

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION, PARKS AND LEISURE COMMITTEE MEETING MINUTES
TUESDAY, SEPTEMBER 6, 2022 @ 4:00 P.M.
VIA WEB CONFERENCING**

Committee Members Present:

- Steve McCabe, Councillor, Chair
- Dan Yake, Councillor, Member
- Andy Lennox, Mayor, ex-officio,

Regrets:

- Brian Milne, Deputy Mayor Southgate, Member

Staff Members Present:

- Matthew Aston, Director of Operations
- Mandy Jones, Interim Manager, Programming and Community Engagement
- Tom Bowden, Recreation Services Manager

Guests:

- Elsa Mann, Mount Forest Family Health Team
- Suzanne Trivers, Mount Forest Family Health Team

Calling to Order
Chair McCabe called the meeting to order at 4:00 p.m.
Adoption of Agenda
RESOLUTION RPL 2022-044 Moved by Member Yake Seconded by Mayor Lennox THAT the agenda for the September 6, 2022 Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed. CARRIED
Disclosure of Pecuniary Interest
None
Deputation
Elsa Mann and Suzanne Trivers, Community Garden A verbal presentation was provided by Ms. Mann and Ms. Trivers regarding the opportunity to create a Community Garden at the Mount Forest Fairgrounds. The need for a community garden was amplified during the COVID-19 pandemic as food security, isolation, and access became a challenge. A grant application was submitted to Food Futures in the amount of \$10,000.00, although only \$2,500.00 was awarded for the project. The Mount Forest Family Health Team is seeking support related to two items:

1. Support related to forming a Committee, and;
2. Support related to securing a desired location; ideally at the Mount Forest Fairgrounds.

The goal of the project is to engage the community; youth, seniors and families that may not be involved in typical recreation opportunities in the community. This would be accessible to everyone, and food produced could be shared with local organizations such as the food bank, raw carrot and members of the public.

The vision for the project is for it to include “plots” for raised beds, located between/behind the two agricultural buildings on the Mount Forest Fairgrounds. The area would require full fencing, with gated access and netting placed along the outfield of the Kinsmen Diamond. The roof from the agricultural building would serve as a water collection opportunity. Each plot would be sponsored by an individual, group or organization, managing the people and activities around that plot. Eventually, the Community Garden would be overseen by a dedicated Board or Committee. In terms of distribution of the produce produced on the plot, that decision would be left to the “owners” of the plot.

As the Family Health Team was only recently made aware of the \$2,500.00 being awarded to the project, they have not had a chance to thoroughly review how the budget will be spent. At this time, the vision is for the dollars to go towards marketing and advertisement, meeting space rentals and stipends for organizers. The initial dollars must be spent by March 2023. The Family Health Team continues to look for other financial grant opportunities for the project.

At this time, the Mount Forest Agricultural Society has not been engaged in discussions related to the proposed location.

Mayor Lennox stated that in broad terms the Committee is supportive of the project and feel it would be a good asset to the community. He also explained that a few years ago the Township provided financial support to Wellington Heights Secondary School to support their community garden program. Due to COVID-19 the program has laid dormant, but it could be a good opportunity for this group to work with infrastructure that is already in place and currently being underutilized, recognizing that the location is not what is preferred.

The Family Health Team clarified that they are open to ideas.

The Director of Operations noted that Community Gardens were mentioned in the Recreation Master Plan community survey, but no recommendations were made based on those results. In addition, the Director of Operations clarified that the Community Gardens in Arthur are supported by a corporate sponsor (Musashi Auto Parts), installed on their land, and maintained by them as well.

Mayor Lennox explained the timeline could be difficult to achieve given the Township is in a state of transition with the municipal election set to take place in October. However, the project can be highlighted at Council. There are additional challenges around the preferred location at the Fairgrounds as the Township holds a lease

agreement with the Mount Forest Agricultural Society, so they would need to be engaged in the process.

RESOLUTION RPL 2022-045

Moved by Mayor Lennox

Seconded by Member Yake

THAT the Recreation, Parks and Leisure Committee receive for information the Community Garden grant proposal and request for a location of a community garden.

CARRIED

Minutes of Previous Meeting – July 5, 2022; approved at the Council Meeting of July 25, 2022

RESOLUTION RPL 2022-046

Moved by Member Yake

Seconded by Mayor Lennox

THAT the Recreation, Parks and Leisure Committee receive for information the minutes of the July 5, 2022 Committee Meeting.

CARRIED

Business Arising From Minutes

None

Ad Hoc Committee Updates

RESOLUTION RPL 2022-047

Moved by Mayor Lennox

Seconded by Member Yake

THAT the Recreation, Parks and Leisure Committee receive the minutes of the August 23, 2022 Committee Meeting;

AND FURTHER THAT the Committee recommend the Council of the Township of Wellington North approve the minutes of the August 23, 2022 Mount Forest Aquatics Ad-Hoc Advisory Committee Meeting.

CARRIED

Reports

Pool Design & Delegation to Southgate

RESOLUTION RPL 2022-048

Moved by Member Yake

Seconded by Mayor Lennox

THAT the Recreation, Parks and Leisure Committee receive for information the update on the Pool Design and delegation to Southgate.

CARRIED

Chair McCabe provided an update to Committee explaining that he, Mayor Lennox and Aquatics Committee Chair Burke attended a Township of Southgate Council meeting in early August. The initial design that was provided to the Council has since been updated to reveal a more base-level design. The approved concept will need to be shared with their Council.

Today, Chair McCabe and Aquatics Committee Chair Burke attended a Township of West Grey Council meeting to provide an overview of the Mount Forest Outdoor Pool and Aquatics Centre project.

The Director of Operations explained that the design that was approved in principle at Council has been sent back to the Architect to receive a more visual representation of that concept. Staff are also working with the Architect on the “three step process” required for the design process: schematic, design development and detailed design or construction drawings.

Upon completion of the Schematic Design, the Township will be able to procure a Class D estimate, which is +/- 20%, providing an estimate for build that is more accurate.

RPL 2022-017 Staffing Level Concerns

RESOLUTION RPL 2022-049

Moved by Mayor Lennox

Seconded by Member Yake

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022-017 being a report on staffing level concerns within the recreation department.

CARRIED

The Director of Operations explained that this report was brought forward as an awareness piece for Committee and Council. The Township continues to pursue recruitment efforts of part-time Recreation Labourer / Drivers and Arena Attendants. Unfortunately, due to current staffing levels, there is a risk that there will be service-level impacts. The commitment at the ice allocation meeting was that local minor sports organization would be given priority. Groups from outside of area and adult groups may be impacted in terms of ice availability.

To further explain the staffing shortage using one example of a service-level decrease, the Director of Operations described that without the assistance of Arena Attendants to support in the ice flooding activity, a typical 8–10-minute flood will likely turn into a 15-minute flood.

In reviewing the number of staff hours from 2019 to 2022, Committee can note a significant decline in staff availability.

The Recreation Services Manager explained that two full time staff have requested vacation time in October and unfortunately it cannot be approved as the Township does not have the staff to cover the shifts. Our team is made up of very experienced

operators and we are vulnerable to these team members being recruited by neighbouring municipalities.

At this time, we are exploring closing the facilities on weekday mornings so we can reallocate staff to evenings and weekends. In addition, lawn maintenance will be reduced as our priority needs to be the internal operations of the facilities and we do not have the staffing availability to be focused on both indoor and outdoor maintenance activities.

Mayor Lennox expressed that staffing shortages is an ongoing challenge and that he is supportive of the steps staff are taking to place priority on the most important use of staff time.

The Director of Operations added that on a positive note, a local food vendor, Spanky's BBQ, has come forward as an interested party in renting and running the concession booths in both Arthur and Mount Forest.

RPL 2022-016 Proposed Renovations at the Mount Forest and District Sports Complex

RESOLUTION RPL 2022-050

Moved by Mayor Lennox

Seconded by Member Yake

THAT the Recreation, Parks and Leisure Committee receive Report RPL 2022-016 being a report on the proposed renovation at the Mount Forest and District Sports Complex;

AND FURTHER THAT the Committee recommend the Council of the Township of Wellington North direct staff proceed with a procurement process as detailed within Township policy for the renovation of the upper leisure hall at the Mount Forest and District Sports Complex at this time;

AND FURTHER THAT the Committee recommend Council direct staff to utilize previously allocated Municipal Modernization and Efficiency Funds for this project;

AND FURTHER THAT the Committee recommend Council authorize the Director of Operations, or their designate, to enter an agreement(s) for this project.

CARRIED

In late 2021, Modernization Funds were allocated for renovations at the Mount Forest and District Sports Complex. These included renovations to the arena lobby and the development of offices in the Upper Leisure Hall.

At this time, staff recommendation is to proceed with only the renovations to the Upper Leisure Hall. Internally, there are many concerns related to lack of physical space for Township employees as we grow as an organization.

Member Yake asked if there was a timeline attached to the Modernization Funds. The Director of Operations will follow-up on this.

Direction to Staff: Investigate the timeline for using the Municipal Modernization Funds.

Ice Allocation Meeting August 10, 2022

RESOLUTION RPL 2022-051

Moved by Mayor Lennox

Seconded by Member Yake

THAT the Recreation, Parks and Leisure Committee receive for information the minutes of the August 10, 2022 Ice Allocation Meeting.

CARRIED

The Recreation Services Manager explained that in attendance was one representative from each user group; noting minor changes in who those representatives were. As stated, the Township is going to try and cover local groups first, but there may be service-level impacts due to staffing levels (sickness, Covid, vacation). At this time, staff are continuing to try and fill vacancies in the schedule. We have not turned away any users, but we have had to put them on hold until we have a better understanding of our staffing levels.

Arthur Community Centre Roof Update (verbal)

The Director of Operations explained that Grinham Architects was awarded the Architect work related to assisting the Township with the roof replacement. This project will not likely be completed until spring 2023. Through working with the Architect, Township will have a better understanding of the roof specifications and costs associated with the project.

Mayor Lennox expressed that there could be opportunities related to climate change actions and asked if we could consider, as part of the project, enhancing insulation on the roof or including solar panels.

The Director of Operations explained this is the right time to bring these ideas forward and will work with the Architect to not only give consideration to the types of materials being used, but also as to how or if solar panels and insulation levels can be incorporated into the project.

Items for Consideration

Campbell DeVore Playground Inspection

RESOLUTION RPL 2022-052

Moved by Mayor Lennox

Seconded by Member Yake

THAT the Recreation, Parks and Leisure Committee receive for information the 2022 Playground Safety Inspection Audit Report for Campbell DeVore Playground performed by Safe Play Recreation Ltd.

CARRIED

The Interim Manager, Programming and Community Engagement explained that this was brought forward for Committee's awareness. As part of the Campbell DeVore Playground RFP the Township requested a third-party inspection audit and these are

the results of that inspection, performed by Safe Play Recreation Inc. as contracted by Park and Water Ltd.

As noted in the Inspection Audit, the newest Township playground passed all levels of the inspection. Many families and children have been using the new amenity, which is a positive for the community.

Roundtable

Volunteer and Newcomer Celebration

This event is being held on September 23, 2022 from 11:00am – 1:00pm at the Mount Forest and District Sports Complex. Pre-registration is required.

Arthur Fall Fair

This event is being held from September 8 – 11, 2022 at the Arthur Community Centre and Fairgrounds. Councillor Hern and Chair McCabe have been working on decorating a float for the Friday evening parade.

MacDonald-Schwindt Lions Splash Pad Grand Opening

This event was held on August 20, 2022 at the Mount Forest Fairgrounds and was very well attended.

Mount Forest Fair

This event was held on August 20, 2022 at the Mount Forest Fairgrounds and was very well attended.

Mount Forest Fireworks Festival

This event was held July 15 – 17, 2022 throughout the community of Mount Forest. It was great to see it back in action and well attended.

Contract Community Recreation Coordinator

The Director of Operations provided a verbal update regarding the recruitment process for the position. It was posted for three-weeks and just closed on Friday of last week. The goal is to have someone in the role to provide some overlap training, prior to the beginning of December. There were a number of applicants for the position with a good range of skills and experience.

Adjournment

RESOLUTION RPL 2022-053

Moved by Member Yake

Seconded by Mayor Lennox

THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of September 6, 2022 be adjourned at 5:02 p.m.

CARRIED