

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE
AGENDA
TUESDAY, APRIL 5, 2022 @ 7:00 P.M.**

Join from a PC, Mac, iPad, iPhone or Android device:

<https://us02web.zoom.us/j/83631653295>

Or join by phone:

1 855 703 8985 (Toll Free)

Webinar ID: 836 3165 3295

SUBJECT	PAGE	LEAD	ACTION
Calling to Order		Chair	
Adoption of Agenda			
Recommendation: <i>THAT the agenda for the April 5, 2022 Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee meeting be accepted and passed.</i>		Chair	Resolution
Disclosure of Pecuniary Interest		Chair	
Minutes of Previous Meeting			
Mount Forest Aquatics Ad-Hoc Advisory Committee Meeting of March 1, 2022 Recommendation THAT the Mount Forest Aquatics Ad Hoc Advisory Committee receive for information the Minutes from the March 1, 2022 committee meeting.	001	Chair	Resolution
Business Arising from the Minutes			
Promotional Items		Member Hewson & Member Lamont	
You've Been Flocked	007	Member McFarlane	
Draft Donation Form	008		
Draft Poster	009		
Draft Schedule			
Bubbles and Suds		Chair Burke & Member Weber	
Fundraising Features	010	Director of Operations	
Public Open House Update		Director of Operations	
Items for Consideration			
Financial Update	015	Director of Operations	Resolution
Donations	016		
Account Information			
Recommendation			

THAT the Mount Forest Aquatics Ad Hoc Advisory Committee receive for information the financial update.			
2022 Fundraising Schedule		Chair	
Other Business/Roundtable			
In-person meetings		Chair	
Next Meeting			
Tuesday May 3, 2022 at 7:00PM			
Adjournment			
Recommendation: <i>THAT the Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee meeting of April 5, 2022 be adjourned at p.m..</i>		Chair	Resolution

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
MARCH 1, 2022 @ 7:00 P.M.
VIA ELECTRONIC MEETING

001

Committee Members Present:

Sherry Burke, Councillor, Chairperson
Shelley Weber, Public Member
Laurie Doney, Public Member
Al Leach, Lions Member
Vern Job, Lions Member
Ray Tout, Lions Member
Jayme Hewson, Public Member
Larissa Lamont, Public Member
Jessica McFarlane, Public Member

Staff Present:

Mike Givens, Chief Administrative Officer
Matthew Aston, Director of Operations
Mandy Jones, Community Recreation Coordinator
Karren Wallace, Director of Legislative Services/Clerk
Tom Bowden, Manager of Recreation Service
Jessica Turnbull, Administrative Support

Guest:

Steve McCabe, Councillor,
Chairperson of Recreation Parks Leisure Committee

CALLING THE MEETING TO ORDER

Chair Burke called the meeting to order at 7:01 p.m.

ADOPTION OF THE AGENDA

RESOLUTION: MFA 2022-007

Moved: Member Job

Seconded: Member Doney

THAT the agenda for the March 1, 2022 Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee meeting be accepted and passed with the addition of the swag information that was received from Member Hewson the afternoon of March 1, 2022.

CARRIED

DISLCOSURE OF PECUNIARY INTEREST

No pecuniary interest declared.

Minutes of Previous Meeting

RESOLUTION: MFA 2022-008

Moved: Member Leach

Seconded: Member Tout

THAT the Mount Forest Aquatics Ad Hoc Advisory Committee receive for information the Minutes from the February 8, 2022 committee meeting.

CARRIED

THE CORPORATION OF THE
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MARCH 1, 2022 @ 7:00 P.M.
VIA ELECTRONIC MEETING

002

Member Tout inquired if fencing was a municipal responsibility as opposed to it being fundraised. The Director of Operations (DOO) agreed that the fencing would be included as a municipal responsibility.

Member Tout inquired about the timing of the public meeting for the Open House to review pool design concepts scheduled for March 23, 2022 at 5:30PM to 7:00PM, noting most people are getting home from work at that time. Chair Burke stated that pre-covid they found more people came to public meetings when they were coming home from work rather than going home and coming back out again. Councillor McCabe added that the lion's bingo is held that night.

DOO added the presentation is scheduled for 5:45PM following by a bristol board setup where people can view the concepts, noting there will be more opportunities for the public to consult or engage.

BUSINESS ARISING FROM THE MINUTES

Financial Update-Verbal

The DOO stated that staff are working on setting up the bank account and the Chief Administrative Officer (CAO), Deputy Treasurer, Members Al Leach and Ray Tout would be signing authorities, noting the account has not been finalized at this point.

Lottery License Update-Verbal

Chair Burke summarized the lottery document noting the committee cannot use funds raised through a lottery for capital purchases to be located on municipal property.

The Clerk confirmed that this is not a new rule and any of the funds raised for the splash pad in both Arthur and Mount Forest were not raised with lottery funds.

Member Job confirmed that the Lion's cannot get a license to raise funds for anything on municipal property, noting they will have to find other ways to raise funds.

ITEMS FOR CONSIDERATION

Promotional Items Verbal

Member Lamont discussed apparel and swag from Hometown Boutique and Marcc Apparel. Member Lamont shared that she connected with Karren, the mask lady, who would be willing to donate the first 100 masks should committee decide to proceed with her.

Member Hewson discussed her dealings with Kim Rae, who assisted with the design for the logo last year. She has started a new printing business with clothing called Farm Girl Boutique. Member Hewson added that Kim gave the group a deal on the clothing and could potentially add additional discounts if they were to mix and match products. Furthermore, she does not

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003

charge a setup fee, prints a unique way, the items are good quality, and has a no minimum order. Member Hewson was excited about the totes and believes they will be a good seller.

Member Tout asked about the masks and how much they should lean on purchasing them keeping in mind what's going on in the province with COVID mandates lifting.

Member McFarlane agreed with Member Tout's comments about the masks and explained she is optimistic we won't have to wear them much longer. Member McFarlane suggested the committee proceed with ordering swag and recommended crew sweaters for spring and summer.

Member Hewson explained that social media is what they are looking at in terms of advertising and selling the items once the bank account is setup.

Chair Burke asked member Hewson about the turn around time for the product. Member Hewson stated she will investigate and get the answer to the group as soon as possible.

Councillor McCabe asked Chair Burke if sidewalk sales need approval from the committee. Chair Burke explained that it is up to this committee and that a float would be needed as well as some planning and organizing for the events.

Member Lamont asked about the permanent float in the cash box from Ladies Night. Chair Burke explained that the municipality gave a float of \$100 and that should be returned once the bank account is setup.

Member Leach suggested to the DOO that the bank account needs to have online access.

Member Tout inquired about service charges for the bank account and the CAO explained that staff are looking at an account where fees are as low as possible.

Member Hewson asked staff about the funds in the bank account and if committee approves the go ahead on ordering swag product. Chair Burke suggested committee weigh-in on the items that should be ordered. Member Tout suggested springtime items such as hoodies, sweatshirts would be good because of the time of year as well as totes. Member Leach added that he doesn't see the value in coffee mugs.

Member Hewson discussed an email sent out about the storage of product. She suggested that the space offered under the bleachers at the arena would not be a suitable idea as it is not secure and easily accessible to members of the committee.

RESOLUTION: MFA 2022-009

Moved: Member McFarlane

Seconded: Member Tout

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004

THAT the Mount Forest Aquatics Ad Hoc Advisory Committee direct members Hewson and Lamont to purchase up to \$750 in promotional swag including hoodies, sweatshirts and totes.
CARRIED

Promotional Events

a. You've Been Flocked (member McFarlane)

Member McFarlane explained the details of the event including purchasing a number of pink flamingos, and someone pays to have them put in another's person yard which is called being Flocked. That individual can then pay to have them placed in someone else's yard. Individuals can buy insurance so that no flamingo's can be placed in their yard.

The cost of the flamingos is around \$200 – \$300 dollars and would be available in a couple of weeks. The committee would need to discuss the length of the campaign and the fees and insurance rates. Logistics will need to be coordinated in getting the flamingos from yard to yard and a truck would possibly be required.

8:23PM Member Hewson left the meeting.

b. Profession of the Day (member McFarlane)

Member McFarlane discussed an online auction for profession of the day with 10 different professions – police, vet etc. Radio host is an option and can approach the River and various people who would want to participate.

Chair Burke asked member McFarlane about a timeframe for the event. Member McFarlane does not have a timeframe and wants to ensure it doesn't interfere with the colour run and could look to offer it in the fall or winter function.

c. Calendar (staff)

DOO discussed the recommendation of having a promotional calendar that would be sold for 2023. This could be a 12- or 16-month calendar, where business sponsor a month at a cost of \$1,000.00. Then their business or staff would be in the image for that month. Calendars could be sold for \$25.00 each. Member McFarlane mentioned that she has some quotes for calendars from a couple companies and the ones that had the best price needed to have pictures in by the end of June.

d. Silent Auction (staff)

Chair Burke mentioned that a silent auction can tie into a variety of things like profession of the day and something similar to the hospital foundation silent auction.

e. Colour Run (member Lamont)

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005

Member Lamont discussed the colour run in May and how time is getting short, noting she and Member Hewson are thinking of doing a turkey trot around Thanksgiving.

Member Lamont left the meeting at 8:30PM

f. Suds and Bubbles (member Weber)

Member Weber discussed the Bubbles and Suds event the homecoming committee held, noting all events were sold out and was a very popular event. Their hope is to hold it on the ice surface instead of the hall as it is a larger venue.

Member McFarlane asked if subcommittees are permitted to help with volunteers and organizing. The CAO clarified that you could have as many people you want volunteer, and that the Township would just need a listing of the names of those helping with setup for insurance purposes. As it relates to subcommittees it is up to this committee to decide.

Councillor McCabe left at 8:37PM

Member Job stated the lions have no major functions planned for the summer.

Chair Burke spoke to grants and waivers from the municipality and how as the committee moves forward, the application needs to be submitted, noting firm dates for events should be set and paperwork filled out and submitted to the municipality.

2022 Fundraising Schedule

Chair Burke stated this will be worked on as event dates are firmed.

Pool Concept Designs and Public Open House

Chair Burke went through the pool concept presentation.

Member Leach asked the DOO about the housing development to the east of the proposed site of the pool and if they will be required to have fencing. The DOO explained the fencing will be on township property.

Member Leach asked about accessibility and if a lift apparatus will be included. The DOO stated all designs have accessibility components such as a ramp, beach entry, etc. The DOO explained that the Township purchased a portable lift in 2019 with funds from the County of Wellington Accessibility fund and that it can be brought to the new pool should the need be identified.

Member Leach asked about Concept 2 and the washroom with accessibility from the sidewalk and if that is necessary. The DOO explained that it is just an idea and there will be explicit questions in a survey that goes out to see who favors it as there are washrooms across the street at the Campbell DeVore Pavilion.

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Member Leach asked for a ballpark figure on the cost. The DOO answered it is in the magnitude of \$5.5 million and council has approved \$576 thousand to get a detailed design done this year.

Member Leach asked if the municipality will move ahead with this facility if a new council is elected. The DOO explained that there is a political risk, but current council supports it. Member Leach also asked what will happen to the existing pool. The DOO answered that there are ideas of it being repurposed but it is yet to be determined.

OTHER BUSINESS/ROUNDTABLE

Wednesday, March 23, 2022, 5:30pm to 7:00pm

Open House to Review and Discuss Pool Concepts – Lower Leisure Hall at the Mount Forest & District Sports Complex

Member McFarlane asked if the committee is planning on attending the open house and setting up a booth. Chair Burke suggested there isn't enough merchandise at this time to set up a booth, but Committee is encouraged to attend the meeting to provide feedback.

NEXT MEETING

Tuesday April 5, 2022 at 7:00PM zoom

ADJOURNMENT

RESOLUTION: MFA 2022-010

Moved: Member Doney

Seconded: Member McFarlane

THAT the Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee meeting of March 1, 2022 be adjourned at 9:16 p.m..

Carried



You've Been Flocked!

Mount Forest Aquatics Committee Fundraiser Order Form

SEND A FLOCK

Send a flock to a family member, a friend or a neighbor! You can send a gorgeous flock of flamingos for a one-time suggested donation of \$____. Return this form and donation in an envelope labeled "Flamingo Fundraiser" to the main office by [__DATE DUE__].

YOUR NAME:

PHONE:

YOUR EMAIL ADDRESS:

FLOCK RECIPIENT:

RECIPIENT'S ADDRESS:

DONATION AMOUNT:

CASH

CHECK

PURCHASE FLOCK INSURANCE

Protect your lawn from the flocks! We now offer Flock Insurance for a one-time suggested donation of \$____. Return this form and donation in an envelope labeled "Flamingo Fundraiser" to the main office by [__DATE DUE__].

YOUR NAME:

PHONE:

YOUR EMAIL ADDRESS:

YOUR ADDRESS:

DONATION AMOUNT:

CASH

CHECK

Questions? Contact _____ by phone/text at (____) ____-____ or by email at _____.

YOU'VE BEEN FLOCKED!

PRESENTED BY
THE MOUNT FOREST AQUATICS COMMITTEE

May 2nd - 15th

HOW IT WORKS

Help support the Mount Forest new pool build while having a little flamingo fun! Make a donation and use the attached form to send a flock of flamingo's to your friends, family members, or neighbours front yard! The recipient will then have the opportunity to choose the next house (by paying a donation of \$_____). The flock will be moved to the next house after __One__ day

FLOCKING INSURANCE

Protect your lawn from the flocks! Flocking insurance can be purchased for a donation fee of \$____. Fill out the attached form to protect your home.

QUESTIONS? CONTACT _____ AT
EMAIL@EMAIL.COM OR 519-323-XXXX

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
Lawn 1: Donna & Bob	Lawn 1: Lawn 2:	Lawn 1: Lawn 2:	Lawn 1: Lawn 2:	Lawn 1: Lawn 2:	Lawn 1: Lawn 2:	Lawn 1: Lawn 2:
8	9	10	11	12	13	14
Lawn 1: Lawn 2:	Lawn 1: Lawn 2:	Lawn 1: Lawn 2:	Lawn 1: Lawn 2:	Lawn 1: Lawn 2:	Lawn 1: Lawn 2:	Lawn 1: Lawn 2:
15	16	17	18	19	20	21
Lawn 1: Lawn 2:						
22	23	24	25	26	27	28
29	30	31	1	2	3	4
	Memorial Day					

Township of Wellington North

New Outdoor Pool

Fundraising Ideas

January 20, 2022



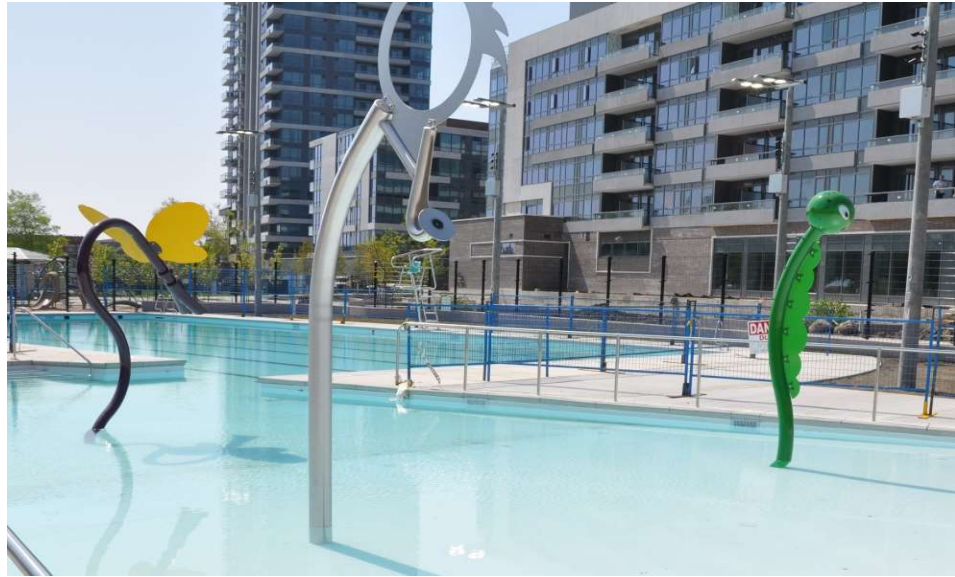
Climbing Wall - (\$32,000)



Concept Design for New Outdoor Pool



Water Features – (\$30,000)



Concept Design for New Outdoor Pool



Sun Shades (\$15,000 / Shade)



Concept Design for New Outdoor Pool



**Township of Wellington North
DETAIL INQUIRY REPORT FOR
General Ledger**

Account - 2-00-70-316-4802

Rec - Donation - Mount Forest Pool

<u>Trx Date</u>	<u>Jrnl No.</u>	<u>Source Doc</u>	<u>Reference</u>	<u>Debit</u>	<u>Credit</u>
12/11/19	426,431	CRREC	Karl L Ellis		\$1,000.00
12/21/20	443,438	CRREC	Karl L Ellis		\$1,000.00
11/25/21	458,309	CRREC	Earthly Basics c/o Candice Blakey		\$500.00
					<u>\$2,500.00</u>

Mount Forest Aquatics Fundraising

				DB	CR
7/14/21	452,242	PMTRX	Barefoot Boutique - Inv 230	\$648.00	
8/09/21	453,381	CRREC	MF Pool Fundraising		\$650.00
8/13/21	453,464	PMTRX	Marcc Apparel - Inv 71234	\$2,379.22	
9/21/21	455,415	CRREC	MF Aquatics Committee - swag sale		\$1,480.00
3/31/22		PMTRX	Cash Float	\$100.00	
				\$3,127.22	\$2,130.00

The \$1480.00 has now been transferred to the new Aquatics bank account
Cheques and Deposit Slips have been ordered

EXCERPT FROM JULY 2, 2021 COUNCIL MINUTES

Resolution: 2021-218

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the township of Wellington North, as recommended by the Mount Forest Aquatics Ad-Hoc Committee, approve the proposal and direct staff to provide \$2,660.98 to fund the purchase of the promotional material (including t-shirts) from the Council Community and Contigent Fund.

AND FURTHER THAT the Mount Forest Aquatics Ad-Hoc Committee acknowledge the \$2,660.98 as a short-term interest free loan with the expectation that these monies be repaid to the Township once funds have been recovered through merchandise sales.

CARRIED