



AGENDA
Dashwood Advisory Committee
Thursday, March 12, 2020
Dashwood Community Centre 7:00 PM

Page

- 1. ROLL CALL AND CALL TO ORDER**

- 2. DISCLOSURE OF PECUNIARY INTEREST**

- 3. APPROVAL OF AGENDA**

- 4. ADOPTION OF MINUTES**
 - 4.1. [February 15 2018 - Minutes for Dashwood Advisory Committee draft](#)
 - 4.2. [August 27 2018 - Minutes for Dashwood Advisory Committee draft](#)

- 5. REPORTS**
 - 5.1. [South Huron 2020 Budget-Recreation and Cultural Services](#)
 - 5.2. Parking Lot
 - 5.3. Creek Clean Up
 - 5.4. Playground Clean Up
 - 5.5. Set Meeting Schedule

- 6. NEW BUSINESS**

- 7. ADJOURNMENT**

2 - 5

6 - 9

10 - 17



DASHWOOD COMMUNITY CENTRE ADVISORY COMMITTEE
Meeting Minutes
Thursday, February 15, 2018
Dashwood Community Centre
7:30 PM

Committee Members

Don Weigand – Chair
John Becker – Council Member – Municipality of Bluewater
Tom Tomes – Council Member – Municipality of South Huron
Kathy Hayter
Ted Hoffman
Rob Hoffman

Staff

Dave Atthill – Facilities Services Coordinator – South Huron
Jeff Newell – Manager of Facilities – Bluewater

1. Meeting Called to Order

Chair Don Weigand called the meeting to order at 7:32 PM and welcomed everyone to the meeting.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

3. Changes/Additions to the Agenda

None.

4. Approval of Agenda

Motion: 01-2018
Moved by: Kathy Hayter
Seconded by: Ted Hoffman

“That the agenda be approved as circulated.”

Disposition: Carried

5. Approval of Minutes

Approval of the minutes from November 28, 2017.

Motion: 02-2018
Moved by: Rob Hoffman
Seconded by: John Becker

“That the minutes of November 28, 2017 be approved as presented.”

Disposition: Carried

6. Business Arising from the Minutes

John Becker inquired about the request for the Bluewater and South Huron councils who were to meet regarding the funding and approvals of the Dashwood Community Centre Washroom Project.

Meetings between the two councils are not planned, however, South Huron CAO Dan Best, Bluewater CAO Kyle Pratt, Jo-Anne Fields, Dave Atthill, and Jeff Newell have met.

7. Correspondence

Dashwood Community Centre Washroom Project

MOVED: Councillor Gillespie ***SECONDED:*** Deputy Mayor Fergusson

THAT Council direct staff to bring back a report reviewing the Dashwood Community Centre Washroom Project budget, including scope of work, dollars that have been raised, and the final estimated cost. CARRIED.

South Huron Council received the Dashwood Community Centre Advisory Committee correspondence dated December 11, 2017 at the December 18, 2017 regular council meeting and passed the following resolutions:

Motion: 536-2017
Moved: D. Frayne
Seconded: C. Hebert

That South Huron Council accept the recommendation of the Dashwood Community Centre Advisory Committee that South Huron and Bluewater Council meet as soon as possible to discuss funding of the Washroom Project.

Disposition: Carried

Motion: 537-2017
Moved: D. Frayne
Seconded: T. Oke

That South Huron Council approve the completion of the Dashwood Washroom Project in 2018.

Recorded (Voted) Disposition: Carried

8. Dashwood Community Centre Washroom Project

The cost used for the construction will be \$120,000. The Municipality of South Huron share will be \$49,800 and Municipality of Bluewater \$40,200.

A minor variance will be required for the North exterior side yard to allow for the planned parking on Boston Street. The exterior requirement is 9 meters. Proposed is 5.05 meters. The North parking lot should be cement to match the rest of the parking lot.

The parking lines on the South side of the building should be angled instead of parallel to the building.

The tender will go out as soon, as the construction drawings are complete and both Councils have approved.

Next meeting should take place before the final approvals by both Councils.

9. New Business

One picnic table is missing. There are a total of 10 picnic tables which is enough for all functions at the pavilion.

The hall walls will have some of the paint touched up. The back stairway floor tiles will be repaired.

The kitchen area, outside lighting, and front lobby entrance lights will be replaced with new energy efficient LED lights.

10. Date of Next Meeting

The meeting will be held at the Dashwood Community Centre upon the call of the Chair in March 2018.

11. Adjournment

Motion:	03-2018
Moved by:	Tom Tomes
Seconded:	Rob Hoffman

“That the meeting adjourn at 8:02 PM.”

Disposition: Carried

Don Weigand, Chair

David Atthill, Recording Secretary



DASHWOOD COMMUNITY CENTRE ADVISORY COMMITTEE
Meeting Minutes
Monday August 27, 2018
Dashwood Community Centre
7:00 PM

Committee Members

Don Weigand – Chair
John Becker – Council Member – Municipality of Bluewater
Tom Tomes – Council Member – Municipality of South Huron
Kathy Hayter
Ted Hoffman
Rob Hoffman
Maureen Cole – Mayor of Municipality of South Huron
Dan Best – CAO of Municipality of South Huron

Staff

Dave Atthill – Facilities Services Coordinator – South Huron
Jeff Newell – Manager of Facilities – Bluewater

1. Meeting Called to Order

Chair Don Weigand called the meeting to order at 7:03 PM and welcomed everyone to the meeting.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

3. Changes/Additions to the Agenda

None.

4. Approval of Agenda

Motion: 04-2018
Moved by: Kathy Hayter
Seconded by: Ted Hoffman

“That the agenda be approved as circulated.”

Disposition: Carried

5. Approval of Minutes

Approval of the minutes was not completed. Meeting Minutes from the February 15, 2018 meeting will be brought forth for approval at the Tuesday, October 9, 2018 meeting.

6. Business Arising from the Minutes

One picnic table has been returned. There are a total of 11 picnic tables.

7. Correspondence

8. Dashwood Community Centre Washroom Project

Dan Best did an overview of the three tender results that were submitted.

The following are the results of the Request for Tender:

- Feltz Design Build - \$256,677.93
- SDI Builders - \$261,030.00
- Oke Woodsmith Building System Inc. - \$326,577.16

The scope of work moving forward will include new accessible washrooms while staying within the current building footprint. Staying within the building footprint will keep the project within the approved budget of \$120,000 and allow for completion in 2018. The committee supported the proposal of staying within the building footprint and moving forward with the project in 2018.

Design/Build tender scope of work will meet accessibility and occupancy standards for washrooms.

The committee did a walkthrough of the current washroom and lobby. The design/build tender will include using approximately 2 feet of the existing lobby area.

Bluewater and South Huron council need to be keep updated on the Dashwood project. Don Weigand and Jeff Newell are to be sent the draft minutes as soon as possible.

Dan Best brought forward having a member of the Dashwood Community Centre Advisory Committee and a representative from Municipality of Bluewater present at the opening of the design/build tender.

Motion: 05-2018
Moved by: Ted Hoffman
Seconded: Kathy Hayter

“That the Dashwood Community Centre Advisory Committee recommend that the Dashwood washroom project be designed staying within the current building footprint;

Disposition: Carried

**Motion: 06-2018
Moved by: Ted Hoffman
Seconded: John Becker**

“That the Dashwood Community Centre Advisory Committee recommend the draft minutes of the August 27, 2018 meeting be sent to both councils;

Disposition: Carried

**Motion: 07-2018
Moved by: Ted Hoffman
Seconded: Kathy Hayter**

“That the Dashwood Community Centre Advisory Committee recommend that Rob Hoffman attend the opening of design/build tenders for Dashwood washroom project Request for Proposal;

Disposition: Carried

**Motion: 08-2018
Moved by: Kathy Hayter
Seconded: Ted Hoffman**

“That the Dashwood Community Centre Advisory Committee recommend that a representative of the Municipality of Bluewater attend the opening of design/build tenders for Dashwood washroom project Request for Proposal;

Disposition: Carried

9. New Business

Mayor Cole requested that the revenue and expenses for the Dashwood Community Centre be shared with the Dashwood Community Centre Advisory Committee. Municipality of Bluewater and South Huron council also should be presented with the revenue/expenses for the Dashwood Community Centre.

John Becker mentioned the North Parking does not need to be paved in 2018. John mentioned it needs to be keep clear of snow for all people to access the building.

10. Date of Next Meeting

The next meeting will be held in the Dashwood Community Centre at 7:00 pm on Tuesday, October 9, 2018.

11. Adjournment

Motion: 09-2018
Moved by: John Becker
Seconded: Rob Hoffman

“That the meeting adjourn at 7:59 PM.”

Disposition: Carried

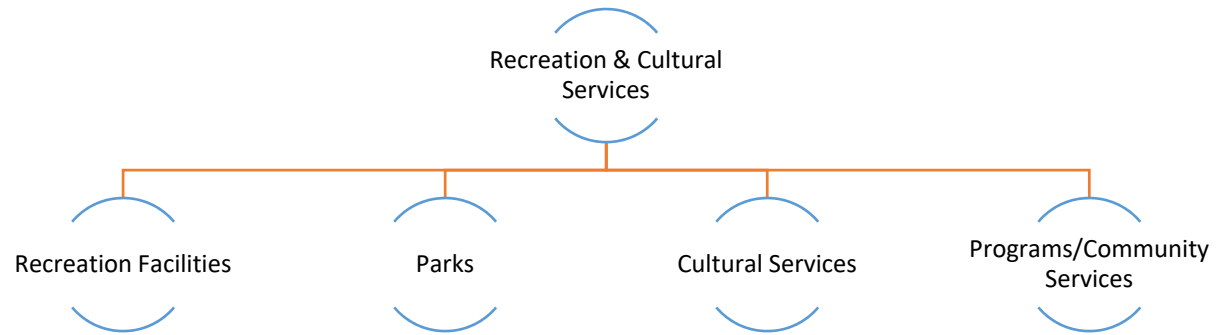
Don Weigand, Chair

David Atthill, Recording Secretary

DRAFT

Recreation & Cultural Services

Recreation includes operation of arenas, community centres, pools/splash pads, sports fields and parks to meet the recreational and leisure needs of residents. Recreation operates under some user fees, however, it is not a full cost recovery department and the tax levy is used to fund the remainder of expenses.



Annual programming includes playground programs, gymnastics and karate to help keep the youth engaged and active in the community.

Department	Division	Object Type	Object Category	2019 Actual as of Oct 14/19	2019 Budget	2020 Budget	Change Over Previous Year	% Over Previous Year		
Recreation & Cultural Services	500 - 5000 - Recreation General	Expenses	External Transfers	40,000	40,000	40,000		0.00%		
			Repairs & Mntce	21,634	14,150	19,800	5,650	39.93%		
			Supplies	23,302	15,000	19,600	4,600	30.67%		
			Training & Conferences	11,472	12,500	12,500		0.00%		
			Utilities	2,924	4,000	4,000		0.00%		
			Wages	136,212	79,990	104,143	24,153	30.20%		
			W-Benefits	79,553	23,000	25,831	2,831	12.31%		
			Total	315,096	188,640	225,875	37,235	19.74%		
		Net Recreation General				315,096	188,640	225,875	37,235	19.74%
		510 - Active Parks	Revenues	Donations/Fundraising	(110)	(1,600)	(1,600)		0.00%	
Other Revenue				(7,900)	(7,900)		0.00%			
Sales	(3,720)			(4,000)	(4,000)		0.00%			
User Fees/Charges	(64,704)			(68,000)	(68,000)		0.00%			
Total	(68,534)			(81,500)	(81,500)		0.00%			
Expenses	Contracted Services			24,423	18,900	18,900		0.00%		
	Insurance	4,813	8,186	8,618	432	5.28%				

Department	Division	Object Type	Object Category	2019 Actual as of Oct 14/19	2019 Budget	2020 Budget	Change Over Previous Year	% Over Previous Year	
Recreation & Cultural Services	510 - Active Parks	Expenses	Repairs & Mntce	8,795	24,900	22,900	(2,000)	-8.03%	
			Supplies	24,091	44,200	44,200		0.00%	
			Utilities	11,721	12,300	12,506	206	1.67%	
			Wages	45,227	125,220	114,996	(10,224)	-8.16%	
			W-Benefits	7,122	35,210	29,903	(5,307)	-15.07%	
			Total	126,194	268,916	252,023	(16,893)	-6.28%	
		520 - 5025 - Programs		Net Active Parks	57,659	187,416	170,523	(16,893)	-9.01%
		Revenues	Donations/Fundraising	(54,462)	(51,000)	(51,000)		0.00%	
	Grant Revenues		(14,951)	(5,000)	(15,800)	(10,800)	216.00%		
	User Fees/Charges		(80,748)	(90,500)	(90,500)		0.00%		
	Total		(150,161)	(146,500)	(157,300)	(10,800)	7.37%		
		Expenses	Contracted Services	37,003	31,000	31,000		0.00%	
	Supplies		19,636	48,032	73,332	25,300	52.67%		
	Training & Conferences		319	2,000	4,200	2,200	110.00%		
	Wages		168,302	121,859	231,833	109,974	90.25%		
	W-Benefits		28,470	27,797	55,253	27,456	98.77%		
	Total		253,728	230,688	395,618	164,930	71.49%		
			Net Programs	103,567	84,188	238,318	154,130	183.08%	
		520 - 5225 - Pools	Revenues	Donations/Fundraising	(8,270)	(640)	(640)		0.00%
	Transfer from Reserves				(186,853)	(169,986)	16,867	-9.03%	
	User Fees/Charges			(30,338)	(26,000)	(26,000)		0.00%	
	Total			(38,608)	(213,493)	(196,626)	16,867	-7.90%	
		Expenses	Contracted Services	1,121	7,200	7,200		0.00%	
	Debt - Interest Payments				24,650	17,209	(7,441)	-30.19%	
	Debt - Principal payments					162,202	152,779	(9,423)	-5.81%
	Insurance		1,477	1,418	1,550	132	9.31%		
Repairs & Mntce	8,552		4,000	4,000		0.00%			
Supplies	18,078		19,400	8,000	(11,400)	-58.76%			

Department	Division	Object Type	Object Category	2019 Actual as of Oct 14/19	2019 Budget	2020 Budget	Change Over Previous Year	% Over Previous Year
Recreation & Cultural Services	520 - 5225 - Pools	Expenses	Utilities	23,533	26,000	26,040	40	0.15%
			Wages	70,957	55,439	48,566	(6,873)	-12.40%
			W-Benefits	10,869	14,476	10,285	(4,191)	-28.95%
			Total	134,587	314,785	275,629	(39,156)	-12.44%
		Net Pools		95,979	101,292	79,003	(22,289)	-22.01%
	540 - 5305 - Facilities	Revenues	Donations/Fundraising	(15,000)	(17,500)	(17,500)		0.00%
			Grant Revenues	(42,462)	(33,790)	(33,790)		0.00%
			Other Revenue		(1,500)	(1,500)		0.00%
			Sales	(8,970)				
			Transfer from Reserves		(50,000)		50,000	-100.00%
			User Fees/Charges	(214,808)	(391,783)	(383,983)	7,800	-1.99%
			Total	(281,240)	(494,573)	(436,773)	57,800	-11.69%
		Expenses	Contracted Services	67,629	140,258	90,258	(50,000)	-35.65%
			Debt - Interest Payments	14,605	30,257	30,257		0.00%
			Debt - Principal payments	17,766	34,484	34,484		0.00%
			Insurance	60,578	54,089	59,541	5,452	10.08%
			Repairs & Mntce	45,894	88,500	69,800	(18,700)	-21.13%
			Supplies	22,311	55,760	48,760	(7,000)	-12.55%
			Training & Conferences	84	5,000	5,000		0.00%
			Transfer to Reserves	110,977	258,173	258,173		0.00%
Utilities			221,561	292,147	297,116	4,969	1.70%	
Wages	251,730		453,121	401,282	(51,839)	-11.44%		
W-Benefits	50,408		115,422	94,731	(20,691)	-17.93%		
Total	863,541		1,527,211	1,389,403	(137,808)	-9.02%		
	Net Facilities			582,301	1,032,638	952,630	(80,008)	-7.75%
	Net Recreation Services		1,154,603	1,594,174	1,666,348	72,174	4.53%	

2020 Budget Note: Recreation Services includes;

- Increased vehicle repairs and maintenance based on 3 year average, plus cost to install GoFleet
- Increased supplies for annual cost for GoFleet software and tablets for implementation of work order system
- \$26,000 for Age Friendly and Youth initiatives and corresponding grant
- Reduction in revenues re no winter storage at Ag building
- \$125,000 under transfer to Capital replacement reserve for Recreation facility initiative

Recreation and Cultural Services

Recreation and Cultural Services includes Arenas, Community Centres, Parks and the Equipment, Pools, Splash Pad and Vehicles/Equipment required to operate these facilities.

Recreation	Project ID	2020 Proposed Capital Projects				Forecasted Project Cost (Total \$)			
		Project Cost	Tax Levy	Reserve	Other Sources	2021	2022	2023	2024
Replace 2 - 2015 Scag mower clippers	2020-RS-01	28,000	28,000						
Self watering flower pots	2020-RS-02	10,000	10,000						
Dashwood CC Parking Lot North	2020-RS-03	22,000	11,000		11,000				
Replace Tractor 046	2020-RS-04	45,000	45,000						
SHRC - Ball Diamond 1 light replace						90,000			
KW Pool Pump						16,000			
Stephen Arena Compressor						60,000			
Replace tennis courts						100,000			
SHRC Ice Resurfacers							160,000		
SHRC - Ball Diamond 2 light replace							90,000		
Stephen Arena parking lot paving							45,000		
KW Pool House								250,000	
Stephen Arena - Roof Replacement								100,000	
Crediton Playground Equipment								25,000	
Dashwood Dishwasher								7,000	

2020 Budget

Recreation		2020 Proposed Capital Projects				Forecasted Project Cost (Total \$)			
Project Name	Project ID	Project Cost	Tax Levy	Reserve	Other Sources	2021	2022	2023	2024
Stephen Arena Ice Resurfacer									160,000
Stephen Arena - Dasher Boards									140,000
Stephen Arena - Ice surface glass									24,000
Dashwood Playground Equipment									25,000
SHRC - Dishwasher									12,000
Crediton CC Parking lot paving									26,000
Total Recreation Capital		105,000	94,000	-	11,000	266,000	295,000	382,000	387,000

2020 Capital Budget Request Form



Project Name:	Dashwood Community Centre Parking Lot	Project No.	2020-RS-03
Functional Class:	Recreation & Culture Services	Department:	Recreation
Asset Category:	Facilities		
Location:	Dashwood Community Centre	Project Authorization:	
Estimated Useful Life:	N/A	Project Lead:	Megan Goss

Detailed Project Description:

To concrete the north parking lot at the Dashwood Community Centre.

Project Rationale:

As part of the scope of the 2018/2019 Dashwood Community Centre washroom project the north parking lot was supposed to be finished in order to meet accessibility requirements. Due to budgetary restrictions this was not completed in 2019. The current proposal is to match the look of the south parking lot.

Project Measurements:	Images
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Unit of Measure:	Quantity	Asset

Project Materials:

2020 Capital Budget Request Form

Project Name:	Dashwood Community Centre Parking Lot						
<u>Capital Cost</u>	Prior Years	2020	2021	2022	2023	2024	Future Cost
Engineering Services							
Construction		21,619					
Vehicles							
Equipment							
Non-recoverable HST	-	381	-	-	-	-	-
Total Capital Cost	-	22,000	-	-	-	-	-
<u>Sources of Funding</u>							
Other:	Bluewater	11,000					
Net Tax Levy Impact	-	11,000	-	-	-	-	-

Operating Impact of Capital							
Total Operating Impact		-	-	-	-	-	

Project Consequences	
Probability of Failure	N/A
Consequence of Failure	N/A