

## MINUTES

### THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT

#### **PARKS & RECREATION COMMITTEE BOREAL COMMUNITY ENGAGEMENT ROOM, HERITAGE TRAIN STATION TUESDAY, DECEMBER 6<sup>TH</sup>, 2016, 5:00 P.M.**

---

1. CALL MEETING TO ORDER/CHAIR'S INTRODUCTORY REMARKS

A. **Attendance**

Committee Members Ms. Adrienne Crosby, Vice-Chair  
Mayor Doug Lawrance  
Cllr. Steve Forbes  
Ms. Joanne Peacock  
Mr. Jack Roy

Regrets Ms. Aileen Urquhart

Absent Mr. Jessy Terry, Chair

Staff Mr. Gerson Agustin, Manager of Parks and Recreation  
Ms. Jennalea Landry, Assistant Manager of Parks and  
Recreation & Secretary of Committee

Other Mr. Jory Kettles (Guest)

B. **Chair to Call the Meeting to order.**

The Vice - Chair called the meeting to order at 5:00 p.m.

2. AGENDA

a) **Additions to the Agenda** – None

b) **Confirmation of Agenda**

Moved By: Mayor Doug Lawrance  
Seconded By: Cllr. Steve Forbes

THAT the Agenda for the Parks and Recreation Committee Meeting of Tuesday December 6<sup>th</sup>, 2016 be approved.

CARRIED

3. CORRESPONDENCE

a) Mr. G Agustin read an e-mail sent in on November 22<sup>nd</sup>, 2016 by Chair Mr. Jessy Terry; stating his resignation from the Committee.

4. DISCLOSURE OF PECUNIARY INTEREST – None

5. ADOPTION OF MINUTES

a) **October 6<sup>th</sup>, 2016 & November 22<sup>nd</sup>, 2016 Minutes**

Administration noted spelling corrections to be made to the above noted minutes and will proceed with the revisions.

Moved By: Mayor Doug Lawrance  
Seconded By: Cllr. Steve Forbes

THAT the Minutes of the Parks and Recreation Committee Meetings held on October 6, 2016, be adopted, as amended.

CARRIED

Moved By: Mayor Doug Lawrance  
Seconded By: Ms. Joanne Peacock

THAT the Minutes of the Parks and Recreation Committee Meetings held on November 22, 2016, be adopted, as amended.

CARRIED

6. NEW BUSINESS

a) **November 9<sup>th</sup>, 2016 Committees & Commissions Year-End Report Updates to Council – Update**

Vice Chair Ms. A Crosby and Staff Resource Mr. G Agustin updated the Committee of the outcome of the Council Meeting. It was noted that Council had no questions regarding the Committees Year-End Report and progress made in the 2016 Work Plan.

**2016 Work Plan – Item No. 2 Long Term Project – New Recreation Centre**

It was noted by Mayor Doug Lawrance that Council has approved going after funding for the feasibility Study. It was noted that the following recommendation was passed by Council at the November 16, 2016 Regular Council Meeting:

At this time, this work plan item is complete. No further action required.

b) **By-Law No. 79-15 Terms of Reference, Section 6, Section 4**

**6.3.5 Attendance and Absenteeism**

It was noted that the Committee reviewed the Terms of Reference as noted above.

It was a consensus of the Committee to ensure they report their Absenteeism via e-mail to the staff resource prior to the meeting to ensure Quorum. And that the Committee follow in accordance with the Municipal Policy, should a member have three consecutive “unexcused” absences, s/he shall be deemed to have resigned etc.

It was noted that current Quorum for the Committee is 4 members

**4.5.2 Role of Chair**

It was noted that the Committee reviewed the Terms of Reference as noted above.

It was a Consensus of the Committee to elect a new chair. The Committee nominated Vice Chair Ms. A. Crosby as Chair of the Parks and Recreation Committee. Ms. A Crosby accepted the nomination, as Chair of the Parks and Recreation Committee.

In the absence of further nominations, Ms. A. Crosby was acclaimed to the position of Chair.

It was a consensus that the Committee elect a new Vice-Chair in January 2017.

**c) 2017 Work Plan – Review of 2016 Items for Consideration**

**2016 Work Plan – Item No. 3 – Trail Development**

It was the consensus of the Committee that “Trail Development” be approved for the 2017 work plan, as this item is an ongoing project.

Mr. G Agustin will follow up with the Multi-Purpose Trail Alliance as to the outcome of their meeting with the MNR, to be presented at the next meeting.

**2016 Work Plan – Item No. 5 Parks and Garden Improvement**

It was noted that the Committee discussed developing an opportunity for people in the community and local businesses to invite them to “adopt” a garden, an incentive to help upkeep the parks and gardens around town.

It was noted that the Committee discussed investigating getting proper education on what types of plants will thrive in this zone.

7. NEXT MEETING

a) **Agenda Items – Next Meeting**

- Adoption of December 6<sup>th</sup>, 2016 Meeting Minutes
- Review the new Formatted October 6, and November 22<sup>nd</sup>, 2016 meeting minutes; in accordance with the Committees Terms or Reference By-law No. 79-15 (Approved Work Plan Items for Committee Discussion); Council’s Procedure By-law 14-13 (Format of Minutes & Agendas) and the Municipal Act (Record of Meetings -239(7) of the Act, a Municipality is required to record, without note or comment, all resolutions, decisions, and other proceedings at its meetings.
- 2017 Work Plan – Present Draft Work Plan to the Committee and Conduct a “Brainstorming Session”
- Elect Vice-Chair

b) **Date – Next Meeting**

The next meeting of the Parks and Recreation Committee is scheduled for Tuesday, January 10<sup>th</sup>, 2017

8. MOTION TO ADJOURN

It was the consensus of the Parks and Recreation Committee to adjourn the meeting of December 6<sup>th</sup>, 2016 at 5:58 p.m.