

To: Mayor McKenzie & Members of Council
From: Darcey Cook, Recreation & Facilities Manager
Subject: Recreation Master Plan Update
Date: December 7, 2020

Recommendation:

That the Council of the Municipality of West Perth accept the Recreation & Facilities Manager's report dated December 7th, 2020 as presented.

Purpose:

To provide West Perth Council with an update on progress and future plans of the Recreation and Facilities Department in regard to the recommendations from the 2016 Recreation Master Plan

Background:

In July 2016, the West Perth Council passed the following resolution:

“Whereas the Municipality of West Perth commissioned the preparation of a Recreation and Leisure Master Plan for the Municipality;
AND Whereas the Master Plan has now been completed by Monteith, Brown and Associates;
AND Whereas the consultants and Council have conducted extensive public consultation as an integral part of the process leading up to the finalization of the plan;
AND Whereas the Recreation and Leisure Master Plan includes a list of recommendations for future Council consideration and possible implementation:
NOW therefore the Municipality of West Perth hereby receives the 2016 Recreation and Leisure Master Plan;
AND Further, hereby directs Staff to consider the recommendations in light of the 2016 financial position and the 2017 Budget preparations;
AND Further, that at a future date, Staff provide council with a priority action list for consideration complete with funding options for works to be considered for implementation in 2016 and additional works to be funded in the 2017 or future budgets.

Analysis:

Staff have prepared the attached document with all 56 recommendations of the 2016 Recreation Master Plan and have documented what has been implemented and future plans for each one. The Recommendations have been colour coded as follows: Green = Completed Yellow = Ongoing and Red = Abandoned. We currently have 13 recommendations completed and 42 ongoing with varying levels of completion, and one recommendation abandoned.

Financial:

N/A

Attachments:

N/A

Recreation and Leisure Services Master Plan: June 2019 Report

Service Delivery Recommendations					
	Recommendation	Priority & Timing	Strategic Directions	Lead	Comments / Considerations
1	Adopt a municipal service delivery role that reflects the strategic directions of this Master Plan, with a primary focus on maintaining assets and supporting community-led activities through a community development approach.	High Ongoing	B, C, E	Council CAO	Implemented in 2018 - Recreation & Facilities Manager - 2018 budget used for department resources and recruitment
2	Create a full-time Recreation & Leisure Coordinator position to work with community providers and volunteers to increase access to leisure services, promote existing assets, and enhance communication and marketing of recreation, leisure and culture opportunities.	High Short-Term	B, E, F	CAO	Implemented in 2018 - Full-time Recreation Coordinator started July 3 rd , 2018 after receiving \$70,000 through the <u>Active for Life Recreation Stream</u> of the <u>Ontario Sport and Recreation Communities Fund</u> .
3	Re-evaluate staffing requirements over time as changes occur in the scope of municipal responsibilities, customer demand, or asset inventories. For example, consideration should be given to addressing a corporate gap in property and facility management.	High Ongoing	B, E	Dept. Heads	Plan and implement Recreation and Facilities Staffing Plan in 2021: - Department development - Define roles and responsibilities (disentangle recreation and leisure from operations) - Where do cemeteries fit in - Where do 'other facilities' fit in - Health and Safety
	Recommendation	Priority &	Strategic	Lead	Comments / Considerations

		Timing	Directions		
4	Continue to offer relevant staff training and development that builds and maintains the skills and competencies needed to deliver on key recreation and leisure objectives.	High Ongoing	B, C	Dept. Heads	Ongoing. Department budget includes a defined training budget.
5	Facilitate an annual Volunteer Fair to raise awareness, promote opportunities, and recruit volunteers for West Perth's recreation, leisure, and culture services.	Medium Short-Term	B, C, D	Rec Coord	Discussed including a volunteer fair component with fundraising event in 2020 – ultimately cancelled due to COVID-19. Will discuss again for 2021.
10	Develop a municipal-wide volunteer recognition program to celebrate the achievements of local residents and encourage sustained volunteerism.	Medium Short-Term	A, B, C, D	Rec Coord	First annual Volunteer Appreciation Night took place in April of 2019. The 2020 event was cancelled due to COVID-19. Volunteers were recognized via Municipal website and social media. Planning for 2021 event and implementation of individual and group recognition will begin in 2021.

	Recommendation	Priority & Timing	Strategic Directions	Lead	Comments / Considerations
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6	Maintain an up-to-date inventory of recreation, leisure, and culture opportunities within the community (including a database of community groups and their contact information) to ensure that a full range of activities are available for all ages and abilities. This database should be publicly accessible and serve to enhance awareness of local activities, programs, leagues, and events.	High Ongoing	B, E	Rec Coord	<p>Perfect Mind software went live in 2019.</p> <ul style="list-style-type: none"> - Online Facility Rentals - Drop-In and Registered Programs - Ice Pad and Ball Diamond Schedule <p>Online software proved very effective during COVID-19 pandemic and moving forward.</p> <ul style="list-style-type: none"> - Online Waivers and Health Questionnaires - Contact Tracing
14	Maintain and update information pertaining to recreation, leisure, and culture activities and events on the West Perth website to enhance awareness of available opportunities.	High Ongoing	A, D	Rec Coord Website Lead	Ongoing.
15	Create a regular newsletter or community guide (monthly or quarterly, hard copy and online) to advertise and promote West Perth's recreation, leisure, trails, and culture opportunities and events; seek opportunities to coordinate with West Perth Public Library.	High Short-Term	A, D	Rec Coord	<p>Municipal information included in annual Mitchell Advocate Recreation Guide.</p> <p>Discuss possibility of monthly recreation newsletter in 2021.</p>

	Recommendation	Priority & Timing	Strategic Directions	Lead	Comments / Considerations
7		Medium	A, B, C, D	Rec	Youth Recreation Survey circulated in Fall

	Engage community partners in periodic program planning , with an emphasis on accessible and affordable introductory activities that promote physical activity and social inclusion, including those designed for older adults and seniors.	Ongoing		Coord	of 2020. Creation of <u>Municipal Survey</u> to circulate at volunteer fair / volunteer appreciation in 2021.
16	Host an annual forum with service clubs, community organizations, and the public to collectively discuss issues and opportunities related to service delivery, community needs, marketing and promotion, and overall communication.	Medium Ongoing	C, D		Bang the Table for Community Engagement: Your Say West Perth discontinued due to low level of engagement.
17	Provide public input opportunities prior to undertaking large community projects.	High Ongoing	C, D		Ongoing (ex. Keterson Park Master Plan).
8	Encourage community efforts to form a municipal-wide older adult/seniors' club .	Medium Med-Term	A, C	Rec Coord	Ongoing. Partnership with Mitchell and Area Community Outreach to develop new programming for older adults.

	Recommendation	Priority & Timing	Strategic Directions	Lead	Comments / Considerations
9	Investigate opportunities to support the volunteer sector through work with	High Ongoing	B, C	Rec Coord	Research for different grant opportunities ongoing. Plan to submit applications for

	partners like United Way of Perth Huron.				two United Way funding streams in 2021.
11	To establish consistency across the Municipality (including employees, volunteers, and contractors), develop maintenance standards for all public parks and facilities, with a focus on delivering a high level of safety, cleanliness, and legislative compliance.	Medium Short-Term	B, C, E	Dept. Heads	Ongoing. Inventory of all facilities and parks in progress (initiated in 2019).
12	Ensure that policies and procedures are in place to support and direct fundraising and partnerships, user fees and rental rates, advertising and sponsorships, parks maintenance, customer service, cancellations and refunds, etc. Review all policies every five years, at minimum.	High Short-Term	B, E	Dept. Heads	All agreements, policies and procedures updated in 2020 due to COVID-19. Review again in 2022.
20	Document, formalize, and update the Municipality's existing arrangements with community groups and service providers in the delivery of recreation, leisure, and culture services.	High Short-Term	B, C, E, F	Rec Coord (Dept. Heads)	Ongoing.
13	Collect registration data from all organizations that use Municipal parks and facilities and monitor facility utilization to assist in tracking trends, changing demands, and allocation.	Medium Ongoing	B, E	Rec Coord	Ongoing. This recommendation continues to follow the organization of facilities and parks.

	Recommendation	Priority & Timing	Strategic Directions	Lead	Comments / Considerations
18	Establish a consistent signage design template and install at all parks, open spaces, trails, and community facilities.	Medium Med-Term	E, F		Consultant RFP for <u>Parks Master Plan</u> . Collaboration with North Perth and Perth

					East in 2022 which would include signage.
19	Seek fundraising, partnership, and sponsorship opportunities that are consistent with the Municipality's vision in order to reduce reliance on tax dollars in providing quality recreation, leisure, and culture opportunities in West Perth.	High Ongoing	C, E, F	Treasurer Rec Coord	<u>Sponsorship & Advertising Opportunities</u> document created and promoted in 2020 to consolidate opportunities.
21	Evaluate partnership proposals based on the criteria outlined in Section 6.7.	Medium Ongoing	B, C		Ongoing.
22	Develop an Arts and Culture Strategy that identifies the Municipality's role in supporting the local arts and cultural sector. Work with community and regional partners to create a sustainable direction for arts and culture in the Municipality.	Low Long-Term	A, B, C		May require outside consultant. Re-assess in 2021. Lower priority: need to focus on other items first, for liability reasons.

Parks and Trails Recommendations				
	Recommendation	Priority & Timing	Strategic Directions	Comments / Considerations
23	Utilize the Master Plan's parkland classification hierarchy to guide the development or	Medium Ongoing	B, F	Consultant RFP for <u>Parks Master Plan</u> . Collaboration with North Perth and

	redevelopment of parks and open spaces according to park type, size, service level, and amenities provided.			Perth East in 2022.
24	Continue to pursue the dedication of parkland and cash-in-lieu through the provisions of the local Official Plans and Planning Act.	High Ongoing	B, F	
25	Avoid developing or accepting under-sized active parkland parcels of less than 0.5 hectare in size unless the Municipality has determined that there is a need to fill a gap in parkland and other options are inadequate.	High Ongoing	B, F	
26	Accepting undevelopable Open Space lands (ex. storm water management ponds, woodlots, valley lands, floodplains, hazard lands, etc.) as part of the parkland dedication requirement is strongly discouraged. The Municipality may assume these lands through voluntary dedication or easement if appropriate.	High Ongoing	B, F	
27	Where necessary, employ alternative acquisition tools to enhance future parkland opportunities to serve current and future residents.	Medium Ongoing	B, F	
28	Adopt a parkland service target of 3.0 hectares per 1,000 residents, which would require an additional 1.6 hectares (4 acres) of parkland by 2039 to serve growing settlement areas.	High Ongoing	B, F	
	Recommendation	Priority & Timing	Strategic Directions	Comments / Considerations
29	Begin planning for the relocation of Kinsmen Park (up to 7 hectares, depending on overall sports field	Medium Long-Term	E, F	The plan to relocate the Kinsmen Park has been abandoned. The park will remain where it is permanently.

	needs), located within an expanding industrial area.			
30	Maintain a commitment to accessibility, safety, and comfort within the Municipality's parks system through compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and Crime Prevention Through Environmental Design (CPTED) principles. In recognition of the Municipality's aging population, attention should be paid to the development of amenities such as washrooms, shade, and benches/seating areas in parks and along trails.	High Ongoing	A, E, F	Consultant RFP for <u>Parks Master Plan</u> . Collaboration with North Perth and Perth East in 2022.
31	Prepare a Greening Strategy to guide the efforts of the Municipality, partners, and volunteers in the beautification, naturalization, and preservation of key sites throughout West Perth. The Strategy should address items such as tree planting, remediation, maintenance, resourcing, education programs and stewardship initiatives, etc.	Medium Med-Term	C, D, F	
	Recommendation	Priority & Timing	Strategic Directions	Comments / Considerations
32	Use the guiding principles and Conceptual Trails Network within this Master Plan as a guide to inform future trail and walking route projects . All future trails and walking routes should be properly signed to	High		Consultant RFP for <u>Parks Master Plan</u> . Collaboration with North Perth and Perth East in 2022.

	clearly delineate the network and enhance wayfinding for users. Additional extensions to the network should consider unopened road allowances and river corridors (with the latter being achieved through coordination with the Conservation Authority).			
33	Consider adding a policy within the Official Plan to allow the Municipality to require the dedication of land for the development of pedestrian and bicycle infrastructure as a condition of plan of subdivision approval as permitted by Section 51(25) of the Planning Act.	Low Short-Term	B, F	
34	Continue to emphasize the proper design, construction, and maintenance of the West Perth trails network . For example, motorized all-terrain vehicles should be prohibited from all designated walking and hiking trails and Municipal By-laws to this effect should be enforced to the greatest degree possible. In some cases, physical interventions and repairs may be required.	High Ongoing	E, F	
35	Establish a walking tour route, education program, and improved signage to promote the West Perth trails and open space system.	Medium Short-Term	A, D, F	

Facility Recommendations					
	Recommendation	Priority & Timing	Strategic Directions	Lead	Comments / Considerations
36	Prepare an updated Needs Assessment/Feasibility Study for Mitchell Arena & Community Centre in five to ten	High Med-Term	E	Facility Manager	To be moved into <u>Capital Budget Process</u> in 2024.

	years' time in order to assess the demand for a second ice pad, other community spaces, and renewal or redevelopment options.				
37	Continue to invest in the Mitchell Arena & Community Centre through ongoing capital maintenance, with a short-term focus on addressing barrier-free accessibility projects.	High Short-Term	E	Facility Manager	Ongoing.
38	Undertake a topic-specific study and public engagement process to explore options for the creation and management of a hub for older adults and seniors through the re-purposing or expansion of an existing space / facility to help meet the recreational and social needs of this population.	Medium Med-Term	A, C, E		Due to a Fire Safety Order the Friendship Centre is currently closed to the public. We will continue looking for possible options for renovation or alternative sites for seniors programming.
39	Evaluate options (ex. leasing, divestiture, etc.) for declaring Mitchell Friendship Centre and Fullarton Hall as surplus municipal facilities .	High Short-Term	E		Fullarton Hall sold in 2018. Due to a Fire Safety Order the Friendship Centre is currently closed to the public. Options to be considered in 2021 with a property survey initiated in 2020.

	Recommendation	Priority & Timing	Strategic Directions	Lead	Comments / Considerations
40	Upgrade the infield at the Cromarty Ball Park in cooperation with the South Hibbert Athletic Association.	Low Short-Term	E	Facility Manager	Status update of current conditions, deficiencies and schedule for necessary capital improvements to

41	Remove the Brodhagen and Dublin diamonds from the active inventory. Continue to maintain these diamonds to a standard that is consistent with casual play, but remove the lighting, fencing, and/or bleachers when they become unsafe. A commitment to usage and substantial fundraising would be required to improve these diamonds.	Low Med-Term	E	Facility Manager	be completed in 2020 and included in 2021 budget.
42	Install a playground at a future park site in southwest Mitchell.	Medium Long-Term	A, E		Consultant RFP for <u>Parks Master Plan</u> . Collaboration with North Perth and Perth East in 2022. Current: inspections by Municipality and capital replacement by original partner (include policy for this in Parks Master Plan).
43	Consider the installation of a playground and/or tree plantings within Sunset Park in northwest Mitchell, should there be sufficient local interest.	Low Med-Term	A, E		
44	Develop and implement a program for regular playground replacement, upgrades, and installation , with continued consideration of accessible features (such as ramps, swings, pathways, etc.).	High Ongoing	B, E		

	Recommendation	Priority & Timing	Strategic Directions	Lead	Comments / Considerations
45	Maintain the Lions Pool until such point as major capital replacement (e.g., to the tanks, bathhouse, mechanical systems, etc.) can no	High Ongoing	D, E	Facility Manager	Capital assessment planned for 2021.

	longer be deferred. Consult with the public as to future options at that time.				
46	Provide two courts for tennis and/or pickleball in Mitchell. This may be achieved by improving the existing courts (and making them available for public use) or developing new courts at another location.	Medium Med-Term	B, E		New tennis / pickleball courts being installed at Veteran's Park for use in spring of 2021.
47	Encourage the Dublin Lions to proceed with the installation of an outdoor pad at Dublin Lions Park . Municipal support should be considered in the context of the proposed Fundraising & Partnership Policy (not yet developed).	Low Short-Term	B, E		Completed in 2019.
48	Work with local service clubs, stakeholders, and the community to install a permanent skate park within Keterson Park in Mitchell.	Medium Med-Term	C, E		In Progress. Working through this during 2021 budget.

	Recommendation	Priority & Timing	Strategic Directions	Lead	Comments / Considerations
49	Work with the Agricultural Society to plan for the replacement of the four Fair barns currently located at the centre of Keterson Park, with the goal of developing new structures that will be appropriately designed	Medium Med-Term	C, E, F		Keterson Park Master Plan completed in 2019. Short term projects initiated:

	and located to meet the long-term needs of the Fair and community.				<ul style="list-style-type: none"> - New multi-use pavilion - Accessible path around diamonds - Updates to All Wheels Park - Crystal Palace access improvements
50	Undertake a review of the long-term capital and operational requirements of the Lions Park petting zoo .	Medium Med-Term	C, E		Ongoing. Started in Winter of 2020

Implementation Recommendations				
	Recommendation	Priority & Timing	Strategic Directions	Comments / Considerations
51	Use the Recreation & Leisure Services Master Plan as a resource in developing West Perth's long-term capital forecast .	High Ongoing	B, D	Yes.
52	Ensure that Municipal Council is fully aware of the	High	B, D	Yes.

	operating cost implications when deciding on the approval of capital projects.	Ongoing		
53	Continue to seek alternative funding sources (e.g., fundraising, sponsorships, grants, etc.) to supplement existing resources and to enable full implementation of the Master Plan.	High Ongoing	B, C	Yes. Reference considerations for recommendation 19.
54	Establish a reserve fund specific to major recreation and parks infrastructure projects with consistent annual contributions through the Municipal budget process, using a 2% facility replacement target as a benchmark.	Medium Short-Term	B, E, F	A long-term budget forecast will ensure for planning for parks infrastructure projects. Will begin in 2021 budget.
55	Implement a system for the regular implementation, monitoring, and review of the Recreation & Leisure Services Master Plan, including the creation of an annual work plan.	High Short-Term	B	Consider developing RFP for updated Master Plan in 2023. Create and present annual report for council.
56	Reconfirm the direction, priorities, and accomplishments of the Master Plan in 2021. Undertake a complete review and update of the Master Plan in the year 2026.	High Short / Med-Term	B, D	Include annual 'Recreation Report' for community in <u>Recreation and Leisure Community Guide</u> .