DELEGATIONS:
(Please note: A maximum of 15 minutes is allowed for presentations)

Dave Stack – Arthur/ Damascus Trail Group

MINUTES:

Review minutes of February 3, 2015 meeting.

BUSINESS ARISING FROM MINUTES:

NEW BUSINESS

1. 2015 Capital Budget (update) Arthur Parks & Recreation Turf Maintenance
2. Arthur Seniors Hall
3. Municipal Pools
4. Arena Inspection (Arthur)
5. Ice schedule extensions
6. August Ice (Mount Forest)
7. Conn Pavilion Doors

CORRESPONDENCE:

2. Morgan Janssen  – Bands & Boards
3. Birmingham Retirement Community Lodge/ Caressant Care Nursing Retirement Home

REPORTS:

Report PW 2015-021 / RAC 2015-003 Tractors
Report RAC 2015-002 Temporary Emergency Evacuation Centres

Facility Managers
Recreation Director Update

MEMBER’S PRIVILEGE:

NEXT MEETING:
The Corporation of the
Township of Wellington North
Recreation & Culture Committee
February 3, 2015 at 8:30 A.M.

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

Present: Steve McCabe, Councillor, Chairperson
        Andy Lennox, Councillor
        Mark Goetz, Councillor
        Dan Yake, Councillor
        Barbara Dobreen, Councillor, Township of Southgate
        Barry Lavers, Director of Recreation, Parks & Facilities
        Mark McKenzie, Mount Forest Facilities Manager
        Michael Givens, CAO/Deputy Clerk
        Cathy Conrad, Executive Assistant
        Karren Wallace, Clerk
        Paul Dowber, Treasurer

Absent: Tom Bowden, Arthur Facilities Manager

Calling the Meeting to Order

Chairperson McCabe called the meeting to order.

Passing and Acceptance of Agenda

Resolution REC 2015-01
Moved by: Councillor Dobreen
Seconded by: Councillor Goetz
THAT the agenda for the February 3, 2015 Recreation & Culture 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 of the September 9, 2014 Recreation & Culture Committee meeting were received and adopted by Council at the Regular Meeting of Council held on September 29, 2015.

Business Arising from Minutes

No business arising from minutes.
NEW BUSINESS

1) Committee Structure & New Members

Members introduced themselves to the Committee.

2) Committee Report on Amendment Municipal Alcohol Policy

Barry Lavers, Director of Recreation, Parks & Facilities, explained that this amendment is required to allow patrons to move between the halls during the event.

RESOLUTION REC 2015-02
Moved by: Councillor Dobreen
Seconded by: Councillor Goetz

THAT the Recreation & Culture Committee of the Township of Wellington North receive for information report RAC 2015-001 being a report on an amendment to the Municipal Alcohol Policy Section 2.1 for the Wellington North Showcase event to be held on March 30, 2015;
AND FURTHER THAT the Recreation & Culture Committee recommend that Council approve an amendment to the Municipal Alcohol Policy Section 2.1 for approval of a Special Occasion Permit (SOP) to include the Meeting Room, East Lobby and Washrooms and Coat Check of the Mount Forest & District Sports Complex on March 30, 2015 for the purpose of a Business Networking Reception to be held as part of the Wellington North Showcase event.

CARRIED

3) 2014 Projects Update

Barry Lavers, Director of Recreation, Parks & Facilities, provided that the accessible door installation, the overhaul of the headers for the ice plant and replacement of one rooftop HVAC unit were completed at the Arthur & Area Community Centre in 2014.

4) Capital Budget 2015

Committee discussed the process of prioritization of budget items. Paul Dowber, Treasurer provided information regarding Reserves and Reserve Funds.

RESOLUTION REC 2015-03
Moved by: Mayor Lennox
Seconded by: Councillor Yake

THAT the Recreation and Culture Committee recommend to staff that Capital projects be prioritized based on the below criteria:
1. safety issues, risk management
2. legislative requirement
3. resulting in operational savings with a short term payback
4. routine replacement of equipment or facilities beyond the lifecycle of the asset, with consideration of the impacts of delaying replacement
5. growth related (consider use of development charges reserve funds)
6. service enhancements.

CARRIED

5) Arthur Seniors Centre

The Arthur Seniors were not successful in obtaining a Trillium Grant. They were advised that the Foundation has concerns regarding the ownership of the building. Barry Lavers, Director of Recreation, Parks & Facilities, will set up a meeting with the seniors to discuss future ownership of the building.

6) Arthur Walking Trail

The Committee discussed the need to reappoint the Arthur Walking Trail sub-committee as the purpose of the sub-committee was specific to the Arthur Walking Trail project. The public members hope to work on another trail in the Arthur area.

RESOLUTION REC 2015-04
Moved by: Councillor Yake
Seconded by: Mayor Lennox
THAT the Recreation & Culture Committee direct staff to bring a report to Council to establish the Arthur Trails Committee together with a mandate and by-law to appoint members.
CARRIED

7) 2015 Leisure Calendar

Barry Lavers, Director of Recreation, Parks & Facilities, announced that the calendar is just about ready to go to print.

8) Pools Update

Barry Lavers, Director of Recreation, Parks & Facilities, announced that advertising for staff will be placed the papers mid March for both pools. Last year we received extra funding through the Summer Service Job Grant. He will be applying again for 2015.

Discussion took place regarding future refurbishment or replacement of the Mount Forest pool.
THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE
FEBRUARY 3, 2015 AT 8:30 A.M.

CORRESPONDENCE

Arthur Trails Committee

Ian Turner, Dave Stack drafted a letter for adjoining land owners along the former rail lands. Committee would like to see more consultation regarding support for the proposed trail and the type of trail needed based on proposed use as well as liability concerns.

REPORTS

Facility Managers
- Mount Forest
- Arthur

RESOLUTION REC2015-05
Moved by: Councillor Goetz
Seconded by: Councillor Dobreen
THAT the Recreation & Culture Committee of the Township of Wellington North receive for information the Mount Forest and Arthur Facility Managers reports and facility usage dated January 2015.
CARRIED

Recreation Director Update

RESOLUTION REC2015-06
Moved by: Councillor Dobreen
Seconded by: Councillor Goetz
THAT the Recreation & Culture Committee of the Township of Wellington North receive for information the Director of Recreation, Parks & Facilities report dated February, 2015.
CARRIED

MEMBER’S PRIVILEGE

No announcements

NEXT MEETING

Tuesday, April 7, 2015 at 8:30 a.m. at the Mount Forest & District Sports Complex
ADJOURNMENT

RESOLUTION REC2015-07
Moved by: Councillor Goetz
Seconded by: Councillor Yake

THAT the Recreation & Culture Committee meeting of February 3, 2015 be adjourned at 10:55 a.m.
CARRIED
TO: RECREATION AND CULTURE COMMITTEE
MEETING OF APRIL 7, 2015

FROM: MATTHEW ASTON, DIRECTOR OF PUBLIC WORKS

SUBJECT: REPORT PW 2015-021 / RAC 2015-003
BEING A REPORT ON THE TRACTORS
ON 2015 CAPITAL BUDGET

RECOMMENDATION

THAT Report PW 2015-021 / RAC 2015-003 being a report on the public works tractor for the 2015 capital budget be received;

AND FURTHER THA T the recreation and culture committee recommend to the Council of the Township of Wellington North continue to support the approval of $60,000 in the 2015 capital budget for the purchase of a new public works tractor;

AND FURTHER THAT the recreation and culture committee recommend to the Council of the Township of Wellington North to remove the $30,000 in the 2015 capital budget for the purchase of a new parks and recreation tractor;

AND FURTHER THAT the recreation and culture committee recommend to the Council of the Township of Wellington North that the parks and recreation department use the 2007 Kobota tractor in 2015 to perform lawn trimming in Arthur.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

2015 Budget Meeting on March 25, 2015

BACKGROUND

At the 2015 capital budget meeting on March 25, 2015, Council asked for more information concerning the $60,000 request by public works and $30,000 request by parks and recreation for a capital tractor purchases.

In Arthur, public works existing tractor is used as a sidewalk plow during the winter months and a lawn mower during the summer months. In Mount Forest, public works existing tractor is used as a sidewalk plow during the winter months and shared with parks and recreation during the summer months, where it is used by parks and recreation to groom and prepare ball-diamonds and "parks and trail" work in Mount
Forest. The Mount Forest cemetery is mowed during the summer months by public works students using lawn mowing equipment stored at the cemetery. At present, Mount Forest and Arthur lawn maintenance is currently tendered out by parks and recreation.

Public works and parks and recreation met on April 1, 2015 to discuss the current use of the Arthur tractor during the summer months for lawn mowing. It is felt the public works tractor is needed for 3.5 days per week during the summer for lawn mowing.

The PW Arthur tractor mows the following locations:
1. Rural Cemeteries (5);
2. Yard at Kenilworth Office;
3. Yard at Damascus Works Yard;
4. Flag Pole Property in Arthur;
5. "Mary Jo" Park on Eastview;
6. Old Water Tower Property;
7. Yard at Well 7 & 8;
8. Roadside along Wells St;
9. Schmidt Drive Storm Water Management Pond;
10. Yard at Arthur WWTP;
11. Charles St Bridge;
12. Property at Francis St W; and
13. Triangle Island at Isabella and Georgina.

The Arthur Parks and Recreation contractor mows the following locations:
1. Lion’s Park on Highway 6;
2. Cenotaph Property;
3. Sports Fields;
4. Tucker Street Park; and
5. Park at Francis and Charles.

These are the locations where under options one and three parks and recreation would start doing with in-house staff and equipment.

Parks and Recreation considered three options:
1. Purchase a new $30,000 tractor to replace the existing ball-diamond groomer as well as annual contracted lawn trimming services;
2. Continue to contractor out lawn trimming services and use the existing ball-diamond tractor for ball-diamond grooming; and

A net present analysis has been included as Schedule A to consider the financial impact of the three options for your reference.

At this time and as a first step, parks and recreation recommends option three for 2015 as it allows the department to "test out" bringing this work in-house. Parks and Recreation also points out that a new tractor would be required in 2016.
It should be noted that the existing ball-diamond tractor is from 1952 and lacks many of the safety features that come standard on modern equipment. With option two and three, this tractor will remain in service for the 2015 season.

The new tractor will be used by public works as a sidewalk plow in the winter and lawn mower in the summer. Public works continues to support the replacement of the 2007 Kobota with a new tractor in 2015.

**FINANCIAL IMPACT:**

$60,000 remains in 2015 capital budget for replacement of public works tractor.

$30,000 removed from 2015 capital budget for parks and recreation tractor. An inter-department transfer would be required to capture the value of the 2007 Kobota tractor changing departments.

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MATTHEW ASTON  
DIRECTOR PUBLIC WORKS

MICHAEL GIVENS  
CHIEF ADMINISTRATIVE OFFICER

BARRY LAVERS  
DIRECTOR PARKS AND RECREATION
Township of Wellington North
12-YR Present Value Analysis - Parks and Rec Tractor
March 2015

Discount Rate 1.5%
Rate of Pay $17.00/Hour

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Assumptions:
1. Maintenance costs have been assumed at $1,250 per year based on past experience.
2. Gas has been assumed at $50/week.
3. Inflation and salvage value have not been considered as part of this analysis.
4. Tractor cost in Option 3 is based on market value, however, tractor is currently fully-owned by the Township.
5. Grooming tractor will be required for both Option 2 & 3 as presented.
6. Option 3 is a solution for 2015 only.
Hi Barry,
I just talked to Omar again after the meeting. He said that if the township could put in a letter saying they intend to renew the lease again after the present one expires, that would be great. He said the new application will be out after Apr. 1. Then it would be due in July or August. All the info will be on the website after Apr. 1.
I thought it was a good meeting this afternoon. Thanks.
ttyl
Eleanor
To: Wellington North Recreation Department

Attention: Barry Lavers – Director of Recreation Parks and Facilities

Subject: Mount Forest Home Coming Week June 19 to 25

As discussed earlier with Tammy concerning booking the facilities in Mount Forest for the Home Coming Event, I would like to book all facilities in the Mount Forest Sports Complex, ball diamonds, soccer fields and Pavillons at Cork street and Lions Park for June 23, 24 and 25th, 2017.

It is the committees intention to have events going on in all these areas throughout the weekend for the towns people and former citizens of Mount Forest to participate and enjoy.

Thank You on behalf of the Committee Members.

Respectfully Submitted,

Rich MacVicar
H: 519-323-3175
W: 519-323-2282
110 Byeland Drive
Mount Forest, ON
N0G 2L2
Hello Barry,

I’ve been in contact with Tammy Pringle about hosting an event at the Pavilion & Skate Park in Mt. Forest this summer and she said you’d like to see a quick itinerary of the day. I’ve attached a Word document with the proposed layout but please understand that it is subject to change depending on how many people enter the different events. The layout currently calls for 10 Bands and 30 skaters. We can adjust the length of time bands get when we know how many would like to play but the skateboard side won’t change much in the way of ride time (2 minutes per run, 2 minutes to judge and get the next rider ready) however; if we don’t fill all the slots then we can shift start times around in accordance to the pre-registrations. There will be room for extra skaters to register on the day of the event but not bands.

I have started a web page for pre-registration but have not published it to the web yet, I’d like to confirm with your council that this event can take place and pay for it before posting the web pages. If you would like me to attend a council meeting to better explain this event I am available anytime.

Thanks,

Morgan Janssen
TPS Specialist
Certified Worker Rep
ISO 14001 & OHSAS 18001 Certified
First Aide Certified
519-343-2800 ext: 2327
morgan.janssen@tgminto.com
BANDS & BOARDS

August 15, 2015

9 am: Set Up
12 pm: Sign In & Registration
12:45 pm: Opening Ceremony
1 pm: 1st Band Starts – Skateboarders meet at Skate Park
1:30 pm: 2nd Band Starts – Flat Land Trick Competition Starts
2 pm: 3rd Band Starts
2:30 pm: 4th Band Starts
3 pm: 5th Band Starts
3:30 pm: 6th Band Starts – Skate Park Competition Starts
4 pm: 7th Band Starts
4:30 pm: 8th Band Starts
5 pm: 9th Band Starts
5:30 pm: 10th Band Starts
6 pm: Awards Ceremony:
  Top 3 Flat Land Competitors get prizes – Everyone gets a Ribbon
  Top 3 Skate Park Competitors get prizes – Everyone gets a Ribbon
  Top 3 Bands announced & get prizes
6:45 pm: Closing Ceremony
7 pm: Special Guest Band & Clean Up
March 5, 2015

The Township of Wellington North
7490 Side road 7 W, P.O. Box 125
Kenilworth, Ontario
N0G 2E0

Dear Board of Managers,

In case of an emergency evacuation, I am hoping that you would be willing to accommodate some or all of our residents as a temporary measure (staff assisted) at the Mount Forest Sports Complex. Please indicate below if you are willing or not willing to assist us in an emergency evacuation situation. Please return signed letter to my attention at your earliest convenience. Please include a contact number for after hours if available.

We are required by law to have this letter signed annually.

Willing

Unwilling at this time

Capacity # of Residents

Signature & Date

Thank you,

Kelly Greer,
General Manager
October 14, 2014

Township of Wellington North
7490 Sideroad 7 W. PO box 125
Kenilworth, Ontario
N0G 2E0

Re: Caressant Care Nursing and Retirement Home Emergency Response Update

Dear: Mike Givens C.A.O.

We are in the process of updating our Emergency Response Manual. We would appreciate it if you would confirm that Caressant Care, Arthur may use your facility (Arthur arena) as a receiving area for our residents if a situation should occur requiring implementation of a TOTAL EMERGENCY EVACUATION.

If you are in agreement with this arrangement would you please sign and date both copies of this letter and return the original to Caressant Care, Arthur in the enclosed stamped and self addressed envelope. Please retain a copy for your records.

Please review the following information and add, delete or correct as required:

<table>
<thead>
<tr>
<th>Name of receiving facility and phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Contact Person and phone number</td>
</tr>
<tr>
<td>Maximum number of residents from Nursing and Retirement Home</td>
</tr>
<tr>
<td>Responsibility of Care</td>
</tr>
<tr>
<td>Length of Time</td>
</tr>
<tr>
<td>Are kitchen and washroom facilities available for use?</td>
</tr>
</tbody>
</table>
Confirmed by and date:

Sincerely,

Lisa Canada RPN
Administrator
Caressant Care, Arthur
RECOMMENDATION

THAT the Recreation & Culture Committee of the Township of Wellington North receive for information Report RAC 2015-002 being a report on allowing Birmingham Retirement Community (Mount Forest), Caressant Care Nursing and Retirement Home (Arthur) permission to use the Mount Forest Sports Complex (Mount Forest) and Arthur Community Centre (Arthur) as a short term receiving area during an Emergency Evacuation at their respective facilities;

AND FURTHER THAT the Recreation & Culture Committee direct staff to reply to letters received allowing the Mount Forest Sports Complex and Arthur Community Centre be declared Emergency Evacuation Centres provided the conditions outlined in this report are met.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

None

BACKGROUND

Letters of request (attached) have been directed to the Municipality by Retirement/Nursing Homes in both Mount Forest and Arthur requesting the Community Centres be used as a receiving area to house residents in the case of emergency evacuation situation at their respective facilities.

The Director of Recreation and Fire Chief have met and discussed the requests and have outlined the following items for the Committees consideration to allow for temporary accommodation.
• Event(s) would not be of a widespread impact which would result in the Township of Wellington North or the County of Wellington declaring an emergency as per the Emergency Response Plan for Wellington County and the Member Municipalities
• The Township of Wellington North reserves the right to determine who shall occupy the facilities should an Emergency be declared by the Province of Ontario, Wellington County or the Township of Wellington North
• Confirmed facility rentals shall not be interrupted or cancelled as a result of this temporary emergency
• Facility Managers shall be responsible for staffing requirements and arrangements for opening their respective facilities
• It is the responsibility of the nursing/retirement home to make all arrangements for transportation, supervision, any medical or special care needs, food requirements, preparation and distribution, housing, notifications, equipment, etc. for their residents
• Should there be a Power Outage at our facilities the Township of Wellington North will be unable to accommodate the above request. Our facilities do not currently have Emergency Back-Up Power

FINANCIAL IMPLICATIONS

Staff overtime may be a requirement

PREPARED BY: RECOMMENDED BY:

Barry Lovews/Dave Guilbault Michael Givens

<table>
<thead>
<tr>
<th>NAME</th>
<th>MICHAEL GIVENS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE</td>
<td>CHIEF ADMINISTRATIVE OFFICER</td>
</tr>
</tbody>
</table>
Mount Forest Recreation Facilities Report – MARCH 2015

Submitted by: Mark Mackenzie, Fac Mgr

Administration:
- Met with concession staff re: improve work habits
- Barry’s reports
- Work w/e due to staff shortage
- Staff evaluations
- Update MSDS sheets
- 2 rental tours
- Post food nutrient values for concession
- Usual office duties

Routine Maintenance:
- Sand & de-ice entrances
- Repair dywall cracks
- Replace bulbs were needed
- Abel, Swan & Delta service
- Safety inspections complete
- Top-up truck fluids
- Replace 2 washroom facets
- Ice maint.
- Usual preventative maintenance per schedules

Special Items:
- F.S. carnival, Municipal Tournament, Top Hat Tournament, Ducks Unlimited, W.N. Showcase
- Public Skate monitoring direction from Barry
- August & April ice need discussion and approval or NOT ! (report hand out)

Usage: attached

Occurrences:
- Spectator injury (fall on steps), P.S. injury (fall due to horseplay by others)
## Facility Usage Report - Summary

**Date from:** February-01-15  
**Date to:** March-31-15  
**Complex:** Mount Forest & District Sports Complex  
**User:** lavers

### Booking Types: Rentals/Courses/Maint/Admin/Holiday

#### Rental Status: Closed/Firm/Tentative

<table>
<thead>
<tr>
<th>Booking Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Facility Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Figure Skating</td>
<td>February 01</td>
<td>March 31</td>
<td>Complex</td>
</tr>
<tr>
<td>Hockey</td>
<td>February 01</td>
<td>March 31</td>
<td>Complex</td>
</tr>
<tr>
<td>Parent &amp; Tot Skate</td>
<td>February 01</td>
<td>March 31</td>
<td>Complex</td>
</tr>
<tr>
<td>Private Party</td>
<td>February 01</td>
<td>March 31</td>
<td>Complex</td>
</tr>
<tr>
<td>Public Skating</td>
<td>February 01</td>
<td>March 31</td>
<td>Complex</td>
</tr>
<tr>
<td>Ringette</td>
<td>February 01</td>
<td>March 31</td>
<td>Complex</td>
</tr>
<tr>
<td>School Skating</td>
<td>February 01</td>
<td>March 31</td>
<td>Complex</td>
</tr>
<tr>
<td>Seniors Skating</td>
<td>February 01</td>
<td>March 31</td>
<td>Complex</td>
</tr>
<tr>
<td>Shinny</td>
<td>February 01</td>
<td>March 31</td>
<td>Complex</td>
</tr>
<tr>
<td>Tournament</td>
<td>February 01</td>
<td>March 31</td>
<td>Complex</td>
</tr>
</tbody>
</table>

### Duration Fee Amount Extra Fee Amt. Total Revenue

#### Complex: Mount Forest & District Sports Complex

<table>
<thead>
<tr>
<th>Facility</th>
<th>Hours Avail</th>
<th>Duration</th>
<th>Fee Amount</th>
<th>Extra Fee Amt.</th>
<th>Total Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arena Ice</td>
<td>1121:00</td>
<td>82:55</td>
<td>$8,271.75</td>
<td>$9.00</td>
<td>$8,271.75</td>
</tr>
<tr>
<td></td>
<td></td>
<td>312:30</td>
<td>$31,165.50</td>
<td>$0.00</td>
<td>$31,165.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17:00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1:00</td>
<td>$117.00</td>
<td>$0.00</td>
<td>$117.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17:30</td>
<td>$1,757.25</td>
<td>$0.00</td>
<td>$1,757.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>22:00</td>
<td>$2,178.00</td>
<td>$0.00</td>
<td>$2,178.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5:00</td>
<td>$170.00</td>
<td>$0.00</td>
<td>$170.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>25:00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>45:00</td>
<td>$4,686.00</td>
<td>$0.00</td>
<td>$4,686.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>46:00</td>
<td>$4,878.00</td>
<td>$0.00</td>
<td>$4,878.00</td>
</tr>
<tr>
<td><strong>Total for Facility: Arena Ice</strong></td>
<td>573:55</td>
<td>$53,223.50</td>
<td>$0.00</td>
<td>$53,223.50</td>
<td></td>
</tr>
</tbody>
</table>

#### Facility: Leisure Hall

<table>
<thead>
<tr>
<th>Facility</th>
<th>Hours Avail</th>
<th>Duration</th>
<th>Fee Amount</th>
<th>Extra Fee Amt.</th>
<th>Total Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitness Classes</td>
<td>1062:00</td>
<td>16:00</td>
<td>$240.00</td>
<td>$0.00</td>
<td>$240.00</td>
</tr>
<tr>
<td>Mass Registration</td>
<td>1062:00</td>
<td>8:00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Meeting</td>
<td>1062:00</td>
<td>71:30</td>
<td>$1,660.00</td>
<td>$25.00</td>
<td>$1,685.00</td>
</tr>
<tr>
<td>Private Party</td>
<td>1062:00</td>
<td>4:00</td>
<td>$140.00</td>
<td>$0.00</td>
<td>$140.00</td>
</tr>
<tr>
<td>Trade Show</td>
<td>1062:00</td>
<td>8:00</td>
<td>$208.00</td>
<td>$0.00</td>
<td>$208.00</td>
</tr>
<tr>
<td>Workshops/Seminars</td>
<td>1062:00</td>
<td>9:00</td>
<td>$315.00</td>
<td>$0.00</td>
<td>$315.00</td>
</tr>
<tr>
<td><strong>Total for Facility: Leisure Hall</strong></td>
<td>116:30</td>
<td>$2,563.00</td>
<td>$25.00</td>
<td>$2,588.00</td>
<td></td>
</tr>
</tbody>
</table>

#### Facility: Meeting Room

<table>
<thead>
<tr>
<th>Facility</th>
<th>Hours Avail</th>
<th>Duration</th>
<th>Fee Amount</th>
<th>Extra Fee Amt.</th>
<th>Total Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>944:00</td>
<td>104:30</td>
<td>$416.00</td>
<td>$0.00</td>
<td>$416.00</td>
</tr>
<tr>
<td><strong>Total for Facility: Meeting Room</strong></td>
<td>104:30</td>
<td>$416.00</td>
<td>$0.00</td>
<td>$416.00</td>
<td></td>
</tr>
</tbody>
</table>

#### Facility: MF Community Hall

<table>
<thead>
<tr>
<th>Facility</th>
<th>Hours Avail</th>
<th>Duration</th>
<th>Fee Amount</th>
<th>Extra Fee Amt.</th>
<th>Total Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitness Classes</td>
<td>1104:00</td>
<td>11:00</td>
<td>$165.00</td>
<td>$0.00</td>
<td>$165.00</td>
</tr>
<tr>
<td>Fundraiser</td>
<td>1104:00</td>
<td>58:00</td>
<td>$1,794.00</td>
<td>$221.23</td>
<td>$2,015.23</td>
</tr>
<tr>
<td>Meeting</td>
<td>1104:00</td>
<td>50:30</td>
<td>$1,033.00</td>
<td>$0.00</td>
<td>$1,033.00</td>
</tr>
<tr>
<td>Set Up/Food Prep</td>
<td>1104:00</td>
<td>2:00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Stag &amp; Doe</td>
<td>1104:00</td>
<td>17:00</td>
<td>$776.00</td>
<td>$240.23</td>
<td>$1,016.23</td>
</tr>
<tr>
<td>Trade Show</td>
<td>1104:00</td>
<td>39:00</td>
<td>$1,234.00</td>
<td>$30.85</td>
<td>$1,264.85</td>
</tr>
<tr>
<td><strong>Total for Facility: MF Community Hall</strong></td>
<td>177:30</td>
<td>$5,002.00</td>
<td>$492.34</td>
<td>$5,494.34</td>
<td></td>
</tr>
</tbody>
</table>

#### Facility: Plume Room

<table>
<thead>
<tr>
<th>Facility</th>
<th>Hours Avail</th>
<th>Duration</th>
<th>Fee Amount</th>
<th>Extra Fee Amt.</th>
<th>Total Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Line Club</td>
<td>1045:90</td>
<td>34:30</td>
<td>$855.50</td>
<td>$121.95</td>
<td>$977.45</td>
</tr>
<tr>
<td>Fitness Classes</td>
<td>1045:90</td>
<td>1:00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Meeting</td>
<td>1045:90</td>
<td>23:30</td>
<td>$591.00</td>
<td>$0.00</td>
<td>$591.00</td>
</tr>
<tr>
<td>Private Party</td>
<td>1045:90</td>
<td>2:00</td>
<td>$80.00</td>
<td>$0.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Tournament</td>
<td>1045:90</td>
<td>21:00</td>
<td>$609.00</td>
<td>$0.00</td>
<td>$609.00</td>
</tr>
<tr>
<td>Workshops/Seminars</td>
<td>1045:90</td>
<td>6:00</td>
<td>$208.00</td>
<td>$0.00</td>
<td>$208.00</td>
</tr>
<tr>
<td><strong>Total for Facility: Plume Room</strong></td>
<td>88:00</td>
<td>$2,343.50</td>
<td>$121.95</td>
<td>$2,465.45</td>
<td></td>
</tr>
</tbody>
</table>
Facility Usage Report - Summary

<table>
<thead>
<tr>
<th>Facility: Upper Leisure Hall</th>
<th>Hours Avail: 885:00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitness Classes</td>
<td>1:00 $15.00 $0.00 $15.00</td>
</tr>
<tr>
<td>Meeting</td>
<td>11:00 $208.00 $0.00 $208.00</td>
</tr>
<tr>
<td>Total for Facility: Upper Leisure Hall</td>
<td>12:00 $223.00 $0.00 $223.00</td>
</tr>
</tbody>
</table>

Total for Complex: Mount Forest & District Sports Complex

| Duration: 1,072:25 | Fee Amount $63,771.00 | Extra Fee Amt. $639.29 | Total Revenue $64,410.29 |

Report Totals:

| Duration: 1,072:25 | Fee Amount $63,771.00 | Extra Fee Amt. $639.29 | Total Revenue $64,410.29 |
ADMINISTRATION:

- Staff scheduling
- Payroll
- Ice booking changes
- Weekly bank deposits
- Two Hockey tournaments
- Seven after hour calls
- Met with Paul, Barry and Mark to review capitol budget expectations
- Snow pitch tournament
- Two public dinners
- Musashi Family Day Celebrations
- Met with Barry to review capitol budget items
- Hired another part time operator

ROUTINE MAINTENANCE:

- Monthly pest control inspection
- Elevator inspection
- Monthly Fire Safety inspection
- Weekly ice maintenance
- Regular compressor maintenance

SPECIAL REPAIRS

- Coffee machine in booth had to be repair the water line
- Condenser motor had to be replaced
- Dehumidifier froze up thawed and replace heat cables on drain
- Replaced thermostat in refs room with programmable unit

OCCURRENCE REPORT

none  

23 Mar 2/15
ARTHUR RECREATION FACILITIES REPORT  March. 2015
Submitted by Tom Bowden, Facility Manager, C.I.T., and R.R.F.O.

Administration:

- Staff scheduling
- Payroll
- Ice booking changes
- Weekly bank deposits
- Two hockey tournaments, two stag and doe’s
- Left ice in one extra day for a novice game
- Started imputing lacrosse and baseball bookings
- Rogers and Conestoga College did and interview with Myrna Hutchison for mental health please see the attached email

Routine Maintenance:

- Monthly pest control inspection
- Elevator inspection
- Monthly Fire Safety inspection
- Weekly ice maintenance
- Regular compressor maintenance

Special Repairs

- Thermostat replaced for heat at pool
- Had to remove the asphalt in front of the compressor room doors as it heaved about three inches
- Had half the lights bulbs over the arena floor replaced
- Dasher boards cleaned
- Ice removed, still working on floor preparation for lacrosse season
- Door closer on new doors replaced (under warranty)

Occurrence Report
none

March 30/15
Booking Types: Rentals/Courses/Maint/Admin/Holiday
Date from: February-01-15
Complex: Arthur & Area Community Centre
Rental Status: Closed/Firm/Tentative
Date to: April-01-15
Facility Option: Complex

<table>
<thead>
<tr>
<th>Complex: Arthur &amp; Area Community Centre</th>
<th>Duration</th>
<th>Fee Amount</th>
<th>Extra Fee Amt.</th>
<th>Total Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility: Arena Floor</td>
<td>Hours Avail: 1140:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sports Clinics</td>
<td>1:30</td>
<td>$69.75</td>
<td>$0.00</td>
<td>$69.75</td>
</tr>
<tr>
<td>Total for Facility: Arena Floor</td>
<td>1:30</td>
<td>$69.75</td>
<td>$0.00</td>
<td>$69.75</td>
</tr>
<tr>
<td>Facility: Arena Ice</td>
<td>Hours Avail: 1140:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Figure Skating</td>
<td>59:30</td>
<td>$5,926.50</td>
<td>$0.00</td>
<td>$5,926.50</td>
</tr>
<tr>
<td>Hockey</td>
<td>220:30</td>
<td>$22,477.50</td>
<td>$0.00</td>
<td>$22,477.50</td>
</tr>
<tr>
<td>Moms, Tots &amp; Seniors Skating</td>
<td>42:00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Public Skating</td>
<td>24:00</td>
<td>$2,403.00</td>
<td>$0.00</td>
<td>$2,403.00</td>
</tr>
<tr>
<td>Ringette</td>
<td>27:00</td>
<td>$3,123.00</td>
<td>$0.00</td>
<td>$3,123.00</td>
</tr>
<tr>
<td>Shinny</td>
<td>33:30</td>
<td>$3,955.50</td>
<td>$0.00</td>
<td>$3,955.50</td>
</tr>
<tr>
<td>Total for Facility: Arena Ice</td>
<td>406:30</td>
<td>$37,885.50</td>
<td>$0.00</td>
<td>$37,885.50</td>
</tr>
<tr>
<td>Facility: Community Centre Lower Hall</td>
<td>Hours Avail: 1260:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibition</td>
<td>8:00</td>
<td>$330.00</td>
<td>$0.00</td>
<td>$330.00</td>
</tr>
<tr>
<td>Fundraiser</td>
<td>27:30</td>
<td>$920.00</td>
<td>$127.92</td>
<td>$1,047.92</td>
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<tr>
<td>Meeting</td>
<td>6:30</td>
<td>$324.50</td>
<td>$0.00</td>
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</tr>
<tr>
<td>Sports Practice</td>
<td>32:30</td>
<td>$1,917.50</td>
<td>$0.00</td>
<td>$1,917.50</td>
</tr>
<tr>
<td>Stag &amp; Doe</td>
<td>34:00</td>
<td>$1,562.00</td>
<td>$1,227.60</td>
<td>$2,779.60</td>
</tr>
<tr>
<td>Walking</td>
<td>26:00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Wedding/Banquet</td>
<td>5:00</td>
<td>$295.00</td>
<td>$94.54</td>
<td>$389.54</td>
</tr>
<tr>
<td>Total for Facility: Community Centre Lower Hall</td>
<td>139:30</td>
<td>$5,339.00</td>
<td>$1,450.06</td>
<td>$6,789.06</td>
</tr>
<tr>
<td>Facility: Community Centre Upper Hall</td>
<td>Hours Avail: 1260:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fitness Classes</td>
<td>5:50</td>
<td>$204.15</td>
<td>$0.00</td>
<td>$204.15</td>
</tr>
<tr>
<td>Fundraiser</td>
<td>13:00</td>
<td>$268.00</td>
<td>$46.47</td>
<td>$314.47</td>
</tr>
<tr>
<td>Mass Registration</td>
<td>2:00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Meeting</td>
<td>26:00</td>
<td>$559.50</td>
<td>$0.00</td>
<td>$559.50</td>
</tr>
<tr>
<td>Private Party</td>
<td>1:00</td>
<td>$35.00</td>
<td>$0.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>Tournament</td>
<td>72:00</td>
<td>$1,152.00</td>
<td>$0.00</td>
<td>$1,152.00</td>
</tr>
<tr>
<td>Workshops/Seminars</td>
<td>7:30</td>
<td>$262.50</td>
<td>$0.00</td>
<td>$262.50</td>
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<tr>
<td>Total for Facility: Community Centre Upper Hall</td>
<td>127:20</td>
<td>$2,481.15</td>
<td>$46.47</td>
<td>$2,527.62</td>
</tr>
<tr>
<td>Facility: Diamond &quot;A&quot;</td>
<td>Hours Avail: 925:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ball - Tournament</td>
<td>9:00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total for Facility: Diamond &quot;A&quot;</td>
<td>9:00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Facility: Diamond &quot;B&quot;</td>
<td>Hours Avail: 900:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ball - Tournament</td>
<td>9:00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total for Facility: Diamond &quot;B&quot;</td>
<td>9:00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Facility: Lobby</td>
<td>Hours Avail: 1260:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mass Registration</td>
<td>8:00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total for Facility: Lobby</td>
<td>8:00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
## Facility Usage Report - Summary

<table>
<thead>
<tr>
<th>Duration</th>
<th>Fee Amount</th>
<th>Extra Fee Amt.</th>
<th>Total Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>700:50</td>
<td>$45,775.40</td>
<td>$1,496.53</td>
<td>$47,271.93</td>
</tr>
<tr>
<td>Total for Complex: Arthur &amp; Area Community Centre</td>
<td>700:50</td>
<td>$45,775.40</td>
<td>$1,496.53</td>
</tr>
<tr>
<td>Report Totals:</td>
<td>700:50</td>
<td>$45,775.40</td>
<td>$1,496.53</td>
</tr>
</tbody>
</table>
Recreation Director’s Update
April 2015
Barry Lavers

Activities:

Arthur/Damascus Upper Grand Trail meeting February 5, 2015
Senior Management Team meeting February 11, 2015
Work Schedules & payroll
FCC AgriSpirit Fund 2014 Completed Project Certificate finished
Meeting with Imex Systems Inc. Feb 20, 2015
Southgate Recreation Agreement Final Report 2014
Complete Hazard Assessment Sheets Health & Safety Committee
Arthur Seniors meeting February 26, 2015
Arthur/Damascus Upper Grand Trail mail outs
National Equipment Show Mar 5, 2015
Pool Staff 2015 advertisement
Senior Management Team meeting March 11, 2015
WHMIS Training March 13, 2015
2015 Wellington North Leisure Calendar distributed
Fireworks Festival 2015 preparations
Wellington North AED Units maintenance items
Committee Report Emergency Evacuation
Summer Sizzle 2015 preparations
Damascus Hall Health & Safety Committee repairs
Conn Pavilion repairs
2015 Budget meeting March 25, 2015
Arthur/Damascus Upper Grand Trail Information Open House March 26, 2015
2015 Municipal Hockey Tournament preparations
Wellington North Showcase 2015
Public Works/Recreation tractor meeting
Preparation Recreation Committee Agendas for April 7, 2015 meeting