

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
ARTHUR BMX/SKATEBOARD PARK AD-HOC ADVISORY COMMITTEE
MEETING AGENDA
WEDNESDAY, OCTOBER 30, 2019 @ 7:00 PM
ARTHUR COMMUNITY CENTRE – UPPER HALL**

MANDATE / TERMS OF REFERENCE

The mandate of the Ad Hoc Advisory Committee (“the Committee”):

Develop a recommendation to Council of the Township of Wellington North related to the possible development of a BMX/Skateboard Park in Arthur.

The recommendation will involve the following aspects:

- Background and history
- Needs re-confirmation
- Community involvement and input
- Fundraising and grant opportunities
- Capital Costs
- Operating cost projections
- Replacement of facility cost projections
- Determine design/recommendations based on need and funding availability

To operate in accordance with the timeline in order to move forward with the mandate of the Committee as efficiently as possible.

COMMITTEE COMPOSITION/STRUCTURE

The Committee shall be comprised of the following:

Minimum of three (3) Council representatives

Maximum 4 (four) citizen members, representative of the community stakeholders including:

- 3 Lions members
- 1 youth member

Recreation or other Township staff may be asked to attend where required.

The Committee will appoint from its members a chair person to chair the meetings of the Committee and a secretary to record the actions of the Committee

Quorum for meetings is 50% of the membership plus one.

AUTHORITY

The Committee shall adhere to the communications plan developed by the municipality in order to involve and receive public input and to keep the public informed on the progress of the plan.

The Committee members shall only be appointed for the specific purposes of making a recommendation to the Council of the Township of Wellington North on options regarding the BMX/Skateboard Park.

BUDGET

The Committee is not authorized to expend or commit municipal funds to the recommendation.

All Committee members are volunteer and will receive no remuneration for their time, outside of municipal employees.

REPORTING

The Committee shall report directly to Council under the signature of the Chair or designate and reports and communications are directed to Council through the Chief Administrative Officer (CAO). The Committee may appear before Council as a delegation to present their final recommendation

ARTHUR BMX/SKATEBOARD PARK AD-HOC ADVISORY COMMITTEE AGENDA

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CALLING TO ORDER

ADOPTION OF AGENDA

Recommendation:

THAT the agenda for the October 30, 2019 Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee be accepted and passed.

DISCLOSURE OF PECUNIARY INTEREST

MINUTES OF PREVIOUS MEETING

- April 16, 2019 – received by Council April 29, 2019

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ITEMS FOR CONSIDERATION

1. Design Concept
 - a. Grade 6 involvement
 - b. Site Plan (benches, tables, path)
2. Budget
3. Fundraising
 - a. Recognition & Donation Form
 - b. Tax Receipts
4. Project Management / Procurement
5. Community Initiated Project Application

OTHER BUSINESS

NEXT MEETING

ADJOURNMENT

Recommendation:

THAT the Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee meeting of October 30, 2019, 2019 be adjourned at : pm.

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**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
ARTHUR BMX/SKATEBOARD PARK AD-HOC ADVISORY COMMITTEE MINUTES
APRIL 16, 2019 AT 7:00 PM**

The meeting was held in the Upper Hall at the Arthur Community Centre.

Committee Members Present:

- Lisa Hern, Councillor, Chair
- Andrew Lennox, Mayor
- Steve McCabe, Councillor
- Al Rawlins, Lions Member
- Wayne Horton, Lions Member
- Glen Cheyne, Lions Member (7:30 pm)

Staff Present:

- Michael Givens, CAO
- Mandy Jones, Community Recreation Coordinator
- Catherine Conrad, Deputy Clerk

CALLING TO ORDER

ADOPTION OF AGENDA

RESOLUTION ABSP 2019-05

Moved: Al Rawlins

Seconded: Wayne Horton

THAT the agenda for the April 16, 2019 Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

MINUTES OF PREVIOUS MEETING

- February 19, 2019 – received by Council February 27, 2019

ITEMS FOR CONSIDERATION

1. Fundraising

a. Responsibilities

It was agreed that the Arthur Lions Club will be responsible for fundraising. A commitment or funds on hand will be required to proceed.

b. Goals

The Lions Club members will discuss a goal at the Directors Meeting to be held April 17, 2019. \$60,000 was suggested as an attainable goal. The park could be built in phases that coincide with fundraising achievements.

c. Charitable Donation Receipt Policy

It was clarified that the Township of Wellington North can issue receipts for charitable donations received for the project; however, the project must proceed.

2. Process to secure a provider

The Township has a procurement policy that, dependent on the value of the project, would be formal or informal. A procurement process is the most transparent. Council could waive the procurement process where it is determined that there is only one supplier.

The Lions Club members indicated that they would prefer their Club overseeing procurement. They will

obtain information and then present it to the Committee. It was suggested that the Grade 6 Arthur Public School children be involved in the process to determine what they would like to see incorporated into a design; then approach suppliers to come up with concepts. The next school visit is scheduled for April 29 and then again in June. Visits will then resume in the fall.

3. Signage update

The sign is ready to be installed as soon as the ground is dry enough to dig the holes for the posts. The coroplast sign will be secured to plywood and then mounted to the posts to provide durability. The Lions Club will have banners made to use at events for promotion. The banners will use the same terminology as the signs. To increase visibility the sign will be placed on an angle at the start of the tree line, facing the intersection of Domville and Tucker Streets.

4. Name discussion

The Lions Club would like to name the park in honour of the late Brent Barnes and will discuss with his widow, Joyce Barnes.

OTHER BUSINESS

NEXT MEETING – to be determined

ADJOURNMENT

RESOLUTION ABSP 2019-06

Moved: Al Rawlins

Seconded: Councillor McCabe

THAT the Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee meeting of April 16, 2019 be adjourned at 7:58 pm.

CARRIED