

**MINUTES OF A MEETING OF THE CULTURE & RECREATION ADVISORY COMMITTEE HELD AT THE ADMINISTRATION BUILDING, 1024 HURLWOOD LANE, THURSDAY NOVEMBER 13, 2014 AT 7:00 P.M.**

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**PRESENT:** Chair Vicki Gray  
Members Lisa Ferguson  
Bill Harvey  
Barb Clare-Powell  
Richard Weese  
Steven Zeidler

**STAFF:** Culture & Recreation Patricia J. Harwood  
Co-ordinator

**ABSENT:** Members Judith Cox  
Stuart Lowrey  
Grace Smith  
Stephanie Stanton  
Tarryn Reineke

**CALL TO ORDER**

Vicki Gray, Chair, called the meeting to order.

**DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

- "NIL"

**DELEGATIONS**

Marchmont Ratepayers Association with respect to Marchmont Community Park

MOTION CRAC11132014-01: *Moved by Member Clare-Powell and seconded by Member Weese that the presentation of the Marchmont Ratepayers Association with respect to the Marchmont Community Park be received; AND FURTHER THAT this be referred to the 2015 budget deliberations; AND FURTHER THAT each member of Council receive a copy of the MRA presentation.*

*CARRIED*

Ontario Watercross Racing with respect to Request for Event  
(Withdraw)

**REPORTS FROM OFFICIALS (*for information*)**

Culture & Recreation Advisory Committee minutes – 10/09/14  
Culture & Recreation Advisory Committee minutes – 11/05/14  
2015 Winter Recreation Brochure

MOTION CRAC11132014-02: *Moved by Member Harvey and seconded by Member Zeidler that the following reports from Officials be received for information;*

- a) Culture & Recreation Advisory Committee Minutes – 10/09/14*
- b) Culture & Recreation Advisory Committee Minutes – 11/05/14*
- c) 2015 Winter Recreation Brochure*

*CARRIED*

**REPORTS FROM OFFICIALS (*for direction*)**

Recreation Report No. R14-022, 09/24/14, with respect to Ice Schedule 2014-2015

MOTION CRAC11132014-03: *Moved by Member Weese and seconded by Member Ferguson that Recreation Report No. R14-022, dated September 24, 2014 with respect to the 2014-2015 Ice Schedule at the Coldwater Community Centre be received;  
AND FURTHER THAT the new ice programs be adopted as presented;  
AND FURTHER THAT By-Law 2012-19 be amended to reflect the fees of the new programs.*

*CARRIED*

Recreation Report No. R14-024, 09/26/14, with respect to a Proposed Playground Replacement Plan from 2015-2030

MOTION CRAC11132014-04: *Moved by Member Zeidler and seconded by Member Harvey that Recreation Report No. R14-024, dated September 26, 2014 with respect to a Proposed*

November 13, 2014

*Playground Replacement Plan from 2015-2030 be received;  
AND FURTHER THAT the plan be adopted in principle;  
AND FURTHER THAT the plan be considered in the 2015 Capital Budget process.*

Recreation Report No. R14-029, 10/27/14, with respect to the Refund Policy for Recreation Programs

MOTION CRAC11132014-05:

*Moved by Member Ferguson and seconded by Member Clare-Powell that Recreation Report No. R14-029, dated October 27, 2014, with respect to the Refund Policy for Recreation Programs be received;  
AND FURTHER THAT the following policies form the Policies for Refunds, Transfers, Waitlists and Cancellations;*

- 1. Program withdrawal and refund requests must be made by completing the Refund Request Form*
- 2. A full refund will be given in the event that:*
  - a) The Township of Severn cancels/changes program details which prohibit someone from attending*
  - b) A registrant requests a refund for medical reasons (Doctor's note required). Refund will be pro-rated from request date and subject to a \$20.00 fee*
- 3. Every effort will be made to make up cancelled/postponed classes. Refunds will not be issued.*
- 4. A participant withdrawn by an instructor due to incompatibility will receive a pro-rated refund.*
- 5. No refund will be issued after the 2nd day of the program unless a Refund Request Form is accompanied by a Doctor's note. The refund in that case will be pro-rated.*
- 6. Transfers from one class/program to another are based on space availability within the same session.*
- 7. Transfers will be permitted up to and including the third lesson of the program where space permits.*
- 8. Registrations for new programs from waitlists may be pro-rated.*
- 9. Program Cancellation: Advising an Instructor, Reception Staff or not attending classes is not considered notice of program cancellation.*

*AND FURTHER THAT the policies be posted on the Township of Severn's website for participant's information and use.*

*AND FURTHER THAT this report be referred to Council.*

*AND FURTHER THAT #5 be deleted and #9 be amended to "Participant" Cancellation.*

*CARRIED*

Verbal Discussion with respect to Plan By Design Presentation for the Locke Subdivision Parkland Development

*MOTION CRAC11132014-06:* *Moved by Member Weese and seconded by Member Clare-Powell that discussion with respect to a presentation received from Plan by Design be received;*  
*AND FURTHER THAT the submitted amendments be referred to Plan By Design and forwarded to the public meeting process.*

*CARRIED*

Verbal Discussion with respect to the Washago Centennial Park

*MOTION CRAC11132014-07:* *Moved by Member Clare-Powell and seconded by Member Weese that discussion with respect to Washago Centennial be deferred;*  
*AND FURTHER THAT a park site visit be planned for the spring 2015.*

*CARRIED*

Coldwater Fairgrounds Verbal Discussion

*MOTION CRAC11132014-08:* *Moved by Member Ferguson and seconded by Member Clare-Powell that discussion with respect to the Coldwater Fairgrounds be deferred;*  
*AND FURTHER THAT a park site be planned for the spring 2015.*

*CARRIED*

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**ADJOURNMENT – 9:05 p.m.**

Motion to adjourn.

MOTION CRAC11132014-09:

*Moved by Member Harvey and seconded by Member Zeidler that this meeting be and is hereby now adjourned.*

*CARRIED*

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Vicki Gray  
Chair

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Patricia J. Harwood  
Acting Secretary