

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION, PARKS AND LEISURE COMMITTEE MEETING AGENDA
TUESDAY, MARCH 2, 2021 @ 8:30 A.M.
VIA WEB CONFERENCING**

HOW TO JOIN

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

Please click this URL to join. <https://us02web.zoom.us/j/86263173762>

Or join by phone:

1 855 703 8985 (Toll Free)

Webinar ID: 862 6317 3762

TIME	SUBJECT	PAGE	LEAD	ACTION
8:30 am	Calling to Order		Chair	
	Adoption of Agenda			
	Recommendation: <i>THAT the agenda for the March 2, 2021 Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed.</i>		Chair	Resolution
	Disclosure of Pecuniary Interest		Chair	
	Minutes of Previous Meeting – February 2, 2021 (approved by Council on February 8, 2021)	001	Chair	
8:35 am	Business Arising From Minutes			
	Arthur OptiMrs Playground <i>THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North approve Design #3 from Park N Play.</i>	005	Director of Operations & CRC	Resolution
	Arthur Arena Floor (verbal update)		Director of Operations & RSM	
	Deputation			
	None.			
	Ad Hoc Committee Updates			
	Mount Forest Aquatics Ad-Hoc Advisory Committee Meeting Minutes Recommendation: <i>THAT the Recreation, Parks and Leisure Committee recommend to the Council of the Township of Wellington North that the minutes of February 23, 2021 Mount Forest Aquatics Ad-Hoc Advisory Committee be approved.</i>	008	Director of Operations	Resolution

	<p><i>THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North approve design option 4 for the Splash Pad Sponsorship Signage.</i></p> <p><i>THAT the Recreation, Parks and Leisure Committee recommend to the Council of the Township of Wellington North that staff proceed with a request for proposal for the design of the Mount Forest Outdoor Pool.</i></p>			
8:55 am	Reports			
	<p>2020 Year in Review</p> <p><i>THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2021-004 being a report on the 2020 year in review.</i></p>	011	Director of Operations	Resolution
	PerfectMind Recreation Software Demonstration		CRC & AA	
9:45 am	New Business/Roundtable			
	Draft Mount Forest Agricultural Society Agreement	014	Director of Operations	
9:50 am	Adjournment			
	<p>Recommendation:</p> <p><i>THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of March 2, 2021 be adjourned at a.m.</i></p>		Chair	Resolution

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION, PARKS AND LEISURE COMMITTEE MEETING MINUTES
TUESDAY FEBRUARY 2, 2021 @ 8:30 A.M.
VIA WEB CONFERENCING**

Committee Members Present:

- Steve McCabe, Councillor, Chair
- Brian Milne, Deputy Mayor, Township of Southgate

Committee Members Absent:

- Dan Yake, Councillor

Staff Members Present:

- Mike Givens, CAO
- Matthew Aston, Director of Operations
- Tom Bowden, Recreation Services Manager
- Mandy Jones, Community Recreation Coordinator
- Tasha Grafos, Administrative Support

Calling to Order
Chair McCabe called meeting to order at 8:30 a.m.
Adoption of Agenda
RESOLUTION RPL 2021-001 Moved by Member Milne Seconded by Chair McCabe <i>THAT the agenda for the February 2, 2021 Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed.</i> <i>CARRIED</i>
Disclosure of Pecuniary Interest
None
Minutes of Previous Meeting – December 8, 2020 (approved by Council on December 14, 2020)
Received.
Business Arising From Minutes
RESOLUTION RPL 2021-002 Moved by Chair McCabe Seconded by Member Milne <i>THAT the Recreation, Parks and Leisure Committee receive a verbal report by the Director of Operations regarding ice in the facilities;</i>

AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend to the Council of the Township of Wellington North on February 8, 2021 to direct staff to begin to remove the ice as soon as February 9, 2021.

CARRIED

Deputation

Jim Donald, Optimist Diamond, Mount Forest

Jim Donald and family would like to donate the funds required for upgrades to the Optimist Diamond in Mount Forest. These upgrades include removing the stonedust and replacing it with red clay, fixing the fence along the first base line and ensuring access to the diamond with the addition of a gate. The cost of upgrades would be completely funded by Jim Donald and Family with the upkeep and maintenance the responsibility of the municipality.

Direction to Staff:

Prepare a report for discussion at the next Recreation, Parks and Leisure Committee meeting on March 2, 2021 regarding the operational costs and maintenance required for a clay infield.

Ad Hoc Committee Updates

Mount Forest Aquatics Ad-Hoc Advisory Committee Meeting Minutes

RESOLUTION RPL 2021-003

Moved by Member Milne

Seconded by Chair McCabe

THAT the Recreation, Parks and Leisure Committee receive the minutes of January 26, 2021 Mount Forest Aquatics Ad-Hoc Advisory Committee.

CARRIED

Reports

RESOLUTION RPL 2021-004

Moved by Chair McCabe

Seconded by Member Milne

THAT the Recreation, Parks and Leisure Committee receive Report RPL 2021-001 being a report on the Arthur OptiMrs Playground Design;

AND FURTHER THAT the Committee recommend the Council of the Township of Wellington North approve design concept Option 3 Motor Skill Mastery which includes design changes discussed at Committee and noted in the minutes;

AND FURTHER THAT a final design be brought back to the Committee for approval;

AND FURTHER THAT once a final design has been approved by the Committee that it be forwarded to Council for adoption by resolution.

CARRIED

Stephen Van Meer, Park N Play Design

Mr. Van Meer discussed Park N Play Design's "Option 3" that was approved by Council on January 25, 2021. This design offers a fully accessible and multigenerational use of the playground. The six key elements of play that are intrinsic to the healthy development of the child have been incorporated into the design. Further discussion regarding the specifics of each piece of the equipment and the use of the playground and the benefits of play within the community.

Shawna Lougheed, Arthur OptiMrs

Ms. Lougheed expressed that the design of the playground was well received by the Arthur OptiMrs Club with the only concern being the colour palette for the equipment. If possible, the Arthur OptiMrs Club would prefer the colours reflect the Club colours of purple, yellow and white. Ms. Lougheed also informed Committee that the OptiMrs Pavilion will receive some freshening up with the install of a new sign in April 2021, new picnic tables and the possible addition of an accessible ramp.

Mr. Van Meer ensured the Committee that there are many colour options available and there would be no upcharge for alternate colour choices.

2. RESOLUTION RPL 2021-005

Moved by Member Milne

Seconded by Chair McCabe

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2021-002 being a report on the 2022 Recreation Rates & Fees;

AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of Wellington North approve the 2022 Recreation Rates & Fees.

CARRIED

Direction to staff to bring the 2022 Recreation Rate & Fees By-law to the February 22, 2021 meeting of Council.

Staff raised concerns regarding the advertising fees due to COVID-19 restrictions and facility closures. A discussion regarding the use of Safe Restart Funds to recover the financial impact of the advertising program was had.

CAO Mike Givens stated that that Safe Restart funds are for operational losses during the 2020 year and that currently there is no clarification on the use of the funds for losses incurred in 2021.

Direction to Staff:

To conduct research on the availability of Safe Restart Funds for the purpose of recouping loss of advertising sales budgeted in 2021.

3. Damascus Community Hall & Arthur Seniors Centre Correspondence
Correspondence was sent to the Damascus Community Hall and Arthurs Seniors Centre recommending that all bookings and programming is cancelled until April 30, 2021.

4. 2021 Budget (Ice)

Staff are seeking the support of an engineering firm to assist in the replacement of the Arthur Arena floor. Discussions will continue with the Arthur Minor Lacrosse Association. If there is no lacrosse this spring, it would be the ideal timing to complete the project. Council has endorsed this project.

Items for Consideration

New Business/Roundtable

Cachet Developments Donation

Two donations were received from Cachet Developments. \$500 has been given to the Arthur Lions BMX and Skateboard park. The second donation of \$1500 is intended for capital expenses or programming.

CAO had a meeting with Dr. Mercer, Medical Officer of Health for Wellington Dufferin Guelph, on February 1, 2020. It was revealed that when the Provincial Stay at Home Order is lifted, regions will go back to the status they were in before the order. For Wellington Dufferin Guelph, this would mean Red Zone, where we would remain for at least two weeks. This would indicate that the best-case scenario puts the earliest of returning to lessened restrictions is the end of February.

Director of Operations indicated that the date for Grand Opening of the Splash Pad in Mount Forest is subject to change, depending on the status of COVID-19 restrictions. Staff are working with Park N Play Design for the installation of the Arthur BIA Outdoor Gym.

Adjournment

RESOLUTION RPL 2021-006

Moved by Member Milne

Seconded Chair McCabe

THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of February 2, 2021 be adjourned at 9:59 a.m.

CARRIED

Next meeting will be March 2, 2021 at 8:30 a.m.

WELLINGTON NORTH RFP 2020-10 ARTHUR OPTIMRS DESIGN #3 - REVISED



WELLINGTON NORTH RFP 2020-10 ARTHUR OPTIMRS DESIGN #3 - REVISED



WELLINGTON NORTH RFP 2020-10 ARTHUR OPTIMRS DESIGN #3 - REVISED



THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
FEBRUARY 23, 2021 AT 7:00 PM
VIA ELECTRONIC MEETING

008

Committee Members Present:

Sherry Burke, Councillor, Chairperson
Jayme Hewson, Public Member
Laurie Doney, Public Member
Marty Young, Lions Member
Ray Tout, Lions Member

Committee Members Absent:

Larissa Lamont, Public Member
Jim Andress, Lions Member

Staff Present:

Matthew Aston, Director of Operations
Mandy Jones, Community Recreation Coordinator

CALLING THE MEETING TO ORDER

Chair Burke called the meeting to order at 7:03 PM.

ADOPTION OF THE AGENDA

RESOLUTION: MFA 2021-005

Moved: Ray Tout

Seconded: Jayme Hewson

THAT the agenda for the February 23, 2021 Township of Wellington North Mount Forest Aquatic Ad-Hoc Advisory Committee meeting be accepted and passed.

CARRIED

DISLCOSURE OF PECUNIARY INTEREST

No pecuniary interest declared.

MINUTES OF PREVIOUS MEETING

Committee reviewed the minutes of the January 26, 2021, approved at Council on February 8, 2021.

BUSINESS ARISING

RPL 2021-003 SPONSORSHIP SIGNAGE DESIGN OPTIONS

RESOLUTION: MFA 2021-006

Moved: Laurie Doney

Seconded: Marty Young

THAT the Mount Forest Aquatics Ad-Hoc Advisory Committee receive for information Report RPL 2021-003 being a report on Sponsorship Signage Design Options;

AND FURTHER THAT the Mount Forest Aquatics Ad-Hoc Advisory Committee recommend the Recreation, Parks and Leisure Committee that they recommend that the Council of the Township of Wellington North approve design option 4 for the Splash Pad Sponsorship Signage.
CARRIED

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
FEBRUARY 23, 2021 AT 7:00 PM
VIA ELECTRONIC MEETING

009

OPTION 4



ITEMS FOR CONSIDERATION

FUNDRAISING PROGRAM – BRAINSTORMING SESSION

The Committee discussed various ideas regarding fundraising:

- Merchandise: towels, sweaters, beer cozies, shot glasses, beer mugs.
 - o Larissa Lamont and Jayme Hewson to champion
 - o Potentially create a logo for use on all marketing material
- 50/50 online draw similar to the Glencoe Fair.
 - o Explore a partnership with the Mount Forest Lions Club
- Memorial Tree Program
 - o Ray Tout and Chair Burke to champion
- Drive Thru Dinner
 - o Explore a partnership with the Mount Forest Lions Club
- Explore the opportunity to work with a professional fundraising firm

Next steps: Staff to support the Committee in submitting an application for the Wellington North Community Grants and Donations Program. Larissa and Jayme will speak with a graphic designer regarding a potential logo for marketing materials. Staff are to send County of Wellington Community Grant information to Committee.

RESOLUTION: MFA 2021-007

Moved: Marty Young

Second: Ray Tout

THAT the Mount Forest Aquatic Ad-Hoc Advisory Committee recommend the Recreation, Parks and Leisure Committee that they recommend to the Council of the Township of Wellington North that staff proceed with a request for proposal for the design of the Mount Forest Outdoor Pool.

CARRIED

010

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
FEBRUARY 23, 2021 AT 7:00 PM
VIA ELECTRONIC MEETING

OTHER BUSINESS

RESOLUTION: MFA 2021-008

Moved: Jayme Hewson

Seconded: Ray Tout

THAT the Mount Forest Aquatics Ad-Hoc Advisory Committee accept the resignation of Jim Andress, Mount Forest Lions Club representative.

CARRIED

ROUNDTABLE DISCUSSION

Matthew Aston: Mount Forest Lions Club Chicken BBQ is approaching on March 23, 2021.

Tickets are \$20.00. Half chicken, two side salads, bun with butter, butterscotch and bottle of water

ADJOURNMENT

RESOLUTION: MFA 2021-009

Moved: Marty Young

Seconded: Laurie Doney

THAT the Mount Forest Aquatics Ad-Hoc Advisory Committee meeting of February 23, 2021 be adjourned at 8:20 PM.

CARRIED

NEXT MEETING

TBD.



Staff Report

To: Chair and Members of the Recreation, Parks and Leisure Committee Meeting of March 2, 2021

From: Matthew Aston, Director of Operations

Subject: RPL 2021-004 Year in Review

RECOMMENDATION

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2021-004 being a report on the 2020 year in review.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

BACKGROUND

Much like the rest of the Township, 2020 provided the recreation team with various opportunities and challenges. In January, Council passed an ambitious capital program which included signage for parks and facilities, trail development, pool communication enhancements, boardroom table and chairs, furnace for the Damascus Hall, ball diamond fence capping, diving boards and vacuums, ball diamond light timer and a rehabilitation of the Arthur OptiMrs Playground.

In January and February, our facilities were booked with hall and ice rentals, ice programming and plans were in the works to offer summer day camp and swimming programs. During this time, the new boardroom table and chairs were purchased and installed in the meeting room of the Mount Forest & District Sports Complex.

By mid-March, many plans were halted as we reacted, along with the rest of the world, to the developing global pandemic. Our facilities and playgrounds were closed, and the ice was removed.

In May, Council made the difficult decision to not proceed with summer programming. This decision was made in the interest of staff and guest safety.

The Splash Pads and playgrounds were opened in July, which provided children and adults the opportunity to enjoy the outdoors. Throughout the provincial lockdown, our trail systems remained open and received increased interest from the public, with many members of the public sharing their geo caching activities and daily walks on social media.

The Recreation, Parks and Leisure Committee, Trail Committees, Mount Forest Aquatic Ad-Hoc Advisory Committee, Arthur BMX and Skateboard Park Committee meetings continued in a virtual format, with some meetings scheduled in person, outside.

Throughout the summer and fall, staff continued to work on various projects including:

Arthur

- Painting of the Upper Leisure Hall in Arthur.
- Two memorial trees planted at the Fairgrounds.
- New fence capping on ball diamond fences.
- Installed signage on trails and at playgrounds.
- Trees were trimmed at the fairgrounds for beautification and to support lawn maintenance activities.
- A new electrical box was installed at the Fairgrounds.
- A new brine pump was installed for the ice plant.
- A new water heater was installed.
- A new floor scrubber was purchased.
- A small pickleball league ran for six weeks in the lower hall.
- Tree removal on the trails and in Lions Park for guest safety.

Mount Forest

- New fence capping on ball diamond fences.
- Installed signage on trails and at playgrounds.
- Responsible for all Personal Protective Equipment for the Operations Department.
- Provided office space for Wellington North Power and Township Administrative Staff.
- Hosted the COVID-19 assessment centre for Northern Wellington.
- Replaced the cross-member beam in the Arena ceiling.
- Tared the leaking roof.
- Changes the electrical panel at the Optimist Ball Diamond.
- Painted 24 garbage cans.
- Purchased eight picnic tables for Lion Bill Moody Park.
- Trailhead Signage was designed and installed.
- A topcoat of fibar accessible surfacing was added to Murphy Playground.
- General baseball diamond maintenance, including the addition of stone dust.
- Painted all doors and dressing rooms.
- A new floor scrubber was purchased.
- Moved the batting cage from Princess Street to the Fairgrounds.

Conn

- Rehabilitation of the Conn Baseball Diamond and playground.

Recreation in General

- Ice Cream Cone Hunt community event.
- Replaced locks so all facilities use a Master Key.
- Formalized an agreement with the Damascus Hall.
- Online training opportunities for staff.
- Partnered with Clerks, HR and Economic Development on the Volunteer Recognition Program.
- Applied for New Horizons Grant.

- Applied for OTF Funding for the Arthur Pool.
- Applied for ICIP Funding for Trail development.
- Implemented PerfectMind recreation software

In the fall of 2020, the Township was able to install ice in both facilities. Ice was rented by local minor associations and clubs, adult groups and private rentals. Unfortunately, government restrictions made offering public programming a challenge.

In mid-December, WDG Public Health was placed in the Red-Control zone which further limited use at our facilities and by December 26, 2020, the province was placed in a lockdown. The provincial lockdown meant our facilities were closed to the public.

While this year was not a typical year in recreation, our staff adapted to the ever-changing situation and found various opportunities to further improve our recreation facilities and amenities. Staff are extremely grateful to Committee and Council for the continuation of work during the pandemic.

FINANCIAL CONSIDERATIONS

ATTACHMENTS

STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

Prepared By:

Matthew Aston, Director of Operations
Mandy Jones, Community Recreation Coordinator
Tom Bowden, Manager of Recreation Services

Matthew Aston
Mandy Jones
Tom Bowden

Recommended By:

Michael Givens, Chief Administrative Officer

Michael Givens

THIS AGREEMENT made in duplicate this day of , 2021

BETWEEN

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
hereinafter referred to as “Wellington North”

OF THE FIRST PART

-and-

THE MOUNT FOREST AGRICULTURAL SOCIETY
hereinafter referred to as “the Society”

OF THE SECOND PART

Whereas Wellington North is the owner of the lands and the Society wishes to use the said lands from time to time.

The parties to this agreement agree as follows:

1. Term of Agreement

- a. The term of the Agreement shall be for three (3) years, commencing on April 1, 2021 expiring on August 17, 2024.
- b. Provided that the Society is in good standing under this Agreement, the Agreement shall be renewed with each term of Council on a four-year term. The next agreement will commence August 18, 2024 and will expire on December 31, 2028.

2. Use of Facilities

- a. The Society may use the Mount Forest & District Sports Complex, located at 850 Princess Street, Mount Forest, fifteen (15) days per calendar year, at no cost to the Society.
- b. The Society may use the Mount Forest Victory Church, located at 320 King Street, Mount Forest, five (5) consecutive days per calendar year as per the Lease Agreement between the Township of Wellington North and the Mount Forest Victory Church, at no cost to the Society.
- c. The Society may at all times, use the storage room in the southerly or rear portion of the Mount Forest Victory Church, located at 320 King Street, Mount Forest as per the Lease Agreement between the Township of Wellington North and the Mount Forest Victory Church, at no cost to the Society.

3. Buildings and Property

- a. It is understood and acknowledged the Society owns the following:
 - i. Announcer Stand
 - ii. Office
 - iii. Sale Barn

