



# Corporation of the Township of Chisholm

Municipal Office: 2847 Chiswick Line

RR #4, Powassan, Ont. P0H 1Z0 (705)724-3526 - Fax (705)724-5099

[info@chisholm.ca](mailto:info@chisholm.ca)

Gail Degagne, Mayor  
Jennistine Leblond, CAO Clerk-Treasurer

## RECREATION COMMITTEE – AGENDA Wednesday, July 3, 2024 @ 7:00 p.m. In Person

### CALL TO ORDER & ACKNOWLEDGE FIRST NATIONS PEOPLES AND LAND

*"We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Metis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honor these teachings."*

ITEM	DISCUSSION	ACTION
1. Call to order	_____ p.m.	
2. Approval of Agenda, dated July 3, 2024		
3. Approval of Minutes, dated March 6, 2024		
4. Business arising from last meeting (March 6, 2024):  (a) Book Tour – status books  (b) Spring Bird Sale – Email attached re – insurance dated April 8, 2024  (c) AG Day – Committee(s) – Memo to follow re ADHOC Committee & procedures  (d) Community Map 2024		

	(e) Easter Egg Hunt – Successful!		
5.	Open Forum:		
6.	Memo to Rec. Committee from Monique, dated April 9, 2024 (previously emailed on April 9, 2024)		
7.	New Business:  (a) Soccer – Memo attached, April 2, 2024.  (b) Memo from Jenny Leblond, dated April 5, 2024 re - signage at Alderdale Rd. & Memorial  (c) Sea container at the landfill – bottle drive & signage to be made (wording).  (d) Clean Up at the Roadsides – memo attached from Jenny Leblond, dated April 19, 2024.  (e) 2024 Horseshoe Tournament / Beach Day (memos attached).		
7.	Adjournment		



## MINUTES

### Recreation Committee Meeting @ Council Chambers

March 6, 2024 @ 7:00 p.m.

Present: Chairperson, Gail Degagne, Bernadette Kerr, Kendra Dehaan, Nicole Tran,  
Brooklyn Tran

Regrets: Brooks Tran

Absent:

Staff: Monique Mclsaac (recording secretary)

Guests: None

#### 1. CALL TO ORDER

Meeting called to order by Chairperson, Gail Degagne @ 7:04 p.m.

#### 2. APPROVAL OF AGENDA

##### Resolution 2024 -09(REC)

Bernadette Kerr and Nicole Tran: Be it resolved that the Agenda for the Recreation meeting dated March 6, 2024 be accepted as written and distributed.

“Carried”

#### 3. APPROVAL OF MINUTES

##### Resolution 2024- 10(REC)

Kendra Dehaan and Brooklynn Tran: Be it resolved that the Minutes for the Recreation meeting of February 7, 2024 be accepted as written and distributed.

“Carried”

#### 4. BUSINESS ARISING FROM MINUTES

- (a) Walking Book Tour: Gail cannot get paper copies of the book that the committee wanted to use so she is trying to get unbound copies instead, that can be laminated and posted for the tour.
- (b) Spring Bird Sale - Insurance still needs to be determined through the Township of Chisholm's insurance.
- (c) AG Day 2024/2025: It was clarified there would be a separate Committee formed, for this event and that Brooks Tran would organize this Committee and it

would be advertised (Facebook, newsletters) that he would be looking for volunteers to sit on it with the hopes to start planning the event.

Brooks contact information would be [Maplecreekfarmingco@yahoo.com](mailto:Maplecreekfarmingco@yahoo.com).

AG Day Committee would be separate from the Rec. Committee.

- (d) Community Map/Signage Update: Matt Micallef (nonmember – resident) is currently working on this (free) and Nicole and Brooklyn will reach out to Dianna re – costs of printing and confirming sizing options.

Don Butterworth, Bernie and Gail need to make an appointment at the Bank re – signatures.

- (e) Easter Egg Hunt 2024 – Riddles/Clues to be completed by Bernie. Monique will print and laminate the eggs that are to be posted, along with the Easter garland to be provided by Bernie. Rec. Committee members are responsible to post the eggs.

Add Easter coloring contest to the backside of the Passport as well.

Monique and Bernie have volunteered to get the prizes (3) for the hunt and coloring contest.

Note for 2025 Easter Egg Hunt: The passports will not be mailed out to everyone in the Township – ie. available to pick up in the office, print from the website, email to interested parties, or ie. leave copies of the Passports available in a bin/box on the day of the event.

5. Open Forum:

Kendra spoke re – soccer program

The homeschool community are asking if they could possibly use the old school grounds to run a soccer program. This would not be a Township ran program.

Kendra and some of the other parents would be fully responsible for it.

- Reach out to the community to see if there is enough interest;
- Parent volunteers;
- Age groups;
- Supplies;
- Preference Chisholm resident kids first
- 

Insurance: Monique to check with Jenny re – insurance for this as well.

Monique will look into his further to see if this is possible, and if it is, then Kendra to email Monique information/advertising that they would want posted in the Newsletter and on Facebook to see if there is enough interest to run such program.

6. New Business:

Horseshoe Tournament - Saturday, August 10, 2024  
Rain Date - Saturday, August 17, 2024

7. Adjournment:

Adjourned @ 7:57 p.m.

**Resolution 2024-11(REC)**

Bernadette Kerr and Nicole Tran: Be it resolved that this meeting of the Recreation Committee now be adjourned and that the next meeting be scheduled for Wednesday, April 3, 2024 @ 7:00 p.m. or at the call of the Chair.

**'Carried'**

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Chairperson

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Recording Clerk

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Jennistine Leblond, CAO Clerk-Treasurer

## Memorandum

**To:** Rec. Committee  
**CC:**  
**From:** Monique  
**Date:** July 2, 2024  
**Re:** Small Animal Exchange – Insurance

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Jenny had been in touch with the insurance company and was advised of the following re – insurance coverage:

“If they operate a business related to animals (farming, etc.) then they should not have a problem providing insurance – so I would maintain the requirement for that group. Individuals who are not part of a business can still take part, but I would recommend requiring them to sign a waiver saying they will not hold the Municipality liable for any damage to property or individuals caused by them or their animal.”

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**Memorandum**

**To: Recreation Committee**  
**CC:**  
**From: Monique**  
**Date: April 9, 2024**  
**Re: Meeting April 3, 2024 (didn't meet quorum)**

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Gail, Kendra, Bernie and Monique met on Wed. April 3, 2024. Due to the fact the committee did not meet quorum (enough rec. members), the committee had discussions based on the Agenda, as follows:

Book Tour - Gail waiting to hear more re – unbound copies from publisher that would be laminated and posted for the walking tour. Books aprx. \$27.00 each.

Spring Bird Sale - It was discussed that if vendors couldn't get insurance for the event that the rec. comm look into see if the township insurance company would be ok if they signed a Waiver/Disclaimer saying they would not hold township liable for any damage to property or individuals caused by them or their animal(s).

Discussed possibly deferring to 2025 due to timing.

AG Day - This would be a 2025 event. Need time to Plan and implement events Sub-committees?

Fees By-law – Renting space – This would need to be further discussed with council re – renting out public spaces. A Resolution would be required to go to council to discuss this possibility.

If space was going to be “rented” then there would need to be an addition made to the Fees By-law because as of right now there is not set fees for such a thing.

If people outside of the rec. committee were to organize and partake, then an ADHOC committee would be required to be formed with council approval.

Seek clarification from Brooks Tran re: direction of this possible event.

Community Map Sign: Matt will be providing Kendra with a draft via email this week.

Roof for sign – Kendra hasn't received confirmation from Steelridge yet if they would donate the materials of the 'roof', and she advised that if they don't then Algonquin Pallets would.

Kendra - follow up with Dianna from Decal Shop Canada re: sign estimates – 4 x 8 is the current size.

Discussion - Would more businesses be added or keeping it as its original state? Or leave it as "Chisholm Map" no businesses? Or can businesses be added later ie. via decals? Costs for additional decals?

Sign location – Jenny and Shawn will visit the sign location to confirm location is good and that there will be enough room for snow removal/trucks.

Timeline – Spring 2024

Signage fees - It was discussed that the fees would be increased as the current fee of \$30.00 for 3 years is too low. This would need to be added to the Fees by-law since currently not on it. Resolution to council would be required for this request.

Money from signage fees designated for Rec. events etc.

Community Policing Committee – Bernie to set up meeting for April 9<sup>th</sup>, to meet with Don Butterworth & Gail – before the council meeting. Signatures required (bank).

Easter Egg Hunt - Huge success nothing but positive comments and feedback.

Open Forum: Community ideas – Find the gnome? Post him throughout the township and people submit pictures. Fun idea – no prizes being offered, but pics could be posted on the Township Facebook page?

Fall – provide locations for people to look at the Fall leaves  
History – ie. Bear Mountain Canoes



Mother's Day - Flowers/potted plant fundraiser. No council approval required. Monique (May 12) will look into this and provide info.

June – Father's Day idea? (Sun. June 16)

Carwash / yard sale - June 8<sup>th</sup>- Follow up with Ray to confirm that date works for them as well for their car wash etc. fundraiser.

Soccer - Kendra will not be running a program this year, but if she decides to do a "drop-in program/games" at the old school grounds, then she will email Monique to be advertised.

Next meeting: Wednesday, May 1, 2024 @ 7:00 p.m.

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## Memorandum

**To:** Recreation Committee  
**CC:**  
**From:** Monique  
**Date:** April 2, 2024  
**Re:** Homeschool Community – Soccer Program

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I would confirm that I spoke with Jenny and she said it would be ok if people wanted to organize a soccer program (confirmed not through the Township) and use the “old school grounds”.

Because the school grounds are “public” the people organizing the soccer event(s) would not be able to stop anyone from the general public from using it at any given time.

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## Memorandum

**TO:** Recreation Committee  
**FROM:** Jenny Leblond  
**DATE:** April 5, 2024  
**RE:** Sign at Alderdale and Memorial

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The Operations Superintendent (OP) and I met at the sign location. There would be a few locations in that area that could work. Before a final decision is to be made, we would need the dimensions and sign layout.

The OP confirmed to me that the big trucks don't plow the turn around there anymore. The smaller 1 ton truck does it. This allows for the big trucks to just focus on roads and be done quicker. There should be no issues with snow plowing around the new sign.

I also realized the number of vendor signs that are there. I will be suggesting to Council to prepare a signs by-law for the rules around putting up signs around the township. I hadn't really noticed how many additional signs there actually are in that one location.

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## Memorandum

**TO:** Recreation Committee  
**FROM:** Jenny Leblond  
**CC:** Shawn Hughes  
**DATE:** April 19, 2024  
**RE:** "Clean Up the Roadsides"

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The Operations Superintendent (OP) has offered Public Works to pick up garage bags on road sides first thing on a Monday morning if the Recreation Committee wanted to plan a "Clean Up the Roadsides" event for a Sunday.

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## Memorandum

**To:** Rec Committee  
**CC:**  
**From:** Recording Secretary, Monique  
**Date:**  
**Re:** 2023 Horseshoe Tournament

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Quick summary of what was left over to help with 2024.

5 cases water (24 cases)  
4-5 cases pop (12 pkg cases)  
11 foil pans  
Paper plates (lots)  
Rubber ducks (lots)  
25-30 bottles of bubbles

Monique

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## Memorandum

**To:** Rec Committee Members

**CC:**

**From:** Recording Secretary

**Date:**

**Re:** Horseshoe Tournament

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<b>Food</b>	<b>Information</b>	<b>Person(s)</b>	<b>Notes</b>
Corn (7-8 dozen)	1 week before		
Hot Dogs (12 doz.)			
Buns to match dogs			
Condiments (ketchup, mustard, relish)			
Butter			
Onions (chopped)			
Salt & Pepper Baking Soda Vinegar Dish soap Food coloring			

Foil pie plates			
Chips	2 each of Regular, BBQ, Salt & Vinegar and Cheezies		
Ice	Enough for 3 - 4 coolers  (20 bags)		
Water	6 cases of 24		
Pop	2 cases Pepsi, 2 cases D. Pepsi 1 Orange Crush, Root Beer & Ginger Ale (24 can cases)		
Watermelons	3-4		
Coolers			
Bowls for Chips			
Containers for watermelon			

<b>Item</b>	<b>Information</b>	<b>Person(s)</b>	<b>Notes</b>
Trays for hotdogs?			
Pots for cooking the corn? Containers for the corn?			
Utensils? (flipper, tongs, etc.)			
Hot pot holders/mitts?			Borrow from the office.
Hand sanitizer?			Office.

Plates, napkins, cups			
Garbage bags?			Office
Folding tables (3)			
Canopy/tent (2)			
Box for food bank.			
First Aid Kit			Pavilion
Power bars			
Extension cord			
<b>Kids Games &amp; Activities</b>			
<b>Item</b>	<b>Information</b>	<b>Person(s)</b>	<b>Notes</b>
Beach toys (for sand building contest)			
Bubbles (big bottles)			
Bubble Maker			
Kites			
Horseshoe Sets	4 in total		
Water bottles	For solution to make foam		
Ladder Ball			
Treasurer Chest for the prizes			
Corn Hole			
Candy Jar Guessing Game			
Paint/brushes/pallets, crayons			
Paper / tape for painting (tables)			



Sand castle building/ and volcano			
Tug a War			
Duck Races			
Egg toss and egg on a spoon race.			

**\*\*\*\*\*Week before event speak to Public Works to schedule the grass cutting /  
clean up and placement of horseshoe pits with snow fence to keep people  
safe\*\*\*\*\***