3 to 5 times = 1 hr.
- Check of hall and grounds for health and safety concerns 0.5 hours x 2 nights = 1 hour (e.g., broken bottles)

Suggestion for setting rates for any event, should be at minimum cost recovery of the operational cost: labour, materials, electricity, and any other expense that can be directly attributed to the hall or fields use (e.g., no to repairs to equipment but yes to electricity used by equipment).

#### **Event complaint:**

*Gooday Denis and Tammy,*

*The weekend of the Family Tournament was a great success. However, there were certain issues/deficiencies that were encountered and that must be dealt with in order to offer better services with regard to your rental facilities. I am aware that the Public Works and Recreation committee will be having a meeting on the 23 rd and I hope that these issues will be addressed.*

*Here is a list of things that we had to deal with on the weekend of August 4th, 2023:*

*1) The A/C unit for the hall was not functional*

*It was working well the days prior to the event when setting up but of course, on the days of the tournament, it was a sauna in the hall. It was cooler outside than in the hall. This needs to be checked.*

*- A check of the A/C system will be scheduled. A report has been received by a technician that witnessed event staff turning off the A/C unit in the morning as it was cool in the hall. The boxes that are meant to be tamper proof prove to be easily circumvented. Alternate solution will have to be found to avoid any*



tampering. The units are not meant to make up lost cooling time but to keep a constant temperature.

2) *The fridge beside the stove in the kitchen does not keep cool*

*I had mentioned about this fridge when I rented the hall for my wedding back in December because my cook had to through out her salad when she brought in her food the night before the wedding. I guess nothing was done... We also mentioned this problem prior to the Family Tournament and again the problem persisted! It was very difficult trying to manage our food supplies with this fridge during the weekend. Saturday night at 2:00 am we had to move all the items from the fridge to another fridge to avoid spoilage.*

*- The information regarding this fridge was not passed on to me and thus the issue only came to light where high demand for this unit was required. On the Friday before the event, a staff was sent to troubleshoot this issue. The fan at the compressor was found not to be working, cleaning of the coils was undertaken, but as the email states, the fridge did not reach the required temperature. Servicing is completed.*

3) *Maintenance of washrooms.*

*Council needs to revise the hours allotted to an employee to maintain the washrooms. It is not the responsibility of the renters to maintain washrooms during an event. Usually when renting, a custodian is available at all times. Soap supplies and paper towels were not replenished at all before our event. At the get-go, we had to change and replenish the paper towels. Also, the family bathroom had a plastic bag on the toilet! Very practical! Why wasn't this toilet locked if it wasn't functional? Also, in the men's bathroom, most of the sinks/water taps do not work.*

*After the dance Saturday night and arrived at the hall Sunday morning, none if the washrooms had been replenished. We had to call Dean back so that it was replenished. With an event of this grandeur, the washrooms are extremely used and therefore need to be upkept and cleaned the entire weekend.*

4) *Upkeep of baseball fields.*

*It came to our attention by the umpires that the lines for the fields weren't much visible on Sunday. It was difficult for them to judge the lines. Also, during the weekend, and again because the fields were extremely used, many bases started to pop out and became a tripping hazard. At the moment of the event, no employee was visible to treat the matter. Furthermore, the infields were not raked by the tractor at the end of each night. In the past, it was always done. Players and umpires complained about all the holes/ruts for runners in the infield which were very dangerous and not properly maintained.*

5) *Problems with the locking of the main doors of the hall*



*The entire weekend, we had problems with locking the main doors of the hall and had your custodian come unlock or lock them. The locking mechanism needs to be checked. Even the custodian had a hard time locking it.*

*- This is a new system that has some learning curve, again a staff did attend and corrected the issue. We had also provided 2 cell phone numbers to the event organizer, the arena cell and myself, the organizer did advise me that the cell number was not being picked up, but I did get 3 calls from the organizer and forwarded direction to staff: lighting to be turn on, unsafe base and fridge not cooling.*

*6) Installing and putting away tables in the hall and garbage pick-up in fields  
At the request of the Municipality, we ended up installing and demounting tables and chairs in the hall and did our best to pick up garbage outside. However, I still believe that this task is not up to renters to do. Who is liable if someone gets hurt installing and demounting your tables?*

*Please note that at the Family Tournament in Noelville last weekend, municipal staff was at work maintaining fields, washrooms, and garbage.*

*That said, there needs to be an improvement on behalf of municipal facilities and services attributed to individuals or organizations who rent them out. I believe an employee of public works should be present the entire weekend with an event of this magnitude. It is important that everything should be fully functional before and during an event so that your renters do not encounter any problems and most of all so that we can offer the best that St-Charles can provide to all the guests, visitors, and participants of our event.*

*Thank you for considering these suggestions and making follow-ups.*

*Best regards,*

*William Lemieux*

*Conseil paroissial St-Charles Borromée*

*(Tournoi de familles St-Charles)*

**Attachments :**

- Draft Canteen Agreement

**Prepared by:** Denis Turcot, CAO