



# AGENDA

## Culture and Recreation Advisory Committee Meeting

7:00 PM - Tuesday, June 9, 2026  
Electronic

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A. Call to Order	
B. Disclosure of Pecuniary Interest	
C. Delegations	
D. Reports from Officials (for information)	
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F.1. Presentation from Tyler Allen Bradt and Katie Strang, Fieldwork Design regarding Passive Park Project in Port Severn. <a href="#">Port Severn Passive Park - Site Analysis</a>	20 - 39
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# Staff Report

R26-11



**To:** Chair and Culture & Recreation Advisory Committee  
**From:** Erica Avery, Recreation Programmer  
**Date:** 09 Jun 2026  
**Subject:** Activity Report from the Recreation Coordinator

## Report Highlights

- June is Parks and Recreation Month calendar available
- Summer recreation program registration is open now
- Fall 2026/Winter 2027 Recreation Guide in progress

## Recommendation

THAT Recreation Report No. R26-11, dated June 9, 2026, Activity Report from the Recreation Coordinator be received as information.

## Background

Staff provide an update to the members of the Culture & Recreation Advisory Committee (CRAC) at each CRAC meeting. This provides a Township-wide view on recreation programs and projects. This report is a review of April and May 2026 activity.

## Analysis

### General Recreation Programs

June is Parks and Recreation Month is underway with lots of exciting events and recreational opportunities taking place in Severn this month. A calendar of both passive and active recreation opportunities has been created and distributed throughout the community to encourage exploration of parks and trails as well as participation in community programs and events. The Township of Severn June is Parks and Recreation Month calendar can be viewed online at [severn.ca/recreation](http://severn.ca/recreation).

The spring recreation program season is approaching its conclusion while we gear up for the summer season, which will run through the months of July and August. Full program details and registration is now live and can be accessed by visiting [severn.ca/recreation](http://severn.ca/recreation).

The Coffee and Company drop-in program has hosted some very informative guest speaker sessions recently, including a visit from Pregler Law to discuss wills, estates, and secondary properties; a Parks Canada presentation in May welcomed a large audience to discuss the Trent-Severn Waterway and how water management interacts with lake and river systems; and finally, Sundial Lakeview Retirement Residence joined the group in June to discuss their services, amenities, and retirement living options available for older adults.

Coffee and Company will gather for its final session before the summer break on June 24 at 1:00 p.m. at the Washago Community Centre. The group intends to continue gathering over the summer months to stay in touch until the program is reintroduced in the fall season.

A member of the Customer Care team will be sharing recreation programming information at the upcoming Severn Connects events on July 8th and 9th in Coldwater and Washago. Promotion for summer programming, day camp, and general recreational opportunities on our trails and in our parks will continue throughout the summer.

Staff are working towards the release of a Fall 2026/Winter 2027 Recreation Guide, which will highlight all upcoming recreation programs for these seasons as well as a comprehensive overview of Township parks, facilities, and other recreational amenities. The guide is anticipated to be released to the public mid-August and will be available for online viewing at [severn.ca/recreation](http://severn.ca/recreation).

**Summer Day Camp**

50% of camp training is complete at this time; remaining training sessions pertain to policies, procedures and forms, site supervisor-specific training, camp games and songs, and a full run through of a day at camp to put everything into action.

Registration numbers continue to climb, and some camps are nearing capacity; however, registration will remain open all summer, so families are welcome to continue to browse programs and register for available camps over the next two months.

Specific information regarding Township of Severn Day Camp programs and registration opportunities can be found at [severn.ca/camps](http://severn.ca/camps).

**Financial Considerations**

Staff continue to work within the approved 2026 Departmental budget.

**Report Supported By**

Strategic Plan:

- Economic Development
- Customer Service Focus
- High-speed Internet
- Infrastructure to Match Growth
- Does Not Impact Strategic Plan

Council Directed/Requested

**Reviewed By**

Craig Belfry, Director of  
Recreation, Parks & Facilities  
Andrew Plunkett, Director of  
Finance/Treasurer  
Laurie Kennard, Chief  
Administrative Officer

Status:  
Approved - 26 May 2026  
Approved - 26 May 2026  
Approved - 26 May 2026

# Staff Report

R26-012



**To:** Chair and Culture & Recreation Advisory Committee  
**From:** Craig Belfry, Director of Recreation, Parks & Facilities  
**Date:** 09 Jun 2026  
**Subject:** Activity Report from the Director of Recreation, Parks, & Facilities - April through May 2026

## Report Highlights

- The consultation process for the Passive Park project in Port Severn has begun.
- The Sports Dome Project design process has commenced.
- The 2026 Parks season has started.

## Recommendation

THAT Recreation Report No. R26-012, dated June 9, 2026, Activity Report from the Director of Recreation, Parks, and Facilities - April through May 2026 be received as information.

## Background

Staff provides an update to the members of the Culture & Recreation Advisory Committee (CRAC) at each CRAC meeting. This provides a Township wide view on administration, projects, and facilities. This report is a review of April through May, 2026.

## Analysis

### Administration

The RFP for the Sports Dome project was awarded to Landscape Planning. Staff have been having weekly meetings with the consultant on this project, as it is moving along very quickly. Currently, we are designing a 65,000 sq. ft. dome, with a 5000 sq. ft. fieldhouse. The dome will include a 9 vs 9 soccer field, a multisport gym floor featuring four pickleball courts, basketball court, and a volleyball court; a fitness area, walking track, and a driving range. The field house will feature a dividable community room, reception and lounge areas, staff offices, storage, lockers, and a universal change room and shower area.

Staff continue to work with GSP on the Bass Lake Woodland Park design and anticipate bringing forward a design concept in the near future for further review and comment from the Accessibility Committee.

The EV charge station project with Lakeland continues with inground work at the Municipal Office, Washago Community Centre, and the Coldwater Community Centre.

Fieldwork Design has begun the consultation process for the design of the passive park on the property in Port Severn. Interviews with stakeholders and a survey will be start at the beginning of June.

The new Field Allocation Policy was approved by Council on May 6. In addition, at the same Council meeting, the Staff recommendation not to authorize a bylaw for the use of alcohol in public spaces or to establish a local process that would determine whether an event qualifies as community or cultural was passed. This was in response to the Ontario governments policy that was recently announced expanding “bring-your-own” (formerly tailgate) event permits for Municipally designated cultural or community outdoor public events. This direction was taken due to recommendations from the Municipal Insurance Pool, and the Health Unit to not enter into this policy.

Staff are currently in IRFQ process for the gateway redesign of Washago Centennial Park. This design will create better traffic patterns into the park, improve the entranceway look, have a cultural component, and look at an adaptive re-use of the gateway building.

### **Facilities**

All multisport courts are now open with the nets reinstalled for the season. The pickleball courts are also open at the Washago Community Centre.

Staff are currently reviewing the contract for the installation of the "Live Barn" feed in the Coldwater arena to watch games. There is no cost to the Municipality for this, however advertising commitments are part of the program. Staff will work with Minor Hockey towards the installation for 2026/2027 season. It is a subscription based platform.

Staff continue to progress with the design work on the Municipal Office expansion, as the consultant has completed the more investigative processes.

### **Parks**

The 2026 parks season is underway. All ball diamonds, parks, trails, courts, fields, and beaches are open.

The new disc golf course in Washago Centennial Park is being installed in June, and is planned to be officially opened on July 8th.

New parks signage is being created featuring the newer Severn brand, and will include logos for the amenities available in each park. Installation expected by early fall.

Staff are currently looking at a new location at the Washago Community Centre to replace the Parks building in that is in Washago Centennial Park. This location provides more security, and access for the equipment in storage.

There is a large amount of dead Ash trees in Washago Centennial Park caused by the Emerald Ash Borer. This affects a significant portion of the Park's tree top canopy. Staff are currently evaluating the situation, and developing a plan for removal.

Players benches have been installed at Marchmont Community Park's ball diamond. As well, Staff have ordered new benches featuring a naturalized log design for Ian Crichton Memorial Park.

The hanging flower baskets have been installed in Port Severn, Severn Falls, Coldwater and Washago for the summer season.

The new outdoor defibrillators will be installed in June at Washago Centennial Park, and the Coldwater Fairgrounds.

**Trails**

The Uthoff Trail is now open for the season. Staff have been performing maintenance from the spring in varied areas.

Severn was successful in attaining a grant of \$15,000 from the Simcoe County Trails Connecting Communities Program for 2026. This will match the funding to the Trans Canada Trail Grant previously received for a shade shelter area at the Coldwater entranceway to the Uthoff trail.

Staff are gathering quotes as per the 2026 budget to repair the trail In Marchmont Community Park, and the pathway in Ardtrea Park. Both require widening for accessibility.

**Financial Considerations**

Staff continue to work within the approved 2026 Departmental budget.

**Report Supported By**

Strategic Plan:

- Economic Development
- Customer Service Focus
- High-speed Internet
- Infrastructure to Match Growth
- Does Not Impact Strategic Plan

Council Directed/Requested

**Reviewed By**

Andrew Plunkett, Director of Finance/Treasurer  
Laurie Kennard, Chief Administrative Officer

Status:  
Approved - 01 Jun 2026  
Approved - 29 May 2026



# MINUTES

## Culture and Recreation Advisory Committee Meeting

7:00 PM - Tuesday, April 14, 2026  
Electronic

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The Culture and Recreation Advisory Committee of the Township of Severn was called to order on Tuesday, April 14, 2026, at 7:00 PM, with the following members present:

**PRESENT:**

- Member Barb Clare-Powell
- Member Bill Harvey
- Member Jason Leigh
- Member Grace Smith
- Member Cheryl Elliot-Fraser
- Deputy Mayor Judith Cox
- Councillor - Ward 4 Wanda Minnings
- Member Brenda Campbell
- Member John Williams

Customer Care Assistant Wendy Dewey  
Director of Recreation, Parks & Facilities Craig Belfry  
Recreation Programmer Erica Avery

**ABSENT:**

**A. Call to Order**

Meeting was called to order by Chair Elliot-Fraser at 7:07 p.m.

**B. Disclosure of Pecuniary Interest**

None were declared.

**C. Delegations**

**D. Reports from Officials (for information)**

**D.1.** Activity Report from the Director of Recreation, Parks, & Facilities - April through May 2026

**Motion CRAC2026-008**

Moved by Member Cheryl Elliot-Fraser  
Seconded by Member Grace Smith

THAT Recreation Report No. R26-012, dated June 9, 2026, Activity Report from the Director of Recreation, Parks, and Facilities - April through May 2026 be received as information.

**Carried**

[R26-012 - Pdf](#)

D.2. Culture and Recreation Advisory Committee Minutes - February 10, 2026

[Culture and Recreation Advisory Committee Minutes - February 10, 2026](#)

D.3. Recreation Report No. R26-007 - Outdoor Defibrillator Station Donation for Municipal Parks

[R26-007 - Pdf](#)

D.4. Recreation Report No. R26-005 - Activity Report from the Director of Recreation, Parks, & Facilities - February through April 2026

[R26-005 - Pdf](#)

D.5. Recreation Report No. R26-006 - Activity Report from the Recreation Coordinator

**Motion CRAC2026-009**

Moved by Member Barb Clare-Powell

Seconded by Member Jason Leigh

THAT the following Items D.1 through D.4 be received for information.

**Carried**

[R26-006 - Pdf](#)

D.6. Recreation Report No. R26-008 - Draft Seasonal Field Use Policy

**Motion CRAC2026-010**

Moved by Member Grace Smith

Seconded by Deputy Mayor Judith Cox

THAT Recreation Report R26-008 dated April 14, 2026, with respect to the Draft Seasonal Field Use Policy be received;

AND FURTHER THAT Committee recommend to Council to approve the Draft Seasonal Field Use Policy.

**Carried**

[R26-008 - Pdf](#)

**E. Reports from Officials (for direction)**

**F. Correspondence (for information)**

**G. Correspondence (for direction)**

**H. Council Representative Update (for information)**

H.1. Deputy Mayor Cox provided an update and overview on the new County

Council structure beginning with the next term and Council's concerns.

Deputy Mayor Cox provided details on the upcoming Public Meeting regarding Short Term Rentals in Severn. Councillor Minnings reminded the Committee about the upcoming Candidate Information Sessions, OPP talks about Cyber Security, and updates on community events (past Easter events and upcoming Earth Day).

**Motion CRAC2026-011**

Moved by Member Cheryl Elliot-Fraser  
Seconded by Member Jason Leigh

THAT the Council Representative Update be received for information

**Carried**

**I. Adjournment**

**Motion CRAC2026-012**

Moved by Deputy Mayor Judith Cox  
Seconded by Member Jason Leigh

That the meeting adjourn at 8:45 p.m.

**Carried**

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Secretary

# Staff Report

R26-013



**To:** Chair and Culture & Recreation Advisory Committee  
**From:** Craig Belfry, Director of Recreation, Parks & Facilities  
**Date:** 09 Jun 2026  
**Subject:** Draft Public Skating Policy

## Report Highlights

- Public skating programs are designed to offer skating opportunities to patrons of all ages.
- The Township runs weekly public skating programs in the winter season.
- There is a need for skate patrollers for this program.

## Recommendation

THAT Recreation Report R26-013 dated June 9, 2026, with respect to the Draft Public Skating Policy be received;

AND FURTHER THAT Committee recommend to Council to approve the Draft Public Skating Policy.

## Background

With the upcoming 2026/27 public skating season at the the Coldwater and District Community Centre, the following report summarizes the need for the Township of Severn to adopt a Public Skating Policy.

## Analysis

The Ontario Recreation Facilities Association (ORFA) recognized that there was a lack of industry guidelines available to manage public skating programs. Therefore, they developed a document to help municipalities initiate public skating policies and serve as a supportive risk management tool for facility managers to evaluate current operations, and manage a safe and enjoyable skating program.

The Township of Severn is a current standing member of ORFA. Facility management, through the Township, must ensure that all events and programs are being offered in a fair, equitable and accessible manner, one which will reduce the risk of injury and/or liability. To that end, facility owners must interpret and operate their facilities and programs in a way that meets the various regulations, codes and acts.

Public Skating is best defined as a scheduled program where the facility may have collected an admission or advertised an ice event as open to the general public. Public skating programs are designed to offer skating opportunities to patrons of all ages in an unstructured leisure setting. They are often presented as a facility program for the general public, families, adults, and seniors, or as part of a scheduled activity for an educational institution, or community club. The sessions may or may not include sporting equipment.

Public skating should not be considered as a “learn to skate” program. Public Skating programs in Ontario have been a main part of all public recreation schedules since their inception more than 100-years ago. These programs aim to allocate fair and equal access to a public facility while providing opportunities for private operations to promote their services.

Public skating is tailored to meet the needs of each community. Originally, public skating sessions allowed open admission; however, managers did not anticipate the popularity of this type of programming; or the number of patrons that would potentially attend. Supervision of public skating sessions was often left up to facility Operations Staff on shift, and likely only done sporadically. At times, additional on ice Staff were used, but proper workplace training was not specified.

Today’s facility management must have adequate controls in place to ensure that public skating programs are offered in a manner that ensures public safety. Programs are established as part of the budget process to include mature, well trained Staff. Operational decisions are to be well researched and reviewed by Staff prior to implementation. In the end, the goal is to provide fair, equitable and accessible skating programs that will reduce the risk of injury and/or liability. This policy is a result of the review of past practices at the arena in Coldwater.

Legislation providing public skating programs involves the invitation to the general public to attend. On ice supervision may or may not be a part of such events. Once an invitation to the public is extended to participate in skating events, facility management must guarantee a reasonable level of patron safety.

There is no specific legislation that governs the provision of public skating programs; however, it is reasonable to assume that the primary legislative obligation is the Occupiers Liability Act. The rulings of the courts of law are clear – children must be provided with a higher level of safety and care in every environment. Children left unsupervised by a person of age of majority are by default under the care and control of facility staff to ensure their safety. (Consider the signs posted in parking lots regarding children left unattended).

Other legislation to consider includes the Ontario Fire Code and Fire Protection and Prevention Act. These pieces of legislation clearly indicate the roles and responsibilities of the owner of any public building. Interpretations of legislation would often suggest that the owner be identified as a Board of Directors or Council; filtering down to identified managerial staff. However, the Fire Code identifies person in a position of authority at the time of the fire/emergency as being specifically responsible for taking control under such circumstances. This can in fact include unpaid staff (i.e. Minor sport coaches). The safety of the public who participate in our recreation programs at the Township is paramount.

This policy is being brought forward as a way to ensure necessary steps are taken to reduce the risks to public safety.

### **Skating Policy Requirements**

The Township of Severn's “new” Public Skating Policy follows the guidelines presented by ORFA to provide safe, accessible recreational experience for the public, and provides a tool for Staff to mitigate risk. Therefore, it encompasses the following headings and discussions points:

- Policy Statement;
- Purpose;
- Scope;
- General;
- Township Staff Supervision;

- Unruly Patrons;
- Physically Challenged Persons/Persons with a Disability;
- Music;
- Skating Aids;
- Illumination Levels;
- Ice Load Capacity;
- Admission Fees;
- Alcohol;
- Ice Resurfacing;
- Leisure Skating Session Descriptions;
- Emergency Evacuation Planning; and
- Application.

Staff have begun the process to develop new procedures, and key responsibilities for all Arena Operational Staff for public skating, with regards to this new policy. In order to implement this program, the Recreation, Parks, and Facilities' Department will be hiring and training two students under the supervision of operational staff to act as ice patrollers for public skating. Training sessions on the new procedures will begin in September, once the ice is installed. Signage will also be developed to post in the facility with the rules of public skating. These new procedures will ensure a safe enjoyable atmosphere for all involved in public skating.

### Financial Considerations

This new policy will be implemented through the current 2026 departmental operating budget.

### Report Supported By

Strategic Plan:

- |  |  |
|--|--|
| <input type="checkbox"/> Economic Development              | <input checked="" type="checkbox"/> Infrastructure to Match Growth |
| <input checked="" type="checkbox"/> Customer Service Focus | <input type="checkbox"/> Does Not Impact Strategic Plan            |
| <input type="checkbox"/> High-speed Internet               |  |
| <input type="checkbox"/> Council Directed/Requested        |  |

### Attachments

[Draft Severn Public Skating Policy](#)

### Reviewed By

Andrew Plunkett, Director of Finance/Treasurer	Status: Approved - 02 Jun 2026
Laurie Kennard, Chief Administrative Officer	Approved - 01 Jun 2026



## POLICY: Public Skating

Created By:	Director of Recreation, Parks, and Facilities	Approval Date:	
Policy No.:	R-22	Last Revised	

### 1. PURPOSE

1.1. This policy reflects the Township of Severn's commitment to providing and maintaining a healthy and safe environment for all its employees, residents, visitors and stakeholders. It provides guidelines for enforcement, clarity of permitted activities and practices that will ensure a pleasant experience for all.

### 2. SCOPE

2.1. Public Skating is defined as a regularly scheduled skating program, which is offered to the public with or without admission being charged for admittance. It may or may not be a program completely sponsored by the Township directly or through another community sponsor. Public Skating is governed by the procedures set out in this policy.

### 3. POLICY

#### 3.1. Skaters' Rules of Conduct

All patrons who participate in public skating programs must respect the following rules:

- 3.1.1. Children 9 years and under must be accompanied and supervised by a guardian 14 years or older;
- 3.1.2. Skaters should be in constant flow during public skating and all skaters must travel in the same direction;
- 3.1.3. No food or drink on the ice surface;
- 3.1.4. No horseplay or games;
- 3.1.5. No skating backwards;
- 3.1.6. No figure skating maneuvers;
- 3.1.7. No erratic or excessive speed skating;
- 3.1.8. No balls, pucks, chairs, sticks or any other item which may interfere with the safety of any skater while on the ice surface;
- 3.1.9. No headsets, cell phones or handheld electronic devices are to be used while skating;
- 3.1.10. No carrying of children is permitted;
- 3.1.11. No sitting on the boards;
- 3.1.12. All participants must be wearing skates while on the ice surface;
- 3.1.13. Children 9 years and younger are required to wear a CSA approved hockey helmet and strongly recommended for all ice skating users;

3.1.14. The use of approved skating aids will be permitted on the ice during applicable general public skating programs; **E.1.**

- Excluding helmets, hockey equipment is not permitted;
- Wheelchairs are permitted on the ice surface once the wheels have been cleaned;
- Strollers are permitted on the ice surface once the wheels have been cleaned;
- Persons accompanying those in wheelchairs or ice sledges must wear skates and be skilled skaters;
- Township Staff are to be respected and are responsible for enforcement of rules at all times; and
- Rules of Conduct will be posted within the Public Skating Facility.

### 3.2. Township Staff Supervision

3.2.1. General public skating programs will be supervised at all times by Staff who are trained in First Aid and CPR.

3.2.2. Competent personnel will supervise each public skating session. No person under the age of 14 years will be allowed to act as a skate patrol. Persons 16 years of age and younger should not be allowed to supervise a public skating session on their own. However, a person under the age of 16 may be permitted to assist if directly supervised by a person more than 16 years of age. The Ice Patrol must be 16 years of age. On-ice supervisors, when assigned, are required to wear CSA Approved hockey helmet at all times.

3.2.3. The following on ice supervision is recommended:

**Patrol on Ice Patrol to Skater Ratio:**

- **1 Skate Patrol 1 to 64 skaters**
- **2 Skate Patrol 65 to 130 skaters**

3.2.4. The Occupational Health and Safety Act requires that all employees will be provided with adequate training. It is recommended that each skate patrol will have First Aid training; the Township will only be responsible to provide WHMIS and Emergency Evacuation training and may be responsible to provide other identified training as required.

## 4. Unruly Patrons

4.1. All acts of vandalism, unruliness, violence, injury or general concerns must be recorded. . The Township of Severn maintains a zero-tolerance policy regarding vandalism and violent behaviour and will take appropriate action in response to such incidents.

4.2. The following will govern Unruly Patrons during Public Skating; incidents will be recorded in a logbook. Any person causing a disturbance at Public Skating by not adhering to the rules of safe skating, not obeying staff or by jeopardizing the safety of others will be subject to the following:

- On the first offense, a verbal warning regarding their behaviour and the consequences of any further infractions explained;
- On the second offense, a denial of public skating privileges for a one-week period will be imposed. Parents or guardians must contact the Facilities Supervisor or designate

before re-admittance is allowed; and

**E.1.**

- If the third infraction of the rules takes place a six-month suspension of all privileges of the arena will be imposed. A letter of cancellation of privileges will be sent by registered mail.

4.3. Skate Patrols are not to physically remove skaters who are misbehaving. If a skater must be removed, the Skate Patrol will summon assistance.

4.4. When the parent or guardian returns to pick up the misbehaved skater the Skate Patrol and the Facilities Supervisor and/or designate staff should ask to speak to the parent or guardian. Outline the occurrence and the ramifications of future incidents. At all times employees will remain calm, firm and respectful.

## **5. Physically Challenged Persons/ Persons with a Disability**

Section 1 of the Human Rights Code Act, Chapter H.19, R.S.O. 1990, reads as follows:

- 5.1. "Every person has a right to equal treatment with respect to services, goods and facilities without discrimination because of race, ancestry, place of origin, colour ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, same sex partnership status, family status or disability."
- 5.2. For the safety of all involved it is permissible to designate a specific area for wheelchair use during public skating i.e. close to the boards. Wheelchairs must not interfere with the flow of the skaters;  
i.e. no public skating with hockey, no sleds with public skating etc...
- 5.3. Physically challenged persons who wish to participate in public ice skating programs by using their wheelchair or an ice sledge should be permitted to do so. However, persons accompanying physically challenged persons onto the ice must do so on ice skates (being a skilled skater) or cleats.
- 5.4. For the safety of all skaters a wheelchair will have their wheels cleaned prior to entering onto the ice surface as to not track dirt or deposit any other foreign matter onto the surface.
- 5.5. Physically challenged persons who wish to participate in public ice skating programs by using their wheelchair or an ice sledge should be permitted to do so.
- 5.6. In the case where an individual or agency has a private rental and wanting to bring a child in a wheelchair onto the ice, this should only be done in a controlled supervised manner. The Renter must provide the Municipality with a hold harmless agreement and add the Municipality on their Insurance program as an additional named insured with respect to this activity; i.e. Board of Education.

## **6. Music**

6.1. The music being played as background effect should be chosen and approved by Township Staff. Any music requests submitted by the public as subject to review and approval of Township Staff. It is not acceptable for any person to wear headphones or listen to a personal music source while public skating.

## **7. Skating Aids**

7.1. No person will enter on to the ice surface during any public skating program unless on ice skates. Street shoes will not be permitted on any ice surface. Skating aids approved by Township Staff may be used.

## **8. Illumination Levels**

8.1. All surface lighting will be operated to its full capacity during public skating events.

## 9. Ice Load Capacity

E.1.

9.1. "Occupant Load" is controlled under Section 3.1.16 of the Ontario Building Code. Section 3.1.16.1. Occupant Load Determination does not speak directly to ice skating activity. Table 3.3.16.1 of the Code suggests that ice skating activity may be classified under "exhibition halls other than those classified in group E" requires 30.1 feet per-person. This calculation combined with the "public corridors intended for occupancies in addition to pedestrian travel" of 39.8 feet per person will be the basis for ice load capacity in our facilities. Ice Load in the Coldwater Community Centre shall not exceed 130 persons at any one time during public skating sessions.

## 10. Admission Fees

10.1. Any public skating program that charges admission must submit HST on these fees. Admission charges for public skating will be established as part of the User Fees and Charges By-law for the Township of Severn. Recommendations for these fees are submitted to Council for approval.

## 11. Alcohol

11.1. Any person under the influence of alcohol is not permitted in the Coldwater Community Centre.

## 12. Ice Resurfacing

12.1. The ice surface will be resurfaced at the discretion of facility staff, based on usage patterns, participant numbers, ice conditions and safety considerations. In general the ice will be flooded every 50 minutes. No person will be permitted on the ice during resurfacing.

Township Staff will:

- Ensure no persons are on the ice prior to, during or until the ice re-surfacer is off the ice and the access door is closed;
- Ensure all ice surface doors are closed;
- Ensure that no foreign matter is on the ice surface before or after the flooding process;
- Evaluate ice conditions; and
- Evaluate the boards, glass and any other area that the public has access to for poor or dangerous conditions.

## 13. Leisure Skating Session Descriptions

13.1. Skating sessions that are specific to one group or organization may include exceptions to specific sections of the Skaters Rules of Conduct and other guidelines listed within the Public Skating Policy. Not all leisure skating programs may appear on the schedule on a re

### 13.2. Adult Skating

13.2.1. Adult Skating is a General Public Skating Session designed for participants a minimum age of 18 years or older. Skaters' Rules of Conduct will apply.

### 13.3. Youth Skate

13.3.1. Youth Skate is a General Public Skating Session designed for participants 13 to 19 years of age only. Skaters' Rules of Conduct will apply.

### 13.4. Public Skate

13.4.1. Public Skate is a General Public Skating Session designed open to all ages. Skaters' Rules of Conduct will apply.

### 13.5. Adult Stick & Puck

13.5.1. All Age Stick and Puck is all ages based program that allows the use of pucks and sticks only. **E.1.**

- Pucks will not be raised above the knee and shooting the puck with excessive force will not be permitted (slap shots);
- There are no goalies or nets on the ice during Stick & Puck; and
- CSA Approved Hockey Helmets are required.

### 13.6. **Senior Stick & Puck**

13.6.1. Senior Stick and Puck is a senior based program that allows the use of pucks and sticks only. Patrons of "Stick & Puck" must be a minimum age of 55 years or older.

- Pucks will not be raised above the knee and shooting the puck with excessive force will not be permitted (slap shots);
- There are no dressed goalies on the ice during Puck & Stick; and
- CSA Approved Hockey Helmets are required.

### 13.7. **Adult Pick-Up Hockey (Shinny)**

13.7.1. Adult Pick-Up Hockey is an adult based non-contact scrimmage session.

- Patrons of "Adult Pick-Up Hockey" must be a minimum age of 18 years or older;
- Shooting the puck with excessive force will not be permitted.
- Physical contact is not permitted;
- Goalies are permitted on the ice, provided they are wearing full goalie gear;
- CSA Approved Hockey Helmets are required; and
- Hockey Equipment is strongly recommended.

### 13.8. **Youth Pick-Up Hockey (Shinny)**

13.8.1. Kids Pick-Up Hockey is for children 7 to 17 years of age and is a non-contact scrimmage session.

- Shooting the puck with excessive force will not be permitted.
- Physical contact is not permitted;
- CSA Approved Hockey Helmets are required; and
- Full hockey equipment must be worn at all times while on the ice surface.

### 13.9. **Parent & Tot**

13.9.1. Parent & Tot is for young children and a supervising adult to skate together.

- Children must be 6-years of age or younger to participate in this program and required to wear CSA approved hockey helmet;
- Children must be accompanied by an adult on the ice surface, and required to be on ice skates;
- Adults must be at a ratio of no more than 3 children to each adult; and
- No carrying of children is to be permitted.

### 13.10. **Ticket Ice**

13.10.1. Ticket Ice is a pay as you go program designed for figure skaters.

- Participants must be a Skate Canada member before participating; and

- Proof of membership is required at signing

### 13.11. **Adult Exercise & Skate**

13.11.1. Adult Exercise & Skate is for adults 25 years of age or older is a social skating program.

- General Public Skating around the perimeter of the ice surface is welcome during this program;
- Activities including skating backwards, changing direction, dancing and group exercise are permitted;
- Music may be provided by the participants but is played at the discretion of Township Staff; and
- Jumping is not permitted.

### 13.12. **Homeschool Skate**

13.12.1. Homeschool skate is for preschoolers and homeschool families and caregivers. This program is for parents/guardians and children to leisure skate, and for newer skaters to practice skating.

- Guests 9 years of age and under must be accompanied by a guardian who is a minimum of 12 years of age and older.
- Parents/Guardians must accompany children on the ice. Limit of 3 children maximum per parent/guardian on the ice.
- This is a leisure skate only. For safety reasons, no hockey equipment or shinny games are permitted on the ice.
- Township of Severn strongly recommends all participants, especially children and new skaters, wear a CSA approved helmet, and glove protection is encouraged.
- All persons on the ice must be wearing skates. No other footwear shall be permitted on the ice. Sledges are allowed.
- Participants will skate in the same direction as other skaters.
- Only official skate aids are allowed on the ice surface.
- No Carrying children in arms

## 14. **Emergency Evacuation Planning**

14.1. Should there be a toxic leak, fire; hydro interruption etc, Skate Patrollers, along with all other arena staff must be provided with adequate emergency evacuation techniques/training. Skate patrol must be prepared to provide guidance to all patrons during emergency situations. They must know their responsibilities and limitations under extreme circumstances. The Facility Supervisor or designated Staff person in charge must be aware that a power interruption may affect P/A use.

14.2. Training should be done regularly so that skate staff has been properly prepared for all situations. All Staff must be provided with adequate emergency evacuation techniques/training. Skate Patrol must be equipped with flashlights and be trained in basic emergency situation(s) protocol.

14.3. Clear evacuation announcements for the facility's P/A system both permanent and portable must be in place

- 15.1. Enforcement of this policy is at the discretion of the Director of Recreation, Parks, and Facilities, or their designate, and Staff on duty at the time of the skate. This policy should be reviewed on an as needed basis.

**16. DEFINITIONS**

- 16.1. "Township" means the Corporation of the Township of Severn.
- 16.2. "Department Head" means an appointed head of each department or their designate as identified in the Township of Severn Organizational Chart or through delegation.
- 16.3. "Public Skating" is defined as a regularly scheduled skating program, which is offered to the public with or without an admission being charged for admittance. It may or may not be a program completely sponsored by the Township directly or through another community sponsor. Public Skating is governed by the procedures set out in this policy.

DRAFT

# PORT SEVERN PASSIVE PARK

## Site Analysis & Pre-Engagement

May 19<sup>th</sup>, 2026

**fieldwork**  
design office



# Today's Topics of Conversation

- Summary of Background Documents
- Site Analysis Summary
- SWOT Analysis
- Stakeholder Engagement Meeting Dates
- PIC date and location
- Engagement Survey Discussion

## AGENDA

# KEY ISSUE

*The Park needs to serve an older, **locally rooted** community while still attracting visitors.*

1.

# DETAILS

- 1. Strong share of residents over 55 with many over 65 (40%)*
- 2. Community values quiet recreation, gardening, crafts, nature, and fishing*
- 3. The site has potential to attract tourists and support local economy*

# DESIGN IMPLICATIONS

*The Park needs to be:*

- calm*
- comfortable*
- local in character*

*Concept should prioritize passive use, scenic enjoyment, cultural interpretation, gardens, and small-scale gathering.*

## Summary of Background Materials

## KEY ISSUE

*Community demand is for **passive recreation, wellness, arts, and nature-based experiences.***

# 2.

## DETAILS

- 1. Repeated support for passive parkland, arts and culture, health and wellness, interpretive experiences, and nature-based programming.*
- 2. Requested amenities include shade, seating, covered areas, washrooms, beautification, and better accessibility and wayfinding.*

## DESIGN IMPLICATIONS

*The Park needs to include:*

- shade*
- seating*

*The Park may include:*

- gathering space for yoga, workshops, etc.*
- interpretive signage*
- gardens or naturalized areas.*

## Summary of Background Materials

## KEY ISSUE

*Preservation of **natural beauty** is a core public expectation.*

3.

## DETAILS

*1. Preserving natural character such as trees and waterfront setting is a recurring theme.*

*2. Rec Master Plan supports naturalized waterfronts, reduced turf, and an “environment first” approach.*

*\* It is worth noting that the site is currently not very natural and we may take this as impetus to re-naturalize.*

## DESIGN IMPLICATIONS

*Concept should lean toward an ecological park design:*

- retain and showcase existing natural features*
- use naturalized planting and habitat gardens*
- frame ecological areas with clear edges so they feel intentional.*
- treat waterfront as major experiential and ecological asset.*

# Summary of Background Materials

# KEY ISSUE

*Accessibility is essential*

4.

# DETAILS

- 1. Accessibility is important, not just from an AODA perspective but in terms of accessing the site from the road and from the water.*
- 2. There are real constraints including limited area for parking, drainage challenges, and an existing septic bed.*

# DESIGN IMPLICATIONS

*Concept should be practical in layout and circulation and consider:*

- clear accessible routes*
- avoid high-volume uses*
- ensure waterfront access and site circulation are coordinated*
- test the waters on making use of external parking areas*

## Summary of Background Materials

## KEY ISSUE

*Environmental and technical site conditions limit options*

5.

## DETAILS

- 1. High removal costs: potential asbestos in the attic, an above-ground furnace oil tank, propane tanks to remove, septic system decommissioning*
- 2. Water supply from adjacent land*
- 3. Parks Canada waterfront access agreement for dock development*
- 4. Shallow clay soils*
- 5. Invasive species*

## DESIGN IMPLICATIONS

*Concept should be resilient and realistic with:*

- modest, carefully sited structures*
- minimal grading and limited disturbance*
- durable materials*
- storm water sensitive layout and planting*
- phased implementation*
- cost-conscious materials (implementation and maint.)*

## KEY ISSUE

*Community is wary of **cost, noise, and overdevelopment.***

6.

## DETAILS

- 1. General support for enhancing the property, BUT...*
- 2. There is concern about capital cost, long-term taxpayer burden, noise, and crowds*

## DESIGN IMPLICATIONS

*Concept should be incremental, modest, and defensible with:*

- phased implementation*
- low-cost high-value improvements first for public buy-in*
- avoiding features that imply large events (buildings, large parking lot, large open spaces, etc.)*
- quiet community use*

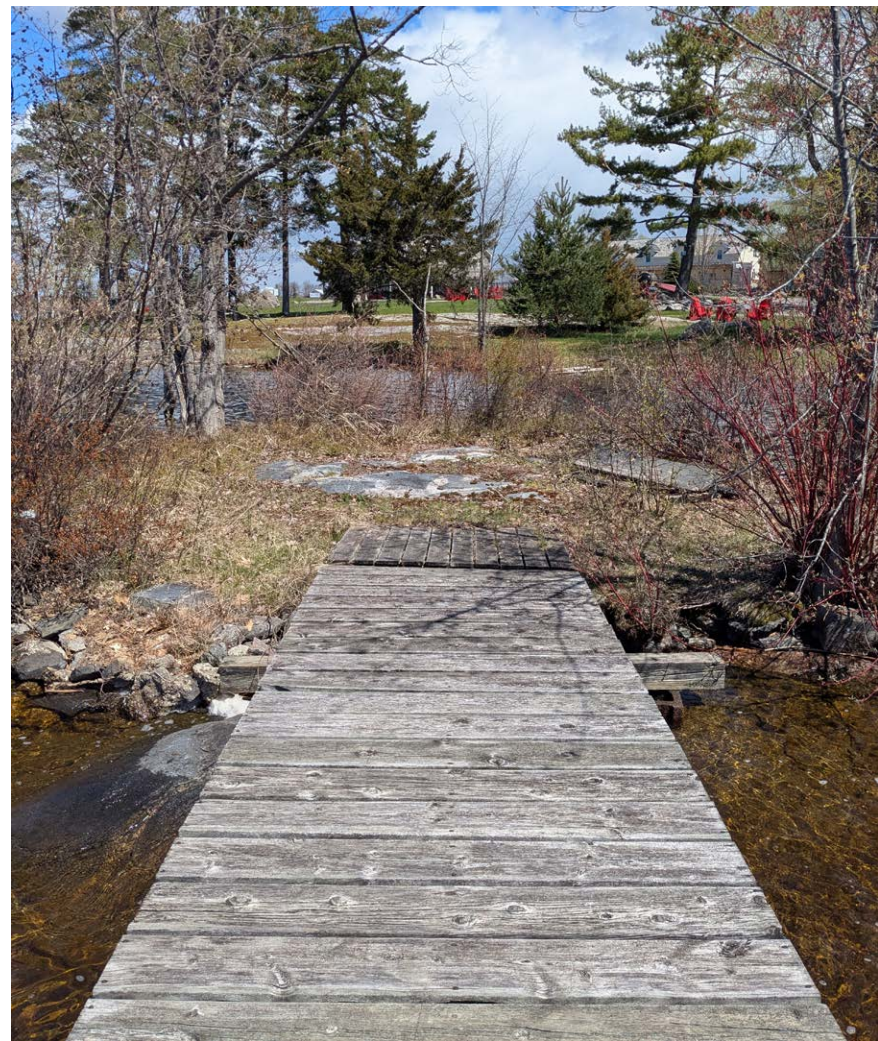
# Summary of Background Materials

“

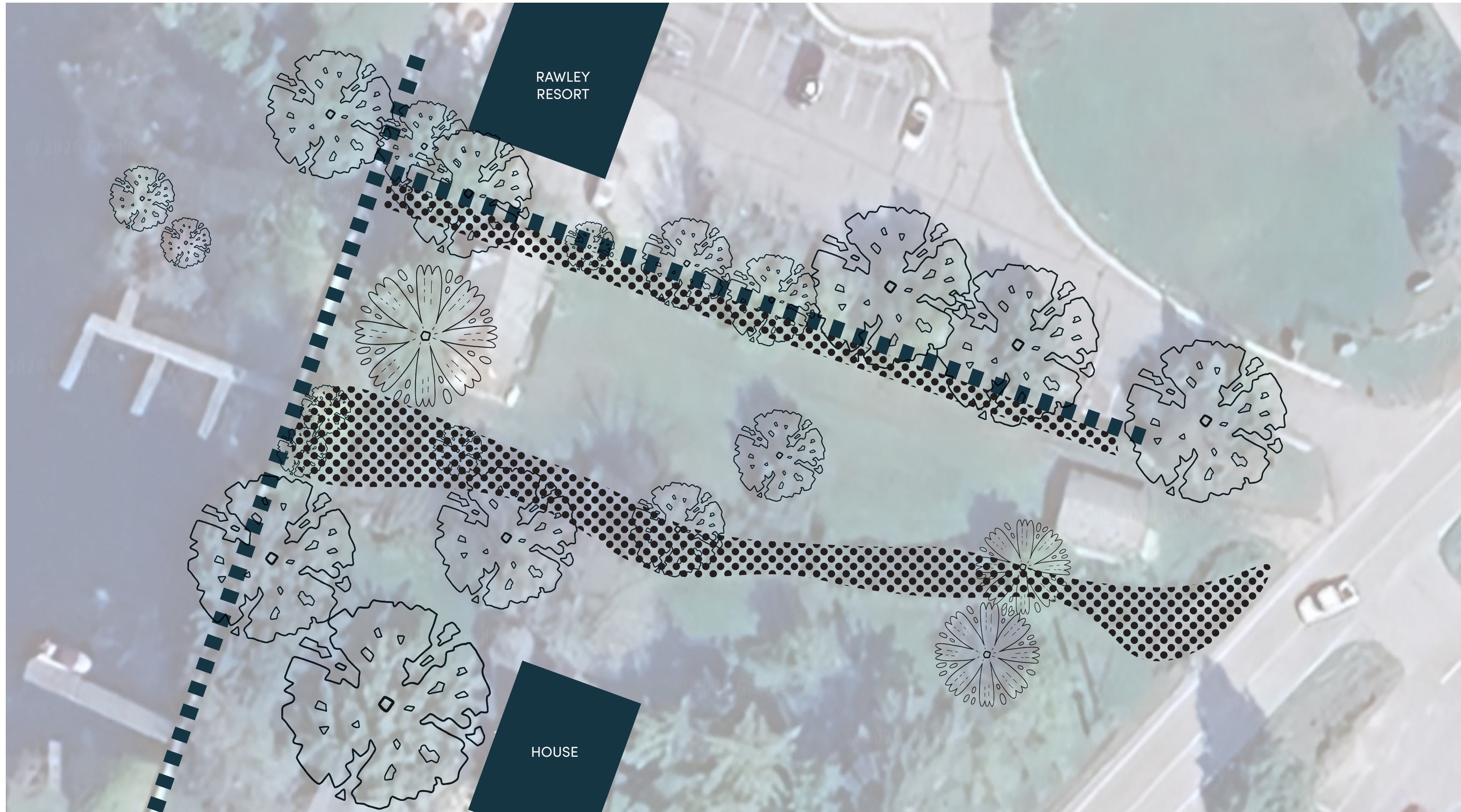
The concept should not try to turn the site into a busy recreation destination; it should turn it into a **quiet, beautiful, accessible, ecologically sensitive waterfront park** with just enough **cultural and wellness programming** to make it **meaningful year-round**

”

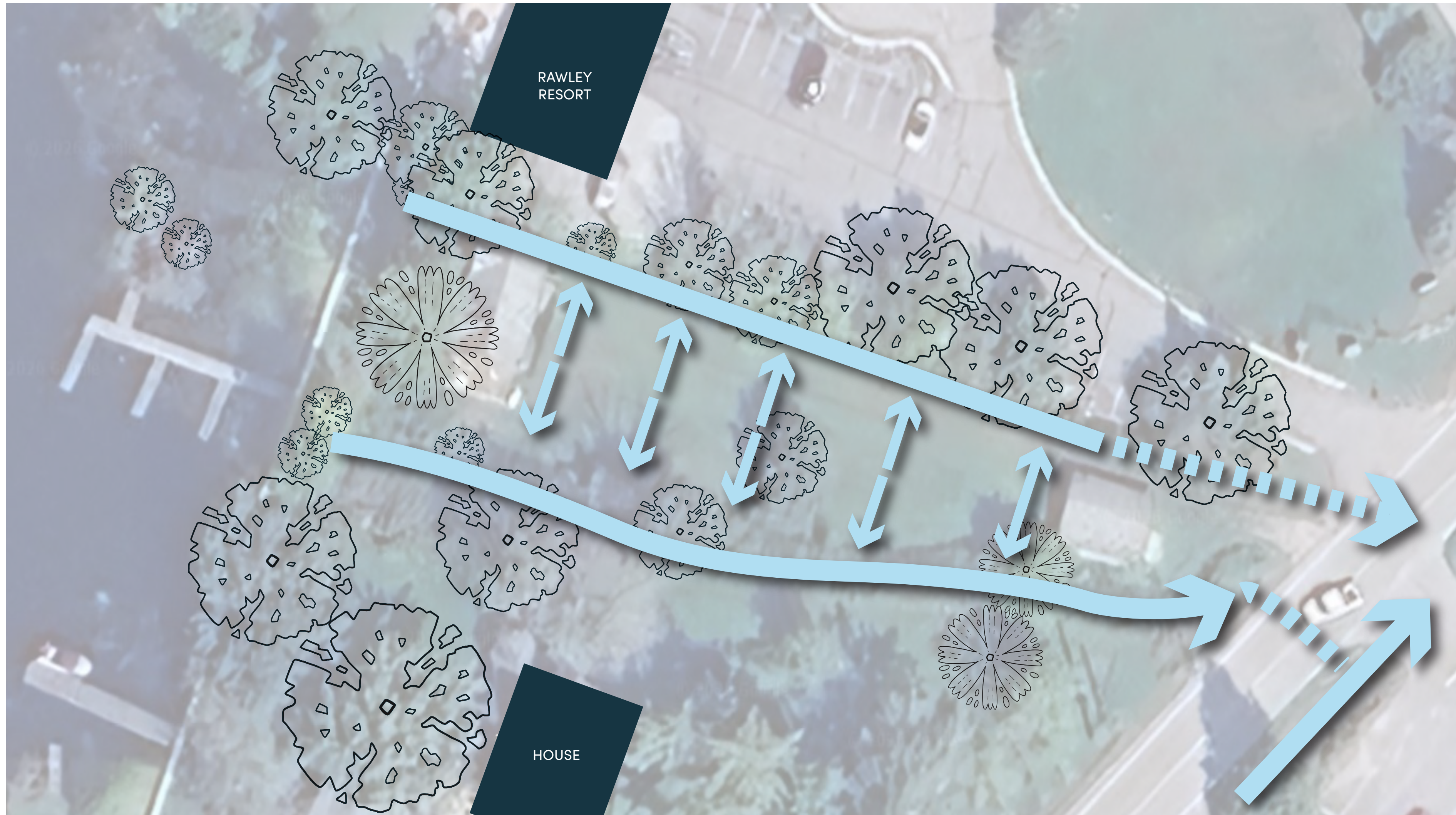
## Summary of Background Materials



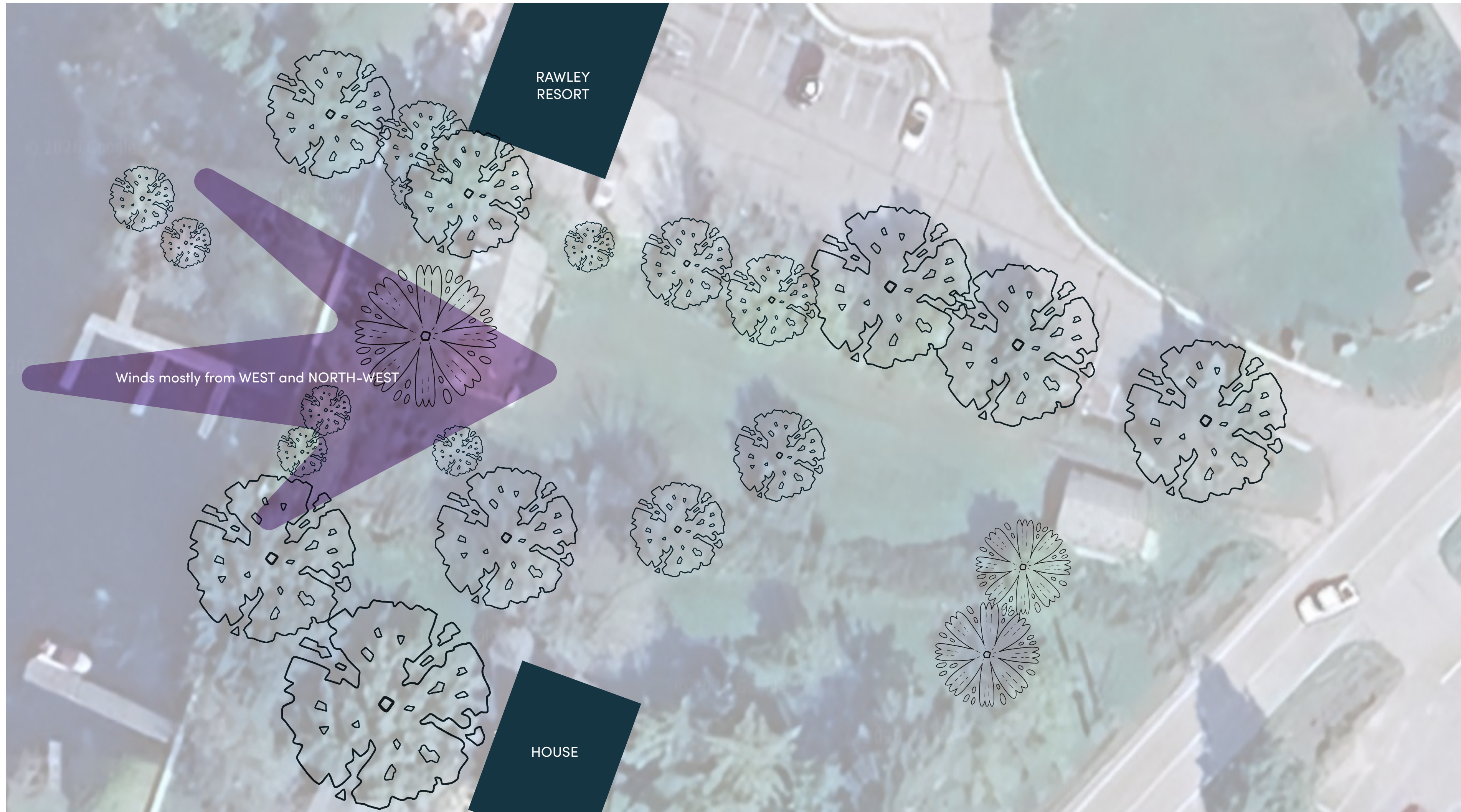
# Site Analysis / photos

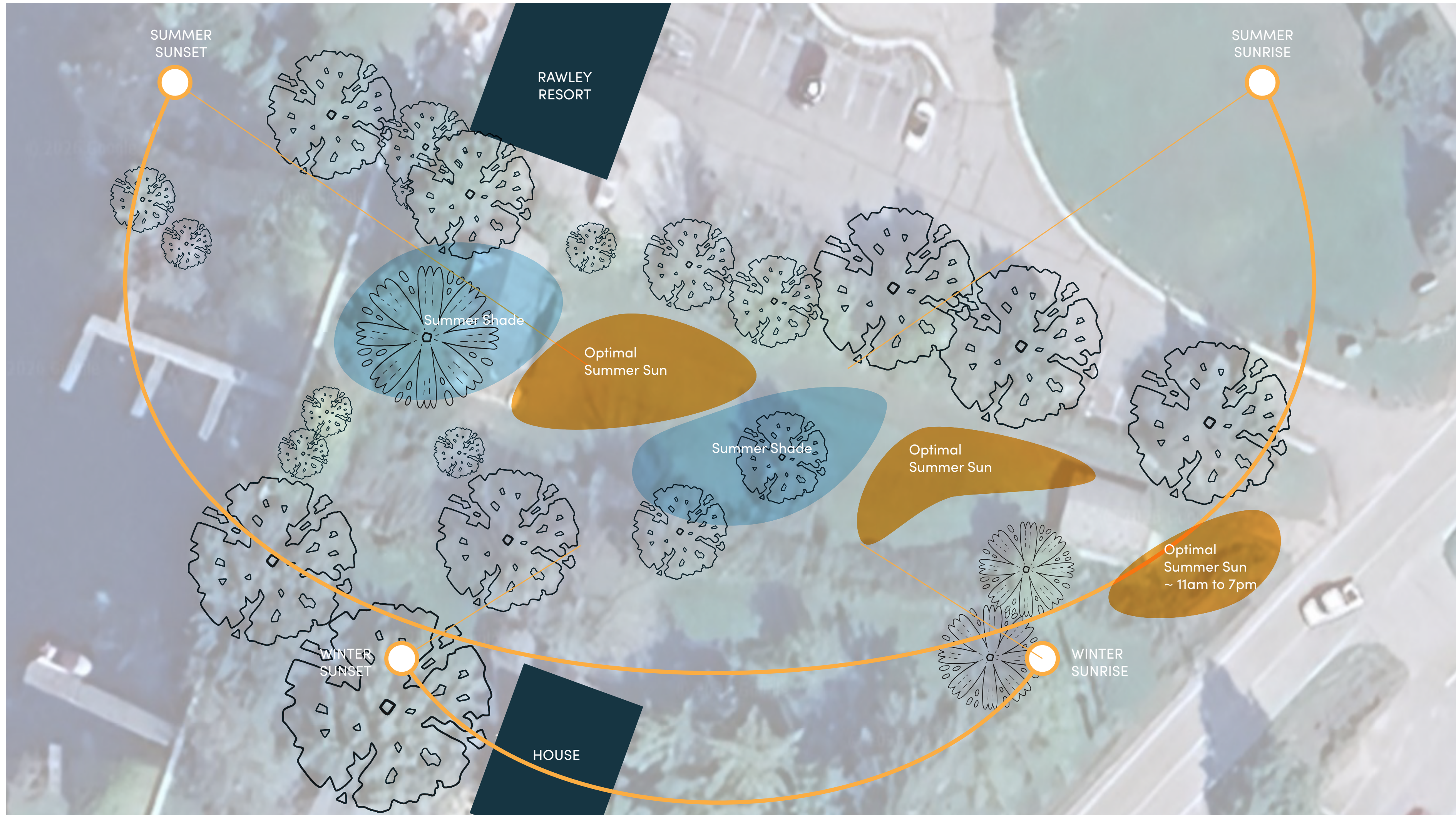


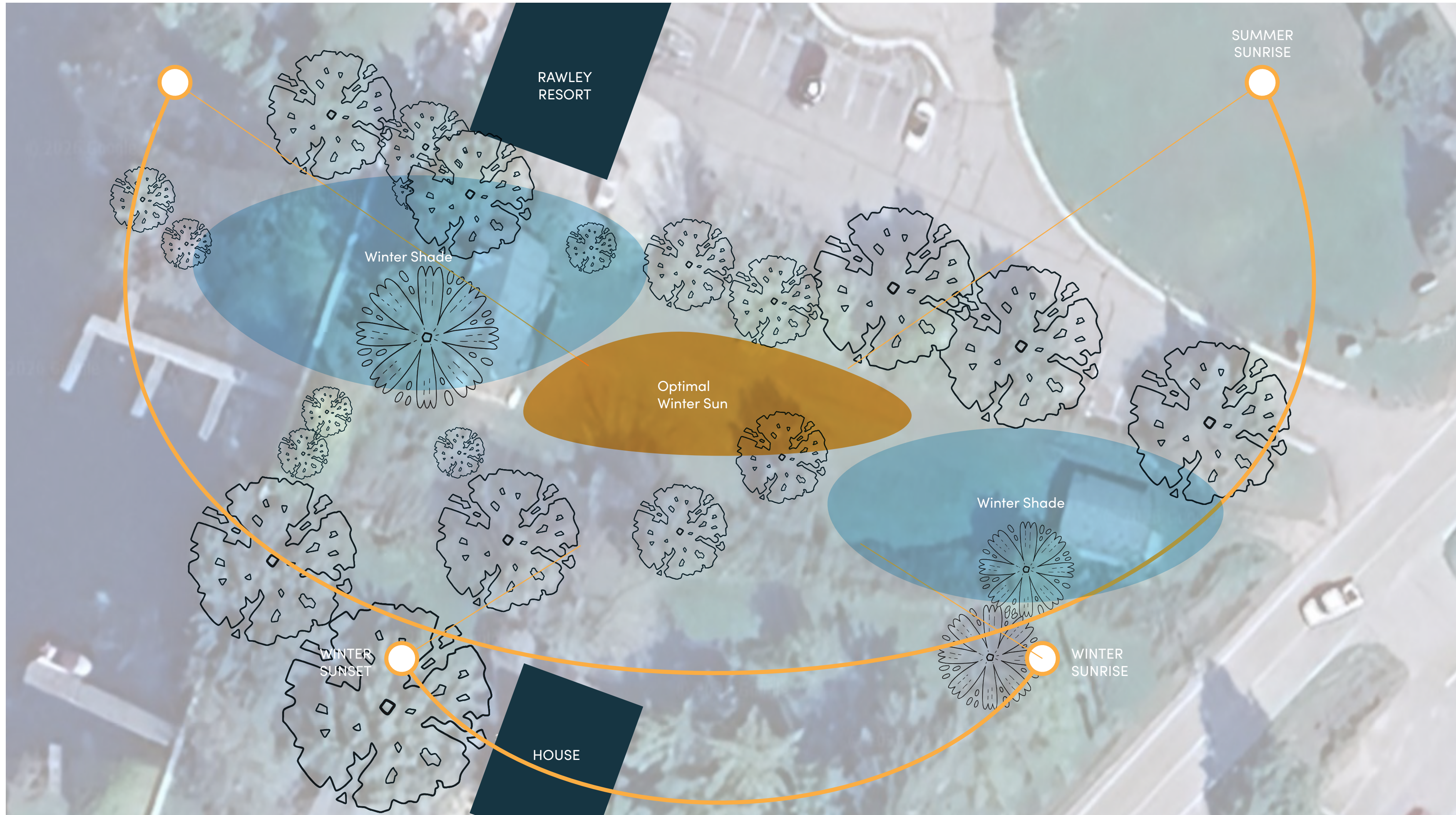
# Site Analysis / elevation features



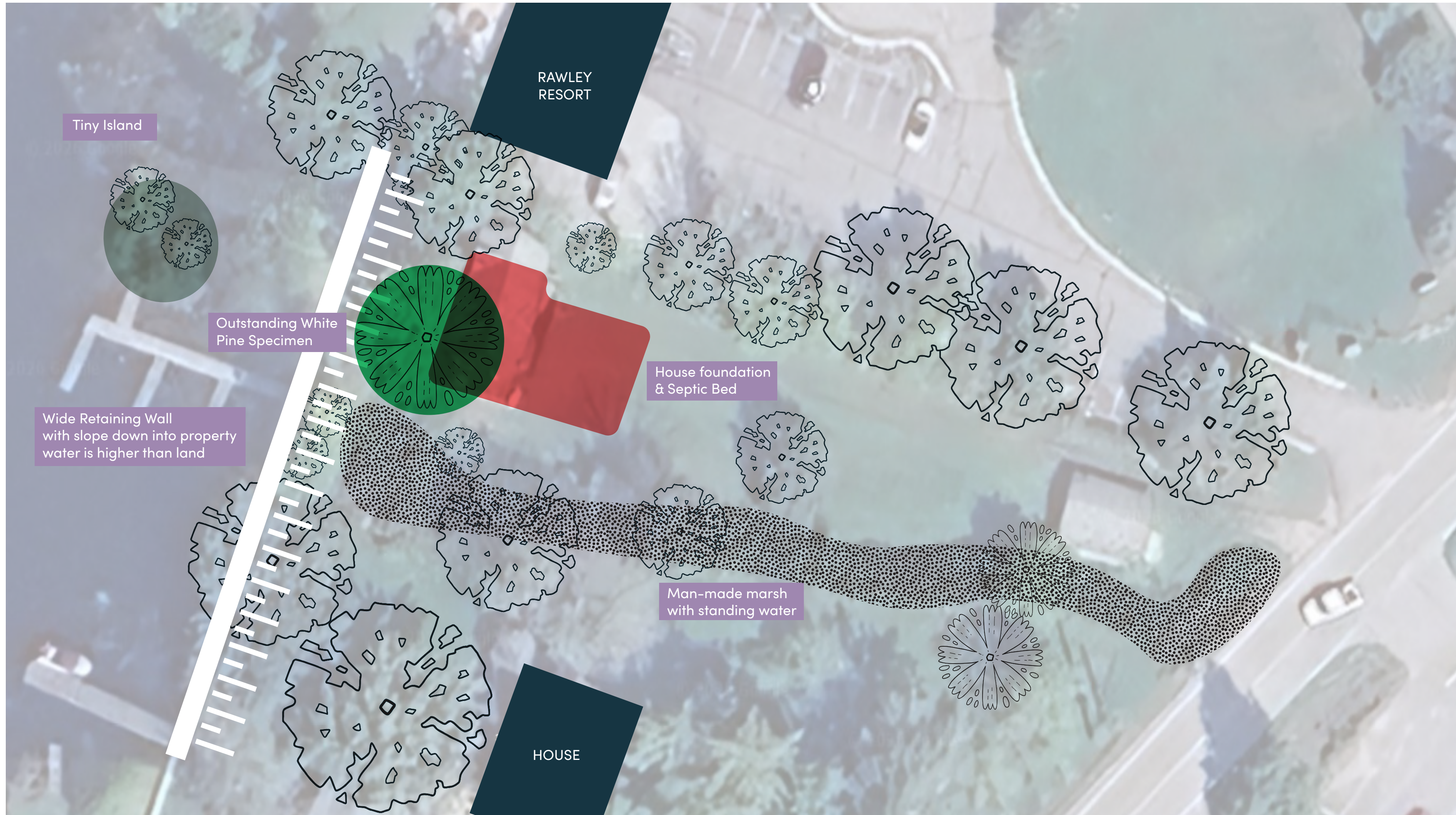
**Site Analysis** / drainage pattern







# Site Analysis / winter sun & shade



**Site Analysis** / additional site factors

- 1. Waterfront / Boat access
- 2. Limited Grading / Mostly accessible
- 3. Mature Windswept Pine
- 4. Set between two

- existing destinations
- 5. Lots of parking off-site



- 1. Shallow soils
- 2. High demolition budget
- 3. Invasive species
- 4. Drainage Challenges
- 5. Winds off the lake

- 6. No accessible access to water
- 7. Limited Site Access



- 1. Habitat Diversity (Field, Marsh, Lake, Wood)
- 2. Sunsets over the lake
- 3. Draw for local business
- 4. Make access to water a site feature

- 5. Coordination with neighbouring properties for parking access



- 1. Flooding / Standing water
- 2. Over-programming / too-large crowds
- 3. Cost (demolition and site expectations)

- 4. Waterfront Access agreement with Parks Canada



## SWOT Analysis



**We already know this will be a passive park that is quiet, beautiful, accessible, ecologically sensitive and has just enough cultural and wellness programming to make it meaningful year-round.**

Survey Questions should focus on program and what to prioritize:

- Boardwalk
- Small Stage / Platform
- Natural Planting
- Docks
- Benches
- Cultural heritage references

**QUESTION: Do we include 3 layouts in survey?**

**Aim to Launch June 1st**

## **Engagement Survey Discussion**



1. Prepare List of Design Drivers
2. Meet with Staff Working Group to solicit feedback
3. Meet with Culture and Recreation Committee to solicit feedback
4. Develop public engagement survey.
5. Create Survey Postcards to promote access
6. Prepare 3 Schematic Program Layouts based on background review and site analysis and stakeholder meetings

## Next Steps

MAY 19<sup>th</sup>, 2026