



## MINUTES

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### REGULAR MEETING OF PARKS, RECREATION, ARTS AND CULTURE COMMITTEE

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**THURSDAY APRIL 18, 2019**

**Kingsville Arena Auditorium D**

**5:30 PM**

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#### **A. CALL TO ORDER**

Deputy Mayor Queen called the meeting to order at 5:30 P.M. with the following persons in attendance:

Mayor N. Santos  
Deputy Mayor G. Queen  
Councilor T. Neufeld  
M. Shields  
M. Tremaine-Snip  
A. Hickmott  
S. Langlois-Monteith Brown  
J. Campbell-Monteith Brown  
D. Wolicki-Facilities Manager  
M. Durocher-Parks and Recreation Program Manager

#### **B. DISCLOSURE OF PECUNIARY INTEREST**

Deputy Mayor Queen reminded members that any declaration and its general nature are to be made prior to each item being discussed.

#### **C. DELEGATIONS/PETITIONS/CORRESPONDENCE**

Steve Langlois from Monteith Brown Planning Consultants-re Recreation Master Plan review.

S. Langlois reviewed the Draft Master Plan with the following highlights:

1. Going to identify priorities with goals for each
2. Master plan is a time to re-invest the community in recreation planning
3. Expectations from community are moving faster than can be kept up with
4. Strategic plan for culture should be developed
5. We need a mechanism to maximize the use of the Grovedale
6. Public open houses to be conducted, with the expectation that the plan will go to council before summer.
7. Any comments with respect to the draft master plan should be sent to S. Langlois in the next two weeks.

#### **D. STAFF REPORTS**

**Program Managers Report**

**PRAC 27-2019** Moved by Councilor T. Neufeld and seconded by A. Hickmott to receive the report as presented.  
**CARRIED**

**Facilities Managers Report**

**PRAC 28-2019** Moved by M. Shields and seconded by A. Hickmott to receive the report as presented.  
**CARRIED**

**E. MINUTES OF THE PREVIOUS MEETINGS**

**March 21 PRAC meeting**

**PRAC 29-2019** Moved by Councilor T. Neufeld and seconded by Mayor N. Santos to receive the minutes of the March 21 PRAC meeting as presented.  
**CARRIED**

**Fantasy of Lights March 19**

**PRAC 30-2019** Moved by M. Tremaine-Snip and seconded by Mayor N. Santos receive the minutes of the March 19 FOL meeting as presented.  
**CARRIED**

**Migration Fest March 19**

**PRAC 31-2019** Moved by M. Tremaine-Snip and seconded by M. Shields to receive the minutes of the March 19 Migration Fest meeting as presented.  
**CARRIED**

**Communities in Bloom March 12**

**PRAC 32-2019** Moved by Councilor T. Neufeld and seconded by Mayor N. Santos to receive the minutes of the March 12 CIB committee as presented.  
**CARRIE**

**F. New Business/Unfinished Business**

**Unico Cupboards**

D. Wolicki and M. Durocher reported to committee with regard to locks on cupboards, and reports that regular renters are accessing the building during times other than when they had it rented.

Discussion ensued with respect to changing the locks, and or installing a swipe card system for access to the building.

**PRAC 33-2019** Moved by Councilor T. Neufeld and seconded by M. Shields that administration should proceed with installing a SWIPE

system at the Unico, and inquire with I.T department as to period for such an upgrade.

**CARRIED**

### **Contribution Agreement for Pickleball**

Committee reviewed the draft contribution agreement for the Pickleball Association.

**PRAC 34-2019** Moved by A. Hickmott and seconded by Councilor T. Neufeld that the contribution agreement for Pickleball should be forwarded on to Council for approval. .

**CARRIED**

### **Kings Duck Derby**

The Kingsville Lions Club approached the Migration Festival Committee requesting permission to hold the Kings Duck Derby during Migration Fest. The Committee responded that they would be agreeable to providing the space at Lakeside Park on Sunday of the Migration Fest, and further that if the Lions Club wished to be included in the advertising for Migration Fest that a \$1000 contribution agreement would need to be signed.

**PRAC 35-2019** Moved by M. Shields and seconded by Councilor T. Neufeld to receive the recommendation of the Migration Fest Committee.

**CARRIED**

### **SERT Meeting April 15 2019**

**PRAC 36-2019** Moved by A. Hickmott and seconded by Councilor T. Neufeld to receive the minutes of the April 15 SERT meeting as presented.

**CARRIED**

### **Report #1**

ACCESS Tu Run Saturday May 25 at 10 am

Runners leave from Parking lot at 23 Mill Street run east on Mill to Division, south on Division to Herrington, West on Herrington to Queen, North on Queen to Mill and then repeat the circuit.

Street closure is requested for 1.5 hour

Property at 23 Mill will be vacated by noon, with letters being distributed to Neighbours

ACCESS is collaborating with Rotary Club to have volunteers at all cross streets

Requests from Organizer

Auxiliary OPP and community Policing Officer to respond. Rolling closure with OPP Barrels and Barricades to be distributed by **Municipal Services**

No parking signs to be located on barrels

Barrels to cordon off bike lanes for runners on Queen and Division

Barricades to be dropped off at Cross Streets by Municipal Services

Fire-no objections

EMS-no objections

**Recommendations:** Parks, Recreation, Arts and Culture Committee approve the request of the organizer. Organizer to provide Town of Kingsville with Certificate of Insurance naming to the Town of Kingsville as also insured at a value of 2,000,000. Organizer to enter into a contract with the Town of Kingsville

**PRAC 37-2019**

Moved by A. Hickmott and seconded by M. Shields to approve the recommendation as presented.

**CARRIED**

## **Report #2**

ACCESS- Wimpy Polar Bear Dip  
July 13 at Cedar Island

Publicity event to promote January Polar Bear Dip  
Attendance-50 people  
There will be music, announcements, and a BBQ.

Requests from Organizer

Power is available from maintenance room at Cedar Island-Facilities Manager  
Garbage bags are emptied prior to event at beach-Facilities Manager

Fire-no objections  
ENS-no objections

**Recommendations:** Parks, Recreation, Arts and Culture Committee approve the request of the organizer.

**PRAC 38-2019**

Moved by Councilor T. Neufeld and seconded by Mayor N. Santos approve the recommendation as presented.

**CARRIED**

**Report #3-Deputy Mayor G. Queen declares a conflict of interest, Mayor N. Santos assumes the role of chairman of the committee for this item.**

## **ACCESS-Couch Surf Challenge**

150 people is the anticipated number of attendees  
Location 23 Mill Street

Fundraiser to increase awareness of Homelessness in County  
Individuals will be assigned a cot in a particular area, which represents a town in Essex County  
Individuals will stay on the cot for the weekend, and only be allowed to leave to use the washrooms inside the building

ACCESS will have staff on for the entire time to monitor the situation  
Minimum age of participants in 19+  
This is a rain or shine event  
ACCESS may need to collaborate with the Church in the event that they require additional space due to construction.

Concerns:

Fire-individuals cannot sleep in the Lions Hall, as the Fire Code does not accommodate that

The Occupancy load of the Lions Hall is different if people are sleeping in it  
If Tents are being used a Safety Plan needs to be created

OPP-concerns over liability, and will ensure that a regular patrol is done on the site

Construction on the site is due to take place from June – September

Municipal Services Concerns:

- Concerns for the area being monitored by volunteer staff throughout the midnight hours- OPP Detachment Manager provided some concern as well but will ensure officers are frequently reviewing the site throughout the night.
- Event may conflict with construction project of Phase 1a/1b of the Lions Park development pending target dates; Event does not have an alternative date to use in the event of a conflict with construction and/or inclement weather.

Concerns re Liability

### **Recommendations**

Parks, Recreation, Arts and Culture Committee review the request of the organizer given the concerns expressed by Fire, Police and Municipal Services.

#### **PRAC 39-2019**

Moved by Councilor T. Neufeld and seconded by A. Hickmott to defer the request of ACCESS and furthermore requires more information from the applicant with regard to placement of participants, dialogue with the Church, and Alternative venues for consideration.

**CARRIED**

### **Report 4-Deputy Mayor G. Queen resumes Chairman's position.**

Faith Reformed Church-SACU Walk for Wisdom Walkathon

June 2 or June 9 2019 12pm-1pm

Walking paths in Lakeside Park-participants to meet in Lower Bowl

50-70 anticipated participation

No requests from Organizers

Municipal Services-Beautification of the Bridge in the lower bowl will be taking place. S. Martinho to provide signage at bridge

Fire-No concerns

EMS-No concerns

O.P.P-No concerns

**Recommendations:** Parks, Recreation, Arts and Culture Committee approve the request of the organizer.

#### **PRAC 40-2019**

Moved by A. Hickmott and seconded by M. Shields to approve the recommendation as presented

**CARRIED**

### **Report 5**

## Carnegie Social-86'd Catering

Dates for 2019

June 7, 21, July 5, 16, August 16, September 6, October 4 in Carnegie Parking lot

Estimated Attendance 950 licensed event

Organizer to:

Provide Port O Johns, and requests that Carnegie remain open for use of Washrooms.  
Organizer to clean washrooms at end of nights.

Organizer will break down set up at end of night

Organizer to use snow fence to secure lot

Organizer to hire licensed security to patrol access points.

Organizer to have 10x10 tents, which will conform to Fire code

Requests from Organizer

15 picnic tables

Garbage and recycling containers

Letter of Significant Event Status-going before Council April 23

Concerns:

Fire-No concerns

EMS-No concerns

O.P.P-no concerns

Municipal Services-may need to complete restoration work for fence stakes

**Recommendations:** Parks, Recreation, Arts and Culture Committee approve the request of the organizer. Organizer to provide Town of Kingsville with Certificate of Insurance naming to the Town of Kingsville as also insured at a value of 2,000,000. Organizer to enter into a contract with the Town of Kingsville. Organizer to provide to town fees for parking lot in keeping with the 2019 fees and charges by-law

**PRAC 41-2019**

Moved by Mayor N. Santos and seconded by A. Hickmott to approve the recommendation as presented.

**CARRIED**

## Report 6

Blessing of the Bikes May 5 from 10-1pm

Anticipating 500 bikes

Event to take place at First Lutheran Church and Spruce Street North and Beech Street

Requests from Organizer

One-way traffic to be enforced on Beech Street West for Bike Parking

One-way eastbound traffic from Division to Spruce on Beech Street

Organizer will do neighborhood blitz-notifying neighbours

Request O.P.P officer at Division and Beech if possible

#### Municipal Services

Provide Barricades at all cross streets on Beech, and for parking lots on Beech Street.

Organizer to have volunteers at parking lots to ensure traffic goes in the proper direction  
Parking lots to be used as overflow fill lots first then the roadway.

#### Recommendations by SERT members

S. Bertoni will do call for service to see if there are members to assist  
Municipal services to provide barricades

At the end of event, bikes on Beech Street to be released first followed by those in parking lot

Fire-no concern  
EMS-no concern

**Recommendations:** Parks, Recreation, Arts and Culture Committee approve the request of the organizer.

**PRAC 42-2019**

Moved by Councilor T. Neufeld and seconded by M. Shields  
to approve the recommendations as presented

**CARRIED**

#### Request 7

Kingsville Celebrates Canada Day  
July 1 Kingsville Recreation Complex

Event starts at 11 am and runs till 11pm

Organizer-Town of Kingsville

Requests from Organizer:  
Closure of Jasperson from Woodycrest to Road 2 from 9:30

No parking on Road 2  
Municipal services to put up barrels at Hazel x2  
Extra Garbage and Recycling to be put out  
Lights on Side of Arena need to be out  
Lights on Diamond 6 need to be turned on after fireworks conclude

O.P.P Traffic Points:

Jasperson at Parking lot south parking lot entrance  
Jasperson at Road 2  
Road 2 at Hazel

C. Parsons working for K and H to send pyro set up to O.P.P

O.P.P-no concerns  
Fire-no concerns  
EMS-no concerns

**Recommendations:** Parks, Recreation, Arts and Culture Committee approve the request of the organizer.

**PRAC 43-2019**

Moved by A. Hickmott and seconded by M. Shields to approve the recommendation as presented

**CARRIED**

### **Request 8**

Kingsville public school Track and Field Meet  
May 2 2019  
9am-11am

100 metre races to take place on Walnut Street

Organizer Request:

O.P.P officer at Road Closure,  
Barricades at Prince Albert Street

Request by Municipal Services: Try not to spray paint road

EMS: no concerns  
Police: no concerns  
Fire: no concerns

**Recommendations:** Parks, Recreation, Arts and Culture Committee approve the request of the organizer.

**PRAC 44-2019**

Moved by M. Shields and seconded by A. Hickmott to approve the recommendation as presented

**CARRIED**

### **Highland Games**

June 22 2019

Kingsville Highland Games Committee

Requests by Organizer

Fence will be erected around perimeter of Park on June 20, move out June 23 by 5pm

Hours of operation:

June 20-9: am, Sunday June 23-5pm

Insurance: the Town of Kingsville has taken out additional insurance rider to cover off Animal Handling and heavy events.

Portable structures include

Tents  
1 40x60  
3 10x10  
1 10x15  
1 20x30  
1 40x40



1 8x15

Lighting-security lighting will be placed in the lower bowl on Saturday evening

## Port O Johns

The organizer has ordered 20 port o johns

Liquor sales, which will be administered by local breweries and wineries, will finish in the lower bowl at 5pm and in the Pavilion at midnight. Smart serve volunteers will be a part of the process as per the MAP. Significant event status is being requested at Council on April 23, after which the Liquor license will be applied for in the Town's Name.

Parking in the lot adjacent to the park will be for vendors, performers, and those requiring accessibility. Volunteers will monitor parking lot.

EMS services will be located in the parking lot off Herrington, and EMS will have a radio supplied by organizer on event channel

Communications: All communications will be handled through incident command, including weather related emergencies, lost child, found child, and evacuation details. All volunteers to be trained in radio protocol prior to event.

## 5k Charity Walk/run

Event is being organized by WRACE, and begins at 10 am. See map below



## Organizer's Responsibility

O.P.P-8:00am-5:30 pm O.P.P request that 2 paid duty constables be hired, and that from 6:00pm-1:00 am-4 paid duty constables be hired

Fire-Fire safety plan needs to be submitted, and tents will be inspected on Friday afternoon by Fire. All tents to carry fire retardant labeling

Noise By-law waiver to be completed-was submitted with package

Vendor Area will be inspected by Fire on Friday Afternoon

Building permits and inspection by the Town of Kingsville's CBO to take place on Friday Afternoon. Prior consultation should be undertaken with respect to the large tents being erected.

Ensure compliance for food handling with Health Unit

#### Organizer's Request

Three O.P.P for Kilt run to be located at the following traffic points'. Bertoni to reach out to S. Moniz for assistance through auxiliary  
Division Road and Greenway  
Lansdowne and Greenway  
Park Street and Greenway

85 Traffic Cones and 15-safety vests-Municipal Services-Parks and Recreation has 40 cones that could be used to augment request. Barrels may also be used  
Cones delivered to Kingsville Historical Park on Friday June 21  
2 Tables in the Gazebo at Lakeside for registration purposes-Parks and Rec  
Pick up all cones etc. at the end of event-Municipal Services  
Arrange to have trail gates open on greenway-A. Plancke  
Extra W.D.S bin at Lakeside Park-S. Martinho  
Power in park including Lower Bowl, upper bowl and gazebo needs to be turned on

**Recommendations:** Parks, Recreation, Arts and Culture Committee approve the request of the organizer with the understanding that all requirements of the organizer related to Building Department, Fire Department, AGCO, and O.P.P are adhered to.

**PRAC 45-2019**

Moved by A. Hickmott and seconded by M. Shields to approve the recommendation as presented

**CARRIED**

#### Kingsville Folk Festival

August 9-11 2019

Requested Move in Date: August 7-Move out August 12

Updates for 2019

Security Fencing will be placed in front of the stage

SOP Hours

09-5-10 pm

10-noon-10pm

11-noon-10 pm

Significant event status request going to council on April 23

Stage performances on Main stage 6:00-11:00 pm each day

New for 2019-40x40 tent with artists, and Health and Wellness Kingsville

Security: Friday 3 security guards with one assigned to main stage

Saturday 2 security guards

Sunday 2 security guards

Police Services: 2 on Friday, 2 on Saturday, 2 on Sunday-organizer requests 1 however O.P.P request 2 officers at all times as a minimum

Time of Closure

New for 2019-festival will remain open until midnight each day

#### Request from Organizer

Waiver of fees for Lakeside Park-Organizer lists this at \$4137-with Fees and Charges  
By Law increase this is a larger amount

Garbage and recycling removal-additional WDS bind-S. Martinho

Rental fees waived in the event that Arena, Migration Hall and Unico Building need to be utilized

#### Requirements of Organizer

Certificate of Insurance for 2 million dollars naming the town as also insured

Enter into a contractual agreement for the use of the park with the Town of Kingsville  
Fire Safety Plan

Building Permit for tents exceeding 600 feet in square footage

Fire inspection

Inspection of stage by CBO

Inspection for Health Unit

Increased number of paid duty OPP for Sunday night to 2

Recommendations: : Parks, Recreation, Arts and Culture Committee approve the request of the organizer with the understanding that all requirements of the organizer related to Building Department, Fire Department, AGCO, and O.P.P are adhered to. Furthermore that a certificate of insurance and contract are completed prior to the event.

#### **PRAC 46-2019**

Moved by Councilor T. Neufeld and seconded by A. Hickmott to approve the recommendation as presented

**CARRIED**

Following the discussions with respect to the SERT committee, the PRAC committee discussed the need to review the insurance requirements for events, and the need for some events to have more insurance than others depending on the risk of exposure did to the Town of Kingsville.

#### **PRAC 47-2019**

Moved by Councilor T. Neufeld and seconded by M. Shields to request that administration work with the Clerks department to develop an insurance grid based on various risk factors. Once completed the grid is to be presented to PRAC.

**CARRIED**

#### **G. Date of Next Meeting:**

**May 16, 2019**

**At 5:30 pm at KINGSVILLE ARENA**

#### **H. ADJOURN**

#### **PRAC 26-2019**

Moved by Councilor T. Neufeld and seconded by A. Hickmott' to adjourn the meeting at 7:35 p.m.

CARRIED

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CHAIR, Deputy Mayor G. Queen

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RECORDING SECRETARY, M. DUROCHER