

**RECREATION & CULTURE ADVISORY COMMITTEE MEETING**  
**Tuesday April 7, 2015 at 8:30am**  
**\*\* MOUNT FOREST & DISTRICT SPORTS COMPLEX Meeting Room**

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**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:**

1. Rich MacVicar Mount Forest Home Coming Week June 23-25, 2017
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.

**THE CORPORATION OF THE**  
**TOWNSHIP OF WELLINGTON NORTH**  
**RECREATION & CULTURE COMMITTEE**  
**FEBRUARY 3, 2015 AT 8:30 A.M.**

**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*

**THE CORPORATION OF THE**  
**TOWNSHIP OF WELLINGTON NORTH**  
**RECREATION & CULTURE COMMITTEE**  
**FEBRUARY 3, 2015 AT 8:30 A.M.**

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

**THE CORPORATION OF THE**  
**TOWNSHIP OF WELLINGTON NORTH**  
**RECREATION & CULTURE COMMITTEE**  
**FEBRUARY 3, 2015 AT 8:30 A.M.**

**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**



# Township of Wellington North

P.O. Box 125 • 7490 Sideroad 7 W • Kenilworth • ON • N0G 2E0

**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 THAT** 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
3. Utilize the 2007 Kobota (Public Works) in 2015 for lawn mowing and use the existing tractor for ball-diamond grooming. Parks and recreation would subsequently seek a 2016 capital purchase of a new tractor.

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.

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
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*Matthew Aston*

*Michael Givens*

*Barry Lavers*

<b>MATTHEW ASTON DIRECTOR PUBLIC WORKS</b>	<b>MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER</b>
<b>BARRY LAVERS DIRECTOR PARKS AND RECREATION</b>	

Township of Wellington North  
 12-YR Present Value Analysis - Parks and Rec Tractor  
 March 2015

Discount Rate	3.00%
Number of Staff	1.00
Rate of Pay	\$ 17.00
Hours per Week	24.00
Number of Weeks	21.00

OPTION 1 - NEW P&R TRACTOR

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Cash Outflows												
Tractor Purchase	\$ 30,000.00											
Maintenance Program		\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00
Staff Wages	\$ 8,568.00	\$ 8,568.00	\$ 8,568.00	\$ 8,568.00	\$ 8,568.00	\$ 8,568.00	\$ 8,568.00	\$ 8,568.00	\$ 8,568.00	\$ 8,568.00	\$ 8,568.00	\$ 8,568.00
Fuel Expense	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00
Misc Expense	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Annual Expense	\$ 39,718.00	\$ 10,968.00	\$ 10,968.00	\$ 10,968.00	\$ 10,968.00	\$ 10,968.00	\$ 10,968.00	\$ 10,968.00	\$ 10,968.00	\$ 10,968.00	\$ 10,968.00	\$ 10,968.00
NPV of Annual Expense	\$ 39,718.00	\$ 10,648.54	\$ 10,338.39	\$ 10,037.27	\$ 9,744.93	\$ 9,461.09	\$ 9,185.53	\$ 8,917.99	\$ 8,658.24	\$ 8,406.06	\$ 8,161.22	\$ 7,923.52
Sum of NPVs	\$ 141,200.78											

OPTION 2 - CONTRACTOR

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Cash Outflows												
Contractor Expense	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Maintenance for Grooming Tractor	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
Maintenance Program												
Staff Wages												
Misc Expense												
Annual Expense	\$ 15,250.00	\$ 15,250.00	\$ 15,250.00	\$ 15,250.00	\$ 15,250.00	\$ 15,250.00	\$ 15,250.00	\$ 15,250.00	\$ 15,250.00	\$ 15,250.00	\$ 15,250.00	\$ 15,250.00
NPV of Annual Expense	\$ 15,250.00	\$ 14,805.83	\$ 14,374.59	\$ 13,955.91	\$ 13,549.43	\$ 13,154.78	\$ 12,771.63	\$ 12,399.65	\$ 12,038.49	\$ 11,687.86	\$ 11,347.43	\$ 11,016.92
Sum of NPVs	\$ 156,352.52											

OPTION 3 - PW TRACTOR

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Cash Outflows												
Tractor Cost Transfer	\$ 5,000.00											
Maintenance Program	\$ 1,500.00											
Maintenance for Grooming Tractor	\$ 250.00											
Staff Wages	\$ 8,568.00											
Fuel Expense	\$ 1,050.00											
Misc Expense	\$ 100.00											
Annual Expense	\$ 16,468.00											
NPV of Annual Expense	\$ 16,468.00											
Sum of NPVs	\$ 16,468.00											

Assumptions:

- Maintenance costs have been assumed at \$1,250 per year based on past experience.
- Gas has been assumed at \$50/week.
- Inflation and salvage value have not been considered as part of this analysis.
- Tractor cost in Option 3 is based on market value, however, tractor is currently full-owned by the Township.
- Grooming tractor will be required for both Option 2 & 3 as presented.
- Option 3 is a solution for 2015 only.

# ARTHUR SENIORS HALL

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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

January 30, 2015

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 Pavillions at Cork street and Lions Park for June 23, 24 and 25<sup>th</sup>, 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](mailto: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: 1<sup>st</sup> Band Starts – Skateboarders meet at Skate Park

1:30 pm: 2<sup>nd</sup> Band Starts – Flat Land Trick Competition Starts

2 pm: 3<sup>rd</sup> Band Starts

2:30 pm: 4<sup>th</sup> Band Starts

3 pm: 5<sup>th</sup> Band Starts

3:30 pm: 6<sup>th</sup> Band Starts – Skate Park Competition Starts

4 pm: 7<sup>th</sup> Band Starts

4:30 pm: 8<sup>th</sup> Band Starts

5 pm: 9<sup>th</sup> Band Starts

5:30 pm: 10<sup>th</sup> 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



# BIRMINGHAM

Retirement Community

March 5, 2015

RECEIVED

MAR -9 2015

TWP. OF WELLINGTON NORTH

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



Caressant Care Nursing  
and Retirement  
Homes Limited

FAX 519-848-3228

Arthur Nursing Home

October 14, 2014

RECEIVED

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

OCT 14 2014

TWP. OF WELLINGTON NORTH

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.

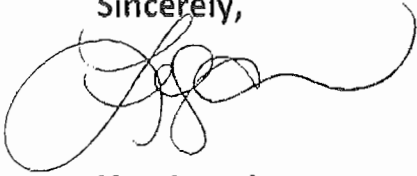
Please review the following information and add, delete or correct as required:

Name of receiving facility and phone number	
Emergency Contact Person and phone number	
Maximum number of residents from Nursing and Retirement Home	120
Responsibility of Care	Caressant Care Nursing and Retirement Home staff
Length of Time	Temporary
Are kitchen and washroom facilities available for use?	



Confirmed by and date:	

Sincerely,



**Lisa Canada RPN**  
**Administrator**  
**Caressant Care, Arthur**



- 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

<b>FINANCIAL IMPLICATIONS</b>
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Staff overtime may be a requirement

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
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*Barry Lavers/Dave Guilbault*

*Michael Givens*

<b>NAME</b>	<b>MICHAEL GIVENS</b>
<b>TITLE</b>	<b>CHIEF ADMINISTRATIVE OFFICER</b>

## **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

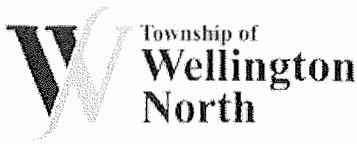
### **Special Items:**

- 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

Printed: 02-Apr-15, 10:22 AM

User: lavers

Booking Types: Rentals/Courses/Maint/Admin/Holiday  
 Date from: February-01-15  
 Complex: Mount Forest & District Sports Complex  
 Rental Status: Closed/Firm/Tentative

Date to: March-31-15  
 Facility Option: Complex

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
<b>Complex: Mount Forest &amp; District Sports Complex</b>				
<b>Facility: Arena Ice</b>		<b>Hours Avail: 1121:00</b>		
Figure Skating	82:55	\$8,271.75	\$0.00	\$8,271.75
Hockey	312:30	\$31,165.50	\$0.00	\$31,165.50
Parent & Tot Skate	17:00	\$0.00	\$0.00	\$0.00
Private Party	1:00	\$117.00	\$0.00	\$117.00
Public Skating	17:30	\$1,757.25	\$0.00	\$1,757.25
Ringette	22:00	\$2,178.00	\$0.00	\$2,178.00
School Skating	5:00	\$170.00	\$0.00	\$170.00
Seniors Skating	25:00	\$0.00	\$0.00	\$0.00
Shinny	45:00	\$4,686.00	\$0.00	\$4,686.00
Tournament	46:00	\$4,878.00	\$0.00	\$4,878.00
<b>Total for Facility: Arena Ice</b>	<b>573:55</b>	<b>\$53,223.50</b>	<b>\$0.00</b>	<b>\$53,223.50</b>
<b>Facility: Leisure Hall</b>		<b>Hours Avail: 1062:00</b>		
Fitness Classes	16:00	\$240.00	\$0.00	\$240.00
Mass Registration	8:00	\$0.00	\$0.00	\$0.00
Meeting	71:30	\$1,660.00	\$25.00	\$1,685.00
Private Party	4:00	\$140.00	\$0.00	\$140.00
Trade Show	8:00	\$208.00	\$0.00	\$208.00
Workshops/Seminars	9:00	\$315.00	\$0.00	\$315.00
<b>Total for Facility: Leisure Hall</b>	<b>116:30</b>	<b>\$2,563.00</b>	<b>\$25.00</b>	<b>\$2,588.00</b>
<b>Facility: Meeting Room</b>		<b>Hours Avail: 944:00</b>		
Meeting	104:30	\$416.00	\$0.00	\$416.00
<b>Total for Facility: Meeting Room</b>	<b>104:30</b>	<b>\$416.00</b>	<b>\$0.00</b>	<b>\$416.00</b>
<b>Facility: MF Community Hall</b>		<b>Hours Avail: 1104:00</b>		
Fitness Classes	11:00	\$165.00	\$0.00	\$165.00
Fundraiser	58:00	\$1,794.00	\$221.23	\$2,015.23
Meeting	50:30	\$1,033.00	\$0.00	\$1,033.00
Set Up/Food Prep	2:00	\$0.00	\$0.00	\$0.00
Stag & Doe	17:00	\$776.00	\$240.26	\$1,016.26
Trade Show	39:00	\$1,234.00	\$30.85	\$1,264.85
<b>Total for Facility: MF Community Hall</b>	<b>177:30</b>	<b>\$5,002.00</b>	<b>\$492.34</b>	<b>\$5,494.34</b>
<b>Facility: Plume Room</b>		<b>Hours Avail: 1045:00</b>		
Blue Line Club	34:30	\$855.50	\$121.95	\$977.45
Fitness Classes	1:00	\$0.00	\$0.00	\$0.00
Meeting	23:30	\$591.00	\$0.00	\$591.00
Private Party	2:00	\$80.00	\$0.00	\$80.00
Tournament	21:00	\$609.00	\$0.00	\$609.00
Workshops/Seminars	6:00	\$208.00	\$0.00	\$208.00
<b>Total for Facility: Plume Room</b>	<b>88:00</b>	<b>\$2,343.50</b>	<b>\$121.95</b>	<b>\$2,465.45</b>

### Facility Usage Report - Summary

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
<b>Facility: Upper Leisure Hall</b>		<b>Hours Avail: 885:00</b>		
Fitness Classes	1:00	\$15.00	\$0.00	\$15.00
Meeting	11:00	\$208.00	\$0.00	\$208.00
<b>Total for Facility: Upper Leisure Hall</b>		<b>12:00</b>	<b>\$223.00</b>	<b>\$0.00</b>
<b>Total for Complex: Mount Forest &amp; District Sports Complex</b>		<b>1,072:25</b>	<b>\$63,771.00</b>	<b>\$639.29</b>
<b>Report Totals:</b>		<b>1,072:25</b>	<b>\$63,771.00</b>	<b>\$639.29</b>

## ARTHUR RECREATION FACILITIES REPORT Feb. 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
- 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

*TB* *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

*OB 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

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
<b>Complex: Arthur &amp; Area Community Centre</b>				
<b>Facility: Arena Floor</b>	<b>Hours Avail: 1140:00</b>			
Sports Clinics	1:30	\$69.75	\$0.00	\$69.75
<b>Total for Facility: Arena Floor</b>	<b>1:30</b>	<b>\$69.75</b>	<b>\$0.00</b>	<b>\$69.75</b>
<b>Facility: Arena Ice</b>	<b>Hours Avail: 1140:00</b>			
Figure Skating	59:30	\$5,926.50	\$0.00	\$5,926.50
Hockey	220:30	\$22,477.50	\$0.00	\$22,477.50
Moms, Tots & Seniors Skating	42:00	\$0.00	\$0.00	\$0.00
Public Skating	24:00	\$2,403.00	\$0.00	\$2,403.00
Ringette	27:00	\$3,123.00	\$0.00	\$3,123.00
Shinny	33:30	\$3,955.50	\$0.00	\$3,955.50
<b>Total for Facility: Arena Ice</b>	<b>406:30</b>	<b>\$37,885.50</b>	<b>\$0.00</b>	<b>\$37,885.50</b>
<b>Facility: Community Centre Lower Hall</b>	<b>Hours Avail: 1260:00</b>			
Exhibition	8:00	\$330.00	\$0.00	\$330.00
Fundraiser	27:30	\$920.00	\$127.92	\$1,047.92
Meeting	6:30	\$324.50	\$0.00	\$324.50
Sports Practice	32:30	\$1,917.50	\$0.00	\$1,917.50
Stag & Doe	34:00	\$1,552.00	\$1,227.60	\$2,779.60
Walking	26:00	\$0.00	\$0.00	\$0.00
Wedding/Banquet	5:00	\$295.00	\$94.54	\$389.54
<b>Total for Facility: Community Centre Lower Hall</b>	<b>139:30</b>	<b>\$5,339.00</b>	<b>\$1,450.06</b>	<b>\$6,789.06</b>
<b>Facility: Community Centre Upper Hall</b>	<b>Hours Avail: 1260:00</b>			
Fitness Classes	5:50	\$204.15	\$0.00	\$204.15
Fundraiser	13:00	\$268.00	\$46.47	\$314.47
Mass Registration	2:00	\$0.00	\$0.00	\$0.00
Meeting	26:00	\$559.50	\$0.00	\$559.50
Private Party	1:00	\$35.00	\$0.00	\$35.00
Tournament	72:00	\$1,152.00	\$0.00	\$1,152.00
Workshops/Seminars	7:30	\$262.50	\$0.00	\$262.50
<b>Total for Facility: Community Centre Upper Hall</b>	<b>127:20</b>	<b>\$2,481.15</b>	<b>\$46.47</b>	<b>\$2,527.62</b>
<b>Facility: Diamond "A"</b>	<b>Hours Avail: 925:00</b>			
Ball - Tournament	9:00	\$0.00	\$0.00	\$0.00
<b>Total for Facility: Diamond "A"</b>	<b>9:00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Facility: Diamond "B"</b>	<b>Hours Avail: 900:00</b>			
Ball - Tournament	9:00	\$0.00	\$0.00	\$0.00
<b>Total for Facility: Diamond "B"</b>	<b>9:00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Facility: Lobby</b>	<b>Hours Avail: 1260:00</b>			
Mass Registration	8:00	\$0.00	\$0.00	\$0.00
<b>Total for Facility: Lobby</b>	<b>8:00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## Facility Usage Report - Summary

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
<b>Total for Complex: Arthur &amp; Area Community Centre</b>	700:50	\$45,775.40	\$1,496.53	\$47,271.93
<b>Report Totals:</b>	700:50	\$45,775.40	\$1,496.53	\$47,271.93

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