

MOUNT FOREST AQUATIC AD-HOC ADVISORY COMMITTEE

MANDATE / TERMS OF REFERENCE

The mandate of the Ad Hoc Advisory Committee (“the Committee”):

Develop a recommendation to Council of the Township of Wellington North related to the possible development/redevelopment of a pool/splash pad in Mount Forest.

The recommendation will involve the following aspects:

- Background and history
- Needs re-confirmation
- Community involvement and input
- Fundraising and grant opportunities
- Capital Costs
- Operating cost projections
- Replacement of facility cost projections
- Determine design/recommendations based on need and funding availability

To operate in accordance with the timeline in order to move forward with the mandate of the Committee as efficiently as possible.

COMMITTEE COMPOSITION/STRUCTURE

The Committee shall be comprised of the following:

- Minimum of two (2) Council representatives
- One (1) Municipal Staff representative
- Maximum 5 (five) citizen members, representative of the community stakeholders including
- 3 Lions members
- 2 Public members
- Recreation or other Township staff may be asked to attend where required.

The Committee will appoint from its members a chair person to chair the meetings of the Committee and a secretary to record the actions of the Committee

Quorum for meetings is 50% of the membership plus one.

AUTHORITY

The Committee shall adhere to the communications plan developed by the municipality in order to involve and receive public input and to keep the public informed on the progress of the plan.

The Committee members shall only be appointed for the specific purposes of making a recommendation to the Council of the Township of Wellington North on options regarding the Mount Forest pool/splash pad.

BUDGET

The Committee is not authorized to expend or commit municipal funds to the recommendation.

All Committee members are volunteer and will receive no remuneration for their time, outside of municipal employees.

REPORTING

The Committee shall report directly to Council under the signature of the Chair or designate and reports and communications are directed to Council through the Chief Administrative Officer (CAO). The Committee may appear before Council as a delegation to present their final recommendation.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATIC AD-HOC ADVISORY COMMITTEE MEETING AGENDA
TUESDAY, MARCH 5, 2019 @ 7:00 PM
MOUNT FOREST & DISTRICT SPORTS COMPLEX – UPPER LEISURE HALL**

**PAGE
NUMBER**

CALLING TO ORDER

- Councillor Sherry Burke, Chair

ADOPTION OF AGENDA

DISCLOSURE OF PECUNIARY INTEREST

MINUTES OF PREVIOUS MEETING

3

- January 8, 2019 Received by Council February 4, 2019

ITEMS FOR CONSIDERATION

- 1 Mount Forest Pool Update
 - Location Discussion
- 2 Fundraising Discussion
 - Professional Fundraising Company
 - Review of Marketing Material
 - Update on Fundraising Events
 - Road Toll
 - Tribute Concert Featuring Neil Diamond, Johnny and the Gem Tones
 - Light Up The Night

BUSINESS ARISING FROM MINUTES – N/A

CORRESPONDENCE – N/A

OTHER BUSINESS

NEXT MEETING

ADJOURNMENT

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATIC AD-HOC ADVISORY COMMITTEE MINUTES
JANUARY 8, 2019 AT 7:00 PM**

The meeting was held in the Plume Room at the Mount Forest & District Sports Complex.

Committee Members Present:

Sherry Burke, Councillor, Chairperson
Michael Givens, CAO
Marty Young, Lions Member
Jim Andress, Lions member
Jayme Hewson, Public Member
Laurie Doney, Public Member
Mayor Lennox

Also Present: Janet Elliott, OpenSpace Solutions

Staff Present: Mandy Jones, Community Recreation Coordinator
Michelle Stone, Administrative Support
Tom Bowden, Recreation Services Manager

Absent: Raymond Tout, Lions Member
Dan Yake, Councillor

CALLING THE MEETING TO ORDER

Chair Burke called the meeting to order at 7:00 pm and introduced Mandy Jones, Community Recreation Coordinator for the Township.

PASSING AND ACCEPTANCE OF AGENDA

RESOLUTION MFA 2019-001

Moved by: Jayme Hewson

Seconded by: Laurie Doney

THAT the agenda for the January 8, 2019 Mount Forest Aquatic Ad-Hoc Advisory Committee meeting be accepted and passed.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST(S) AND THE GENERAL NATURE THEREOF

No declarations of pecuniary interest were declared.

MINUTES OF PREVIOUS MEETING

The minutes from the September 19, 2018 meeting of the Mount Forest Aquatic Ad-Hoc Advisory Committee of the Township of Wellington North were received by Council at the October 9th, 2018 Council meeting.

BUSINESS ARISING FROM MNUTES

ITEMS FOR CONSIDERATION

1. DONATION POLICY

Review and Update

CAO Mike Givens reviewed key points of the Township's Donation Policy:

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JANUARY 8, 2019 AT 7:00 PM**

- Receipts can be issued for any donation of \$25.00 or more
- Receipts cannot be backdated to 2018
- All donations must have complete donor information included (name, address, phone number, business name if applicable)
- Service Clubs receiving donations for a Township project are able to issue receipts on behalf of the Township

There will be donation forms available for the receiving of donations. Janet Elliott from OpenSpace Solutions suggested this form becomes a part of the fundraising material (pamphlets).

The Township has received a donation of \$25,000.00 to date for the Splash Pad Project.

2. FUNDRAISING DISCUSSION

Chair Burke turned the discussion over to Janet Elliott from OpenSpace Solutions. Janet explained that Fundraising is a step-by-step process.

Next Steps

1. Finalize Design – Janet will finalize the design in the next two weeks, working with the Township lead to coordinate the discussion and decision-making process.
2. Budget - Once the final design has been approved by the Committee, Janet will provide the budget for the project.
3. Fundraising – Janet has offered to be available to support promotion and marketing efforts to enhance fundraising initiatives. Janet will also support the development of information brochures, donor forms and will attend large donor meetings with both private donors and businesses, as needed.
4. In-Kind work – OpenSpace Solutions will act as the general contractor, coordinating local contractors to ensure timelines and budget are met. As OpenSpace includes warranties, they will be responsible for mechanical installations. When working with local contractors, OpenSpace typically has a “Letter of Commitment” signed by the contractor that “donates” their goods or services, helping to keep the project on track. If a business provides in-kind work and would like a receipt issued, the Township will provide that based on the rate of “fair market value”.
5. Publicity – In order to promote the Splash Pad and inform the community, Janet recommends a “Ground-breaking” event with all media invited.
6. Date of Completion – If all funds were raised for the project, the ground-breaking could be as early as May 2019.

The design needs to be finalized by January 21, 2019 with the option to add or remove features depending on the final fundraising amounts. The Design will be transferable if there is any issue with location. The next Committee meeting is scheduled for February 5, 2019. Community Recreation Coordinator Mandy Jones will take lead for Township and Committee members have been asked to choose one of their members to participate as well.

The Lions Club is the lead for fundraising activities and would like to go out to the community with a complete fundraising package for both the pool and the splash pad.

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3. POOL DESIGN DISCUSSION

Next Steps

- Staff to create and issue a Request for Proposal by the end of January, keeping it open for approximately 40 days. The RFP will be issued as a design-build and will request certain features, including the option to add a dome in the future.
- The Township will cover the required consulting costs

CORRESPONDENCE - None

REPORTS – None

ROUNDTABLE / COMMENTS

Lions Member, Marty Young – Lions have some funding commitment ready to go

Mayor Andy Lennox – Looking ahead at pool project, we need to remember to “dream big” and stay realistic at the same time.

CAO Mike Givens – There is already an expectation for the Spalsh Pad as the sign is up on property.

Community Recreation Coordinator Mandy Jones – Thank you for welcoming me and I look forward to working with this Committee.

Chair Burke – There is already a lot of buzz around the Splash Pad and Pool projects and when they will start. She is looking forward to getting both Splash Pad and new Pool completed for the community.

NEXT MEETING

Tuesday, February 5th, 2019 at 7:00 pm in the Plume Room, Mount Forest District Sports Complex

ADJOURNMENT

RESOLUTION MFA 2019-002

Moved by: Marty Young

Seconded by: Jim Andress

THAT the Mount Forest Aquatic Ad-Hoc Advisory Committee meeting of January 8, 2019 be adjourned at 8:10pm.

CARRIED