# COUNCIL SUB-COMMITTEE AGENDA
## RECREATION FACILITIES
The Corporation of Norfolk County

1:00 p.m.  
Monday, December 11, 2017  
Simcoe Recreation Centre  
Norfolk Room  
182 South Drive, Simcoe

<table>
<thead>
<tr>
<th></th>
<th>Approval/Changes to Agenda</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Disclosure of Pecuniary Interest</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Committee Minutes</td>
<td></td>
</tr>
</tbody>
</table>
| A) | Recreational Input Sub-Committee Meeting Minutes  
November 30, 2017 | 1 |
| 4. | Discussion Items | |
| A) | Recreation Facilities Sub-Committee Mandate | 5 |
| B) | Reporting Format to Council | |
| 5. | Other Business | |
| 6. | Adjournment | |

## Contact Information
Andy Grozelle Clerk/Manager of Council Services  
Andy.grozelle@Norfolkcounty.ca

Norfolk County
accessious NORFOLK  
Accessible formats available
Present: Chair James Oliver, Mayor Charlie Luke, Peter Black, Roger Geysons, Doug Brunton, John Wells, Michael Columbus

Absent with Regrets: None

Also Present: Bill Cridland, Susie Wray, Todd Shoemaker, Rich Roberts, Andy Grozelle, Emma Vokes

1. Approval of Agenda/Changes to the Agenda

   1. (Luke/Black)
      THAT the agenda be approved as presented. Carried.

2. Disclosure of Pecuniary Interest

None were declared.

3. Minutes

   A) September 18, 2017 Minutes – Waterford
   B) September 25, 2017 Minutes – Port Dover
   C) September 28, 2017 Minutes – Waterford
   D) October 23, 2017 Minutes – Port Rowan
2. (Black/Geysens)
   THAT the minutes of items A through G inclusive be adopted as presented.
   Carried.

4. Discussion Items

A) Paper Survey Results Summary

Bill Cridland, General Manager, Community Services, discussed the paper survey results and commented on some of the statistics and graphs contained within the Agenda package.

Committee discussed the online questionnaire and questioned how long they should leave the survey open for. Committee concluded they will continue the survey until the Friday before a Staff Report is brought forward to Council with a graph summarization to be compiled and distributed to Staff before the meeting.

B) Observational Analysis/Summary

Chair James Oliver questioned Committee; Does Council believe Norfolk County should repair or replace Simcoe facilities consisting of the Annaliese Carr Recreation Centre pool and arena, Simcoe Seniors' Centre, and Talbot Gardens Arena;

Committee concurred on replacing three facilities; the Annaliese Carr Recreation Centre pool and ice rink, and the Simcoe Senior Centre. Committee could not make a decision on Talbot Gardens without further cost analysis on the operation of the rink. As a result, the following resolutions were passed by Committee:

3. (Black /Luke)
   THAT Committee recommend that the Simcoe Senior Centre be replaced.
   Carried.

4. (Black/Luke)
   THAT Committee recommend that a new recreational pool be constructed.
   Carried.

5. (Luke/Black)
   THAT Committee recommend we build a new facility to replace the Recreation Centre Arena with the option of a twin pad facility.
   Carried.
6. (Black /Luke)
   THAT Committee recommend other meeting rooms and administration facilities
   including the sports hall of fame at the existing recreation facility be replaced.
   Carried.

7. (Luke/Geysens)
   That Committee recommend the building of a multipurpose gymnasium, including
   an indoor track, to be constructed in Norfolk County.
   Carried.

8. (Black/Geysens)
   THAT Committee recommend that depending on location of a new facility and
   twinning opportunities, Talbot Gardens could either be replaced or repaired.
   Carried.

Chair James Oliver questioned Committee; with respect to location options for new
facilities, do we recommend one urban community to be evaluated further?

9. (Black/Luke)
   THAT Committee recommend Simcoe as the preferred location for a multi-use
   facility.
   Carried.

Discussion took place in regards to which “end” of Simcoe a multi-use facility should be
located and Committee questioned the GIS department to look at County owned Land
in Simcoe.

10. (Black/Luke)
    THAT Committee recommend staff to investigate land that is up to approximately
    25 acres within the Urban Simcoe area that is available to Norfolk County to build
    a multi-use facility on.
    Carried.

5. Next Meeting

Clerk’s office to canvass Committee and Staff to schedule another meeting before
Christmas break.

Adjournment

3:03 p.m.

Contact Information
Andy Grozelle Clerk/Manager of Council Services
Andy.grozelle@Norfolkcounty.ca
Council-In-Committee Meeting – September 05, 2017

Subject: Terms of Reference – Recreation Facilities Input Sub-Committee
Report Number: E.B.S.17- 51
Department: Employee and Business Services
Division: Clerk and Council Services

Recommendations:

THAT Staff Report E.B.S. 17-51 regarding Recreation Facilities Input Sub-Committee (RFISC) be received as information;

AND THAT the Terms of Reference of the Recreation Facilities Input Sub-Committee (RFISC) attached as Appendix A to Report E.B.S. 17-51 be approved;

AND FURTHER THAT funding to an upset limit of $4,500 be provided from the Parks, Facilities and Recreation budget for the facilitation of the required meetings.

Introduction/Background:

On August 22, 2017 Norfolk County Council passed Resolution No. 7 which reads as follows:

THAT a Sub-Committee of Council be convened to undertake a consultation process respecting recreation facilities;

AND THAT the Sub-Committee meet in the fall of 2017 in all five urban centres in Norfolk County to receive public input from the communities;

AND THAT the Sub-Committee evaluate options for the location and type of facilities desired and required by the Norfolk community.

Three members of Council were appointed to the Sub-Committee: Councillors; Peter Black, Roger Geysens and James Oliver. A request of Council was also made to ensure all Council Members were invited to meetings with specific focus upon relevant Ward Councillors.
Discussion/Analysis:
EBS-39, Policy for Boards & Committees of Council, requires a staff report and Terms of Reference for the establishment of all new Committees. The purpose of this report is to fulfill both of those requirements so that the work of the Recreation Facilities Input Sub-Committee can proceed.

It is important to note that Sub-Committee members are requesting the expansion of the meetings to include the location of Langton in addition to the previously approved five communities of Simcoe, Port Dover, Delhi, Waterford and Port Rowan. Staff are supportive of holding six meetings.

Also important to note is that due to specific budgetary restrictions in place in 2017 Council Services cannot exceed our meeting expenses budget to accommodate these meetings. As a result the Terms of Reference outline that all expenses (excluding staff compensation) are to be allocated to the Parks Facilities and Recreation budget. Rough preliminary cost numbers are as follows:

<table>
<thead>
<tr>
<th>Items</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising (two weeks in consolidated ads and smaller local community publications)</td>
<td>$1500</td>
</tr>
<tr>
<td>Facility Bookings</td>
<td>$1000</td>
</tr>
<tr>
<td>Refreshments</td>
<td>$700</td>
</tr>
<tr>
<td>Mileage</td>
<td>$800</td>
</tr>
<tr>
<td>Incidents</td>
<td>$500</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$4,500</td>
</tr>
</tbody>
</table>

Interdepartmental Implications:
The Community Services Department is designated as the staff resource for the Committee and will be responsible for lending supports and expertise to the Sub-Committee. Council Services is designated as the Sub-Committees secretary and provides all related supports.

Financial Services Comments:
The 2017 Approved Operating Budget does not include sufficient funds for the expenditures noted above for the implementation of the Recreation Facilities Input Sub-Committee. Expenses associated with the operations of the sub-committee in the amount of approximately $4,500 are to be allocated to Parks, Facilities and Recreation in support of the required meetings.

It should be noted that the inclusion of the above expenses will result in a negative variance on the levy.
Staffing/Legal Implications:
As the meetings will occur outside of regular office hours there will be additional demands on staff time which are hard to estimate and would be highly dependent upon the level of local turn-out for meetings.

Consultation:
Council Services has received input from the Council appointed members of the Recreation Facilities Input Sub-Committee which have been included in the Terms of Reference. Consultation has also occurred with the Community Services Department.

Corporate Strategic Plan Linkage:
☒ Goal 1: Financial Sustainability and Fiscal Responsibility
☒ Goal 2: Improved Essential Infrastructure
☐ Goal 3: Recruitment and Succession Management
☒ Goal 4: Corporate Communications Strategy

Communication Plan:
☐ Not Required
☒ Media Release
☒ Public Consultation / Information
☐ Public Participation Plan
Details: With any engagement plan appropriate notice and communication are required to ensure high levels of public participation. Council Services would issue a press release along with utilization of our Social Media to encourage broader participation than may be achieved through newspaper advertising alone.

Conclusion:
Council Services is recommending the approval of the Terms of Reference along with the allocation of funds to enable meetings to proceed.

Attachments:
- Proposed Terms of Reference

Submitted By: David Cribbs
County Manager
For more information, call: 519-426-5870 ext. 1226

Prepared By: Andy Grozelle
Clerk/Manager Council Services
For more information, call: 519-426-5870 ext. 1228
Recreation Facilities Input Sub-Committee  
(RFISC)  
Terms of Reference

1. **Mandate**

   Formed by Council Resolution on August 22, 2017 the Recreation Facilities Input Sub-Committee is a short term body intended to hold public engagement sessions pertaining to Recreation Facilities. These engagement Sessions are to occur in Delhi, Langton, Port Dover, Port Rowan, Simcoe and Waterford.

2. **Committee Composition/Term**

   2.1 The membership of the RFISC shall be three members of Council;

   2.2 The Mayor and home Ward Councillor(s) are considered (ex officio) members of the Sub-Committee. They will be counted towards quorum only when in attendance and shall be allowed to vote and participate in proceedings;

   2.3 All Members of Council shall be invited to all meetings and shall be able to participate in proceedings however will not be afforded voting privileges unless they are Sub-Committee or ex-officio members;

   2.4 Quorum represents a majority of members;

   2.4 The RFISC will be disbanded upon reporting to Council upon the community engagement sessions unless there is a motion of Council to extend the term of the Sub-Committee.

3. **Appointment of Chair and Vice/Chair**

   3.1 At the first Sub-Committee meeting a Chair and Vice-Chair shall be appointed;

   3.2 The Chair shall be responsible for overseeing the conduct of meetings and addressing any matters of decorum which may arise;

   3.3 The Chair may direct the Committee Secretary to place items upon an
agenda and may call additional meetings as deemed required;

4. **Roles and Responsibilities**

4.1 Council Services Division shall provide Committee Coordination services to include meeting scheduling, agenda preparation and minute taking;

4.2 Community Services Department will provide a staff resource to attend meetings and assist the Sub-Committee.

5. **Rules of Procedure/Order/Conduct**

Members of the Committee shall observe the Rules of Procedure with respect to meetings as outlined in Norfolk County Council's Procedural By-Law 2017-83.

6. **Schedule/Location of Meetings**

6.1 The six (6) public input meetings shall be held on Monday's beginning at 5:00 p.m. at locations throughout the County;

6.2 At the conclusion of the public input meetings the Sub-Committee may hold additional meeting to summarize the input received and determine recommendations to Council. Any additional meetings may be held on a different date/time;

6.3 All meetings shall be open to the public and dates of all meetings will be published on the Norfolk County website.

7. **Meeting Structure, Agenda and Minutes**

7.1 Attendance at all meetings shall be recorded. Members shall notify the Secretary, Chair or Staff Liaison if they are unable to attend;

7.2 The order of Business upon Agendas for Public Input Sessions shall be as follows:

   a) Disclosure of Pecuniary Interest
   b) Approval of previous minutes
   c) Staff Overview
   d) Public Comments
   e) Other
f) Adjournment

7.3 In accordance with the County Procedural By-law 2017-83 all public speakers shall be limited to ten minutes in duration and will receive a reminder from the Chair prior to this time expiring;

7.4 Due to the external nature of the public input meetings technology such as PowerPoint is not anticipated to be provided at all venues unless specifically requested by the staff resource for the purpose of facilitating a staff presentation;

7.5 Despite the public engagement nature of the Sub-Committee, when all business on an agenda is addressed the Committee shall adjourn;

7.6 All Sub-Committee minutes once approved shall be placed upon a Council agenda for information. (Minutes of the last Sub-Committee meeting will be presented without formal Sub-Committee approval);

7.7 All Norfolk County Committees are required to seek Council approval for additional costs or allocation of County resources.

8. BUDGET & FINANCIAL REPORTING

8.1 All expense incurred by the Sub-Committee for the year of 2017 shall be charged to a Parks, Facilities and Recreation cost centre. If the Sub-Committee continues beyond 2017 they will be required to make a budgetary request for any funds required in 2018. All related expenditure transactions will follow Council approved policy. Requests must relate to specific activities approved in the Committee's mandate and Terms of Reference.

9. REMUNERATION & EXPENSES

9.1 Members of the Committee are not remunerated. All Council Members may submit mileage claims for travel to meeting locations other than Simcoe which will be processed according to County policy.