

Recreation and Leisure Services Master Plan: June 2019 Report

Service Delivery Recommendations				
	Recommendation	Priority & Timing	Implemented	Future Plans
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	Recreation and Facilities department established. Recreation and Facilities Manager hired. Money from 2018 budget used for department recruitment and resources.	Ongoing.
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	Full-time Recreation Coordinator hired in July of 2019 after receiving \$70,000 grant through the <u>Active for Life Recreation Stream</u> of the <u>Ontario Sport and Recreation Communities Fund</u> . Grant End Date: March 31 st , 2019.	\$10,000 of this grant has been earmarked for Municipal signage. (see recommendation 18)
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	Ongoing.	Continue to plan and implement the <u>Recreation and Facilities Staffing Plan</u> . Disentangle recreation and leisure from operations.

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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	Defined training budget for Recreation and Facilities department implemented. Relevant staff training and development based on identified backlog initiated in 2018 and 2019.	Continue to use annual training budget for relevant staff training and development on a prioritized basis.
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	First Annual Volunteer Appreciation Night took place on Tuesday, April 9 th , 2019.	Discuss the possibility of making this an annual event.
10	Develop a municipal-wide volunteer recognition program to celebrate the achievements of local residents and encourage sustained volunteerism.	Medium Short-Term		Discuss adding a Volunteer Fair component to the beginning of the event. Possibly implement individual and group recognition through nominations.

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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	Perfect Mind recreation software purchased in 2018. Links to go live on Municipal website in 2019. Software features include: direct links from Municipal website, online facility rentals, drop-in and registered program schedules, online program registration, ice pad and ball diamond schedules and online payments.	Through Perfect Mind software, develop a mailing list for regular recreation updates.
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	2019 Community Recreation and Leisure Guide included six pages highlighting Municipal opportunities.	Continue to promote Municipal opportunities through a recreation summary posted on the Municipal website.
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		

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7	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.	Medium Ongoing	The Keterson Park Master Plan that was implemented in 2018 included representatives from all relevant user groups as well as a public consultation component. <u>Bang the Table for Community Engagement: Your Say West Perth</u> implemented in 2018.	Create Municipal survey for use at annual volunteer fair and other public consultation opportunities. Initiate meeting with Kinsmen Park user groups to discuss current operations and future plans.
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		
17	Provide public input opportunities prior to undertaking large community projects.	High Ongoing		

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8	Encourage community efforts to form a municipal-wide older adult/seniors' club .	Medium Med-Term	<p>Inventory of all privately-run programming and contact information completed in 2018.</p> <p>Volunteers included in 2019 Volunteer Appreciation Night.</p> <p>Drop-in pickleball program initiated in June of 2019.</p> <p>Discussions started with Ritz Lutheran Villa for possible partnership opportunities.</p>	<p>Review Perth County <u>Age Friendly Community Needs Assessment and Action Plan</u>.</p> <p>Continue to implement more seniors' programming at the West Perth Community Centre.</p>
9	Investigate opportunities to support the volunteer sector through work with partners like United Way of Perth Huron.	High Ongoing		Investigate in 2020.

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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	Inventory of all facilities and parks initiated in Spring of 2019. Files for each location created. Updated agreements, policies and procedures started for all locations and services.	Continue gathering information on all locations. Continue to update agreements, policies and procedures.
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		
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		
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	Lines of communication opened up between the Municipality, Mitchell Minor Sports and privately run programs.	This recommendation will follow the organization of all facilities and parks. Implementation set for 2020.

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18	Establish a consistent signage design template and install at all parks, open spaces, trails, and community facilities.	Medium Med-Term		Research signage in other Municipalities. Possibly wait and include signage in <u>Parks Master Plan</u> ; referenced in Parks and Trails Recommendations. Create new signs by the end of 2020.
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	Research started in Spring of 2019 to create a Municipal Sponsorship Policy that will encompass all sponsorship opportunities throughout the Municipality. Keterson Park Master Plan has identified projects that would create suitable partnership opportunities.	Ongoing process.
21	Evaluate partnership proposals based on the criteria outlined in Section 6.7.	Medium 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		May require outside consultant. Re-assess in 2020. Lower priority: need to focus on other items first.

Parks and Trails Recommendations

	Recommendation	Priority & Timing	Implemented	Future Plans
23	Utilize the Master Plan's parkland classification hierarchy to guide the development or redevelopment of parks and open spaces according to park type, size, service level, and amenities provided.	Medium Ongoing		<p>Assess recommendations, identify existing background information and consider changes to legislation.</p> <p>Develop a plan for future budget considerations in 2020 or 2021.</p> <p>Incorporate into County Official Plan.</p>
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		
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		
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		
27	Where necessary, employ alternative acquisition tools to enhance future parkland opportunities to serve current and future residents.	Medium Ongoing		
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		

	Recommendation	Priority & Timing	Implemented	Future Plans
29	Begin planning for the relocation of Kinsmen Park (up to 7 hectares, depending on overall sports field needs), located within an expanding industrial area.	Medium Long-Term	Developing Herron Business Park to meet industrial land standards.	Consider changing the current designation of Kinsmen Park.
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	Annual AODA inspections. Identified accessible path in Keterson Park Master Plan as high priority project. Incorporated accessibility into the planning of the Sofina Family Foods Pavilion in Lions Park. Optimist Club currently working on accessible upgrades to play equipment at Lions Park.	
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		Assess implementation options. Incorporate into County Official Plan.

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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 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).	High		
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		Assess implementation options. Incorporate into County Official Plan.
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		
35	Establish a walking tour route, education program, and improved signage to promote the West Perth trails and open space system.	Medium Short-Term		

Facility Recommendations				
	Recommendation	Priority & Timing	Implemented	Future Plans
36	Prepare an updated Needs Assessment/Feasibility Study for Mitchell Arena & Community Centre in five to ten years' time in order to assess the demand for a second ice pad, other community spaces, and renewal or redevelopment options.	High Med-Term		Incorporate into update of recreation and leisure plan in 2023. (see recommendation 55)
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	New roof in 2019.	Ongoing process.
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 repurposing or expansion of an existing space / facility to help meet the recreational and social needs of this population.	Medium Med-Term	Drop-in pickleball program initiated in June of 2019. Keterson Park Master Plan recommends a multi-use pavilion that will support senior programming.	Possible spot for senior programming through <u>Campus Feasibility Master Plan</u> .
39	Evaluate options (ex. leasing, divestiture, etc.) for declaring Mitchell Friendship Centre and Fullarton Hall as surplus municipal facilities .	High Short-Term	Fullarton Hall sold in 2018. Building condition assessment for Friendship Centre completed in 2018.	Incorporate considerations moving forward with <u>Campus Feasibility Master Plan</u> .

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40	Upgrade the infield at the Cromarty Ball Park in cooperation with the South Hibbert Athletic Association.	Low Short-Term	Upgrades to infield at Cromarty Ball Park completed in 2018. New backstop in 2019.	
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	Updated status of current conditions, deficiencies and schedule for necessary capital improvements completed in 2019. Managing diamonds consistent with recommendation.	Remove Brodhagen and Dublin diamond fees from Fee Bylaw.
42	Install a playground at a future park site in southwest Mitchell .	Medium Long-Term	Anticipating proposal from Knights of Columbus for installation of playground at Sunset Park. Currently, inspections completed by Municipality and capital replacements by original partner. Include policy for this in future <u>Parks Master Plan</u> .	Consider need for <u>Parks Master Plan</u> exercise. Incorporate into County Official 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		
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		

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45	Maintain the Lions Pool until such point as major capital replacement (e.g., to the tanks, bathhouse, mechanical systems, etc.) can no longer be deferred. Consult with the public as to future options at that time.	High Ongoing	New roof and solar blankets in 2019.	Replace chemical controllers. Condition assessment of pool tank in 2020.
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	Existing tennis courts need major renovations and will be relocated due to <u>Campus Feasibility Master Plan</u> . Staff currently researching possible locations for new tennis courts.	Staff to present recommendations to Council for decision by the end of 2019.
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	Completed in 2018.	Meet with Dublin Lions Club to develop a plan for the outdoor washroom facilities.

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48	Work with local service clubs, stakeholders, and the community to install a permanent skate park within Keterson Park in Mitchell.	Medium Med-Term	Major equipment upgrades completed in 2018 with help from the Optimist Club.	Final Keterson Park Master Plan Report presented to Council on June 17, 2019.
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 and located to meet the long-term needs of the Fair and community.	Medium Med-Term		
50	Undertake a review of the long-term capital and operational requirements of the Lions Park petting zoo .	Medium Med-Term	Worked with Mitchell Lions Club on operational challenges as they arised.	Monitor in cooperation with the Mitchell Lions Club.

Implementation Recommendations				
	Recommendation	Priority & Timing	Implemented	Future Plans
51	Use the Recreation & Leisure Services Master Plan as a resource in developing West Perth's long-term capital forecast .	High Ongoing	Ongoing.	Ongoing.
52	Ensure that Municipal Council is fully aware of the operating cost implications when deciding on the approval of capital projects.	High Ongoing	Ongoing.	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	Ongoing.	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		Develop a plan in 2019. Initiate implementation in 2020.
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		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		Include annual 'Recreation Report' for community in <u>Recreation and Leisure Community Guide</u> .

