



RECREATION WORKING GROUP

Monday, November 7th, 2011 - 6:00 PM
Municipal Office – Fall River Room – 217 Harper Road

Chair, Deputy Reeve Susan Freeman

- 1. CALL TO ORDER**
- 2. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES**

- i) **Minutes – October 3rd, 2011 - *attached, page 5.***

Suggested Recommendation:

“THAT, the minutes of the Recreation Working Group Meeting held on October 3rd, 2011 be approved.”

- 5. PRESENTATIONS & DELEGATIONS**

None.

- 6. BUSINESS**

- i) **Hockey Season Update.**

- Bantam Division
- Registration Comparison – Year over Year.

2007-2008 Season = Group A 22, Group B 63, Group C 36 = 121
2009-2010 Season = Tyke 22, Atom 33, PeeWee 28, Bantam 26 = 109
2010-2011 Season = Tyke 21, Atom 29, PeeWee 19, Bantam 16 = 85
2011-2012 Season = Tyke 18, Atom 15, PeeWee 15, Bantam 14 = 62

- ii) **Review Draft 2012 Recreation Newsletter.**
Jan Rawling.

- iii) **Budget (as at October 31st, 2011) - *attached, page 14.***

- iv) **Archery & Karate – Insurance Update.**
Amanda Mabo, Clerk.
- v) **ATV Poker Run Overview.**
Deputy Reeve Susan Freeman.
- vi) **Activities** (*hold vote on which activities to pursue*).
- Archery
 - Karate
 - ATV Poker Run
 - Summer Day Camp
 - Youth Committee
 - Winter Carnival
 - Bike-A-Thon
 - Boulder Dash (extreme cross country skiing)
 - GPS Tracker Day
 - Horse Show
 - Dog Show
 - Concerts
 - Slow Food Cooking Demonstrations
 - Pot Lucks
 - March Meltdown – Chili Cook-off
 - Fall Harvest – Moon Dance
 - Spring Fling Dance
 - Car Show
 - Art Show
 - Snowmobile Derby
 - Pond Hockey
 - Ski Loppett
 - Trivia Night
 - Spaghetti Diner
 - Games Night (board games)
 - Barn Dance
 - Spring Play
 - Bake Sales
 - Craft Sales
 - Farm Show
 - Farm Day (show how a farm operates)
 - Promote Beaches and Halls
 - Road Rally (learn about Tay Valley)
- vii) **Possible Funding Opportunities – TD Fund.**
Lisa Lemieux-Beaudoin.

- viii) **Volunteer Appreciation Update - Letters.**
Amanda Mabo, Clerk.
- ix) **Volunteer Coaches Recruitment Poster – *attached, page 16.***
Amanda Mabo, Clerk
- x) **Recreation Survey.**
- xi) **Process for Tracking, Handing Out and Retrieving Jerseys.**
- xii) **Accessibility Planning for Recreation Programs (update).**
Deputy Reeve Susan Freeman.
- xiii) **Parental Code of Conduct (update).**
Deputy Reeve Susan Freeman.

7. NEW BUSINESS

None.

8. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: Monday, December 5th at 6:00 p.m.

Proposed Agenda Items

To be determined.

9. ADJOURNMENT

MINUTES



RECREATION WORKING GROUP

Monday, October 3rd, 2011 - 6:00 PM
Municipal Office – Fall River Room – 217 Harper Road

Members Present: Chair, Deputy Reeve Susan Freeman
Lisa Lemieux-Beaudoin
Ian MacDonald
Linda MacDonald
Sue McPhee
Jan Rawling
Connie Willows (left at 7:20 p.m.)

Staff Present: Amanda Mabo, Clerk
Joanne Gallagher, Recording Secretary

Regrets: Gwen England

1. CALL TO ORDER

The meeting was called to order at 6:05 p.m.
A quorum was present.

2. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There was no disclosure of pecuniary interest at this time.

3. APPROVAL OF AGENDA

The agenda was accepted as presented.

4. APPROVAL OF MINUTES

i) **Minutes – September 15th, 2011.**

The minutes of the Recreation Working Group Meeting held on September 15th, 2011 were approved as presented.

5. PRESENTATIONS & DELEGATIONS

i) **Archery Presentation.** Ted Ladelpha.

I. MacDonald introduced Ted Ladelpha to the Working Group. Ted then provided a brief overview of his background and provided members with several handouts (information on costs for equipment, insurance, suggested program pricing, etc.) - *attached, page 9.*

Following are highlights of his presentation, questions and concerns raised by members:

- Archery great children's program
- if the Township decided to run the program enrollment in the Ontario Archery Association (cost to enroll \$100.00) provided for three million dollars insurance coverage
- Ted is a recognized official archery club
- Discussion took place as to facility size requirements needed to run the sessions. It was suggested they could be held at the Glen Tay Public School if suitable. I. MacDonald stated he had measured and the gym was 50' in length which Ted said was sufficient.
- Ted explained what equipment requirements were needed (see attachment). He stated the minimum enrollment age should be 7 yrs of age. After a question from members as to safety he replied that he covered safety in his lessons as well as, archery terminology, skills training, and so forth. He stated that at the end of the six week program most participants would be fairly proficient.
- Deputy Reeve S. Freeman asked what age groups were typically more interested in the sport and Ted replied that initially adults would come with their children and then want to participate as well.
- L. Lemieux-Beaudoin asked if the equipment was supplied by the Recreation Working Group what his cost would be and he replied approximately \$30.00 per hour.
- Deputy Reeve S. Freeman asked if the program could be run in the summer as well and Ted suggested that winter would be more feasible.
- It was suggested that placing an ad for advance registration would work best with a program start in the November timeframe.
- Beginner sessions would not have to be broken into age groups.
- Ted suggested hosting a trial night session before initiating a program. Deputy Reeve S. Freeman then stated that placing an ad in the paper and running a radio announcement to inform residents that a "Trial Night" was being held would get the word out.
- Ted would need to be advised 3-4 weeks before the actual start date of a program. The Deputy Reeve asked what nights worked best for him and he replied Wednesday evenings and supplied his contact info (613)297-5306.

- He stated anchors need to be inserted in the wall for nets. Discussion then took place as to the feasibility of doing so with it being suggested that he stop by the Glen Tay School personally to determine if the gym setup would meet his requirements.
- Storage of equipment was discussed as well as setup time. (4' x 3' area needed for equipment storage).
- S. Freeman stated that members would need to discuss points raised at tonight's meeting to decide on going ahead and if so a proposal would need to be put together and presented to him.
- S. Freeman thanked Ted for attending.

6. BUSINESS

i) Program Updates.

a) Hockey Season Update

- Availability of Ice on March 25th

J. Rawling informed members that she had discussed use of the ice on this date with Terry Donaldson, Arena Manager, and he had agreed that Tay Valley could use this date/timeslot.

- Bantam Division

The second ice time on Thursday's (Bantam division) may not have the numbers to go ahead. A. Mabo stated that J. Rawling should follow up with T. Donaldson in writing to confirm both the ice time availability and that the second ice timeslot would be held for next year, if not used this year.

Action:

J. Rawling and L. MacDonald to make calls to older age group to try and bring numbers up. L. MacDonald stated that perhaps extending the age limits might increase numbers. Decision made to not do so.

- Criminal Reference Checks

J. Rawling inquired as to the process for the required Criminal Record Checks and asked if the forms were available at the office as she wanted to hand these out.

Action:

A. Mabo to bring forms to the next meeting for circulation.

- Jerseys

Have been ordered and J. Rawling still working on calling families to return those outstanding from last year.

- Numbers for each Division

Action:

Staff to provide at the next meeting for this year and last.

ii) **Review 2012 Recreation Newsletter.**

- Shirt sign-out nights to be removed.
- L. Lemieux-Beaudoin stated that overall the newsletter was very busy and the font was too small.
- Suggestions were made for a new format such as a folded flyer.
- Second sentence in first para. could be removed as repetitive “Here is the rec. calendar etc.
- Next two sentences could be shortened.
- Reword newsletter reminder para. to read “Individual newsletters for each activity are available from the co-ordinators and on the website.” (put specific link to each on website).
- Date for early bird registration to be updated by J. Rawling.
- J. Rawling stated that fees should not be increased as numbers were already low.
- Agreement was reached for no increases next year.
- Members continued reviewing the newsletter and I. MacDonald suggested condensing the Coaches and Volunteer section.
- Combine various contact info into one area in a box and expand it. Also need to update L. MacDonald’s email address and remove hyphen in L. Lemieux-Beaudoin’s address.
- Remove photo nights, shirt & equipment exchange nights for all programs.
- Remove Coaches night for Hockey.
- Leave Baseball Pre-tourn & Coaches meeting night in.
- Calendar dates etc. to be put in a box.
- Update age groups under the Community Hockey section. Thank you wording in this section and main one to be combined. S. Freeman suggested that the volunteer section could be used to explain the rec. program.

Action:

L. MacDonald to revise wording and send to J. Rawling.

- First sentence under this section to be removed. A. Mabo suggested splitting into sections: Season/ Teams/ Jerseys. S. Freeman stated the word “must” in the sentence “Team jerseys

must etc.” should be bolded / larger. J. Rawling to redo format so it is a pamphlet style with the calendar on the back.

- Follow same format for Baseball and Soccer as for Hockey.
- Make the sentence “If you can volunteer etc. larger.
- Remove choir director name and state “A professional choir director leads on Monday nights.

Action:

J. Gallagher to revise this section and send to J. Rawling.

- All Program section to remain as is except for removal of equipment needs
- Decision was made that Parental Code of Conduct was not required and should be removed.
- Change wording re game cancellations and add “every effort is made to ensure the right call for weather is made, etc.”

Action:

J. Rawling to incorporate all changes and provide a draft at the next meeting.

iii) **2012 Program Registration Fees & Budget.**

The Working Group reviewed the Recreation Revenue and Expenditures as of September 28th, 2011. Overall there are no financial concerns, however it was noted that not all hockey expenditures (e.g. ice costs, end of season costs, etc.) were in yet. The budget will need to be reviewed again once all costs are submitted.

iv) **Activity Ideas.**

C. Willows provided members with information on Beckwith’s summer camp programs – *attached, page 12.*

C. Willows also presented other ideas – *attached, page 20.*

The Working Group also discussed the following:

- Day camps which could run in July/August from 7:00 a.m. to 5:00 pm (payment by cash or cheque only). Friday’s are “Away Days” so extra charge for these.
- Youth committee could be started
- Winter Carnival held, Harvest Moon dance. March Melt Down(chili cook-off)
- Bike-a-thon’s
- Boulder Dash (extreme cross country), GPS tracker day
- Horse and dog shows
- Concerts (for young/old)
- Slow food cooking demonstrations and pot lucks

- S. Freeman suggested hosting an ATV poker run

Action:

Susan to provide details at the next meeting.

- Next meeting members will vote on ideas presented and decide on which programs they want to pursue.
- S. McPhee provided members with details on running a Karate program which could be run by her husband who is a certified trainer. She suggested classes run from September to June. She said teenagers would be most interested. Maberly Hall suggested as a possible venue as the Burgess Hall had already been checked and it was not suitable. Suggested cost \$1,300 for the year which would cover the cost of insuring the program. Mats would need to be purchased if not available for use through the school. Sessions could be offered twice weekly during the week (Tues. & Fri.). If offered in 4 month intervals fee would be roughly \$80. S. McPhee to come back with different cost breakdowns, to speak to school re mats and to check out the Maberly Hall as a possible venue.

Action:

S. McPhee to bring further details on the program to the next meeting.

Township to check with insurance company re coverage for both Archery and Karate program registrants.

v) **Possible Funding Opportunities.**

A listing of organizations that were researched to determine if there is funding available for Recreation was circulated – *attached, page 22.*

Three possibilities were:

- Heart & Stroke - Spark Advocacy Grant – *attached, page 24.*
- Home Depot Canada Foundation – Community Grant – *attached, page 34.*
- WalMart – Local Community Contribution Grant (**Health & Wellness**: examples include programs that support nutrition and active lifestyles, educating people of all ages about their health, preventing and managing chronic disease) – *attached, page 36.*

L. Lemieux-Beaudoin suggested funding might also be available through a program entitled TD Fund.

Action:

L. Lemieux-Beaudoin to look into this further and bring information to next meeting.

vi) PRO Membership.

The Chair informed members that money would need to be in the budget for members attendance at next year's Parks & Recreation Conference (PRO)

Enrollment in Parks & Recreation was discussed however, due to the prohibitive cost it was decided to not enroll – *attached page 23*.

vii) Volunteer Appreciation.

The Chair stated that past volunteer thank you dinners had been held in conjunction with the Council Inauguration evening. She asked if perhaps a small gift of recognition and a thank you letter from the Reeve would be appreciated. I. MacDoanld suggested giving certificates.

It was decided that a team picture and letter from the Reeve would be more appropriate.

The Chair asked for confirmation of coaching staff for both soccer and baseball in order that letters be sent out.

Action:

A. Mabo to draft a letter for the Reeve's signature.

7. NEW BUSINESS

None.

8. NEXT MEETING DATE AND PROPSOED AGENDA ITEMS

Next Meeting: November 7th, 2011 at 6:00 pm.

Proposed Agenda Items

- **Volunteer Coaches Recruitment Poster.**
Amanda Mabo, Clerk.
- **Recreation Survey.**
- **Process for Tracking, Handing Out and Retrieving Jerseys.**
- **Accessibility Planning for Recreation Programs (update).**
Deputy Reeve Susan Freeman.
- **Parental Code of Conduct (update).**
Deputy Reeve Susan Freeman.

9. ADJOURNMENT

The Working Group adjourned at 8:45 p.m.

Chairperson

Recording Secretary

BUSINESS

Tay Valley Township
For the Ten Months Ending October 31, 2011

Expenses

RECREATION & CULTURAL SERVICES

RECREATION PROGRAMS

PROGRAM ADMINISTRATION:

	Current Month	2011 YTD	2011 Budget	Variance - Budget-YTD	Last Year End
1-07-72-260-00-209 CASUAL	0.00	0.00	0.00	0.00	0.00
1-07-72-260-00-360 TRAINING AND SEMINARS	0.00	2,523.43	2,000.00	(523.43)	1,377.28
1-07-72-260-00-413 MILEAGE	0.00	0.00	500.00	500.00	518.01
1-07-72-260-00-455 RECREATION SUPPLIES	0.00	0.00	1,000.00	1,000.00	0.00
1-07-72-260-00-553 INSURANCE	0.00	5,523.12	5,600.00	76.88	5,192.64
1-07-72-260-00-569 MISCELLANEOUS RENTALS	133.56	622.40	0.00	(622.40)	356.16
1-07-72-260-00-336 ADVERTISING	0.00	700.56	0.00	(700.56)	0.00
Total PROGRAM ADMINISTRATION	133.56	9,369.51	9,100.00	(269.51)	7,444.09

BASEBALL PROGRAM:

1-07-72-262-00-411 FOOD SUPPLIES	0.00	354.25	0.00	(354.25)	385.68
1-07-72-262-00-490 OTHER MATERIALS	0.00	309.72	500.00	190.28	0.00
1-07-72-262-00-455 RECREATION SUPPLIES	0.00	637.00	2,200.00	1,563.00	1,051.54
Total BASEBALL PROGRAM	0.00	1,300.97	2,700.00	1,399.03	1,437.52

SOCCER PROGRAM:

1-07-72-263-00-411 FOOD SUPPLIES	0.00	66.30	0.00	(66.30)	0.00
1-07-72-263-00-490 OTHER MATERIALS	0.00	184.28	500.00	315.72	0.00
1-07-72-263-00-455 RECREATION SUPPLIES	0.00	702.15	2,500.00	1,797.85	244.03
Total SOCCER PROGRAM	0.00	952.73	3,000.00	2,047.27	244.03

HOCKEY PROGRAM:

1-07-72-264-00-399 OTHER CONTRACTED SERVICES	35.11	35.11	0.00	(35.11)	25.00
1-07-72-264-00-413 MILEAGE	0.00	0.00	0.00	0.00	82.46
1-07-72-264-00-455 RECREATION SUPPLIES	402.65	1,692.75	2,000.00	307.25	1,065.52
1-07-72-264-00-568 RENT	0.00	5,544.00	9,200.00	3,656.00	10,681.08
1-07-72-264-00-411 FOOD SUPPLIES	0.00	5.99	0.00	(5.99)	181.44
Total HOCKEY PROGRAM	437.76	7,277.85	11,200.00	3,922.15	12,095.50

INTERGENERATIONAL CHOIR:

1-07-72-265-00-399 OTHER CONTRACTED SERVICES	0.00	1,940.00	4,000.00	2,060.00	3,555.00
1-07-72-265-00-490 OTHER MATERIALS	0.00	74.27	500.00	425.73	321.01
1-07-72-265-00-491 OFFICE SUPPLIES	0.00	14.91	0.00	(14.91)	14.20
1-07-72-265-00-405 PRINTED FORMS	0.00	338.56	0.00	(338.56)	11.08
Total INTERGENERATIONAL CHOIR	0.00	2,367.74	4,500.00	2,132.26	3,901.29

TENNIS PROGRAM:

1-07-72-266-00-490 OTHER MATERIALS	0.00	0.00	400.00	400.00	0.00
Total TENNIS PROGRAM	0.00	0.00	400.00	400.00	0.00

TOTAL RECREATION PROGRAMS

	571.32	21,268.80	30,900.00	9,631.20	25,062.43
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Revenues

Tay Valley Township
For the Ten Months Ending October 31, 2011

RECREATION SERVICES
RECREATION PROGRAMS

	Current Month	2011 YTD	2011 Budget	Variance - Budget-YTD	Last Year End
PROGRAM ADMINISTRATION:					
1-12-72-280-00-751 BASEBALL REGISTRATION FEES	0.00	(1,887.00)	(3,000.00)	(1,113.00)	(3,580.00)
1-12-72-260-00-752 SOCCER REGISTRATION FEES	0.00	(4,040.00)	(4,000.00)	40.00	(3,375.00)
1-12-72-260-00-753 HOCKEY REGISTRATION FEES	(900.00)	(8,700.00)	(12,000.00)	(3,300.00)	(12,725.00)
Total PROGRAM ADMINISTRATION	(900.00)	(14,627.00)	(19,000.00)	(4,373.00)	(19,680.00)
INTERGENERATIONAL CHOIR:					
1-12-72-265-00-754 CHOIR PARTICIPATION FEES	(65.00)	(1,910.00)	(2,500.00)	(590.00)	(2,185.00)
1-12-72-265-00-855 DONATIONS	0.00	0.00	0.00	0.00	(1,600.00)
1-12-72-265-00-865 MISCELLANEOUS SALES	0.00	(600.00)	0.00	600.00	(670.00)
1-12-72-265-00-872 TICKET SALES	0.00	0.00	(2,000.00)	(2,000.00)	0.00
1-12-72-265-00-890 DEFERRED REVENUE	0.00	0.00	0.00	0.00	553.71
Total INTERGENERATIONAL CHOIR	(65.00)	(2,510.00)	(4,500.00)	(1,990.00)	(3,901.29)
TOTAL RECREATION PROGRAMS	(965.00)	(17,137.00)	(23,500.00)	(6,363.00)	(23,581.29)
RECREATION FACILITIES					
MABERLY HALL:					
1-12-73-302-00-815 HALL RENTALS	(1,405.00)	(3,520.00)	(2,000.00)	1,520.00	(1,025.00)
1-12-73-302-00-855 DONATIONS	0.00	0.00	0.00	0.00	(100.00)
Total MABERLY HALL	(1,405.00)	(3,520.00)	(2,000.00)	1,520.00	(1,125.00)
RECREATION FACILITIES	(1,405.00)	(3,520.00)	(2,000.00)	1,520.00	(1,125.00)
TOTAL RECREATION SERVICES	(2,370.00)	(20,657.00)	(25,500.00)	(4,843.00)	(24,706.29)

LOVE SPORTS! **NEED TO GAIN** **COMMUNITY HOURS?**

Tay Valley Township's Recreation Committee is looking for volunteers to assist with it's Soccer and Baseball programs. This is a great way to gain your community hours while learning new skills and helping others. All this while working outdoors!



*For more information or to volunteer contact
Joanne Gallagher at (613) 267-5353.*