

Recreation Committee Meeting  
AGENDA  
Wednesday, February 16, 2022- 7:00pm  
WEDS Theatre

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**Opening of Meeting**

**Approval of January Minutes**

**Appointment of Chair**

**Grants & Fundraising**

Happy Hearts Grant  
Fire Department 50/50

**Upcoming Events & Projects**

Buttermilk Bog  
ReLEAF Program  
Tree Stump Project Update  
JOY Club

**Other Business**

Pickleball Club Request  
Grad Photos – Love in my Jar  
Youth Task Team  
March Break  
Vulnerable Sector Criminal Record Checks

**Next Meeting**

**Adjournment**



Municipality of  
Dutton Dunwich

## **RECREATION COMMITTEE MEETING MINUTES**

### **JANUARY 19, 2022 – WEBEX MEETING**

<b><u>Type of Meeting:</u></b>	Monthly
<b><u>Location:</u></b>	Virtually Online - Webex
<b><u>Present:</u></b>	Councillor Amarilis Drouillard, Jessica Small, Cherity McAlpine, Stephanie Vanderburgt, Jenna Anderson, Jeff Woods, Dianne Purcell, Jennifer Babcock
<b><u>Regrets:</u></b>	Brad Tunks, Brenda Patterson

### **OPENING OF THE MEETING**

**RC 2022.01.01      MOVED by Cherity McAlpine SECONDED by Amarilis THAT the meeting of the Recreation Committee of the Municipality of Dutton Dunwich opens at 7:05 p.m.**

**CARRIED**

### **INTRODUCTION TO RECREATION COMMITTEE**

The Recreation Committee did a quick introduction of themselves, their background, and what their skill sets are to contribute to Recreation Committee.

Jessica and Councilor Amarilis summarized the who, what, where, when and why of Recreation Committee for the group. In summary, Recreation Committee is a group of community members whose mandate is to serve the community through recreation, community and cultural programs in the Municipality of Dutton Dunwich at all times of the year. We exist so that we can make the Municipality of Dutton Dunwich an even better place to live, work and play.

### **APPOINTMENT OF CHAIR**

As this was the first meeting of the Recreation Committee, members decided to defer this appointment until a later date once members settle into their role.

### **GRANTS & FUNDRAISING**

#### **Seniors Grant(s)**

##### **New Horizons for Seniors Grant**

The Municipality of Dutton Dunwich was awarded the [New Horizons for Seniors Grant](#) in the amount of \$25,000 for Community based projects. Program objectives are as follows:

- Promote volunteerism among seniors and other generations
- Engage seniors in the community through the mentoring of others
- Expand awareness of elder abuse, including financial abuse
- Support the social participation and inclusion of seniors

- Provide capital assistance for new and existing community projects and programs for seniors

Committee Members decided on a series of educational events for Seniors on different pertinent topics. Details:

- JOY Club [Just Older Youth]
- Snacks and beverages would be provided.
- Each event would feature either an instructional session or a guest speaker.
- Events would be held bi-monthly or monthly at the Dutton Dunwich Community Centre [pending COVID restrictions].
- Potential Topics:
  - “How to” Digital Skills – Email 101, Smartphone/Tablet Skills, Avoiding Scammers – Stephanie is able to run these programs
  - Preparing for End of Life – POA, Funeral Preparations, Speaker Idea: Sue Vandendries or Bill Denning
  - Financial Planning
  - Cooking Classes
  - Mental Health
  - Health & Wellness
  - Yoga Fitness, Chair Fit
  - Entertainment – ie. Walter Osternack
  - Senior Safety – Dianne mentioned the Seniors Club had an OPP Officer come in to speak about scamming and insurance, driver’s licenses, etc and it was very well received
- Partner with WECHC on providing Transportation to the events.
- Audience Outreach – Seniors Centre [136 members], Caledonia 1 & 2, WECHC, Bobier Villa

**ACTIONS:**

- Stephanie to put together ideas for Digital Skill topics
- Jenny to reach out to WECHC for information on other programs and transportation options
- Jeff to reach out to caterers and service groups once we have more concrete details
- Jessica to confirm what parameters there are for the grant – ie. When funds need to be used and what they can be used for

**Seniors Community Grant Program**

The Municipality of Dutton Dunwich was awarded the [New Horizons for Seniors Grant](#) for fitness equipment in the amount of \$25,000 for Community based projects.

Ideas discussed:

- Outdoor equipment to add to the existing equipment by the splash pad and/or along the walking path
- Contact: Jen Johnson – contact for more equipment – balance stretching, along the walking path

**ACTIONS:**

- Jenny to send Jessing contact information for Jen Johnson
- Jessica to confirm what parameters there are for the grant – ie. When funds need to be used and what they can be used for

## **Celebrate Canada – Canada Day & National Indigenous People’s Day**

Due to COVID-19 celebrations for Canada Day 2020 and 2021 were postponed. Recreation is extremely hopeful that celebrations for 2022 will be possible at full capacity.

Similar activities and events as in previous years are planned to take place for Canada Day Celebrations in 2022. The location for the Fireworks were moved in 2020 to the Wallacetown Fairgrounds due to new housing development being too close to the traditional location. With success of the Lighting of the Lights fireworks display solidifies this as a good plan.

Additionally, Recreation would like to host an annual event for National Indigenous People’s Day. An initial meeting between the Recreation & Youth Centre Supervisor from Oneida Nation of the Thames, Sarah Hill and Recreation & Administration Assistant took place on November 1<sup>st</sup> to discuss potential ideas and gauge potential interest.

Initial ideas included an Indigenous Marketplace where crafters and service providers can attend and showcase their wares. As well as a focus on cultural education and learning by offering activities for children and youth, Indigenous entertainment, demonstrations of Indigenous culture and tastings of traditional Indigenous food [ie. Bannock].

Sarah was eager to take the ideas back to the community to discuss. Many independent Indigenous businesses have suffered during COVID-19 and Sarah believes there will be significant interest in participating.

One item to note is that June 21<sup>st</sup> is an Indigenous holiday where the community travels to London and surrounding areas to participate in local festivities. Recreation is proposing that the Municipality event take place on the Saturday prior to National Indigenous People’s Day, June 25<sup>th</sup>.

## **Commemorate Canada Reopening Fund**

The Celebration and Commemoration Program — Reopening Fund is a 1 year funding initiative, available through the Celebration and Commemoration Program, will provide funding to eligible recipients to support initiatives that meet 1 or more of the following requirements:

- increase opportunities for Canadians to participate in various commemorative activities and celebrations to mark Canada’s emergence from the COVID-19 pandemic
- build a sense of pride and belonging to Canada by holding celebratory and commemorative activities that recognize people and achievements in the response to COVID-19
- support the revival of local economies through in person events

The deadline for the application was January 31<sup>st</sup>, 2022.

Councillor Drouillard and Recreation sat down to brainstorm initial thoughts and ideas which accomplishes all of the requirements.

“COVID Community Kindness” – Crowd sourced call for nominations for individuals who stepped up during the pandemic to make a difference in our community and the lives of others in our community

Once all stories are collected, each nominee and close friends and family members [who fit criteria – to be determined] would be interviewed and a professional video would be produced to tell each story

A “Celebrating COVID Kindness” event will take place where video would be screened, speeches made by community members and those nominated; A true marking of emerging from the pandemic. The event would also be videotaped and added to the final video.

Scope would encompass Dutton Dunwich and West Elgin. The intent is to get support from West Elgin council prior to submitting the application

Recreation Committees from both Municipalities would support the project and event.

Committee loves the idea. Another idea is to reach out to Graydon Lange who works for discovery to produce the video or other local media personal to be a guest speaker/Emcee at the event.

### **Fire Department 50/50**

Seeing the success of other Volunteer Fire Departments, Recreation Committee is interested in holding an online 50/50 draw in the community. Jessica has reached out to the online draw provide used by Bothwell Fire Fighters Association, a company called Bump for more information.

#### **ACTIONS:**

- Jessica to report back on information from Bump and reach out to Fire Fighter’s Association for support

### **UPCOMING EVENTS & PROJECTS**

#### **Buttermilk Bog Tree Identification Project**

Council approved funding for the Buttermilk Bog Tree Identification project.

Recreation Committee Member, Marg Hulls has been working on project to identify all species in Buttermilk Bog with the intention of tagging them with their common and scientific names.

It is also important to note the challenge which has surfaced with memorial tree requests in Buttermilk Bog. The challenge being that the current Memorial Tree By-Law does not currently offer an option to select an existing tree for a memorial plaque. Buttermilk Bog is a popular area for memorial tree requests unfortunately there simply is not enough space to continue to plant new trees. However there are plenty of beautiful existing tree options for memorial plaques.

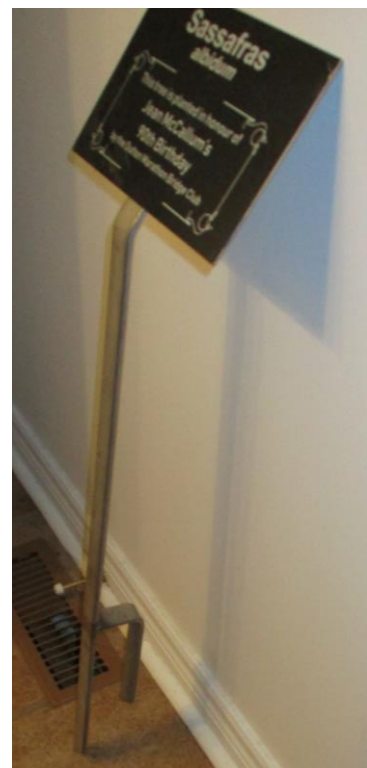
Prior to the holidays, Marg Hulls, Recreation and the Roads Department met to discuss the project and a collaborative solution to both the tree identification project and memorial tree plaques was proposed.

The idea is to produce NEW metal stands for at least 1 tree of each currently identified specie. Each stand will feature a small 3" x 1" identification tag for the common and scientific name of the species as well as a space for a 3" x 4" memorial plaque for any previous and future memorial trees. Similar to picture featured here.

There are currently (58) individual identified species in Buttermilk Bog which would require NEW stands and identification tags and there are (12) existing memorial plaques in Buttermilk Bog which would need to be reproduced. They are made of wood and are rotted or have fallen over.

Marg reached out to DRC welding to produce the stands for a cost of \$35 each. Deputy Mayor, Mike Hentz has offered to paint the stands [cost of materials to be confirmed]. Roseanne Murray will produce the identification tags for \$8 each and the memorial plaques for \$20 each. The Roads Department suggested attaching the tags and plaques with pins and Roseanne has suggested industrial double-sided tape. These are both viable options.

Marg has reached out to the West Elgin Nature Fund [which will be folding in the coming months] for funding for all of the identification tags.



### **ReLEAF Program**

Annual ReLEAF Program is underway. Pick-up day is scheduled for May 8<sup>th</sup> and volunteer support from the Recreation Committee is welcome!

The ReLEAF Program aims to enhance environmental and health benefits in the Municipality of Dutton Dunwich by inspiring, educating and empowering residents to plant and care for trees and to be part of a sustainability-focused future for our community.

Partnering with the Lower Thames Valley Conservation Authority, the ReLEAF program goal was to plant a tree for every resident in Dutton Dunwich and we surpassed that goal in both 2020 and 2021!

See webpage for full detail and ReLEAF order form attached.

#### What trees are available?

Sapling trees of various native Carolinian species, conifers, deciduous, and wildlife shrubs will be available to purchase by pre-order ONLY. Unfortunately, due to supply, large tree varieties are not available this year.

#### How do I order?

Email your form to [jsmall@duttondunwich.on.ca](mailto:jsmall@duttondunwich.on.ca) OR drop off at the Municipality of Dutton Dunwich at 199 Currie Rd, Dutton by the deadline January 31st, 2022.

An invoice will be sent with further instructions on how to pickup orders.

#### What is the deadline?

All orders must be submitted by January 31st, 2022.

Orders are subject to supply availability. Any orders not available will be removed from your order.

How do I pay?

Payments will be process on pick-up day on May 8th. We accept Debit, Cash and Cheque [made out to the Municipality of Dutton Dunwich].

When, Where and How do I get my trees?

Orders will be available for pick-up Sunday May 8th 2022 at the Dutton Dunwich Community Centre. Final Orders and pick-up information will be emailed out prior to pick-up day.

**Tree Stump Project**

An idea was brought to Recreation from a community member to jazz up the tree stumps within the community. The idea was to carve them into something. Committee discussed other ideas including painting [ie Checkers] or creating flower beds. The Wallacetown Optimist Club has a group of youth who have painted the skate park in West Lorne and have plans to paint a wall at the Wallacetown Fairgrounds. They would be interested in painting the stumps if the Municipality supplied the materials.

**ACTIONS:**

- Jessica to reach out to Cyril Heidt and Doug Jennings for pricing

**OTHER BUSINESS**

**Vulnerable Sector Criminal Record Checks**

Vulnerable Sector Criminal Record Check letters were sent out on January 19<sup>th</sup> for completion by all committee members. Currently the OPP Office is open Mon – Fri – 8:00am – 3:30pm. Potentially when restrictions are lifted, hours will change. No appointments necessary.

**ACTION:** All committee members to submit a vulnerable sector criminal record check to the Municipality.

**NEXT MEETING SCHEDULE**

**RC 2022.01.02      MOVED by Dianne Purcell SECONDED by Jeff Woods THAT the next meeting of the Recreation Committee of the Municipality of Dutton Dunwich will take place on February 16, at 7:00 p.m.**

**CARRIED**

**ADJOURNMENT**

**RC 2022.01.03      MOVED by Jeff Woods SECONDED by Cherity McAlpine THAT the meeting of the Recreation Committee of the Municipality of Dutton Dunwich closes at 8:34 p.m.**

**CARRIED**

**From:** [James Percival](#)  
**To:** [Jessica Small](#)  
**Subject:** Re: Fire Fighter's Association 50/50 Draw  
**Date:** January 20, 2022 3:44:36 PM  
**Attachments:** [image001.png](#)  
[image004.jpg](#)

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I think it is a good idea, we are not having meetings right now, I will let you know when we are.

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**From:** Jessica Small <jsmall@duttondunwich.on.ca>  
**Sent:** Thursday, January 20, 2022 2:55 PM  
**To:** Kevin Hull <deputyfirechief@duttondunwich.on.ca>; James Percival <firecaptainjp@duttondunwich.on.ca>  
**Cc:** Colin Shewell <firechief@duttondunwich.on.ca>; Amarilis Drouillard <ADrouillard@duttondunwich.on.ca>  
**Subject:** Fire Fighter's Association 50/50 Draw

Hello Kevin & James!

The newly formed Recreation Committee met for the first time last night. We have some very enthusiastic members and are excited to get back into the community. One of the items Amarilis and I have been discussing over the past few months is the idea of having an online 50/50 draw. You have probably seen other towns like Glencoe, Bothwell, etc have very successful online 50/50 draw.

We have done some research and the Municipality of Dutton Dunwich is not able to obtain a Gaming Licence however the Fire Fighter's Association can and the proceeds can be share with NFP organizations such as Recreation Committee.

Do you think this is something the Dutton Fire Fighter's Association would be interested in doing? If so, would you be able to add it to the next Meeting Agenda to discuss. Amarilis [who already attends] and I would be happy to attend to provide any information.

One of the first steps is filling out a Charitable Gaming Eligibility Form through the AGCO which requires your Group Identification Number if you have obtained a Charitable Gaming License in the past. Do you know if the Fire Fighter's Association has a Group Identification Number even if it has not been used for a number of years? If not, I can look into how we go about getting one to submit the application.

The next step is to obtain the lottery license which is an extensive process. Then work with the organization who will manage the online lottery which is a 5 week minimum turn around time. I have already reached out to the organization who managed the Bothwell lottery, BUMP for initial information on process and costs.

Please let me know if this is something the Fire Fighter's Association would be interesting in partnering with the Recreation Committee on!



Looking forward to hearing your thoughts.

Cheers,

**Jessica Small**  
**Recreation & Administrative Assistant**

<cid:image002.png@01CFDCB3.A3B55360>



**199 Currie Road, Dutton, Ontario N0L 1J0**  
**T 519.762.2204 ext. 31 | C 519.857.2462 | F 519.762.2278**  
**[jsmall@duttondunwich.on.ca](mailto:jsmall@duttondunwich.on.ca) | [www.duttondunwich.on.ca](http://www.duttondunwich.on.ca)**

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**If you have any accommodation needs or require communication supports or alternate formats, please let me know.**

**making life happen logo**



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**From:** [Jessica Small](#)  
**To:** [Jennifer Penn](#)  
**Subject:** RE: Demo RE: Bump Raffle Solutions  
**Date:** January 20, 2022 3:12:11 PM  
**Attachments:** [image001.png](#)  
[image006.jpg](#)  
[image002.jpg](#)

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Hi Jennifer!

Thank you so much, this is extremely helpful. I am currently reading through all of the AGCO guidelines as we speak to ensure I fully understand the eligibility requirements. I have also sent an email to our Fire Fighter's Association to gauge if they are interested in holding the license and participating in this project.

I will reach out when I am at a point where we can move forward for a demo.

Cheers,

**Jessica Small**  
**Recreation & Administrative Assistant**

[cid:image002.png@01CFDCB3.A3B55360](#)



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**From:** Jennifer Penn <jpenn@bumpcbninc.com>

**Sent:** January 20, 2022 3:10 PM

**To:** Jessica Small <[jsmall@duttondunwich.on.ca](mailto:jsmall@duttondunwich.on.ca)>

**Subject:** RE: Demo RE: Bump Raffle Solutions

Jessica,

I completely understand. I would encourage you to confirm your eligibility requirements per your Municipality for the ACGO. As for the cost there is a minimum of \$5,000 if you're holding monthly raffles, or \$60,000 annually. The \$60,000 annually is a lump sum requirement based on annual large prize or large jackpot raffles. For example, some nonprofits have an annual car prize raffle or home give-away raffle that is held over one month of the year. These types of raffles can raise close to \$100,000 or more. If the \$5,000 monthly/\$60,000 annual requirement isn't met your organization is billed \$350 per month or 7% of the revenue raised that month of the raffle. I hope this information is helpful. This can be discussed in more detail on the demo call.

Follow up with me at your convenience. When we have the demo call feel free to invite other participants.

Have a nice afternoon.

Jennifer

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**From:** Jessica Small <[jsmall@duttondunwich.on.ca](mailto:jsmall@duttondunwich.on.ca)>

**Sent:** Thursday, January 20, 2022 1:15 PM

**To:** Jennifer Penn <[jpenn@bumpcbinnc.com](mailto:jpenn@bumpcbinnc.com)>

**Cc:** Bob Kruchten <[bkruchten@bumpcbin.com](mailto:bkruchten@bumpcbin.com)>

**Subject:** RE: Demo RE: Bump Raffle Solutions

Hi Jennifer!

Thank you for your quick response! I have reached out to our local Fire Fighter's Association because as I understand it, the Municipality is not able to hold an AGCO license. With that said, I found out that they have previously held raffles but it was a long time ago. They used to do Nevada draws ... not entire sure what those are [except for the tear tickets].

I will work with a few reps from our local volunteer fire department to schedule a time to do a demo.

Regarding the minimum revenue required. Is the \$60,000 cumulative? Is it \$5,000/month for the #of months the raffle is open? If not, if the raffle is open for 2 months, are you still required to raise \$60,000?

Looking forward to hearing back.

**Jessica Small**

## Recreation & Administrative Assistant



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**From:** Jennifer Penn <[jpenn@bumpcbtninc.com](mailto:jpenn@bumpcbtninc.com)>  
**Sent:** January 20, 2022 9:34 AM  
**To:** Jessica Small <[jsmall@duttondunwich.on.ca](mailto:jsmall@duttondunwich.on.ca)>  
**Cc:** Bob Kruchten <[bkruchten@bumpcbtn.com](mailto:bkruchten@bumpcbtn.com)>  
**Subject:** Demo RE: Bump Raffle Solutions

Good morning Jessica

Thank you for your responses. With this being your first online raffle, it helps me understand how we can best support your organization.

The first step in this process is receiving your organization Charitable Gaming Eligibility (CGE) from your local gaming license agency. Having your (CGE) approval is required to apply for your Province/State (if applicable) gaming license. We encourage you to begin this approval process as soon as possible.

Please use this link to begin your gaming license application process:

Ontario: <https://www.agco.ca/welcome-iagco-guide-charitable-gaming-licensees>

-  
Manitoba: <https://lgcamb.ca/?s=raffle>

-  
We encourage you to have a well-thought-out marketing plan in place before you launch a raffle. Consider your existing supporters, how your volunteers can help, using sponsors, support from your community retailers and social media marketing. Bump doesn't offer marketing services, but we can offer suggestions based on our personal experiences and our partner's best practices.

- BUMP's proven raffle solutions models requires that your organization be able to raise a minimum of \$5,000.00 monthly (\$60,000 annually).
- BUMP utilizes PaySafe for credit card processing, and you'll set up a merchant account with PaySafe, as they will directly deposit the funds raised through raffle ticket sales into your account. The fees are \$99.00 one-time account activation fee, a \$35.00 monthly maintenance fee, with processing at 3.5% with a \$.10 per-transaction fee.
- **The onboarding process to build a raffle site and go live is 5 weeks, starting from final contract execution.**
- To ensure a successful raffle we recommend that you have a marketing plan for social media and local marketing prior to the launch of your raffle.

The next step is to have a Teams call with you and your support team to show you an online raffle demo, discuss the cost and answer your questions. Our calendar for next week is full so this call can be scheduled on Wednesdays and Thursdays the week of January 31, 2022 between 10:00 ET - 3:00 ET. Please give me a couple of times for next week that would be convenient for you and your team to schedule this call.

I look forward to virtually meeting with you and your team to discuss BUMP raffle solutions.

Jennifer

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**From:** Jessica Small <[jsmall@duttondunwich.on.ca](mailto:jsmall@duttondunwich.on.ca)>  
**Sent:** Thursday, January 20, 2022 8:00 AM  
**To:** Jennifer Penn <[jpenn@bumpcbninc.com](mailto:jpenn@bumpcbninc.com)>  
**Subject:** RE: Bump Raffle Solutions

Hi Jennifer –

Thank you for getting back to me. My responses below in **green**.

**Jessica Small**  
**Recreation & Administrative Assistant**

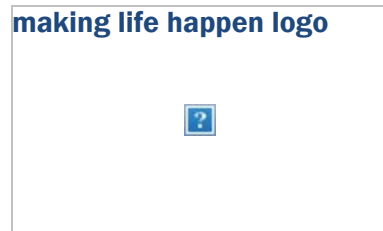


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**From:** Jennifer Penn <[jpenn@bumpcbininc.com](mailto:jpenn@bumpcbininc.com)>  
**Sent:** January 19, 2022 4:17 PM  
**To:** Jessica Small <[jsmall@duttondunwich.on.ca](mailto:jsmall@duttondunwich.on.ca)>  
**Subject:** Bump Raffle Solutions

Hello Jessica,

I received your message regarding your interest in our online raffle solutions for your organization. To begin the process of determining the best raffle solution for you I'd like to know more about the Dutton Dunwich Fire Department & Recreational Center.

Have you held a 50/50, Catch the Ace or Queen of Hearts raffle previously? **No, this will be our first time doing any kind of Raffle.**

If so, how, and where did you sale tickets? **N/A**

What was your average jackpot? **N/A**

How much revenue are you projecting from ticket sells with a Bump raffle? **We've seen Fire Departments of similar size have very successful raffles, raising over \$50,000.**

What is the size of your organization? **The Fire Department is about 25 volunteers and the Municipality of Dutton Dunwich has 56 employees [part time and full time].**

Do you have a marketing plan/budget for your raffle? If not, it's strong recommended **Not yet, but this is definitely something we will be putting together.**

In what US State or Canadian Province will your raffle be held? **We are located in Ontario.**

Thank you for your interest in Bump. I look forward to hearing from you.

Have a wonderful day.

**Jennifer Penn**

Manager, Operations  
**BUMP**, A Division of CBN

[jpenn@bumpcbininc.com](mailto:jpenn@bumpcbininc.com)  
[www.bumpcbin.com](http://www.bumpcbin.com)



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**From:** Bumpraffles (Shopify) <[mailer@shopify.com](mailto:mailer@shopify.com)>  
**Sent:** Wednesday, January 19, 2022 10:57 AM  
**To:** Charitable Gaming <[charitablegaming@cbnco.com](mailto:charitablegaming@cbnco.com)>  
**Subject:** New customer message on January 19, 2022 at 11:56 am

**CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.**

You received a new message from your online store's contact form.

**Contact Name:**

Jessica Small

**Organization Name:**

Dutton Dunwich Fire Department & Recreation Committee

**Email:**

[jsmall@duttondunwich.on.ca](mailto:jsmall@duttondunwich.on.ca)

**Phone Number:**

519-857-2462

**Country:**

CANADA

**Province:**

Ontario

**Other:**

**Industry:**

Other

**Previous Raffles:**

No

**Previous Annual Raffle Sales:**

**Annual Objective:**

\$50,000 - \$100,000

**Tell Us More:**

Hello!

My name is Jessica Small and I am the Recreation & Administrative Assistant at the Municipality of Dutton Dunwich. I have seen over the past 2 years many organizations hold very successful online 50/50 draws as fundraisers and I would love some guidance on how we can go about doing one in Dutton Dunwich.

As far as I understand a Municipality cannot do a 50/50 however a volunteer fire department can. Not sure if that is accurate and what the rules are. Looking to find out more information on the process if you can help me. I know there are costs involved and I would love to understand what those are as well.

Thank you!

Jessica Small

[jsmall@duttondunwich.on.ca](mailto:jsmall@duttondunwich.on.ca)

519-762-2204 ext 31



**From:** [Jessica Small](#)  
**To:** [Ryan McLeod](#)  
**Cc:** [Tara Kretschmer](#); [Tracy Johnson](#); [Heather Bouw](#)  
**Subject:** RE: Pickleball Update & Cleaning  
**Date:** February 16, 2022 2:23:40 PM  
**Attachments:** [image001.png](#)  
[RE httpsimages.app.goo.gl/mrKkgHFszUSti5s7.msg](#)  
[image004.jpg](#)  
[image006.jpg](#)

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Hello –

I know I promised that this would be the last time I emailed about pickleball ... I lied.

Last week, we ordered tape for the pickleballers to use to outline their courts. They actually paid for the materials in full. However, Ryan and I spoke this morning and I guess the tape got caught in the floor cleaner and is now a bit of a tripping hazard.

An idea that Glenn and Ryan brought forth [and I think is a great idea] is getting the pickleball court lines painted permanently. We reached out to Henry Dryout of HD Painting to see if it was possible as well as an approximate cost. For the (2) courts with a total of 436' of painted lines including the buffing, paint and epoxy will be between \$2,500 - \$3,000.

As you know, the Recreation Committee is discussing using the New Horizons – JOY Club grant to help support the Seniors Pickleball Club and I will also bring this idea to the table as well. It would be great to have permanent lines to be able to offer pickleball to the community.

Should the Recreation Committee agree to provide the funding for this project from the grant, we confirmed with HD that we can move quickly on the project and it can be completed before the next large event at the C.C on March 12st. Pickleball may be disrupted but I think they will be okay with that.

Just want everyone to be kept in the loop. Will let you know what the Recreation Committee says tonight!

**Jessica Small**  
**Recreation & Administrative Assistant**

[cid:image002.png@01CFDCB3.A3B55360](#)



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**From:** Jessica Small

**Sent:** February 4, 2022 3:59 PM

**To:** Ryan McLeod <rmcleod@duttondunwich.on.ca>

**Cc:** Tara Kretschmer <TKretschmer@duttondunwich.on.ca>; Tracy Johnson <TJohnson@duttondunwich.on.ca>; Heather Bouw <HeatherBouw@duttondunwich.on.ca>

**Subject:** Pickleball Update & Cleaning

**Importance:** High

Hello!

I am sure you are all so sick of hearing about pickleball lol. Promise this is the last time, just want to keep everyone in the loop and provide context.

As you know, in the past the Pickleball Club has used the Community Centre complimentary. In an effort to ensure financial validity, Tracy would like to track all sources of rental revenue whether it be from grants, paying renters or another source. With that said, I am taking a report to the Rec. Committee to consider using a grant we received last year to subsidize the cost of the facility for the club as well as work together to offer some "learn to Play Pickleball" for other age groups in the community. However, that meeting is not until February 16<sup>th</sup>.

In the interim, in an effort to foster a good working relationship between Recreation and the Pickleball Club, it was agreed that they can use the facility starting next Tuesday – Friday and the following Monday – Friday from 9:00 – 11:00am. Once Recreation Committee decides in what capacity they wish to support the club [or not], we will update the schedule. I cannot see Rec Committee providing funding for 5 days/week, probably more like 3.

Now, that begs the question about cleaning ... and we are going to have to cross this bridge eventually. After speaking with Tara, SWPH recommends continuing to clean as we have been throughout COVID-19. It is reasonable to ask the Pickleball Club to clean and disinfect the equipment. We still need to clean and disinfect the high touch surfaces and washroom each day and perhaps the floors weekly or twice per week.

[@Ryan McLeod](#) I will let you decide who will be responsible for the daily cleaning.

Thanks!

**Jessica Small**  
**Recreation & Administrative Assistant**

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**From:** [Katie Hunter](#)  
**To:** [Jessica Small](#)  
**Subject:** Grad Photos?  
**Date:** February 11, 2022 3:16:00 PM

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Hello Jess! How are ya?

I was wondering if the Municipality is interested in hiring me again this year to offer the Dutton-Dunwich grad students (AKA if you pay property tax within the township) the opportunity for outdoor graduation photos?

I did this in 2020 and 2021. Just getting the ball rolling to see if this is something the Municipality would like to continue for the 2022 grads.

Thanks!  
Katie

**From:** [Kelly Patterson](#)  
**To:** [Jessica Small](#)  
**Subject:** Youth on the Rec Committee  
**Date:** February 15, 2022 4:14:55 PM

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Hi Jessica,

I am wondering about the Recreational committee and the Youth Task Teams proposal of having youth on the committee.

We are currently in the process of writing a letter to West Elgins Council members to have youth approved to sit on their committee.

I am wondering if there is any way to speed up the process for Dutton Dunwich. I know you had said your next meeting is in March but is it possible to email the members with the request and get their feedback? We are hoping we can propose this to Duttons Council asap.

Thanks and I look forward to hearing from you.

Kelly