



**RECREATION AND CULTURE STANDING COMMITTEE  
AGENDA**

Monday, March 4, 2019, 5:00 pm  
COUNCIL CHAMBERS

Pages

1. ROLL CALL
2. DECLARATION OF CONFLICT OF INTEREST
3. MINUTES OF THE PREVIOUS MEETINGS
  - 3.1 5 November 2018 2
4. PUBLIC PRESENTATION
5. INTRODUCTION AND CONSIDERATION OF CORPORATE REPORTS
  - 5.1 Director of Recreation and Culture Report 5
6. PRESENTATION OF COMMITTEE REPORTS
7. UNFINISHED BUSINESS
8. CORRESPONDENCE
9. PUBLIC QUESTION PERIOD
10. ADDENDUM
11. CLOSED SESSION
12. SCHEDULING OF NEXT MEETING
13. ADJOURNMENT



**RECREATION AND CULTURE STANDING COMMITTEE  
MEETING MINUTES**

Monday, November 5, 2018  
5:00 pm  
Committee Room

Present: T. Vanroon, Member/Councillor, Chair  
D. Marchisella, Ex Officio/Mayor  
E. Pearce, Member/Councillor  
Resources: Deborah Brandow, Recording Secretary  
T. Dunlop, Director Recreation & Culture  
D. Gagnon, CAO  
Regrets: S. Finamore, Member/Council  
Guest: C. Patrie, Councillor

**1. ROLL CALL**

The meeting was called to order by the Chair at 5:00pm.

**2. DECLARATION OF CONFLICT OF INTEREST**  
NONE

**3. MINUTES OF THE PREVIOUS MEETINGS**

**3.1 7 August 2018**

**Res#: 15/18**

Moved By: D. Marchisella

Seconded By: E. Pearce

That the minutes be received as read.

**Carried**

**4. PUBLIC PRESENTATION**

**5. INTRODUCTION AND CONSIDERATION OF CORPORATE REPORTS**

**6. PRESENTATION OF COMMITTEE REPORTS**

**7. UNFINISHED BUSINESS**

**8. NEW BUSINESS**

**8.1 Memberships & Associations**

**Res#: 16/18**

Moved By: D. Marchisella

Seconded By: E. Pearce

Move to defer.

**Carried**

**8.2 Training**

**Res#: 17/18**

Moved By: E. Pearce

Seconded By: D. Marchisella

Move to defer.

**Carried**

**8.3 Floating Dock**

**Res#: 18/18**

Moved By: D. Marchisella

Seconded By: E. Pearce

Move to defer.

**Carried**

**8.4 BMX Park**

**Res#: 19/18**

Moved By: D. Marchisella

Seconded By: E. Pearce

Move to defer.

**Carried**

**8.5 Skate Path**

**Res#: 19/18**

Moved By: D. Marchisella

Seconded By: E. Pearce

Move to defer.

**Carried**

**9. PUBLIC QUESTION PERIOD**

**10. ADDENDUM**

**11. CLOSED SESSION**

**12. SCHEDULING OF NEXT MEETING**

The next scheduled Recreation & Culture Standing Committee meeting is at the discretion of the new council.

**13. ADJOURNMENT**

**Res#: 20/18**

Moved By: D. Marchisella

Seconded By: E. Pearce

That the meeting be adjourned at the hour of 5:05pm

**Carried**



## STAFF REPORT

### REPORT OF THE DIRECTOR OF RECREATION & CULTURE FOR THE CONSIDERATION OF COUNCIL

#### OBJECTIVE

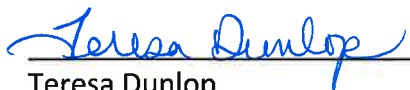
To provide Council with information regarding the Westview Trailer Park Remediation of sites 14 through 18 Expansion approval request.

#### RECOMMENDATION

**THAT** the report of the Director of Recreation & Culture dated 4 March 2019 be received;

**AND THAT** the Westview Trailer Park Remediation of sites 14 through 18 Request be forwarded to the AdHoc Budget Committee;

Respectfully Submitted

  
Teresa Dunlop  
Director of Recreation & Culture

Approved

  
Daniel Gagnon  
Chief Administrative Officer

4 March 2019

## BACKGROUND

***Westview Trailer Park- requires modest modifications to improve customer experience while visiting Elliot Lake.***

- 1) Campsites 14 & 18 require grading to accommodate 42 foot & 46 foot trailers. These are the only two campsites capable of accommodating these large trailers.
- 2) Campsites 15, 16 & 17 require grading to avoid excessive blocking.
- 3) The area from campsite 18 to the service access road could be developed into four tent sites freeing up our serviced campsites. The addition of lot posts and an extension of the non-potable water source is all that would be required to make this area into rentable tent sites.



# Westview Trailer Park

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Trailer Sites-  
Size & Amenities



## CAMPSITE 1

Can fit up to a 21' trailer



- Sewage & Water
- Hydro-~~on~~ Left
  - Both 15A and 30A outlets
- 15' wide **by** 22' length
  - Flat
- Fenced in on the right side



## **CAMPSITE 2**

### **Tent Site**

**Can fit up to a 32' trailer**



- Water- on left
  - No Sewage
- Hydro- on right
  - Both 15A and 30A outlets
- 33' wide by 34' length
  - Flat

## **CAMPSITE 3**

### **Tent Site**

**Can fit up to a 36' trailer**



- Water- on left
  - No Sewage
- Hydro- on right
  - Both 15A and 30A outlets
- 38' wide by 25' length
  - Flat



## CAMPSITE 4

Can fit up to a 32' trailer



- Sewage & Water- on left
- Hydro- on right
  - Both 15A and 30A outlets
- 23' wide by 34' length
  - Flat

## **CAMPSITE 5**

**Can fit up to a 20' trailer**



- Sewage & Water- on left
- Hydro- on left
  - Both 15A and 30A outlets
- 28' wide by 22' length
  - Flat



## CAMPSITE 6

### Tent Site

Can fit up to a 40' trailer



- Water- on left
  - No Sewage
- Hydro- on either side
  - Both 15A and 30A outlets
- 33' wide by 40' length
  - Flat

## **CAMPSITE 7**

**Can fit up to a 38' trailer**



- Sewage & Water- on left
- Hydro- on left
  - Both 15A and 30A outlets
- 29' wide by 39' length
  - Flat
- Back in on an angle to avoid pole that is in the way
  - Pole located 6' from the post



## CAMPSITE 8

Can fit up to a 32' trailer



- Sewage & Water- on left
- Hydro- on site 7 or 9
  - Both 15A and 30A outlets
- 19' wide by 35' length
  - Flat



## CAMPSITE 9

Can fit up to a 30' trailer



- Sewage & Water- on left
- Hydro- on left
  - Both 15A and 30A outlets
- 26' wide by 33' length
  - Flat

## **CAMPSITE 10**

**can fit up to a 28' trailer**



- Sewage & Water - on left
- Hydro- on right
  - Both 15A and 30A outlets
- 26' wide by 31' length
  - Flat



## **CAMPSITE 11**

**Can fit up to a 30' trailer**



- Sewage & Water- on left
- Hydro- on left
  - Both 15A and 30A outlets
- 27' wide by 33' length
  - Flat
- Near Washrooms

## **CAMPSITE 12**

**Can fit up to a 22' trailer**



- Sewage & Water- on left
- Hydro- on left
  - Both 15A and 30A outlets
- 62' wide by 23' length
  - Flat
  - Very Wide
- Near Washrooms



## CAMPSITE 13

Can fit up to a 34' trailer



- Sewage & Water- on left
- Hydro- on right
  - Both 15A and 30A outlets
- 18' wide by 34' length
  - Flat
- Across from washrooms

## Campsite 14

Can fit up to a 42' trailer



- Sewage & Water- on left
- Hydro- on right
  - Both 15A and 30A outlets
- 13' wide by 42' length
  - Slope on right side
  - Not flat



## **Campsite 15**

**Can fit up to a 20' trailer**



- **Sewage & Water- on left**
- **Hydro- either at site 14 or 16**
  - **Both 15A and 30A outlets**
- **20' wide by 20' length**
  - **Back of site is sloped**



## **CAMPSITE 16**

**Can fit up to a 34' trailer**



- Sewage & Water- on left
- Hydro- on left
  - Both 15A and 30A outlets
- 35' wide by 36' length
  - Uneven

## **CAMPSITE 17**

**Can fit up to a 40' trailer**



- **Sewage & Water- on left**
- **Hydro- on either side**
  - Both 15A and 30A outlets
- **20' wide by 41' length**
  - Relatively Flat



## CAMPSITE 18

Can fit up to a 46' trailer



- Sewage & Water- on left
- Hydro- on either side
  - Both 15A and 30A outlets
- 46' wide by 46' length
  - Uneven
  - Very wide
- Can fit multiple tents
- Good for smaller trailer
- Hill on right, small flat area
  - Flat area is 12' wide by 46' length





# Spring/Summer Stats- Westview Trailer Park

## Opened- May Long Weekend

### May-

- 10 trailers
- 9 SWH hookups
- 1 WH hookup
- Average size approx. 30'
- Average nights stayed approx. 2 - 4
- Main Reason for stay the beautiful scenery

### May-

- 58 Trailers
- 14 Tents
- 43 SWH
- 3 WH
- Average size approx. 25'
- Average night's stay approx. 1 - 3
- Main reason for stay visiting family

### June-

- 43 trailers
- 10 Tents
- 33 SWH hookups
- 12 WH hookups
- Average size approx. 25'
- Average nights stayed approx. 1 - 2
- Main reason for stay taking advantage of the warmer weather

### August-

- 49 Trailers
- 9 Tents
- 36 SWH
- 13 WH
- Average size approx. 30'
- Average nights stayed approx. 2-3
- Main reasons for stays outdoor activities

## **ANALYSIS**

In cooperation with the Facilities Division, remediate sites 14 through 18 by leveling so they can be safely used by 42 foot & 46 foot RVs.

Create 4 additional tent only sites to respond to increased demand.

Install a water fountain / water bottle refill station (people and pet friendly) for potable water source.

## **FINANCIAL IMPACT**





## Business Case – Capital

**Department:** Recreation & Culture / Westview Trailer Park

**Expansion:** Westview Trailer Park Remediation of sites 14 through 18

**Business Unit:** 1.735.756

**NEW Purchase / Construction**

✓ **Major Repair / Rehabilitation of Existing Asset**

### Project Introduction and Overview:

- In cooperation with the Facilities Department, remediate sites 14 through 18 by leveling so they can be safely used by RVs
- Create 4 additional tent only sites to respond to increased demand
- Install a water fountain / water bottle refill station (people and pet friendly) for potable water source

### Analysis of Current Business Process:

Expansion of this facility is recommended do to current customer demand and increased usage in 2019 is expected during the 20<sup>th</sup> Annual North Shore Challenge Drag Races in July.

### Background:

The City of Elliot Lake provides 18 campsites, accommodating visiting RV or tent campers within the City limits.

### Project Benefits:

Increased revenue and positive customer experience.

### Project Costs:

Remediation	
Lot Improvement & Expansion	\$13,000
Water fountain / Refill Station	\$9,500
<b>TOTAL</b>	<b>\$22,500</b>

### Consequences If Not Approved:

Westview Trailer Park will continue to be unable to meet the demand to accommodate larger RVs.

### Link to Strategic Plan:

Provide customer service excellence.

### Alternatives:

N/A



**Capital PROJECT****FORM F2****DEPT Recreation & Culture** DIV/COST CTR **Westview Trailer Park / 1.735.756****PROJECT  
YEAR****2019****PROJECT DETAILS**Project Name **Westview Trailer Park Site Remediation**

Start Date: April 2019 End: June 2019

## DESCRIPTION

- In cooperation with the Facilities Department, remediate sites 14 through 18 by leveling so they can be safely used by RVs
- Create 4 additional tent only sites to respond to increased demand
- Install a water fountain / water bottle refill station (people and pet friendly) for potable water source

Justification / Contribution to City Services (*full details*)Expansion of this facility is recommended do to current customer demand and increased usage in 2019 is expected during the 20<sup>th</sup> Annual North Shore Challenge Drag Races in July.**PROJECT FINANCIALS**

## Cost Breakdown

## Method of Financing

Land	\$				
Land Improvements	\$ 13,000				
Building	\$				
Equipment	\$ 9,500	Grants	\$		%
Vehicles	\$	Reserves	\$		%
Construction	\$	Taxation	\$		%
Professional Fees	\$				
<b>Cost not including HST</b>	<b>\$22,500</b>	<b>→ NET TO BUDGET (Sub-Total x 1.0176) \$ 28,896 = 100 %</b>			

**IMPACT ON OPERATING BUDGET GOING FORWARD**

\$0.00

Annually ☒ Current Year Budget Only

Description

**ASSET MANAGEMENT PLAN**☒ **NEW Purchase / Construction**Projected Replacement Year **2024**

Projected Replacement Cost

**\$10,500**Useful Life **5 yrs**Will this project **maintain** ☐ or ☒ **increase** service levels?

*Explain* Outdoor, weather resistant bottle refill stations that are both people and pet friendly will provide a source of potable water.

**OR** ☐ **Major Repair / Rehabilitation of Existing Asset****Asset ID#** \_\_\_\_\_**OR**

Make:

Model:

Year:

Other Description:

Current Condition Rating \_\_\_\_\_

Will this project extend useful life? **No** ☐ **Yes** ☐**Amended** Useful Life \_\_\_\_\_ yrsWill this project **maintain** ☐ or **increase** ☐ service levels?*Explain***AND Is an asset to be disposed of****No** ☐ **Yes** ☐

Expected Date of Disposal (mm/yy) \_\_\_\_\_

**Asset ID#** \_\_\_\_\_**OR**

Make:

Model:

Year:

Other Description:

**Capital Requests that do not have a Form F & F2 completed, including all Asset Management Plan information, will be rejected.**

## Product Q&A

### Accessories

#### Elkay LK4420BF1UDB, Tri-Level Outdoor Pedestal Tubular W/Pet Fountain, Upper Water Refilling Station

Ideal for outdoor applications including educational campuses, recreational areas, office complex grounds, golf courses and parks. Durable tubular steel construction. Weather-resistant finish with corrosion protection internal and external coating. Features vandal-resistant one-piece bubbler and vandal resistant pushbutton activation for active locations. This fountain is certified by WQA to lead-free compliance including NSF/ANSI 61-ANNEX G, AB 1953.

Bottle Filler is constructed of heavy-duty steel with rounded design. Laminar flow minimizes splash and allows easy maintenance. Quick fill rate at 1 gallon per minute. Self-closing, vandal resistant pushbutton does not require grasping or twisting. Easily cleaned in-line strainer screen traps particles of 140 microns or larger before they enter the waterway. Access Panel is manufactured of heavy-gauge steel with vandal-resistant screws. Provides access for easy hook-up of all plumbing connections.

### Product Specifications

- 
- **BRAND**Elkay
- **MANUFACTURERS PART NUMBER**LK4420BF1UDB
- **COLOR FINISH**Evergreen
- **FILTER**No
- **REFRIGERATED**No
- **WIDTH INCHES**29 (73.66 cm)
- **DEPTH INCHES**26 (66.04 cm)
- **HEIGHT INCHES**64 (162.56 cm)
- **GALLONS PER HOUR**--
- **ADA CERTIFIED**Yes
- **INSTALLATION TYPE**Floor
- **FOR OUTDOOR USE**Yes
- **WATER SUPPLY INCHES**3/8 (.95 cm)
- **COOLER/FOUNTAIN ACTIVATION**Push Button
- **PET STATIONS**1
- **OUTLET**1-1/2
- **WATER REFILLING STATIONS**1
- **CONSTRUCTION**Heavy Duty Steel
- **STANDARD BUBBLER STATIONS**1
- **WATER REFILLING LOCATION**Upper
- **NUMBER OF STATIONS**3



## **LINKS TO STRATEGIC PLAN**

Provide customer service excellence.

## **SUMMARY**

Westview Trailer Park will continue to be unable to meet the demand to accommodate larger RVs without these remediations.

Expansion of this facility is recommended do to current customer demand and increased usage in 2019 is expected during the 20<sup>th</sup> Annual North Shore Challenge Drag Races in July.

Increased revenue and positive customer experience.

