

TOWN OF MANNING BEAUTIFICATION PROGRAM

SUMMARY OF 1ST COMMITTEE MEETING

INTRODUCTION

The first meeting of the Town of Manning Beautification Committee Meeting was held on November 4, 2017 inside the Council Chambers. In attendance were the Town Mayor Greg Rycroft, the chief administrative officer Dennis Egyedy, Town Councilor Keith Hutchison, former Town Councilor Brenda Kerr, three community residents—namely, Betty May, Cassie Vandermark and Shelly Keim—and two representatives from the Mackenzie Municipal Service Agency.

KEY IDEAS

The following were the key beautification ideas and projects expressed during the meeting:

- **Beachfront**
Some of the proposals include placing benches around the path and put in new waste receptacles to increase recreational use & time spent outside
- **Seniors Lodge**
The main idea is to create a walking path (loop) for seniors to the riverfront and back to the lodge in order to increase walkability and activities for seniors as well as the general public.
- **Street lightening on the bridge**
To replace the current lights with white or better quality ones to improve visibility during dark hours and poor weather conditions, as well as enhance the aesthetic appeal of the town.
- **Tree planting and landscaping**
The main proposal is to plant and maintain more trees which do not interfere with underground infrastructure, and to replace dead or diseased ones.
- **Brownfields**
Concerns were expressed about the presence of some large vacant lots, including one belonging to Esso, which have been left bare with no maintenance, creating unsightly conditions in the town. Some of the sites are contaminated. Options for redevelopment of these sites include planting grass on the top soil and putting in benches to create some sort of public realm.

CONCERNS

Some of the key concerns that came up during the discussion were:

- **Funding/Budgeting constraints:** Options discussed include applying for grants, using community volunteers for some projects, and organizing community fundraising events to raise monies to support beautification projects.
- **Phasing/Timing:** It was agreed that projects should be spread over a period of time, approximately one year.
- **Conflict with land owners of brownfield lot:** Some land owners have ignored previous request to maintain/improve their site. MMSA to research options for working with land owners to improve site conditions.

- Potential conflict over jurisdiction with Alberta Transportation: Since Alberta Transport is responsible for the bridge maintenance and lightning, the committee isn't sure whether the lights can be replaced by the municipality subject to the Approval of Alberta transport or that Alberta Transport can change the lights at the request of the municipality. The CAO was directed to look into the issue.
- Having a plan: The committee agreed on the need to have a detailed plan in order to undertake the first project. Representatives from MMSA offered to provide a project planning template to help develop a plan for the 1st project.

PRIORITY PROJECTS

After extended deliberation, the committee narrowed down the main priority concepts to three priority projects, namely:

1. Beachfront/Walking Path Around the Seniors Lodge
2. Lighting Improvement on the Bridge
3. Brownfield Beautification

NEXT STEPS

The Committee agreed to hold the next meeting on December 5th, 2017, to prepare a detailed plan for the first project. Planners from MMSA agreed to submit a project planning template that could be used to outline the phases, activities, timelines and associated costs for project 1.

TOWN OF MANNING BEAUTIFICATION PROGRAM

SUMMARY OF 2ND COMMITTEE MEETING

INTRODUCTION

The second meeting of the Town of Manning Beautification Committee was held on December 5th, 2017 inside the Council Chambers. In attendance were Mayor Greg, Council Keith, former Councilor Brenda, two community residents, and two representatives from the Mackenzie Municipal Service Agency.

PRIORITY PROJECTS

The committee revised the previously identified list of the key priority projects for the town beautification to the following four projects:

1. Beachfront & Walking Path around the Seniors Lodge:
The main idea is to create a walking path (loop) for seniors to the riverfront and back to the lodge, as well as enhance the quality and vibrancy of the riverfront with additional features, such as benches, fruit trees and a gazebo.
2. Street Lighting
The main project idea is to have better lighting along the highway that runs through the town with greater focus on the bridge. The goal is to improve visibility during dark hours and poor weather conditions, as well as enhance the aesthetic appeal of the town.
3. Old Hospital Area
The intent is to redevelop the area to a more interactive and aesthetically appealing area.
4. Lions Park Improvement
The goal is to improve the park by adding more features such as benches and waste receptacles, and to connect the park to the senior's path loop, to achieve a similar goal of interactive and aesthetic appeal.

OTHER PROJECT IDEAS

There were other beautification ideas that came up during the discussion. These proposals included new project ideas such as improving or revitalizing the skate park and the splash park, in addition to previously identified projects ideas, such as brownfield beautification. It was agreed that these ideas will be included in a long-term beautification plan for the town that would also solicit community inputs on general ideas for town beautification.

KEY IDEAS FOR PROJECT 1

The committee decided to focus on the Riverfront enhancement and Walking Trail Improvement as the first priority project for planning and implementation. To achieve this, the main project ideas (ten in number) were outlined. In addition, detailed steps, activities, dates and responsibilities were also identified and assigned for the above project, using the project planning template prepared by representatives from the MMSA (attached). The ten key ideas for the project are as follows:

1. Redesigning of the current walking path around the Seniors' lodge into a loop
2. Paving of the additional new path
3. Lighting for the new loop
4. Cleaning up the underbrush

5. Having a fire pit on the riverfront
6. Constructing a gazebo
7. Adding a volleyball net
8. Putting in new benches and tables along the riverfront
9. Adding new closed waste receptacles
10. Planting new fruit trees along the beachfront

NEXT STEPS

The committee agreed to work on the actions identified in phase 1 of the Riverfront/Walking Loop project, which is community consultation through an Open House. The proposed date for the Open House is January 16, 2018 at the Star Centre. The committee also agreed to reconvene on January 30, 2018, to review the inputs gathered from the Open House. As the committee is interested in applying for potential grants to support the project, it was agreed that Mayor Greg would look into the deadlines for potential grants of interest and inform the committee. In the event that the deadline for any of the grant applications is before the proposed date for the Open House, it was agreed that the committee would review the dates set out for the project activities identified in the planning template, so as to submit a grant application.

TOWN OF MANNING BEAUTIFICATION PROGRAM

SUMMARY OF 3RD COMMITTEE MEETING

INTRODUCTION

The third meeting of the Town of Manning Beautification Committee was held on January 5th, 2018 inside the Senior's STAR Center. In attendance were Greg Rycroft, Keith Hutchison, Betty May, Cassie Vandermark, and the MMSA representatives, Komiete Tetteh and Shahira Jalal.

CONCEPT MAP DISCUSSION

The committee reviewed the concept map provided by MMSA. Changes and new features include:

1. **Walking Path (loop)**
Upon further discussion, the committee agreed that the proposed trail leading to the Seniors lodge will be rerouted to intersect through the gazebo to the top portion of the existing trail, instead of the current path displayed on the map. This change is based on the likelihood that the target users (seniors) would most likely be willing to only walk up to the gazebo for their leisure and then return to the lodge. The committee also agreed that pavement for the proposed trail should match the existing bitumen asphalt on the current trail.
2. **Gazebo**
The committee deliberated whether to have two gazebos, one placed on the bottom left of the existing vehicle path on the town park and the second one to the top right of the vehicle path (currently displayed on the concept map). Members subsequently agreed that the proposed gazebo on the top right of the existing vehicle path is best due to the closer proximity to the Senior's lodge & other park features (benches, waste receptacles, trees) as well as the open view it offers to the beachfront. The gazebo is planned to have a hexagonal shape and approximately 16 feet in diameter.
3. **Street Lighting**
Members of the committee expressed interest in providing lighting around the entire walking loop. The feasibility of providing walkway lighting depended on what type of lighting is appropriate for this project. It was suggested that solar lamps, spaced at an interval of about 100 meters and installed in an alternating fashion along the sides of the loop, would be cost effective and ideal for the location. However, emphasis was made to have a higher concentration of lighting along the proposed new trail from the Senior's Lodge extending to the gazebo, in order to offer inhabitants of the lodge better visibility and safety (also feel safer). Councilor Keith offered to install the lights when ready.
4. **Fruit Trees**
The fruit trees are meant to be aligned uniformly along the north side of the proposed walking path. The intent is to provide shade, aesthetic appeal as well as some form of interactivity with passersby being able to eat from the tree.
5. **Enclosed Waste Receptacles**
It was determined that currently there are not enough waste receptacles spread out efficiently across the project area. To remedy this situation, the committee proposed adding a recycling bin option beside existing garbage bins as well as 1 set of waste receptacles (enclosed garbage and recycle bin) directly above lot 10 (to be of service to the campsites located above).

6. **Town Park - R2 Area**

The Committee expressed interest in possibly adding features to this area. Upon further deliberation, it was decided that it is best to give opportunity to community members during the Open House to share ideas for beautifying the park; after which final decisions will be made.

NEW DATE FOR OPEN HOUSE

Due to the current lack of publicity (advertising), the committee decided to postpone the Open House to Thursday February 22, 2018, to allow sufficient time for ads to spread across the community to enhance the prospects of having a large turnout at the Open House. It was also agreed that doors would be open at 5.30pm, while the presentation will commence at 6.00pm. This date is estimated to allow sufficient time to spread ads across the community to eventually see how much of a turnout the Open House will have.

TASK DISTRIBUTION

The committee agreed to the following new tasks discussed in the meeting, which were assigned to the following committee members (further details are provided in the Project Task Sheet):

1. **Arranging Location:**

- Betty:**
1. Cancel and reschedule the Star Centre for the Open House on Feb 22, 2018
 2. Provide coffee and tea with doughnuts at the Open House

2. **Advertising:**

- MMSA:**
1. Create a new Town Beautification Committee Page on Facebook with photos sent by Greg
 2. Create an Open House Event ad on new Town Beautification Committee Facebook Page
 3. Post Open House Event ad on Town Facebook Page (with log in information provided by Greg)
 4. Send Open House information to Greg for advertisement on municipal website, with links to Town Facebook page and New Beautification Committee Facebook page
 5. Design flyers for community distribution with photos sent by Greg
 6. Work with Greg to prepare release on ad for newspaper, digital signboard and FCSS newsletter

- Greg:**
1. Send pictures of Manning & Drone images of the Beachfront to Shahira
 2. Inquire about and prepare release on ads for Newspaper, digital signboard and the FCSS Newsletter for Senior's
 3. Ensure newspaper and digital ads are run on an ongoing basis until the Open House
 4. Provide access to Town Facebook page to the MMSA for Open House ad
 5. Ensure event flyers are distributed within community (households, businesses, seniors place, etc.)

3. Preparation for Open House

Shahira: Provide Greg and Keith with dimensions for big concept map

Greg & Keith: Inquire about and prepare release on ads for Newspaper, digital signboard and the FCSS Newsletter for Seniors

4. Actual Open House on February (New Date: February 22, 2018; Start Time: 5.30pm)

A. Town Major's Address

Greg: Give a 5min speech, addressing:

1. The importance of Town Beautification
2. The setup of a Beautification Committee, which is open to members
3. The 5 key priority projects identified so far by the committee, namely: Riverfront/Senior's Walking Trail Enhancement; Street Lightening on the Highway; Old Hospital Area Beautification; Lions Park Improvement; and Beautification of Contaminated Vacant Lots.

and then handover to the MMSA to explain the first project

B. MMSA Presentation and Soliciting of Community Inputs

- MMSA:**
1. Bring a large concept map for presentation
 2. Provide 6 smaller concept maps for every table in the Star Centre, along with small instructions blurbs and supplies for attendees to use
 3. Explain project details to audience and invite them after to offer suggestions using the maps provided on the tables.

MOP-UP SITE VISIT

Committee members guided the MMSA staff to pinpoint the proposed location of 2 benches, 1 set of waste receptacles (garbage & recycling) and re-tracking a pathway around the senior's lodge. The MMSA staff also took photos of Project Site for reference and ad use.

MEANS OF COMMUNICATION

To avoid miscommunication, it was agreed that all the committee members give and receive updates when a deadline is reached or approaching.

NEXT STEPS

The committee agreed to work on the actions outlined under *Task Distribution*. MMSA will continue to work on the concept map and keep the committee members updated on all issues regarding this project. Councilor Keith also requested the MMSA staff to start doing cost estimates for the key features in the project in order to give them an idea of how much the project would cost and to help put together a proposal for grant funding. The MMSA agreed to conduct research on some initial cost estimates, pending a full cost analysis following the finalization of the project ideas after the Open House. It was agreed that all committee members will inform MMSA or other members if they would like to make changes to the project task sheet moving forward. The next steps are to follow through the updated project task sheet up until the date of the Open House. Due to the change of date for the Open House, the committee is yet to set another date for reconvening to review the inputs gathered from the community.