

Municipality of West Perth

Recreation and Leisure Services Master Plan

DRAFT – June 2016

Important: The following is an excerpt from the full Draft Master Plan, available from the Municipality of West Perth.

Summary of Recommendations

The Draft Recreation and Leisure Services Master Plan is intended to inform policy development and identify new and emerging demands and opportunities relative to the provision of recreation, leisure, culture, trails and parks services and facilities. Full implementation of the Master Plan will require ongoing commitments and coordination of Municipal officials and staff, local organizations, and community volunteers.

For ease of reference, all Draft Master Plan recommendations are summarized herein. Priority has been determined based on an assessment of need, as identified throughout the planning process (public engagement, trend and demographic analysis, assessments of facilities, parks, services, etc.). The size of the Municipality's population and tax base restricts the resources that can be allocated to facilities and services. In turn, meeting the widest range of needs possible through the efficient use of resources is paramount.

Within the tables that follow, the priority and timing of recommendations are identified. Priority is often aligned with timing – generally, the higher the priority, the sooner the recommendation should be implemented.

Priority

High Priority: Immediate attention is recommended during the timeframe recommended.

Medium Priority: Attention is required when high priority recommendations have been initiated or completed, or when suitable partners have been identified for funding.

Lower Priority: Attention is required when high and medium priority recommendations have been initiated/completed.

Timing

Short-term: Current term of Council (2016 to 2021)

Medium-term: Next term of Council (2022 to 2026)

Longer-term: 2027 and beyond

Ongoing: Best practices to be followed on a continual basis

Note: In the following tables, the recommendations are numbered according to the order in which they are presented in the body of the Master Plan. They are not listed in priority order.

Summary of Service Delivery Recommendations

Service Delivery Recommendations	Priority	Timing	Strategic Directions	Considerations
1. Adopt a municipal service delivery role that reflects the strategic directions of this Master Plan, with a primary focus on maintaining assets and supporting community-led activities through a community development approach.	High	Ongoing	BCE	--
2. Create a full-time Recreation & Leisure Coordinator position to work with community providers and volunteers to increase access to leisure services, promote existing assets, and enhance communication and marketing of recreation, leisure, and culture opportunities.	High	Short-term	BEF	Necessary to fully implement several Master Plan recommendations; annual operating cost implications
3. Re-evaluate staffing requirements over time as changes occur in the scope of municipal responsibilities, customer demand, or asset inventories. For example, consideration should be given to addressing a corporate gap in property and facility management.	High	Ongoing	BE	Further assessment required
4. Continue to offer relevant staff training and development that builds and maintains the skills and competencies needed to deliver on key recreation and leisure objectives.	High	Ongoing	BC	--
5. Facilitate an annual Volunteer Fair to raise awareness, promote opportunities, and recruit volunteers for West Perth's recreation, leisure, and culture services.	Medium	Short-term	BCD	Coordinate with local and regional partners
6. Maintain an up-to-date inventory of recreation, leisure, and culture opportunities within the community (including a database of community groups and their contact information) to ensure that a full range of activities are available for all ages and abilities. This database should be publicly accessible and serve to enhance awareness of local activities, programs, leagues, and events.	High	Ongoing	BE	Assign responsibility to key staff; communicate regularly with partners and organizations; see also recommendation 14

Service Delivery Recommendations	Priority	Timing	Strategic Directions	Considerations
7. Engage community partners in periodic program planning , with an emphasis on accessible and affordable introductory activities that promote physical activity and social inclusion, including those designed for older adults and seniors.	Medium	Ongoing	A B C D	See also recommendation 16
8. Encourage community efforts to form a Municipality-wide older adult / seniors' club .	Medium	Medium-term	A C	Additional study/consultation required; see also recommendation 38
9. Investigate opportunities to support the volunteer sector through working with partners such as the United Way of Perth Huron.	High	Ongoing	B C	--
10. Develop a municipal-wide volunteer recognition program to celebrate the achievements of local residents and encourage sustained volunteerism.	Medium	Short-term	A B C D	Coordinate with other Departments
11. To establish consistency across the Municipality (including employees, volunteers, and contractors), develop maintenance standards for all public parks and facilities, with a focus on delivering a high level of safety, cleanliness, and legislative compliance.	Medium	Short-term	B C E	Priority should be placed on safety-related standards
12. Ensure that policies and procedures are in place to support and direct fundraising and partnerships, user fees and rental rates, advertising and sponsorships, parks maintenance, customer service, cancellations and refunds, etc. Review all policies every five years, at minimum.	High	Short-term	B E	The order of policy development should be prioritized
13. Collect registration data from all organizations that use Municipal parks and facilities and monitor facility utilization to assist in tracking trends, changing demands, and allocation.	Medium	Ongoing	B E	--
14. Maintain and update information pertaining to recreation, leisure, and culture activities and events on the West Perth website to enhance awareness of available opportunities.	High	Ongoing	A D	See also recommendation 7

Service Delivery Recommendations	Priority	Timing	Strategic Directions	Considerations
15. Create a regular newsletter or community guide (monthly or quarterly, hard copy and online) to advertise and promote West Perth's recreation, leisure, trails, and culture opportunities and events; seek opportunities to coordinate with West Perth Public Library.	High	Short-term	A D	Consider various distribution options; may have annual operating cost implications
16. Host an annual forum with service clubs, community organizations, and the public to collectively discuss issues and opportunities related to service delivery, community needs, marketing and promotion, and overall communication.	Medium	Ongoing	C D	See also recommendation 6
17. Provide public input opportunities prior to undertaking large community projects.	High	Ongoing	C D	--
18. Establish a consistent signage design template and install at all parks, open spaces, trails, and community facilities.	Medium	Medium-term	E F	Capital cost implications
19. Seek fundraising, partnership, and sponsorship opportunities that are consistent with the Municipality's vision in order to reduce reliance on tax dollars in providing quality recreation, leisure, and culture opportunities in West Perth.	High	Ongoing	C E F	See also recommendation 53
20. Document, formalize, and update the Municipality's existing arrangements with community groups and service providers in the delivery of recreation, leisure, and culture services.	High	Short-term	B C E F	--
21. Evaluate partnership proposals based on the criteria outlined in Section Error! Reference source not found.	Medium	Ongoing	B C	--
22. Develop an Arts and Culture Strategy that identifies the Municipality's role in supporting the local arts and cultural sector. Work with community and regional partners to create a sustainable direction for arts and culture in the Municipality.	Low	Longer-term	A B C	May require outside consultant

Summary of Parks and Trails Recommendations

Parks and Trails Recommendations	Priority	Timing	Strategic Directions	Considerations
23. Utilize the Master Plan’s parkland classification hierarchy to guide the development or redevelopment of parks and open spaces according to park type, size, service level, and amenities provided.	Medium	Ongoing	B F	--
24. Continue to pursue the dedication of parkland and cash-in-lieu through the provisions of the local Official Plans and Planning Act.	High	Ongoing	B F	--
25. Avoid developing or accepting under-sized active parkland parcels of less than 0.5 hectare in size unless the Municipality has determined that there is a need to fill a gap in parkland and other options are inadequate.	High	Ongoing	B F	--
26. Accepting undevelopable Open Space lands (e.g., storm water management ponds, woodlots, valley lands, floodplains, hazard lands, etc.) as part of the parkland dedication requirement is strongly discouraged. The Municipality may assume these lands through voluntary dedication or easement if appropriate.	High	Ongoing	B F	--
27. Where necessary, employ alternative acquisition tools to enhance future parkland opportunities to serve current and future residents.	Medium	Ongoing	B F	--
28. Adopt a parkland service target of 3.0 hectares per 1,000 residents, which would require an additional 1.6 hectares (4 acres) of parkland by 2039 to serve growing settlement areas.	High	Ongoing	B F	--
29. Begin planning for the relocation of Kinsmen Park (up to 7 hectares, depending on overall sports field needs) which is located within an expanding industrial area.	Medium	Longer-term	E F	Planning should occur in the short-term, with implementation in the longer-term

Parks and Trails Recommendations	Priority	Timing	Strategic Directions	Considerations
<p>30. Maintain a commitment to accessibility, safety, and comfort within the Municipality’s parks system through compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and Crime Prevention Through Environmental Design (CPTED) principles. In recognition of the Municipality’s aging population, attention should continue to be paid to the development of amenities such as washrooms, shade, and benches/ seating areas in parks and along trails.</p>	High	Ongoing	A E F	--
<p>31. Prepare a Greening Strategy to guide the efforts of the Municipality, partners, and volunteers in the beautification, naturalization, and preservation of key sites throughout West Perth. The Strategy should address items such as tree planting, remediation, maintenance, resourcing, education programs and stewardship initiatives, etc.</p>	Medium	Medium-term	C D F	May require outside consultant
<p>32. Use the guiding principles and Conceptual Trails Network within this Master Plan as a guide to inform future trail and walking route projects. All future trails and walking routes should be properly signed to clearly delineate the network and enhance wayfinding for users. Additional extensions to the network should consider unopened road allowances and river corridors (with the latter being achieved through coordination with the Conservation Authority).</p>	High	Ongoing	A F	May have capital and operating cost implications
<p>33. Consider adding a policy within the Official Plan to allow the Municipality to require the dedication of land for the development of pedestrian and bicycle infrastructure as a condition of plan of subdivision approval as permitted by Section 51(25) of the Planning Act.</p>	Low	Short-term	B F	Coordinate with County Planning

Parks and Trails Recommendations	Priority	Timing	Strategic Directions	Considerations
34. Continue to emphasize the proper design, construction, and maintenance of the West Perth trails network . For example, motorized all-terrain vehicles should be prohibited from all designated walking and hiking trails and Municipal By-laws to this effect should be enforced to the greatest degree possible. In some cases, physical interventions and repairs may be required.	High	Ongoing	E F	May have capital cost implications
35. Establish a walking tour route, education program, and improved signage to promote the West Perth trails and open space system.	Medium	Short-term	A D F	--

Summary of Facility Recommendations

Facility Recommendations	Priority	Timing	Strategic Directions	Considerations
36. Prepare an updated Needs Assessment / Feasibility Study for Mitchell Arena & Community Centre in five to ten years' time in order to assess the demand for a second ice pad, other community spaces, and renewal or redevelopment options.	High	Medium-term	E	May require outside consultant; capital cost implications (to be determined)
37. Continue to invest in the Mitchell Arena & Community Centre through ongoing capital maintenance, with a short-term focus on addressing barrier-free accessibility projects.	High	Short-term	E	Capital cost implications (to be determined)
38. Undertake a topic-specific study and public engagement process to explore options for the creation and management of a hub for older adults and seniors through the re-purposing or expansion of an existing space/facility to help meet the recreational and social needs of this population.	Medium	Medium-term	A C E	May require consultant; may have operating and capital cost implications; see also recommendation 8
39. Evaluate options (e.g., leasing, divestiture, etc.) for declaring Mitchell Friendship Centre and Fullarton Hall as surplus municipal facilities .	High	Short-term	E	Opportunity for capital cost avoidance
40. Upgrade the infield at the Cromarty Ball Park in cooperation with the South Hibbert Athletic Association.	Low	Short-term	E	Led by service club

Facility Recommendations	Priority	Timing	Strategic Directions	Considerations
41. Remove the Brodhagen and Dublin diamonds from the active inventory. Continue to maintain these diamonds to a standard that is consistent with casual play, but remove the lighting, fencing, and/or bleachers when they become unsafe. A commitment to usage and substantial fundraising would be required to improve these diamonds.	Low	Medium-term	E	Additional consultation required
42. Install a playground at a future park site in southwest Mitchell .	Medium	Longer-term	AE	Funding from Dev. Charges
43. Consider the installation of a playground and/or tree plantings within Sunset Park in northwest Mitchell, should there be sufficient local interest.	Low	Medium-term	AE	Additional consultation required; may have capital cost implications
44. Develop and implement a program for regular playground replacement, upgrades, and installation , with continued consideration of accessible features (such as ramps, swings, pathways, etc.).	High	Ongoing	BE	Capital cost implications
45. Maintain the Lions Pool until such point as major capital replacement (e.g., to the tanks, bathhouse, mechanical systems, etc.) can no longer be deferred. Consult with the public as to future options at that time.	High	Ongoing	DE	Future options to be determined
46. Provide two courts for tennis and/or pickleball in Mitchell. This may be achieved by improving the existing courts (and making them available for public use) or developing new courts at another location.	Medium	Medium-term	BE	Capital cost implications; site to be determined
47. Encourage the Dublin Lions to proceed with the installation of an outdoor pad at Dublin Lions Park . Municipal support should be considered in the context of the proposed Fundraising & Partnership Policy (not yet developed).	Low	Short-term	BE	Led by service club
48. Work with local service clubs, stakeholders, and the community to install a permanent skate park at a location within Keterson Park in Mitchell.	Medium	Medium-term	CE	Planning should begin in short-term; capital cost implications

Facility Recommendations	Priority	Timing	Strategic Directions	Considerations
49. Work with the Agricultural Society to plan for the replacement of the four Fair pavilions currently located at the centre of Keterson Park, with the goal of developing new structures that will be appropriately designed and located to meet the long-term needs of the Fair and community.	Medium	Medium-term	C E F	Future options to be determined
50. Undertake a review of the long-term capital and operational requirements of the Lions Park petting zoo .	Medium	Medium-term	C E	Internal review

Summary of Implementation Recommendations

Implementation Recommendations	Priority	Timing	Strategic Directions	Considerations
51. Use the Recreation & Leisure Services Master Plan as a resource in developing West Perth's long-term capital forecast .	High	Ongoing	B D	--
52. Ensure that Municipal Council is fully aware of the operating cost implications when deciding on the approval of capital projects.	High	Ongoing	B D	--
53. Continue to seek alternative funding sources (e.g., fundraising, sponsorships, grants, etc.) to supplement existing resources and to enable full implementation of the Master Plan.	High	Ongoing	B C	See also recommendation 19
54. Establish a reserve fund specific to major recreation and parks infrastructure projects with consistent annual contributions through the Municipal budget process, using a 2% facility replacement target as a benchmark.	Medium	Short-term	B E F	Capital cost implications; further review may be required
55. Implement a system for the regular implementation, monitoring, and review of the Recreation & Leisure Services Master Plan, including the creation of an annual work plan.	High	Short-term	B	--
56. Reconfirm the direction, priorities, and accomplishments of the Master Plan in 2021. Undertake a complete review and update of the Master Plan in the year 2026.	High	Short to Medium-term	B D	May require outside consultant