

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION, PARKS AND LEISURE COMMITTEE MEETING AGENDA
TUESDAY, SEPTEMBER 6, 2022 @ 4:00 P.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/88268523146>

Or join by phone:

1 855 703 8985 (Toll Free)

Webinar ID: 882 6852 3146

TIME	SUBJECT	PAGE	LEAD	ACTION
4:00pm	Calling to Order		Chair	
	Adoption of Agenda			
	Recommendation: THAT the agenda for the September 6, 2022 Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed.		Chair	Resolution
	Disclosure of Pecuniary Interest			
			Chair	
4:05pm	Deputation			
	Elsa Mann & Suzanne Trivers – Community Garden Deputation Request Form Application: Wellington North-Growing Healthy Rural Communities Recommendation: THAT the Recreation, Parks and Leisure Committee receive for information the Community Garden grant proposal and request for a location of a community garden.	001 003	Chair	
4:25pm	Minutes of Previous Meeting – July 5, 2022 approved at Council on July 25, 2022			
	Recommendation: THAT the Recreation, Parks and Leisure Committee receive for information the minutes of the July 5, 2022 Committee Meeting.	015	Chair	Resolution
4:30pm	Business Arising From Minutes			
4:30pm	Ad Hoc Committee Updates			
	Mount Forest Aquatics Ad Hoc Advisory Committee Meeting of August 23, 2022 Recommendation: 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.	020	Chair	Resolution
4:40pm	Reports			

	Pool Design & Delegation to Southgate Recommendation: THAT the Recreation, Parks and Leisure Committee receive for information the update on the Pool Design and delegation to Southgate.	024	Chair/DOO	Resolution
	RPL 2022-017 Staffing Level Concerns Recommendation: 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.	025	DOO	Resolution
	RPL 2022-016 Proposed Renovations at the Mount Forest and District Sports Complex Recommendation: 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.	028 030	DOO	Resolution
	Ice Allocation Meeting August 10, 2022 Recommendation: THAT the Recreation, Parks and Leisure Committee receive for information the minutes of the August 10, 2022 Ice Allocation Meeting.	033	RSM	Resolution
	Arthur Community Centre Roof Update (verbal)		DOO	
5:40pm	Items for Consideration			
	Campbell DeVore Playground Inspection Recommendation: THAT the Recreation, Parks and Leisure Committee receive for information the 2022 Playground Safety Inspection Audit Report for	037	MPCE	Resolution

	Campbell DeVore Playground performed by Safe Play Recreation Ltd.			
5:45pm	Roundtable			
	Volunteer & Newcomer Celebration, September 23, 2022		MPCE	
	Arthur Fall Fair, September 8 – 11, 2022		Chair	
	MacDonald-Schwindt Lions Splash Pad Grand Opening, August 20, 2022		Chair	
	Mount Forest Fair, Saturday August 20, 2022		Chair	
	Mount Forest Fireworks Festival, July 15 – 17, 2022		Chair	
	Contract Community Recreation Coordinator		DOO	
6:00pm	Adjournment			
	Recommendation: <i>THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of September 6, 2022 be adjourned at p.m.</i>		Chair	Resolution



WELLINGTON NORTH

SEMPER PORRO

DEPUTATION REQUEST FORM

For all deputation requests, please complete this form and submit no later than 12:00 noon on the Tuesday preceding the 2:00pm Council Meeting, 12:00 noon on Wednesday preceding the 7:00pm Council Meeting, or five business days in advance of a Committee Meeting.

Name of Deputation(s)			
Attending as an Individual		Representing a Group/Business/Organization	
Name of Group/Business/Organization:			
Address:	[REDACTED]		
Email:	[REDACTED]	Phone:	[REDACTED]
Meeting Type:	Council	Committee (Includes Ad Hoc)	Meeting Date:
SUBJECT MATTER:			
Provide Description:			
[REDACTED]			
Recommendation/Request of Council:			
(What action would you like the Township of Wellington North to take with respect to your matter)			
[REDACTED]			

Estimated Municipal Financial Impact:	CAPITAL \$	ANNUAL OPERATING \$
Other Details:		

Signature: _____ Date: _____
 Electronic Signature Accepted

Please submit to:

Karren Wallace, Director Legislative Services/Clerk

7490 Sideroad 7 W PO Box 125, Kenilworth ON N0G 2E0

Email kwallace@wellington-north.com | Phone 519-848-3620 Ext 4227 | Fax 519-848-3228

All deputation form requests and submissions and information therein will be circulated publicly on the Council or Committee Agenda. Electronic presentations not circulated via email in advance of the meeting cannot be presented on Wellington North electronic equipment via USB keys. A deputation is limited to a maximum of ten (10) minutes unless an extension of no more than a further five (5) minutes is approved by resolution of Council. The number of deputations will be limited to three (3) at any meeting of Council. **Council or Committee, may in their discretion, refuse to hear any deputation.**

Notice of Collection/Use/Disclosure: All information submitted in support of meetings of Council/Committee/Planning deliberations/ is collected in accordance with the Municipal Act, 2001, s. 8 and 239 (1) and may be used in deliberations, and disclosed in full, including email, telephone numbers, names and addresses on agendas and to persons requesting access to records of Council/Committee/Planning Committee. All information submitted to the municipality is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's office (519) 848-3620.

Application: Wellington North-Growing Healthy Rural Communities

Elsa Mann - [REDACTED]
Spark Grant Program

Summary

ID: Spark-0000000010

Status: Applicant in progress

Spark Grant Application

Completed - Jul 15 2022

If you need support completing this application form, please reach out to: harvest@10carden.ca and a member of the team can help.

Form for "Spark Grant Application"

Contact Information

First Name

Elsa

Last Name

Mann

Your email address

[REDACTED]

Your phone number

[REDACTED]

Your organization (if you are applying as an organization or on behalf of an organization)

c/o Mount Forest Family Health Team

Application Questions**Project Name**

Wellington North-Growing Healthy Rural Communities

In 1-3 sentences, describe your idea (i.e. project, program, service, campaign, etc.)

Work together as a community to grow healthy food by creating an accessible and low barrier community garden in Mount Forest, Ontario. Engage community members from diverse groups to provide opportunities for anyone who shares in this vision, to come together to grow food, build connection, and celebrate community.

In 1-3 paragraphs, describe your idea:

What is the problem? Challenges accessing affordable, fresh and culturally relevant foods, are a reality for many rural residents; a puzzling problem for a rural community surrounded by agriculture.

The idea. Bring together a group of land 'providers', growers, residents, and service providers to develop and implement year one, of a multi-year plan to gather together, grow, share and celebrate our rural community and the people who live there, through food. By engaging in the activities of the project, participants will benefit by making connections, and working as a group to overcome a common problem.

Celebrate. Host a community food festival after the first growing season.

Grow it. Building on the learned experience, and share the framework with other communities in Wellington County.

Participants: residents (refugees, new Canadians, new community members, existing community members), farmers, health care workers, faith groups, seniors groups, others

If you have any photos or diagrams you would like to add, please upload them here.

[WN Growing Healthy Communities Collage 2.jpg](#)

This image provides context of where this project takes place in Wellington County. Mount Forest will host the Community Garden outlined in this application. A proposed location is included in this collage.

Filename: WN Growing Healthy Communities Collage 2.jpg **Size:** 996.4 kB

[WN Growing Healthy Communities Collage.jpg](#)

This image illustrates visually, the desired outcomes of our proposed project. Wellington North- Growing Healthy Communities

Filename: WN Growing Healthy Communities Collage.jpg **Size:** 1.2 MB

To receive funding, your idea must service the Guelph-Wellington region. What geographic area is your idea designed for:

Wellington County

If applicable, please specify townships or neighbourhoods:

Mount Forest will be the location for the garden-participants for this initial garden will involve those within the Township of Wellington North

What is the rationale for the location of the project?

Our objective is to create a manageable sized pilot garden for this project. Focusing on one garden location will provide us with the flexibility to meet the needs of the participants and learn as we go. We intend to document the process so that a toolkit can be developed outlining the lessons learned, and then share the toolkit with other rural communities in Wellington County in subsequent years.

Who is your idea designed for (e.g., everyone in Guelph-Wellington, children, seniors, businesses, workplaces, etc.)? Be specific if you can.

In rural communities, programs which are successful are often those that take a generalized approach. This project seeks to involve individuals, groups, families, seniors. We will work to involve new comers, new Canadians, persons with disabilities, those living in poverty, members of the LGBTQ2+ communities and those intersecting all these communities. We will reach out to and involve these groups at each stage of the development of the garden to ensure the project is inclusive. Rural communities have effective networks to engage with these communities through existing faith groups, schools, the municipality, and social service and health organizations.

We believe a sustainable economy - in which everyone can thrive - is possible by centring the voices, ideas and needs of equity-deserving individuals and groups, including, but not limited to: women, Indigenous Peoples, Black and racialized Canadians, newcomers, faith-based communities, persons with disabilities, LGBTQ2 Canadians, and those living at the intersections of these identities.

Our goal is to better understand the unique experiences of those with whom we work and the systemic barriers they may face to accessing capital and business support.

Responses to this question are only available to internal reviewers and do not impact your application. This data is used to determine whether programming is accessible and of interest across communities, and helps improve outreach moving forward.

Is the project led by or benefits equity deserving groups?

Yes

Is this idea already running in Guelph-Wellington or would it be new to the area?

Unsure, please specify...: We are not aware of a project with this scope which has been conducted in Wellington North. This is new to Mount Forest-Wellington North.

The Nutritious Foods Workstream completed a Food Environment Assessment to learn about food access in Guelph-Wellington. Please review this summary:

https://drive.google.com/file/d/1qD_fl-uWijWhTYPgwKg7McM-o0Q11wfQ/view.

What community need or opportunity would your project address?

Access to culturally significant foods is very limited in rural communities. Barriers, such as transportation to access those foods in urban centres, add to this problem.

Although our small rural towns are surrounded by farmland, local produce is still out of reach for many of our low income community members such as those in receipt of Ontario Works or Ontario Disability Support Program benefits. The infrastructure: space, tools, and knowledge, to grow their own produce is a barrier for most individuals and limits their ability to have their own garden.

Isolation is one of the most challenging health issues for the rural community, whether that be experienced by seniors, LGBTQ2+ or New Comers.

The Wellington North-Growing Healthy Rural Communities project will provide an opportunity to impact these issues and impact the sense of wellbeing for participants.

From the list below, check off aspects of food access your project would impact:

Responses Selected:

Increase physical access to a range of culturally relevant nutritious foods in the places where residents live, work, learn and play so everyone can make healthy food choices.

Increase economic access to nutritious foods so everyone can afford a healthy diet.

Describe how your project will impact physical access to food, economic access to food, nutrition knowledge and skills or the promotion of nutritious foods?

The Community Garden would allow participants to grow culturally significant foods that they can't get locally. It would provide participants with access to the infrastructure to have a garden. The garden must be centrally located in Mount Forest, allowing some participants to walk to the garden. It would include a number of accessible plots/raised beds, and would involve pairing buddy gardeners with non-gardeners or those with physical limitations. Eg seniors who wish to garden would be paired with a student from the grade school.

The project will actively seek sponsorship for cost of growing, cost of tools and materials. The project will make an impact on fresh food costs for participants over the growing season. Produce grown in abundance will provide opportunity for sharing with others, local food banks and will open up options for preserving produce after the growing season.

Describe how you think your project considers inequities in the food system?

The approach to developing and adding participants to the garden will focus on engaging those who are traditionally disconnected, marginalised and disadvantaged in the community. The garden will consist of a 'multi-garden plot' design allowing for individuals, families and groups to grow what they like and need. Support through community volunteers, organizations and support through schools, churches, service clubs etc will be paired with the project to ensure that what's needed for the gardener to succeed with their plan, is available. That support may include knowledge sharing, hands on help and/or encouragement.

Describe how your project connects food access and the circular food system?

010

The Wellington North-Growing Healthy Rural Communities project will include a circular food system framework. Including local seeds and plants, organic fertilizers, donated composting materials, local knowledge keepers and educators, rain barrels and low water waste irrigation practices, community engagement for ongoing administration, maintenance and coordination eg. High school Alternative Education class will build raised beds and a tool shed on site, residents will be encouraged to bring leaves for compost, compost all plant materials from the garden through out the growing season, donation of produce by some plots to The Raw Carrot, a Mount Forest based social enterprise which employs local persons with disabilities, garden participants will be encouraged to share produce with other gardener participants through a 'free kiosk' and with Wellington North food banks. All Wellington North residents will be invited to add produce from their gardens to the 'free kiosk'. A community advisory table will work to secure corporate sponsorship on varying levels to support individual plots, maintenance costs, and donations in kind to ensure longevity of the program.

In 1-5 sentences, describe what impact you think your idea will have in the short-term and long-term?

In the short term this project will feed people, give opportunity, make introductions, connect community members, and engage corporate and service clubs to address fresh food problems on a local level. In the long term this project will provide a tool kit for future groups with lessons learned, to start them off and allow this idea to expand to other communities. This project will evolve to include cooking classes and food sharing. It will build community connection, build cultural awareness and inclusivity, increase the awareness of local food challenges and needs, encourage residents to adopt 'garden to table' practices, and will provide opportunity to gain transferable skills. It will help people to feel more confident in setting up home gardens after gaining skills in the community garden. It opens up the world for the participants. Future planning within the municipality of Wellington North could include fruit trees, and bee hives.

Would you be willing to work with the Nutritious Foods Workstream to evaluate the impact of your project?

Yes

If a team will be responsible for this project, describe the team members including their roles and relevant experience/knowledge (i.e., lived, educational, workplace, etc.):

Team members:

- o Community garden coord
- o Plot coordinators and members
- o Community Garden Leadership Council-to resolve disputes, create guidelines, establish the framework and approve expenditures
- o Volunteers-Garden Buddies-general community members
- o Peer Workers and support staff
- o Mentors and Teachers (Growers with knowledge, horticulturalists)
- o Donators/sponsors
- o Settlement Workers/New Canadian sponsors eg. Faith groups who have sponsored families to Canada
- o Translators/technology to assist with translation

If you intend to collaborate with other community partners, list who you will be collaborating with (individuals and organizations):

- Community Organization Collaborators- Mount Forest Family Health Team, Canadian Mental Health Association, Community Living of Guelph Wellington, County of Wellington - Social Services (Ontario Works and Ontario Disability Support Program), Housing Services.
- o Wellington North High School-UGDSB
- o St Mary's Catholic and Victoria Cross Elementary Schools
- o Birmingham Lodge Retirement homes/communities
- o Inter ministerial Committee- Churches and Faith Groups-Contact Rev S. Spencer
- o Municipality of Wellington North
- o Mount Forest Agricultural Society
- o Social service agencies (CMHA Self Help alliance, Agelic Employment Services, Community Resource Centre)
- o Mount Forest Community Food Pantry-Food Banks
- o BIA and Chamber of Commerce -Local Businesses
- o Mount Forest Lion's Club and Rotary - Service Clubs
- o University of Guelph

Implementation Planning

Please complete and upload [this implementation plan template](#) describing key activities, timeline and budget.

[Spark Grant Project Implementation Plan Budget2022-2023 final.docx](#)

The attached implementation guide serves as a framework to implement the Wellington North-Growing Healthy Rural Communities project.

Filename: Spark_Grant_Project_Implementation_Plan_Budget2022-2023 final.docx **Size:** 26.8 kB

Briefly describe the types of resources required to move your idea forward (e.g., money,⁰¹³ staffing, space, equipment, supplies, advertising, policy changes, relationship building, contacts, technology, etc.):

Please refer to the notes included with the implementation plan.

Minimum funds (\$) required to move your idea forward (either incrementally or to completion):

2500

Maximum funds (\$) required to move your idea forward (either incrementally or to completion):

10000

We may learn about ideas that are related to yours and could be collaborative.

Are you interested in working with other individuals or organizations?

Interested

I consent to 10C Shared Space, Our Food Future, Wellington Dufferin Guelph Public Health, the collaborator organizations sharing my contact information between themselves and contacting me for purposes related to the administration of the Spark Program, including administering grant or financing should I be accepted into the program.

Personal information is collected under the authority and in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). If you have questions about the collection, use and disclosure of this personal information, please contact the City of Guelph's Information and Access Coordinator by phone at 519-822-1260 extension 2349 or email privacy@guelph.ca.

Yes

I would like to receive future email communication on food related program funding or financing opportunities from 10C Shared Space regardless of the outcome of this application.

Responses Selected:

I agree

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION, PARKS AND LEISURE COMMITTEE MEETING MINUTES
TUESDAY, July 5, 2022 @ 4:00 P.M.
VIA WEB CONFERENCING**

Committee Members Present:

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

Staff Members Present:

- Mandy Jones, Interim Manager Programming and Community Engagement (MPCE)
- Matthew Aston, Director of Operations (DOO)
- Tom Bowden, Recreation Services Manager (RSM)
- Jessica Turnbull, Administrative Support

Guests:

- Andy Lennox, Mayor
- Scott Jones, Arthur Minor Softball Association
- George Laurencic, Mount Forest Lions Club Member

Calling to Order
Chair McCabe called the meeting to order at 4:00 p.m.
Adoption of Agenda
RESOLUTION RPL 2022-039 Moved by Member Milne Seconded by Mayor Lennox THAT the agenda for the July 5, 2022 Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed. CARRIED
Disclosure of Pecuniary Interest
None
Deputation
Scott Jones – Arthur Minor Softball Association Scott Jones stated that around two weeks ago he made a proposal to switch Arthur minor ball to hardball. He is looking at a similar model to what is used in Mount Forest currently. The idea is for the boys to switch over to hardball at the U13 age group, where the ball diamond would be fine to play on as it is now. The U15 age group they would need 90ft bases, making both existing Arthur diamonds too small. The proposal is to extend the infield on B diamond in Arthur to allow for 90ft bases where U15 hardball can be played. Mr. Jones has spoken with Scott Corrigan the President of Mount Forest Minor Baseball about Arthur and Mount Forest U18 age groups joining as Mount Forest has the baseball diamond sizes to allow for it. In the long-term Mr. Jones is wanting to look at the possibility of extending the fences on B Diamond in

Arthur to allow for U18 hardball to be played. The backstop fencing is in need of an upgrade with higher fencing and extending it back. The proposal was accepted by the organization's executive in hopes for play in the 2023 season. Mr. Jones explained that 2024 would be the target for the infield grass project completion.

Chair McCabe asked about the light standards for the fencing request to move it back further. Mr. Jones explained that if the fencing is moved the outfield, light standards would have to be pushed back. Chair McCabe asked if the diamonds in Mount Forest are suitable for play. Mr. Jones stated that according to Scott Corrigan the diamonds in Mount Forest can be played on for the U18 hardball team. Mr. Jones also mentioned that their organization would be open to a memorandum of understanding for the U18 age groups amalgamating in both towns until Arthur builds a bigger facility or fences can be pushed out.

Mr. Jones stated that a formal discussion about amalgamation has not yet happened, and that Arthur and Mount Forest would be independent entirely except for the U18 age group. It is projected that registration could potentially increase with the implementation of hardball as according to other municipalities that scenario has happened. The main reason to look at switching is that after minor fastpitch there is limited opportunity for boys to continue to play on as many universities and schools play hardball. Additionally, there are more centers around Arthur that are playing hardball which gives more opportunity for competition and tournament options.

The RSM stated that in Mount Forest the Kinsmen Diamond can have U13 and younger play on it and U15 and U18 play at Cork St Diamond. In regard to the B Diamond in Arthur the grass would need to be pushed back 15 feet in order to allow for 90 ft base path. Pushing the backstop back may encroach on wiring and lighting and pushing the outfield fence back would entail moving lighting standards back.

The DOO suggested a staff report for costing, funding opportunities and logistics for review at a future committee meeting.

Mount Forest Lions Club

George Laurencic, Mount Forest Lions Club President stated that Loins Members have been conducting their meetings at the Lower Leisure Hall at the Mount Forest Sports Complex. Mr. Laurencic would like to get a TV in there to allow for a laptop to connect in order to do presentations. This would help modernize the facility and the lions club would help pay for it. The club would like to see the room be called the Mount Forest Loins Den.

Additionally, Mr. Laurencic has been in discussions with the RSM and The Mount Forest Sports Complex Lead Hand about putting in some picnic tables and tree at the Bill Moody Park.

Mayor Lennox asked about timing for this as they are currently talking about naming rights and the possibility of setting a policy for the Township. Lions Member Laurencic stated that there is no rush.

The DOO added that the Lions Club will be approaching Committee in the near future regarding the naming of the splash pad. Mr. Laurencic stated that the Lions Club has

two active members that they would like to name the splash pad after. The club is looking to name the splash pad MacDonald-Schwindt Splash Pad and would like it to be completed within the year.

Minutes of Previous Meeting – June 7, 2022

RESOLUTION RPL 2022-040

Moved by Mayor Lennox

Seconded by Member Milne

THAT the Recreation, Parks and Leisure Committee receive the minutes of the June 7, 2022 Committee Meeting.

CARRIED

Business Arising From Minutes

None

Ad Hoc Committee Updates

None

Reports

Naming Rights for Lower Leisure Hall in Mount Forest

Member Milne asked about the naming rights when the Mount Forest arena was built and if there was a policy in place at that time. The DOO clarified that the clerk's department could investigate that further. The Plume Room at the arena was named as a dedication to Bev Plumes efforts. Member Milne felt certain that there was a policy or something like that in place during the construction of the arena because there were options where you could pay a sum of money and name a dressing room etc. Mayor Lennox suggested naming rights for a period of time and referred to the Air Canada Center where the naming had an expiry date on it which allows for future opportunities.

RESOLUTION RPL 2022-041

Moved by Member Milne

Seconded by Mayor Lennox

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022- 013 being a report on naming rights of the lower leisure hall at the Mount Forest and District Sports Complex; AND FURTHER THAT Committee recommend the Council of the Township of Wellington North direct staff to wait to provide further recommendation with respect the naming rights associated with the lower leisure hall until after a naming rights policy is prepared and approved.

CARRIED

Arthur and Area Community Centre Roof

Mayor Lennox asked for clarification on if it is a full roof replacement and the actual scope of the work needed. The DOO explained that staff are needing to find an architect or engineer who is a flat roof specialist in order to come to a conclusion in

respect to what work is needed to be done. In 2019 the work suggested was putting a new membrane on. From a staff standpoint they would like it to be completed in 2022 but it acknowledges the amount of funding for this project. Chair McCabe asked about the facility maintenance reserve fund. The DOO clarified that the fund is unaudited at this time, and it had about \$450,000 in it and there is capital infrastructure reinvestment reserve which has about 1.3 million dollars in it and these two reserves would be the most applicable to use. Member Milne added that he is inclined to support the entire recommendation in order to get the ball rolling. The DOO explained that the \$350,000 was from the BM Ross 2019 report and was indexed 10% per year.

RESOLUTION RPL 2022-042

Moved by Mayor Lennox

Seconded by Member Milne

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022- 015 being a report on roof replacement at the Arthur and Area Community Centre; AND FURTHER THAT the Committee recommend the Council of the Township of Wellington North direct staff proceed with a competitive process for the roof replacement at the Arthur and Area Community Centre; AND FURTHER THAT the Committee recommend Council direct staff to allocate \$350,000 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

Items for Consideration

None

Roundtable

Lion Roy Grant Playground Update

The MPCE updated committee on the playground reviewing the sand surfacing removal, and 5 inches of quarter inch stone was laid, and 12 inches of engineered wood fibre was blown in. \$10,000 was received from the County of Wellington from their accessibility fund to help support this project.

OptiMrs Playground Grand Opening

The MPCE discussed the OptiMrs grand opening which took place on Saturday, June 25 with speeches and a ribbon cutting ceremony with free ice cream and free swims.

Arthur Lions Club Skateboard Park Grand Opening

The MPCE spoke to the event and how it had very large, diverse, crowd. Mayor Lennox extended his thanks for getting it opened and asked what the long-term transitions will be for the landscaping between the concrete and lawn. The MPCE explained that in the fall topsoil will be installed where the stone dust is currently, and grass seed will be laid.

Mount Forest Outdoor Pool and Aquatics Centre Project Update

The DOO updated committee that there has been an ongoing conversation at Council related to the pool and aquatics Centre and from a staff standpoint were looking to provide a preferred design concept at this meeting related to receiving the survey feedback. In the agenda package, there is a design concept. Staff needs to better understand what council wishes are for project financing and how financing will impact the design.

Adjournment

RESOLUTION RPL 2022-043

Moved by Mayor Lennox

Seconded by Member Milne

THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of July 5, 2022 be adjourned at 5:08 p.m.

CARRIED

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
AUGUST 23, 2022 @ 7:00 P.M.
BILL MOODY PARK MOUNT FOREST

020

Committee Members Present:

Sherry Burke, Councillor, Chairperson
Andy Lennox, Mayor, ex-officio
Shelley Weber, Public Member
Jessica McFarlane, Public Member
Vern Job, Lions Member
Al Leach, Lions Member

Regrets:

Lori Doney, Public Member
Ray Tout, Lions Member

Staff Present:

Matthew Aston, Director of Operations
Mandy Jones, Interim Manager, Programming Community Engagement
Jessica Turnbull, Administrative Assistant

Guests:

Dan Yake, Councillor
Steve McCabe, Councillor

CALLING THE MEETING TO ORDER

Chair Burke called the meeting to order at 7:00 p.m.

ADOPTION OF THE AGENDA

RESOLUTION: MFA 2022-016

Moved: Member Leach

Seconded: Member McFarlane

THAT the agenda for the August 23, 2022 Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee meeting be accepted and passed.

CARRIED

DISLCOSURE OF PECUNIARY INTEREST

No pecuniary interest declared.

Minutes of Previous Meeting

Approved at the July 25, 2022 Meeting of Council

Mount Forest Aquatics Ad-Hoc Advisory Committee Meeting of July 12, 2022

RESOLUTION: MFA 2022-017

Moved: Member Job

Seconded: Member Weber

THAT the Mount Forest Aquatics Ad-Hoc Advisory Committee receive for information the Minutes from the July 12, 2022 committee meeting.

CARRIED

BUSINESS ARISING FROM THE MINUTES

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
AUGUST 23, 2022 @ 7:00 P.M.
BILL MOODY PARK MOUNT FOREST

021

Promotional Items

Chair Burke has all swag at her home which was collected from member Hewson. Chair Burke explained that she would like to work with someone more tech savvy to post to social media platforms. A complete inventory will be disclosed at the next meeting. There are a few more farmers' market days where swag could be sold at the Lions Club tent.

Member McFarlane has emailed Sharon Wagner to see if the swag could be added to the Mount Forest Chamber website via Shopify which is an e-commerce platform. This would entail taking photos of the swag items and allow the public to purchase them online.

Councillor McCabe enquired how much has been sold and it was stated at the last meeting that there is just over \$10,000 in the bank account.

MacDonald-Schwindt Splash Pad Naming Ceremony

Member Job updated committee about the ceremony and how a sign was made for the Splash Pad named after two long time Lions members. Member Job added that it was a great day, and they had a great turnout providing hotdogs and beverages to all in attendance.

Future Fundraising Opportunities

Fall Event – You've Been Flocked

Member McFarlane shared a draft flyer for the Fall You've Ben Flocked campaign. The event is to take place on September 18th through Oct 2nd. The flyer and the fundraiser form are the same as previously used with the exceptions of a few added details such as the where to make the cheques payable to, the e-transfer email and a box for tax receipts.

Member McFarlane suggested to reach out to 88.7 The River to see if they are okay with being the drop off location again.

Member McFarlane explained that the deadline to advertise in the Bizbull has passed but advertising in the Advertiser is still a possibility as it would target community members not on social media. The deadline is generally two weeks for the advertiser.

Chair Burke suggested Member Weber to bring the previous Advertiser quote to the next meeting for discussion. The Interim Manager, Programming and Community Engagement (IMPCE) suggested to submit a media release to the Advertiser along with some photos of the previous campaign. Committee agreed with the idea and staff will support in drafting a media release with support from Chair Burke and Member McFarlane.

Member McFarlane mentioned advertising could be done at the Lions Bingo on Wednesday evenings or at the Seniors Socials.

Member McFarlane asked committee for support on volunteering with logistics as there was some difficulty with organizing them last event. Committee requested the contact information of individuals that completed the Pool survey in the spring that were interested in volunteering with fundraising efforts. Staff will provide Chair Burke and Member McFarlane with this information.

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
AUGUST 23, 2022 @ 7:00 P.M.
BILL MOODY PARK MOUNT FOREST

022

The flamingos are currently at the Lion's rental unit and Member Job will check them out to ensure they are all still in good condition.

Committee spoke to the idea of having a maximum distance for setting up the flamingos as it would be easier for the volunteers. Chair Burke suggested that if they are located within Wellington North, they should be allowed to participate in the event. Committee agreed.

Member Job will be away September 17th - 24th

Member Job inquired about the "top-up programs" where individuals are asked to support various charities at stores such as No Frills. Member Weber is familiar with the program, as they ran one for the Christmas Bureau at No Frills. The program had cashiers ask if customers wanted to donate towards the Christmas bureau, if yes, the cashiers would scan a barcode and the amount would be added to the customers bill.

Member Weber suggested a paint night which is currently only offered via zoom but will wait to see if they'll be doing it in-person soon.

IMPCE reminded Committee of the fundraising calendar. Chair Burke explained that it could be pursued for 2024 and Committee can look to organize it starting the beginning of 2023.

Direction to Staff: to include the Calendar as a standing item on all future agendas

Membership Update

Chair Burke informed Committee that she accepted the resignations of Member Jayme Hewson, and Member Larissa Lamont.

Committee was asked to think of two additional individuals that could join as public members.

ITEMS FOR CONSIDERATION

Financial Update

\$10,000 is the last figure mentioned from Member Tout. An update will be provided at the next meeting.

OTHER BUSINESS/ROUNDTABLE

Discussion at Council regarding the Mount Forest Outdoor Pool and Aquatics Centre

The Director of Operations provided an update on the new pool concept design and explained that it will be presented to council next Monday. He clarified that it is a tamed down concept three. Member McFarlane mentioned the climbing wall and is concerned about where it might be located based on the current site plan, she believes it is an important feature to have for the kids. The Director of Operations explained that staff are focused on getting the base drawings and the rock wall feature will have to be fundraised for; the location will not be a problem.

Mayor Lennox inquired about the appetite for fundraising capacity from the community.

023

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
AUGUST 23, 2022 @ 7:00 P.M.
BILL MOODY PARK MOUNT FOREST

Member Leach expressed that Council should consider engaging a professional fundraising firm to support in the collection of donations to reach a higher fundraising goal. This Committee is excited to have \$10,000 in the bank and is looking forward to additional fundraisers. The new pool is two or more years away from being constructed. Staffing remains a challenge for the pool operations. Member Job asked what Councils' perspective is on the dollar value for fundraising. Mayor Lennox stated there is not one in place, but the prices are beyond what was expected. There is potential to seek provincial or federal funding, however timelines and provincial/federal priorities may not align. Member Leach suggested that the community be re-surveyed once a final pool concept is chosen with a dollar figure attached. Member McFarlane mentioned that it will be easier to fundraise once a concept and design is chosen and can be displayed.

The IMPCE invited Committee to the Volunteer and Newcomer Celebration on September 23rd from 11:00am – 1:00pm at the Mount Forest & District Sports Complex. Community groups and organizations are also welcome to come and setup a booth. The meal will be catered and is free, but registration is required.

NEXT MEETING

September 13, 2022 @ 7pm
Location TBD

ADJOURNMENT

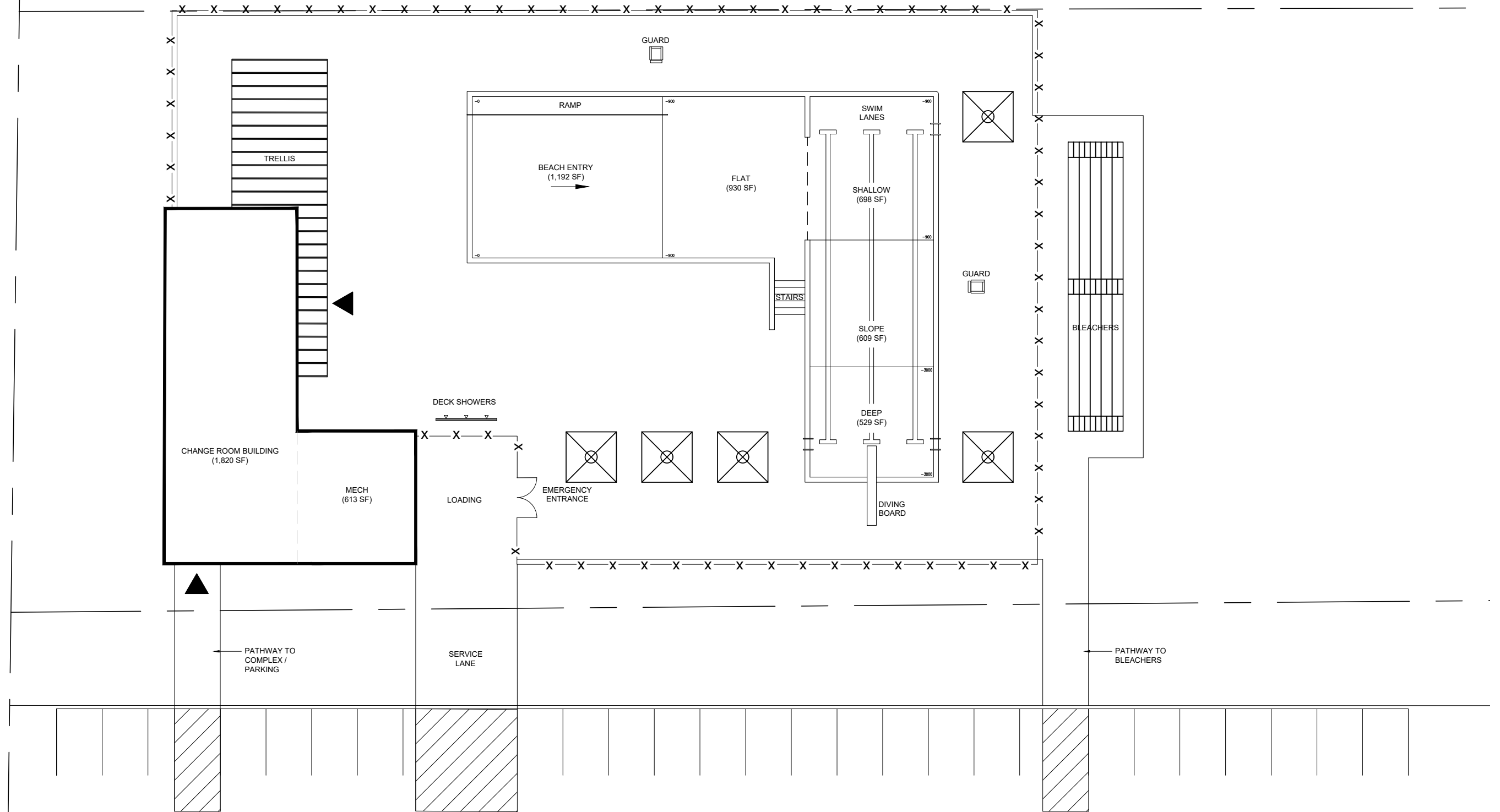
RESOLUTION: MFA 2022-018

Moved: Member Macfarlane

Seconded: Member Weber

THAT the Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee meeting of August 23, 2022 be adjourned at 8:10 p.m.

CARRIED



SITE PLAN

1:250

WELLINGTON OUTDOOR AQUATIC FACILITY

July 22, 2022





Staff Report

To: Chair and Members of the Recreation, Parks and Leisure Committee Meeting of September 6, 2022

From: Matthew Aston, Director of Operations

Subject: 2022-017 being a report on staffing level concerns within the recreation department

RECOMMENDATION

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.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Report OPS 2021-032 being a report on the Township’s recreation portfolio and resourcing

Report OPS 2022-009 being a report on proposed changes within the recreation team

BACKGROUND

Recreation Staffing

Township staff wish to highlight that recruitment continues to be a significant challenge for the recreation department which could potentially result in service-level impacts this fall. Recruitment challenges this year are not limited to Wellington North and have been experienced at many businesses, organizations and municipalities.

One reality this spring/summer at the Township was recruitment workload had to be prioritized, which resulted in the full-time recreation worker, approved by Council earlier in 2022, not having been recruited/hired to date. This issue was further compounded when a long-serving recreation lead-hand retired in June 2022. This has resulted in our staff complement of five full-time team members currently sitting at three – lead-hand and two full-time workers.

Our staff complement is as follows as of August 25th:

Worker Type	Current #	# of Hours per Week	Available Hours
Full-time Operators	3	40	120
Part-time Operators	5	24	120
Part-time Arena Attendants	1	24	24
Total			264

Our typical staff complement looks like the following:

Worker Type	Current #	# of Hours per Week	Available Hours
Full-time Operators	5	40	200
Part-time Operators	6	24	144
Part-time Arena Attendants	6	24	144
Total			488

Full-time workers are scheduled forty hours per week whereas part-time workers may be scheduled for up to twenty-four hours per week. Vacation, emergency leave and other schedule constraints further reduces the amount of time available for scheduling. Also, although part-time workers are able to work up to twenty-four hours per week, several do not want that much time.

It is required that at least one operator be at the arena for it to open safely and, during the winter months, additional part-time arena attendants are scheduled to support cleaning and on-ice activities. During the fall, recreation services also continue to perform park maintenance as well.

In order to run a typical full-week of programming during the fall and winter, approximately 112 hours of operator time is required at each facility, or 224 hours within Wellington North. As indicated above, there is typically over 400 available hours to staff these 224 hours, however, at present, we are only working with 264.

Recreation and human resources continue our recruitment efforts as we approach the arena season, however, staff wanted to bring this current issue to Committee's attention as there remains risk that service-level offerings may be impacted this fall, i.e. closing an arena for a day or two a week, not having the arena open during the day, etc. At last months ice allocation meeting, attendees were made aware of the staffing challenges being faced within recreation and that the priority will be to minimize disruptions to minor hockey.

The writer further acknowledges that there has been sometimes this summer when we did not have operators available later into the evening which impacted baseball programming.

Concession Booths

On a more positive note, Township recently solicited proposal from the community for someone to take over the operations and management of the concession booths at each arena. One proposal was received by a proponent who is willing to take on booth locations, so the Township is currently working on signing an agreement with them. This will allow concession services to be offered at each facility and will not add to our recruitment challenges.

FINANCIAL CONSIDERATIONS

Budgeted revenues and related wage expenses could be impacted.

ATTACHMENTS

NA

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

Matthew Aston

Recommended By: Matthew Aston, Director of Operations

Matthew Aston



Staff Report

To: Chair and Members of the Recreation, Parks and Leisure Committee Meeting of September 6, 2022

From: Matthew Aston, Director of Operations

Subject: Report RPL 2022-016 being a report on the proposed renovation at the Mount Forest and District Sports Complex

RECOMMENDATION

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.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Report CAO 2021-007 being a report on the Municipal Modernization Project(s)

BACKGROUND

Township recently completed some consultation work with an architectural firm looking at possible renovations at the Mount Forest and District Sports Complex. These renovations involve work at two locations within the facility: (1) west-side entrance establishing a greeting desk area and (2) upper hall establishing two workspaces for Township staff.

With this report, Township staff would like to seek Committee approval to pursue the works associated with establishing the additional workspaces in the upper leisure hall. Township staff are recommending the work associated with the west-side front lobby be parked for future consideration. With respect to the front lobby works, staff would like additional time to consult with user groups and, at this time, do not feel these upgrades are required. The establishment of additional workspace for Township staff is seen as a priority.

FINANCIAL CONSIDERATIONS

These dollars were allocated as part of CAO 2021-007:

Project	Probable Cost Estimate
Renovation at Mount Forest and District Sports Complex	\$75,000

Probable cost estimates for each floors work:

Project	Probable Cost Estimate
First Floor	\$65,000
Second Floor	\$35,000

It is anticipated that with Architect support the renovation of the second floor, as described, may have a probable cost estimate of \$35,000.

ATTACHMENTS

Schedule A – Architectural Design

STRATEGIC PLAN 2019 – 2022

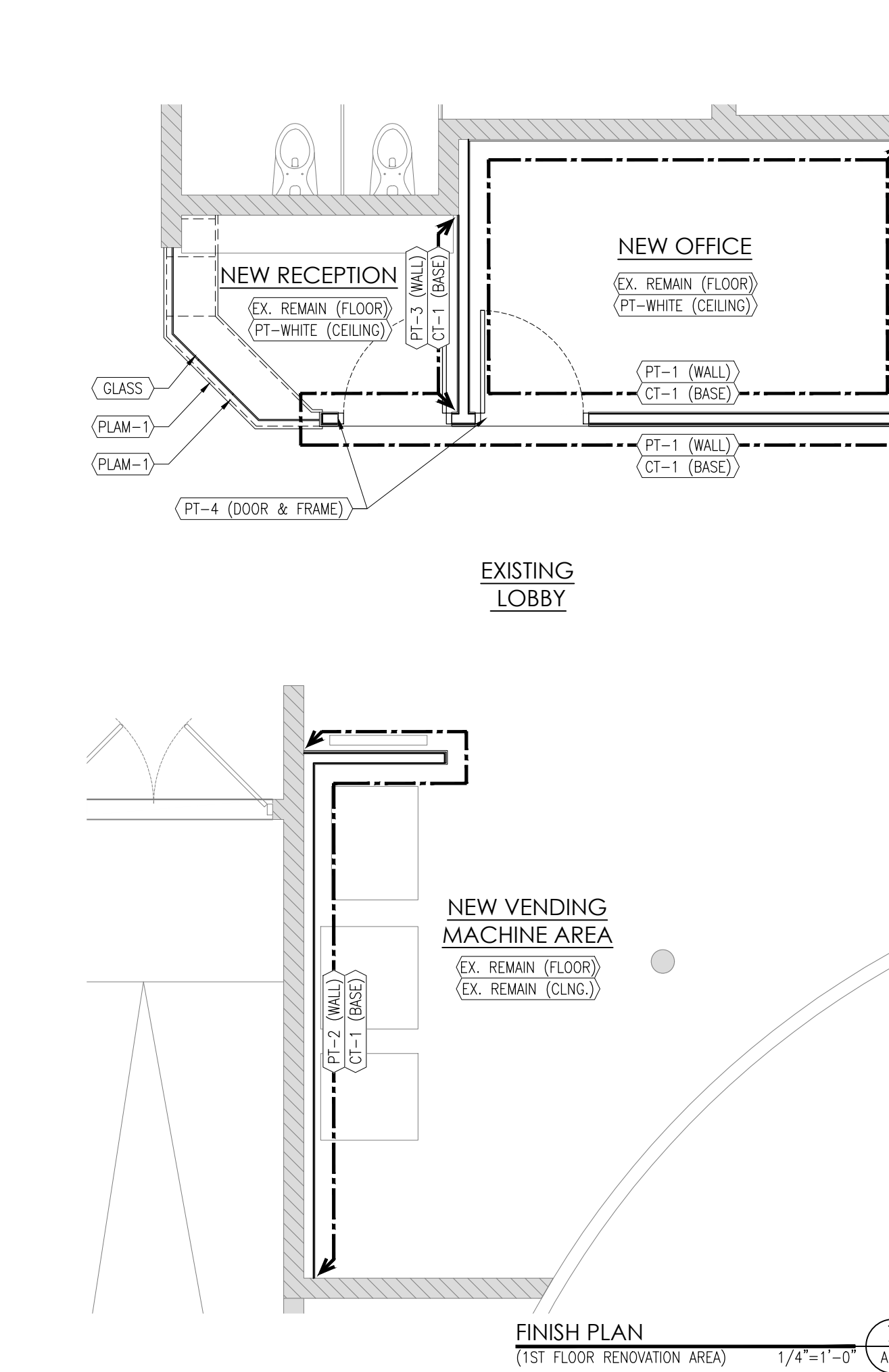
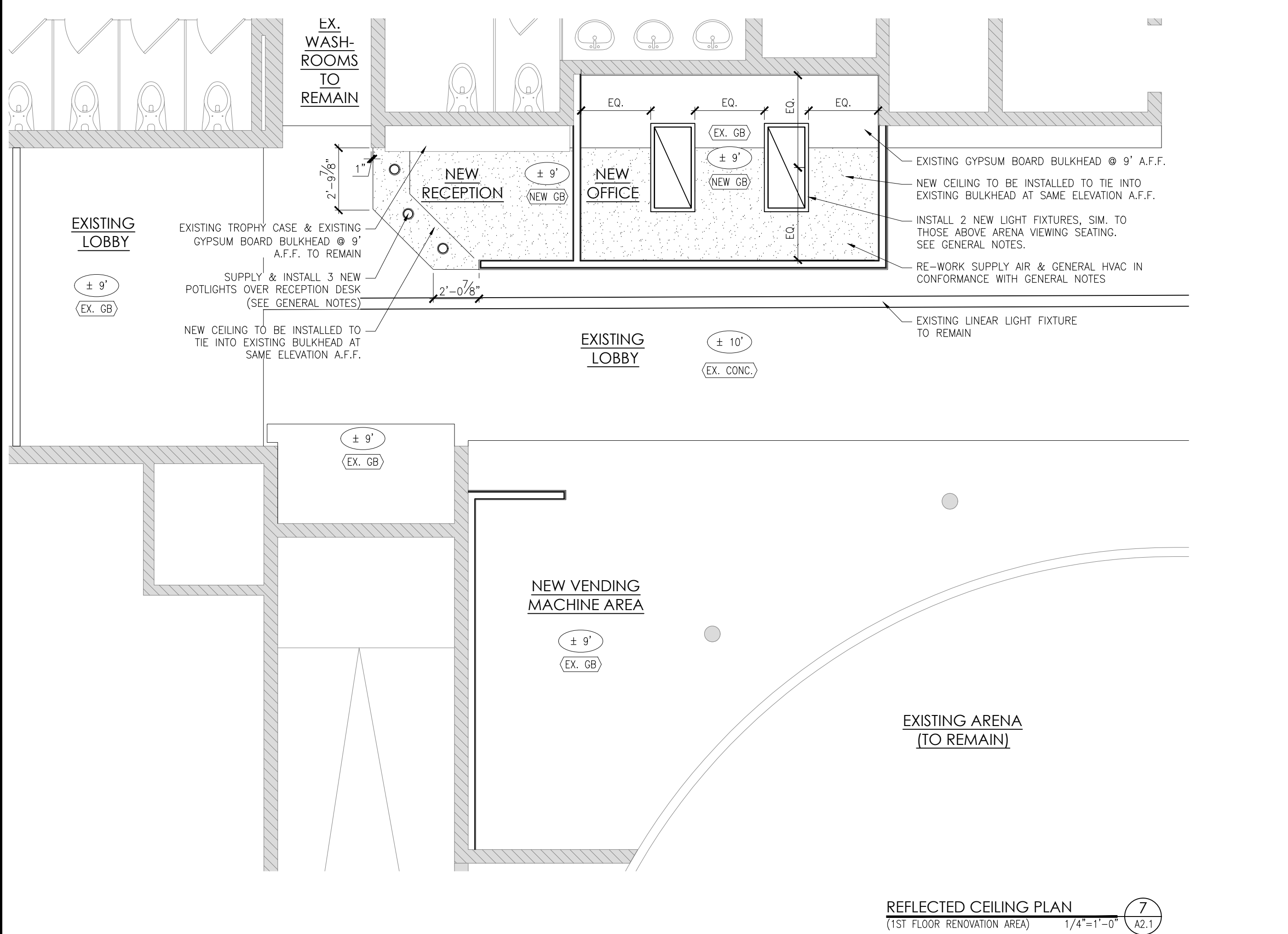
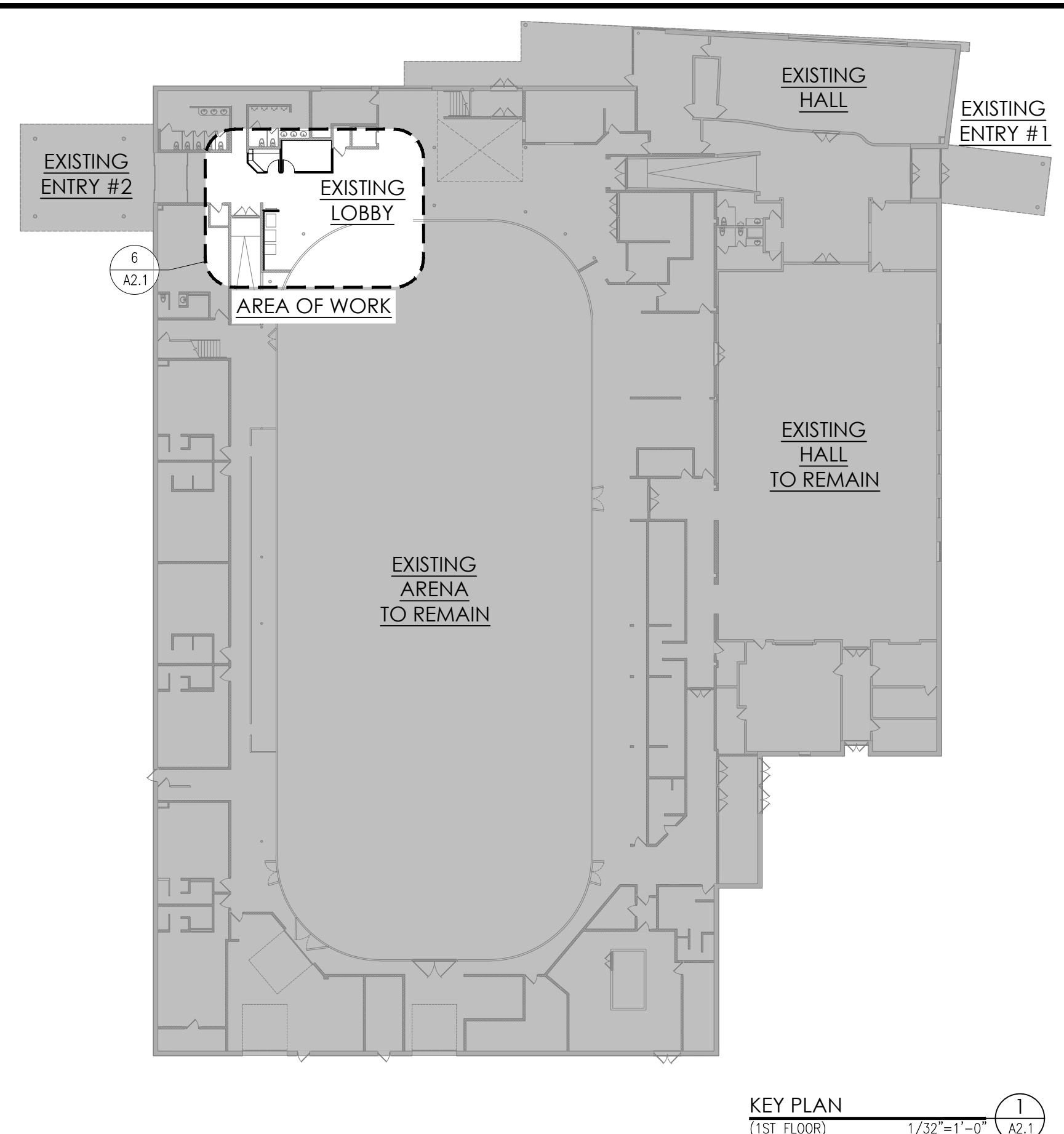
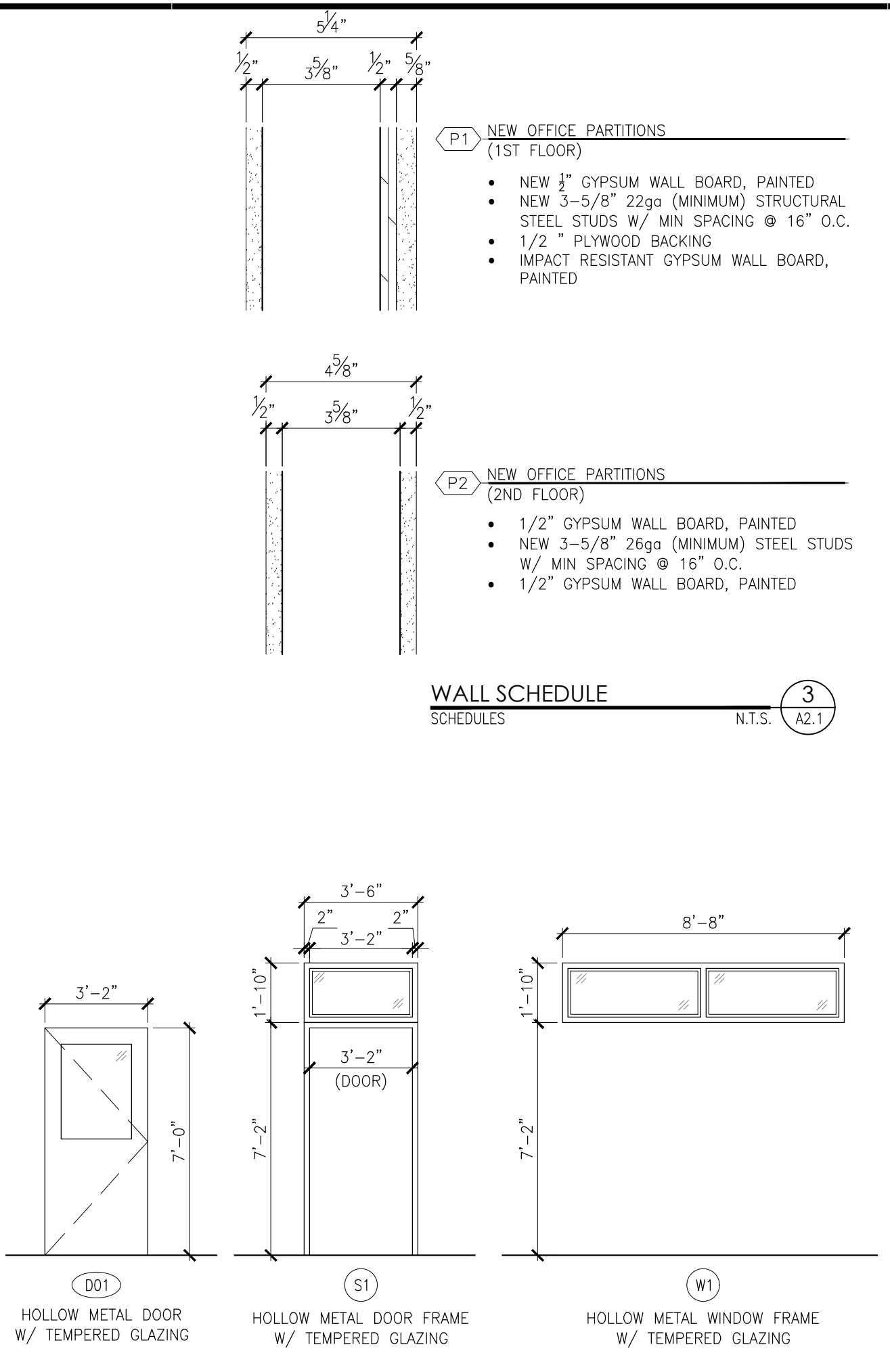
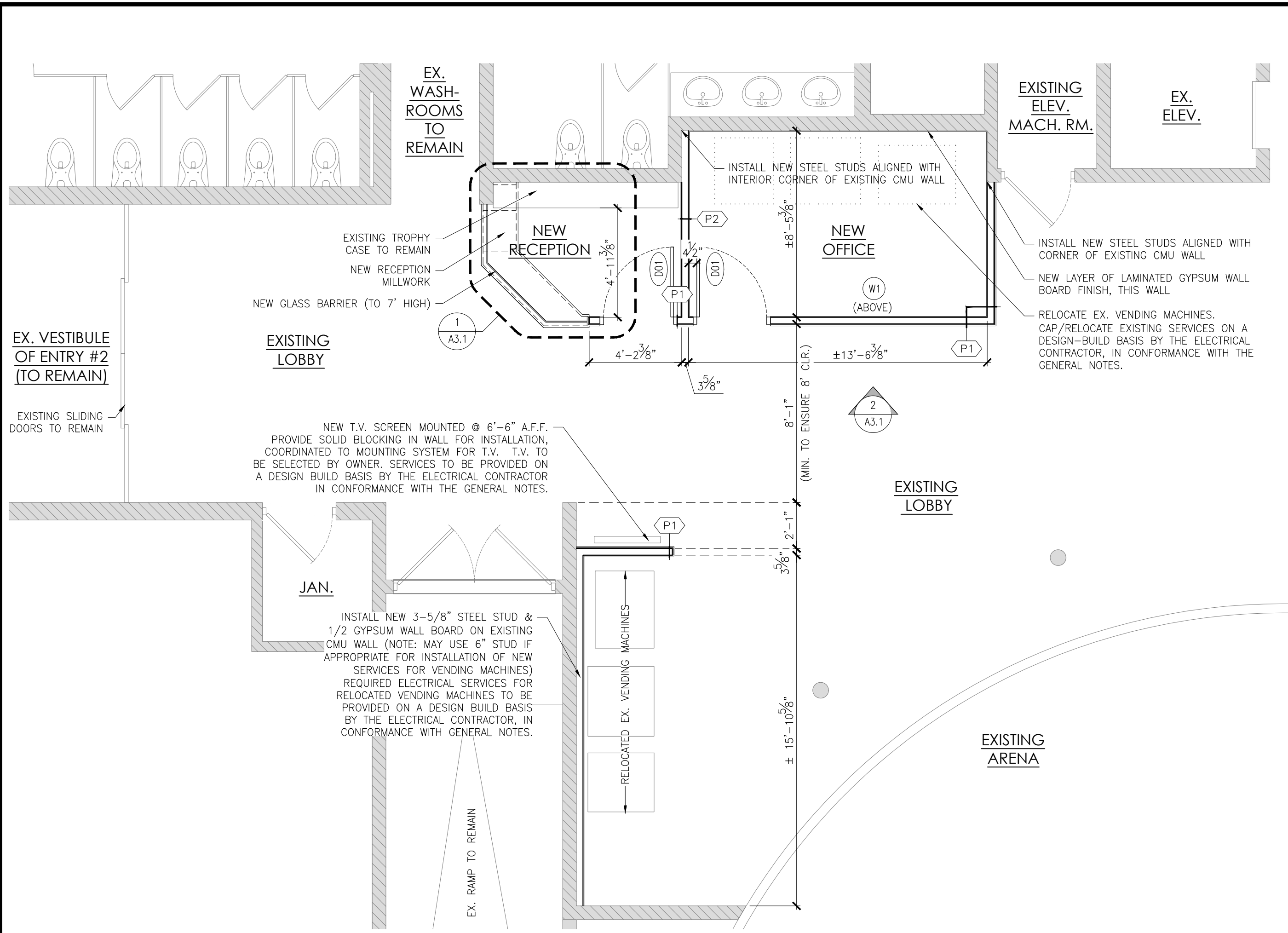
Do the report's recommendations align with our Strategic Areas of Focus?

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 Tom Bowden, Manager, Recreation Services	<i>Matthew Aston</i> <i>Tom Bowden</i>
Recommended By:	Matthew Aston, Director of Operations	<i>Matthew Aston</i>



DOOR REFERENCE		D01
DOOR	MATERIAL	HM
	ELEVATION	A
	WIDTH	38"
	HEIGHT	84"
FRAME	THICKNESS	1-3/4"
	RATING	-
	INSULATED	-
	FINISH	PT
HARDWARE	GLAZING	TEMP
	FRAME ELEVATION	S1
	FRAME MAT.	HM
	FRAME RATING	-
HARDWARE	INSULATED / THERM. BR.	-
	FINISH	PT
	LOCK SET	YES
	PASSAGE SET	-
	PRIVACY SET	-
	LATCH / PADDLE	YES
	EXIT DEVICE	-
	STOP TYPE	WALL
	CLOSER	-
	WEATHER STRIP	-
	SWEEP	-
	KICK PLATE	-
	ELECTRIC STRIKE	-
B/F OPERATOR	-	
PUSH / PULL	-	
LEVER TYPE HANDLE	YES	
PUSH-TO-LOCK	-	
DOOR REFERENCE		D01

LEGEND
ALUM - ALUMINIUM
HM - HOLLOW METAL
PT - PAINT
PC - COLOUR POWDER COAT

GENERAL DOOR SCHEDULE NOTES:
1. COORDINATE DOOR UNDERCUTS WITH MECHANICAL CONTRACTOR

DOOR SCHEDULE
SCHEDULES 5 N.T.S. A2.1

GENERAL NOTES:

GENERAL:
1. ALL WORK TO CONFORM TO LATEST EDITION OF ONTARIO BUILDING CODE 2012, ANY LOCAL REGULATIONS AND BYLAWS, AND THE CURRENT OCCUPATIONAL HEALTH AND SAFETY ACT (OHS) AND CURRENT REGULATIONS FOR CONSTRUCTION PROJECTS. ALL CODES AND STANDARDS SHALL BE THOSE REFERENCED IN OBC 2012.
2. THIS SET OF DRAWINGS SUPERCEDES AND REPLACES ALL PREVIOUS DRAWINGS.
3. CONTRACTOR TO CONFIRM ALL DIMENSIONS ON SITE. NOTIFY ARCHITECT OF ANY DISCREPANCIES.
4. DRAWINGS ARE NOT TO BE SCALED.
5. CONSTRUCTION AND SHOP DRAWING REVIEW MUST BE PROVIDED.
6. DIMENSIONS TO EXISTING WALLS ARE FROM FACE OF EX. WALL. DIMENSIONS TO PROPOSED WALL ARE FROM THE FACE OF STRUCTURE U.N.O.
7. CEILING HEIGHTS ARE AS SHOWN ON REFLECTED CEILING PLANS. OWNER / CONTRACTOR TO CONFIRM ON SITE.

MECHANICAL & ELECTRICAL:
8. HVAC MODIFICATION & INSTALLATION TO BE COMPLETED AS REQUIRED BY THE CONTRACTOR ON A DESIGN-BUILD BASIS. ALL WORK TO BE COORDINATED BY GENERAL CONTRACTOR TO THE ARCHITECTURAL REQUIREMENTS IDENTIFIED IN THIS SET OF DRAWINGS.
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11. NEW LIGHT FIXTURES TO BE SELECTED BY ELECTRICAL CONTRACTOR WITH APPROVAL FROM THE OWNER. PROVIDE CUT SHEETS OF SELECTIONS TO OWNER & ARCHITECT FOR REVIEW.
12. REMOVAL OR MODIFICATION OF EXISTING ELECTRICAL OUTLETS AND/OR REMOVAL AND CAPPING OF ABANDONED CONDUIT TO BE CARRIED OUT BY AN ESA LICENSED ELECTRICIAN.
13. ESA CERTIFICATE OF INSPECTION TO BE PROVIDED.
BARRIER FREE ACCESSIBILITY:
14. PROVIDE & MAINTAIN A MINIMUM 1100 (3'-7") BARRIER FREE PATH OF TRAVEL WITHIN THE RENOVATED AREA.
15. DOOR OPENING DEVICES THAT ARE THE ONLY MEANS OF OPERATION SHALL BE DESIGNED TO BE OPERABLE USING A CLOSED FIST AND MOUNTED BETWEEN 900-1100 A.F.F.
16. ALL DOORS WITHIN A REQUIRED BARRIER FREE PATH OF TRAVEL SHALL BE MINIMUM 965 (38").
17. EVERY DOORWAY THAT IS LOCATED IN A BARRIER-FREE PATH OF TRAVEL REQUIRES, WHEN THE DOOR IS IN AN OPEN POSITION, A CLEAR WIDTH OF AT LEAST 860 (2'-10"). A CLEAR SPACE MUST BE PROVIDED ADJACENT TO THE LATCH SIDE OF THE DOOR, UNLESS EQUIPPED WITH A POWER DOOR OPERATOR. THIS CLEAR SPACE MUST PROVIDE A MINIMUM WIDTH OF:
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FINISHES:
18. ALL NEW INTERIOR FINISHES TO HAVE A MAXIMUM 150 FLAME SPREAD RATING AS PER 3.1.13.2. OF DIVISION B OF THE O.B.C.
19. CONTRACTOR TO PROVIDE SAMPLES OF FINISHES TO ARCHITECT FOR REVIEW & SELECTION. SELECTION TO BE FROM STANDARD LINE

GENERAL NOTES
N.T.S. A2.1

GRINHAM ARCHITECTS
15 Yarmouth Street
Guelph, Ontario, N1H 4G2
Tel: 519.766.1580
Fax: 519.766.1377
Email: info@grinham.ca
Web: www.grinham.ca

PROJECT NORTH
ACTUAL NORTH

ONTARIO ASSOCIATION OF ARCHITECTS
LLOYD A. GRINHAM
LICENSED ARCHITECT
4762
August 22, 2022

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DO NOT SCALE DRAWINGS.

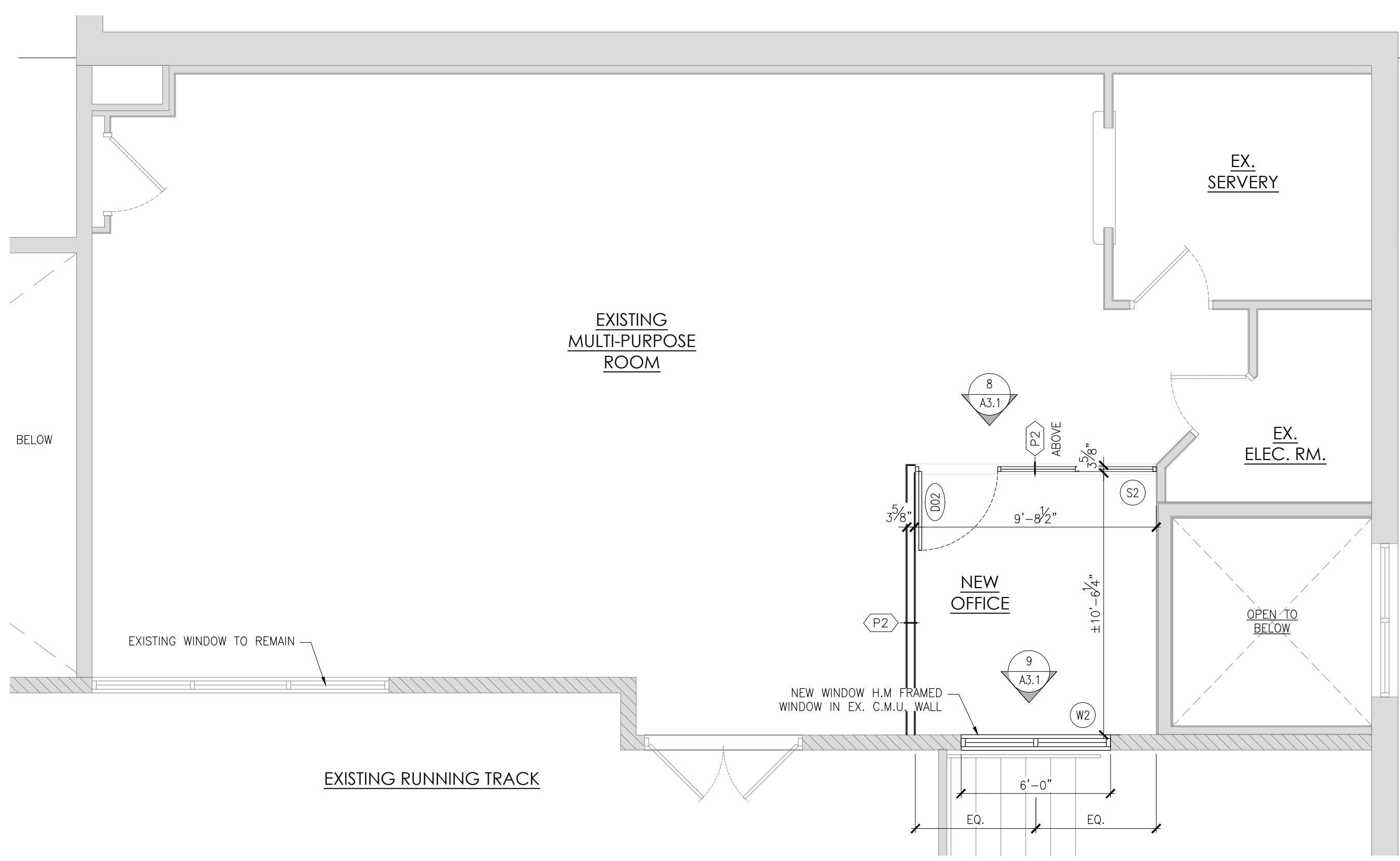
NO.	DATE	REVISIONS
01	28-APR-2022	DRAFT I.F.C. FOR CLIENT REVIEW
02	27-JUN-2022	ISSUED FOR PERMIT & TENDER
03	22-AUG-2022	NOTATION REVISIONS TO A2.2

MOUNT FOREST & DISTRICT SPORTS COMPLEX
850 PRINCESS STREET
MOUNT FOREST, ONTARIO

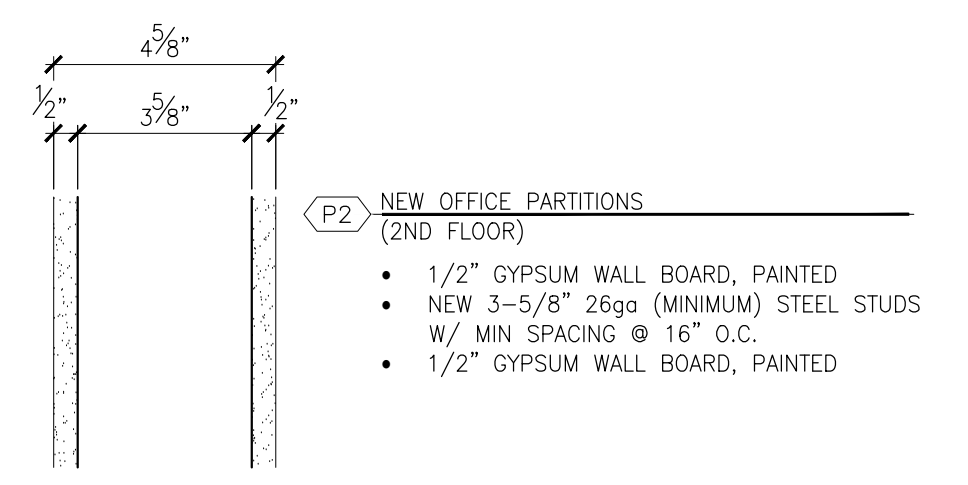
1ST FLR RENO FLOOR PLAN, RCP, FINISH PLAN & SCHEDULES

DATE:	22-Aug-2022	SCALE:	AS NOTED
DRAWN BY:	MWA		
CHECKED BY:	LAG		
STATUS:	CONSTRUCTION		
JOB NO.:	2174		
FILE:	---		
FOLDER:	WORKING		

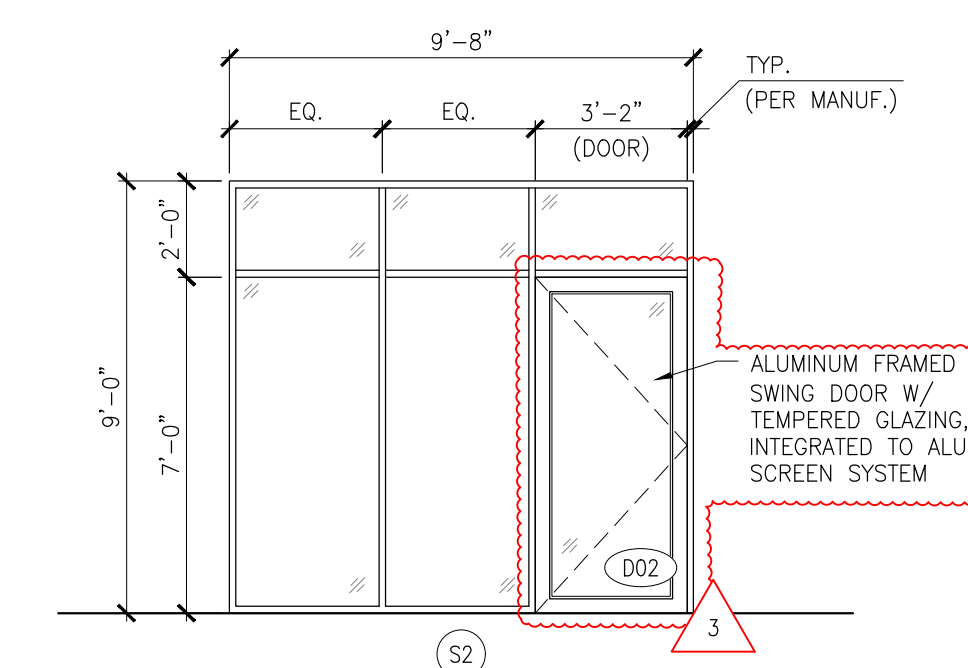
A2.1



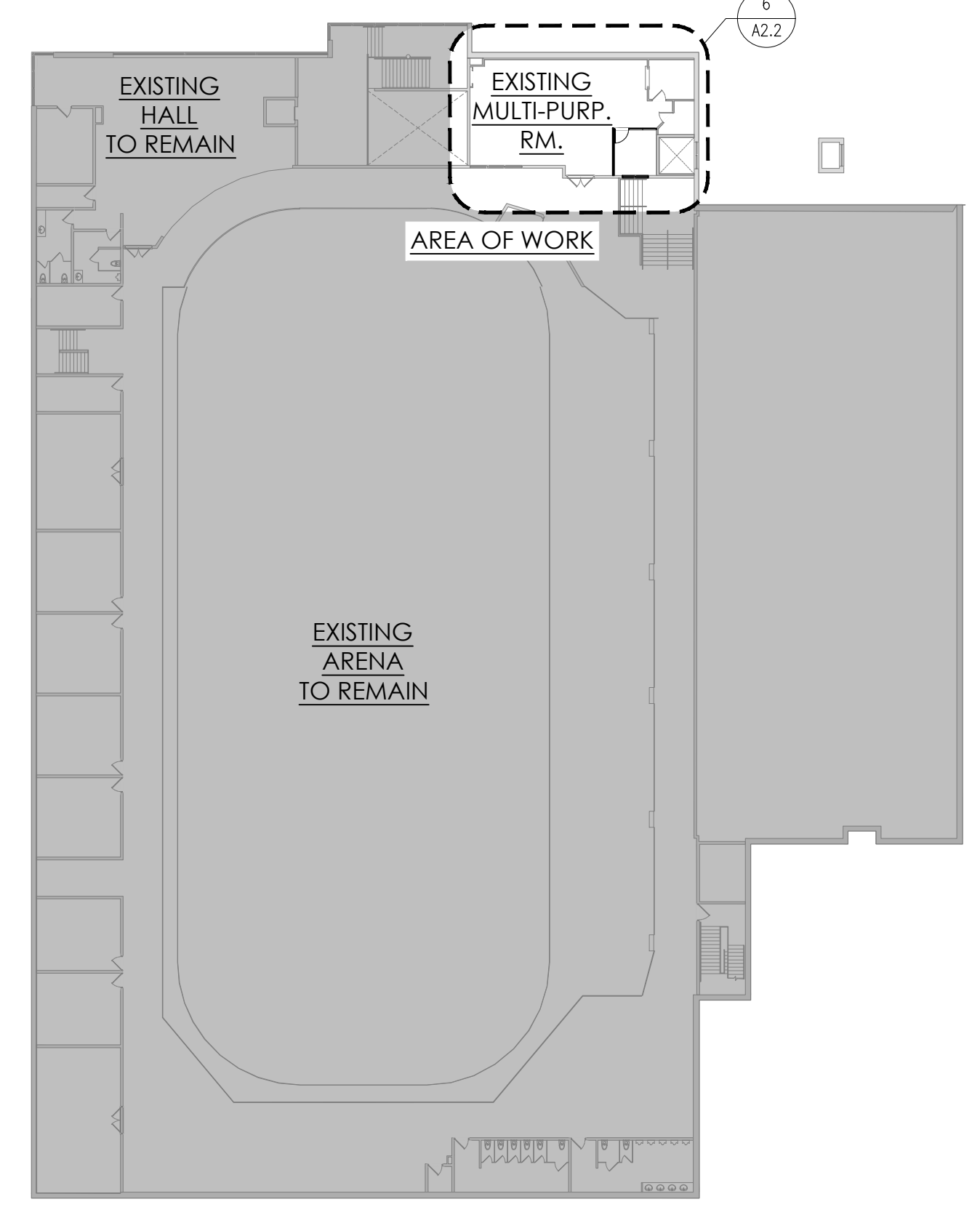
FLOOR PLAN
(2ND FLOOR RENOVATION AREA) 1/4"=1'-0" A2.2



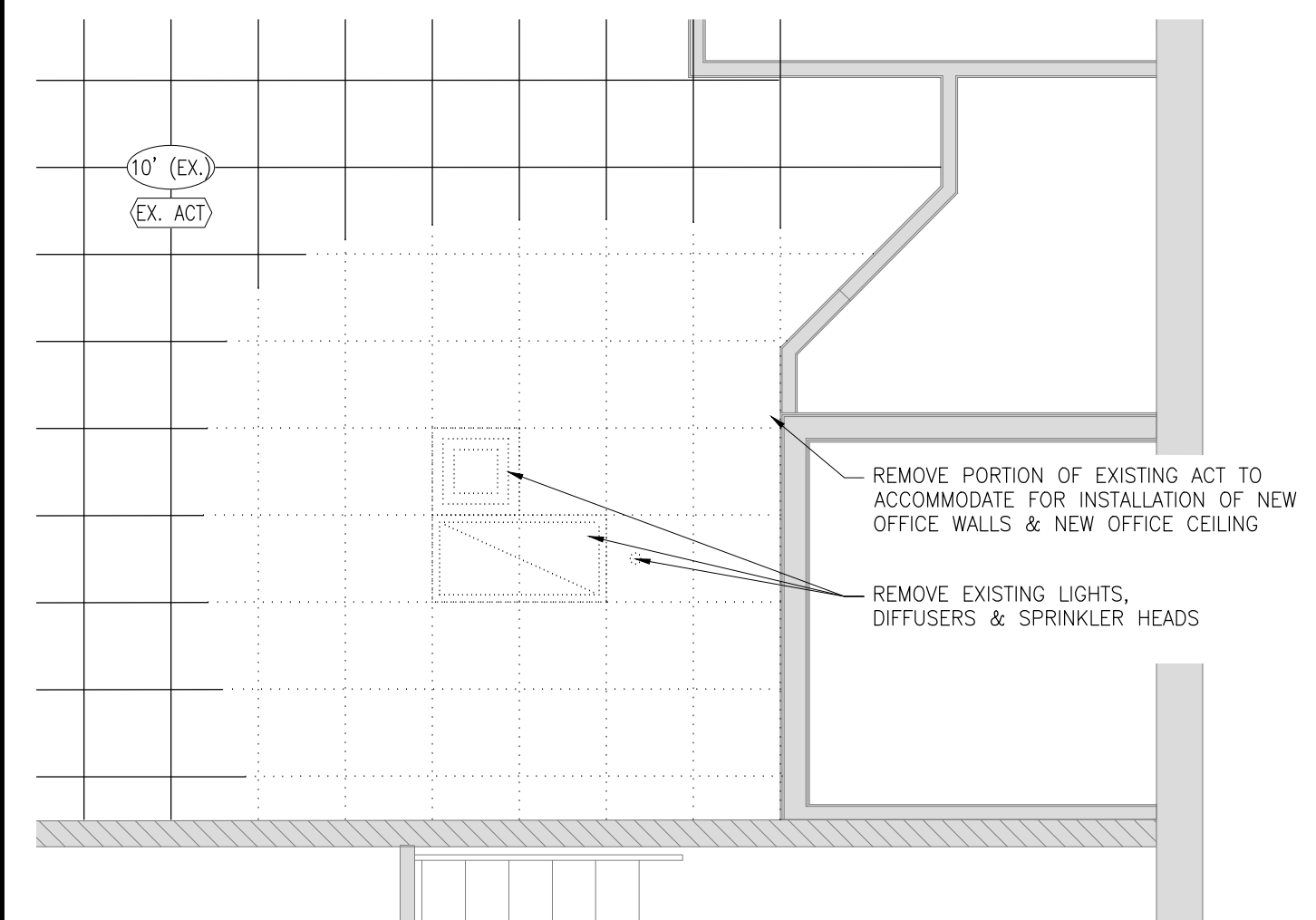
WALL SCHEDULE
SCHEDULES N.T.S. A2.2



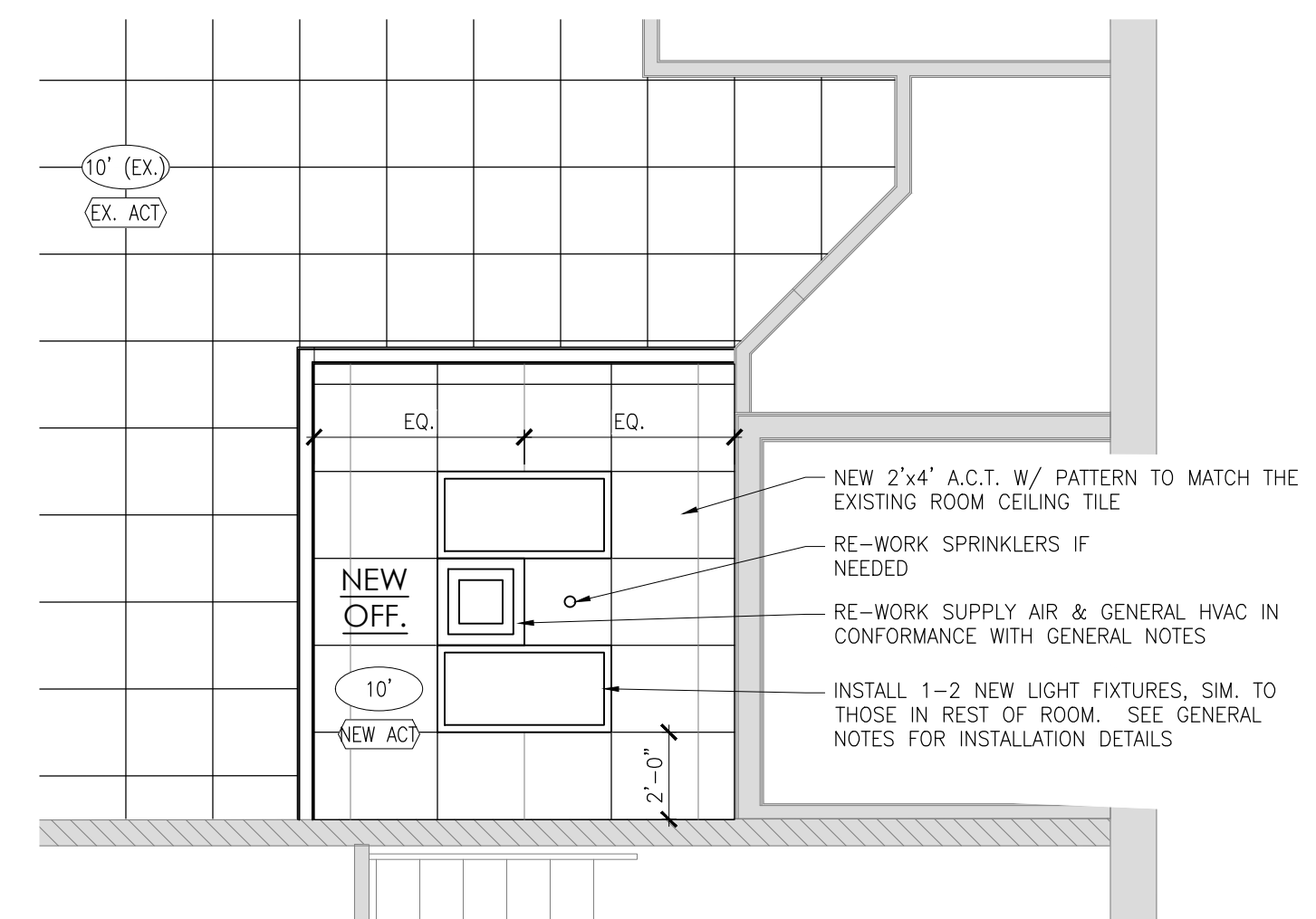
DOOR & WINDOW ELEVATIONS
SCHEDULES 1/4"=1'-0" A2.2



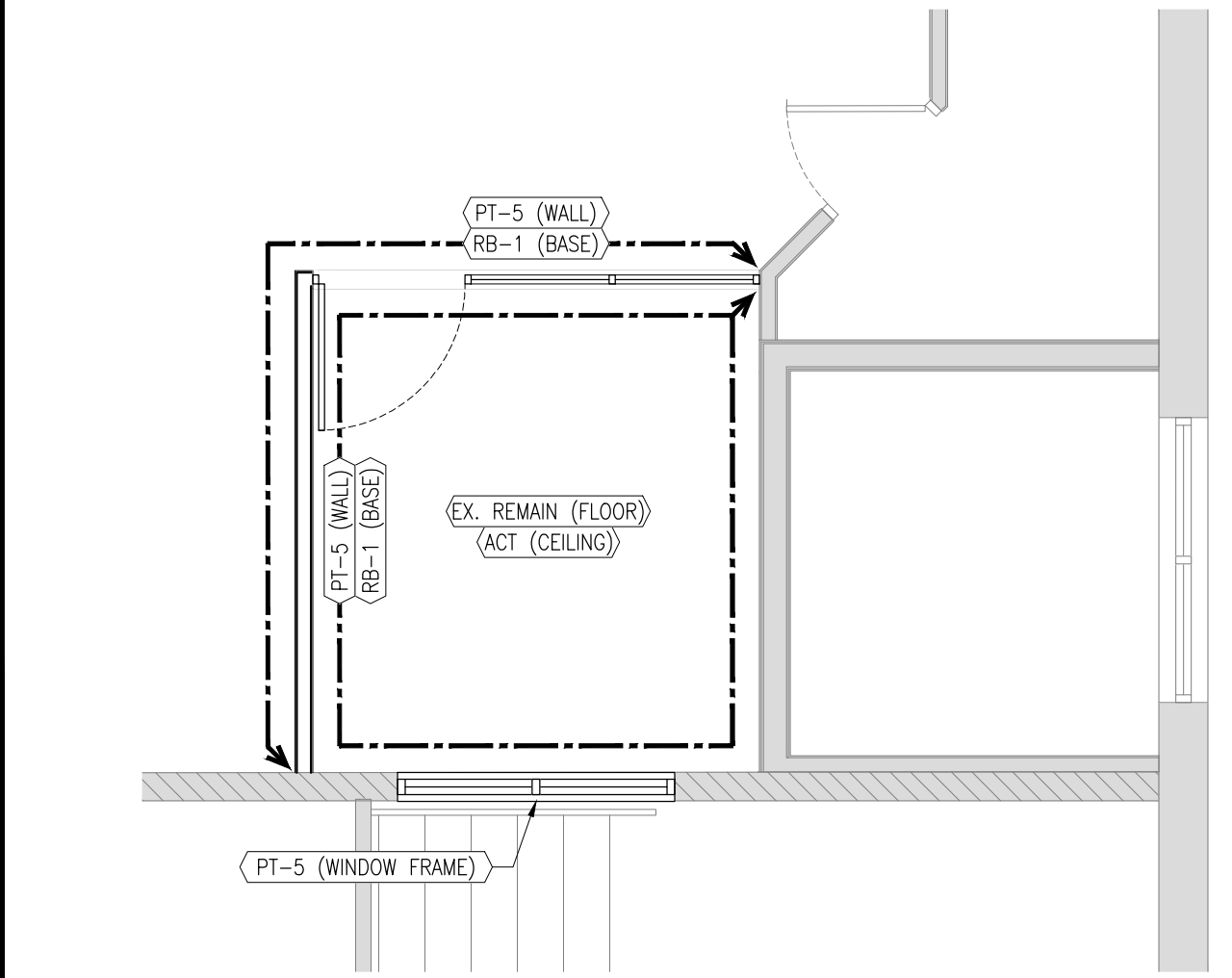
KEY PLAN
(2ND FLOOR) 1/32"=1'-0" A2.2



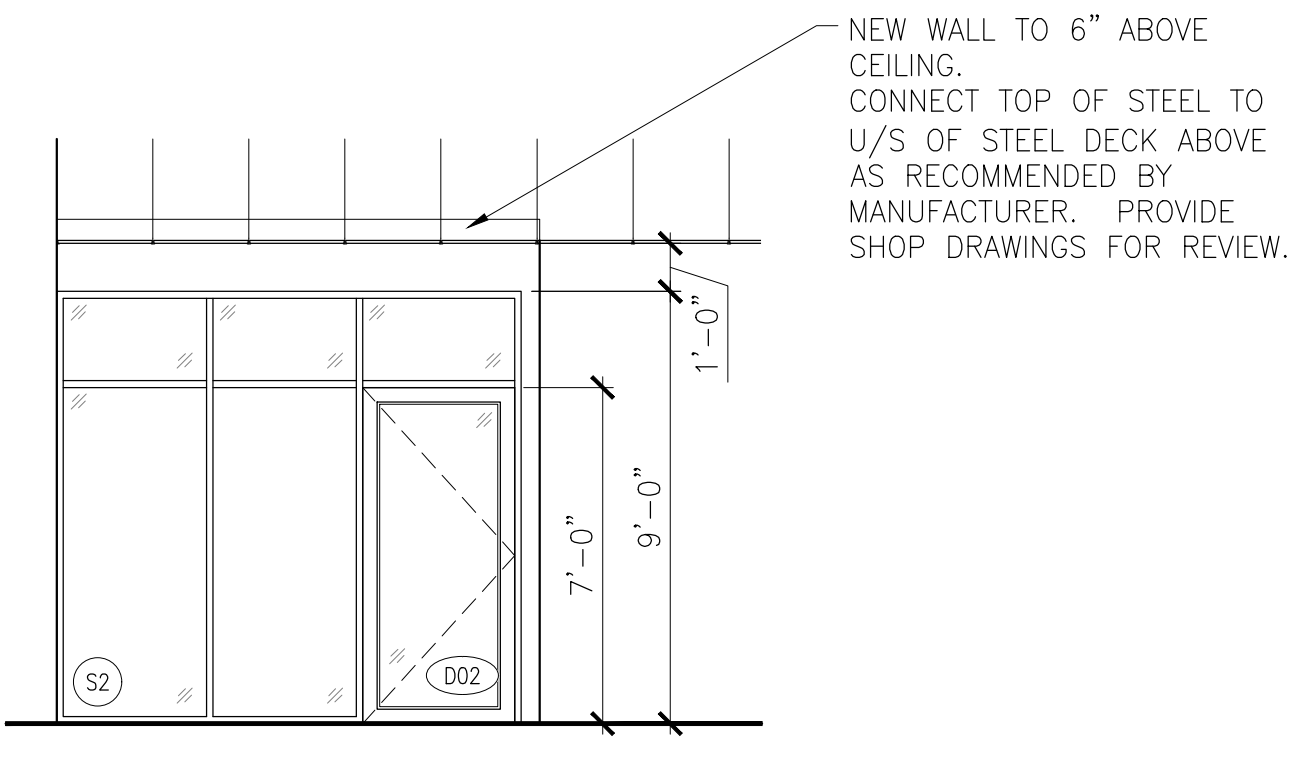
REFLECTED CEILING DEMOLITION PLAN
(2ND FLOOR RENOVATION AREA) 1/4"=1'-0" A2.2



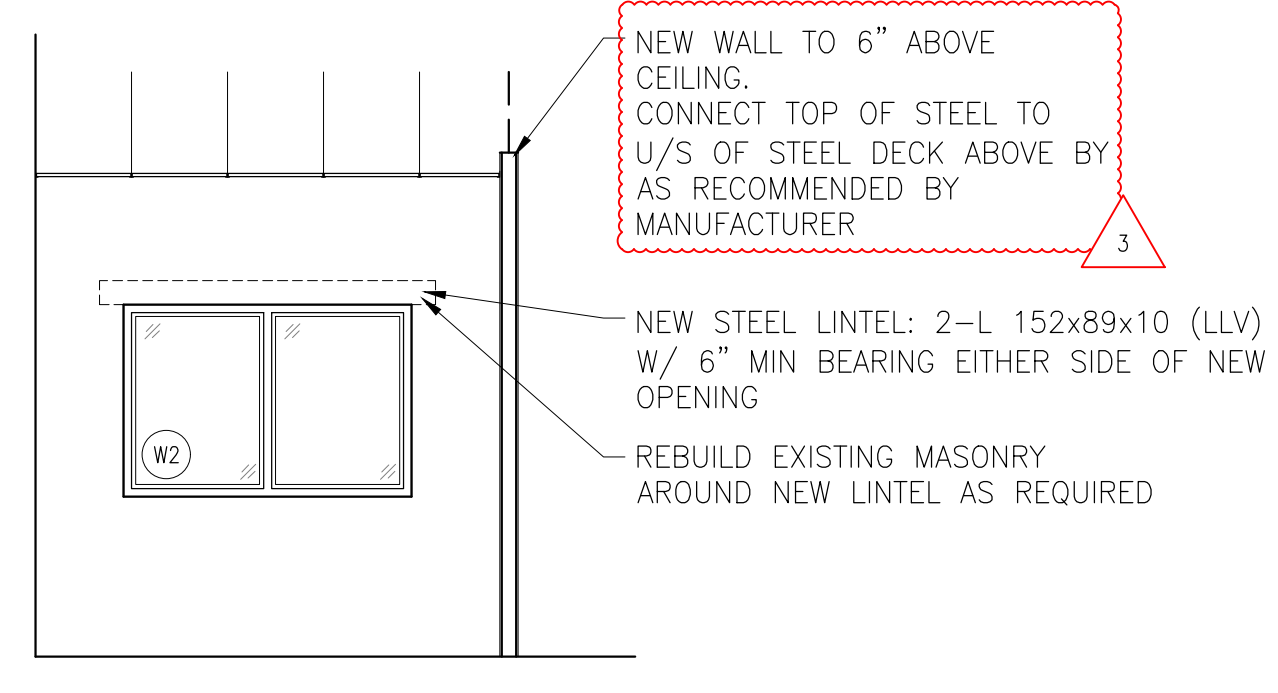
REFLECTED CEILING PLAN
(2ND FLOOR RENOVATION AREA) 1/4"=1'-0" A2.2



FINISH PLAN
(2ND FLOOR RENOVATION AREA) 1/4"=1'-0" A2.2



2ND FLOOR OFFICE - FRONT ELEVATION
INTERIOR ELEVATIONS 1/4"=1'-0" A2.2



2ND FLOOR OFFICE - NEW WINDOW
INTERIOR ELEVATIONS 1/4"=1'-0" A2.2

DOOR REFERENCE		D02
DOOR	MATERIAL	ALUM.
	ELEVATION	B
	WIDTH	38"
	HEIGHT	84"
	THICKNESS	PER MANUF.
FRAME	FRAME ELEVATION	S2
	FRAME MAT.	ALUM
	FRAME RATING	-
	INSULATED / THERM. BR.	YES
	FINISH	PC
HARDWARE	LOCK SET	YES
	PASSAGE SET	-
	PRIVACY SET	-
	LATCH / PADDLE	YES
	EXIT DEVICE	-
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	WEATHER STRIP	-
	SWEEP	-
	KICK PLATE	-
ELECTRIC STRIKE	-	
B/F OPERATOR	-	
PUSH / PULL	-	
LEVER TYPE HANDLE	YES	
PUSH-TO-LOCK	-	
DOOR REFERENCE	D02	

LEGEND

ALUM - ALUMINIUM
HM - HOLLOW METAL
PT - PAINT
PC - COLOUR POWDER COAT

GENERAL DOOR SCHEDULE NOTES:

- COORDINATE DOOR UNDERCUTS WITH MECHANICAL CONTRACTOR

DOOR SCHEDULE
SCHEDULES N.T.S. A2.2

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GENERAL NOTES
N.T.S. A2.2

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PROJECT NORTH
ACTUAL NORTH

ONTARIO ASSOCIATION OF ARCHITECTS
LLOYD A. GRINHAM
LICENSED ARCHITECT
4765
August 22, 2022

CONTRACTOR SHALL VERIFY ALL DIMENSIONS ON SITE AND REPORT ANY DISCREPANCIES IMMEDIATELY TO THE ARCHITECT BEFORE PROCEEDING WITH THE WORK.

DRAWINGS AND SPECIFICATIONS REMAIN THE PROPERTY OF THE ARCHITECT AS INSTRUMENTS OF HIS SERVICE AND MUST BE RETURNED AT HIS REQUEST.

DO NOT SCALE DRAWINGS.

NO.	DATE	REVISIONS
01	28-APR-2022	DRAFT I.F.C. FOR CLIENT REVIEW
02	27-JUN-2022	ISSUED FOR PERMIT & TENDER
03	22-AUG-2022	NOTATION REVISIONS TO A2.2

MOUNT FOREST & DISTRICT SPORTS COMPLEX

850 PRINCESS STREET
MOUNT FOREST, ONTARIO

2ND FLR. RENO. FLOOR PLAN, RCP, FINISH PLAN, INT'R ELEV. & SCHEDULES

DATE:	22-Aug-2022	SCALE:	AS NOTED
DRAWN BY:	MWA		
CHECKED BY:	LAG		
STATUS:	CONSTRUCTION		
JOB NO:	2174		
FILE:	---		
FOLDER:	WORKING		

A2.2

ICE ALLOCATION MEETING MINUTES
August 10, 2022

Present:

Tom Bowden, Recreation Services Manager
Jason Bingleman, Arthur Minor Hockey
Amy Parker, Mt Forest Minor Hockey
Scott Weber, Mt Forest Patriots
Tim Boggs, Arthur Minor Hockey

Jessica Turnbull, Administration
Chris Seddon, WN Ringette
Tryphena De Boer, Arthur Skating Club
Nicole West, Skate Canada Mt Forest
Jack Langenhuizen, Skate Canada Mt Forest

6:05 pm Start**GROUP CONTACT INFORMATION**

Please send 2022 – 2023 Executive List to Tom Bowden, tbowden@wellington-north.com, and Jessica Turnbull jturnbull@wellington-north.com . Only those who are designated to do so, Ice Scheduler and Executive members, will be able to make ice bookings on behalf of the organization.

ICE RATES

Slight increase from last year, as there is every year.

- i. Minor Sports \$118.75 plus HST
- ii. Local adults \$140.00 plus HST
- iii. Non-Resident \$159.00 plus HST

Rates and fees are passed by council two years in advance. Groups can send a letter to Recreation, Parks and Leisure Committee for a rebate on the two percent for this season or apply for grants and donations through Economic Development – Dale Small to recoup the increase.

TOURNAMENTS & CARNIVALSPotential Dates:Mount Forest

- Skate Canada Mt Forest – Sunday March 5, Carnival
- MFMHA – will send

Arthur

- Arthur Skating – will send
- AMHA – Nov 13, Nov 27, Dec 11, Jan 7, Jan 15, Jan 29, Feb 12, Feb 26
- WN Ringette – will send

- Grand River Mustangs – Nov 4th & 5th

ICE INSTALLATION

Arthur September 24th

Mt Forest September 1st

ICE CLOSURE DATES

Labor Day September 5th, Thanksgiving October 11, Halloween October 31st, Christmas December 25th, Boxing Day December 26th, and New Year's Day January 1st.

ICE LOGOS

If you would like your logo painted on the ice, Jeff Erwin of Canadian Rink Services will be doing the work again this year. Let Jeff know **ASAP**, sales@canadianrinkservices.com

START DATES:

MFMHA – September 1st

AMHA – First available ice in Arthur – discussing ice times in MF for early/mid Sep

WN Ringette – Will send

Skate Canada MF – September 19th

Arthur Skating – October 5th

MF Patriots – September 1st

QUESTIONS/ MISC

- Concession Booth Staffing – Township is looking at outside sources to operate the Arthur and Mt Forest booths
- When a team is on the ice, please respect the noise levels for coaching. i.e playing music
- New ice resurfacer in Mt Forest

Mount Forest Ice Times

Monday	4:20-6 MFMH 6-9:30 Figure skating 9:30-10:30 MFMH
Tuesday	4:30-11 MFMH
Wednesday	7:30am – 8:30 Businessman shinny 4:30-6:40 Figure Skating 6:40-9 MFMH 9-10:30 Patriots
Thursday	5:00-6:30 MFMH 6:30-7:30 Ringette 7:30-9:30 MFMH 9:30-11 Rams
Fridays	4:30-8 Figure skating 8-10:30 MFMH
Saturday	8am -12 MFMH 12-1:30 Public skating 1:30-6:30 MFMH 6:30-7:30 Ringette 7:30-10 Patriots 10:30- 11:30 Shinny
Sunday	8:30-10:30 MFMH 10:30-12 Saints Hockey 12- 10:30 MFMH

Arthur Ice Times

Monday	5pm – 6pm	
	6pm-9pm	AFSC
	9pm – 10:30	AMHA
Tuesday	5pm-6pm	Mustangs
	6pm -9pm	AMHA
Wednesday	5pm-6pm	Mustangs
	6pm-9:00pm	AFSC
	9:00pm-10:30	
Thursday	5:30pm-930pm	AMHA
	9:30pm-11pm	Mennonite Hockey
Friday	3pm -4pm	Friday Afternoon Shinny
	4:30-6pm	Public Skating
	6pm-1030pm	AMHA
Saturday	9am-4pm	AMHA
	4pm -5pm	Ringette
	5pm-8pm	Saturday Night Rec. League
	8pm-9:30	
Sunday	9am-10am	Sunday Morning Shinny
	10am to 2pm	
	2-3:30pm	Public Skating
	3:30-9pm	AMHA

End time 6:40PM



2022 - Playground Safety Inspection Audit Report

Location:	Campbell Devore Playground 851 Princess St., Mount Forest, ON N0G 2L3
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Prepared For:	Park N Water Ltd 9-75 First Street, Suite 253 Orangeville, Ontario L9W 5B6
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Contact:	Stephen Van Meer (416) 668-9941 steve@parknwater.com
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Date:	10-Aug-22
Inspector:	Andy Constantinou



Annual Playground Inspection Report

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Annual Playground Inspection Report

Company Information

We would like to take this opportunity to thank you for choosing **Safe Play Recreation Inc.** for providing you and your centre with our professional inspection services. You have chosen an inspection firm with high integrity and superior customer satisfaction.

Insurance:

Safe Play Recreation Inc. is fully insured and carries the following insurance policies:

- Professional Errors and Omissions Liability
- Commercial General Liability

Both insurance policies/certificates are available upon request.

3rd Party Status:

Safe Play Recreation Inc. is not affiliated with any manufacturer or supplier of play equipment nor do we repair/retrofit existing equipment; therefore, we are able to offer third party/non-affiliated inspections, audits or consulting services for our customer's playspace and equipment requirements.

Safe Play Recreation Inc. declares non-conflict of interest with playground equipment and surfacing manufacturers, suppliers, repair/retrofit contractors, and/or Consultants.

Drop Testing:

We perform impact-surfacing tests using the Triax 2015 to record impact data. The only accurate method for testing onsite surface "impact-attenuation" is by using the Triax 2015 to perform complex drop-tests. **Safe Play Recreation Inc.** owns a Triax 2015 and includes this testing on all of its playground inspections (unless not requested).

Reporting:

Our playground safety inspections and audits are conducted with the application of the current CSA Standard, CSA-Z614:20. Upon completion of our on-site evaluation, an easy-to-read, detailed and photographic written report will be provided. All deficiencies are noted, have a hazard class applied to it, a digital picture taken for the report and a reference of the applicable clause(s) of the CSA Standard listed. We provide recommendations and possible solutions for the deficiencies found and listed within the report.

Consulting:

Our consulting services include the following:

- Development of an action plan to assist owners in addressing equipment deficiencies and concerns
- Provide recommendations in the layout and placement of playspaces and equipment; review site plans prior to installation.
- Provide presentations, seminars, and training regarding playground inspections, such as what to look for during weekly/monthly checks.
- Provide inspections on repairs, retrofits, and installations to ensure compliance with the CSA-Z614:20 Standard.

Please contact us with any questions or are interested in receiving a detailed quote for one of our services. Please do not hesitate to call us toll free at 1-866-227-2779 or email us at info@safeplayrec.com

Sincerely,

Andy Constantinou, B.A., B.Ed.

*Canadian Certified Playground Inspector (CPRA)

* Registered Playground Practitioner (OPA)

SAFE PLAY RECREATION INC. 295 Kenneth Avenue Kitchener ON N2A 1W5
T 519 885 1103 * 1 866 227 2779 F 519 885 2768 E info@safeplayrec.com W www.safeplayrec.com



Annual Playground Inspection Report

Introduction to Inspection

Introduction and Abstract Information:

1. This report summarizes the results of the playspace and playground equipment inspections performed by Safe Play Recreation Inc.
2. The inspection is valid at time of inspection and is essentially a "snapshot in time" of the condition of the playspace and playground equipment. There is no guarantee or timeline (e.g. inspection valid for 1 year) for this inspection. The results observed and recorded reflect the condition of the playspace and equipment "at time of inspection".
3. The responsibility of the playspace and equipment falls upon the owner/operator and it is the responsibility of the owner/operator and/or the users of this report to decide its suitability for their own particular purpose. Safe Play Recreation Inc. does not warrant the suitability of this inspection or report to any particular purpose. The responsibility on how to utilize this report lies with the owner/operator of the playspace and equipment.
4. The playground inspection procedure consists of detailed steps and procedures that are based on the criteria set by the **CSA-Z614:20 Children's Playground Equipment and Surfacing** developed by the Canadian Standards Association, operating as "CSA Group".



Annual Playground Inspection Report

Hazard Identification Section

Safe Play Recreation Inc. uses one (1) set of hazard class ratings. All deficiencies/hazards are identified using the letters **"A, B or C"**. All CSA-compliant items are noted as **"0"** (zero).

Hazard Identifications:

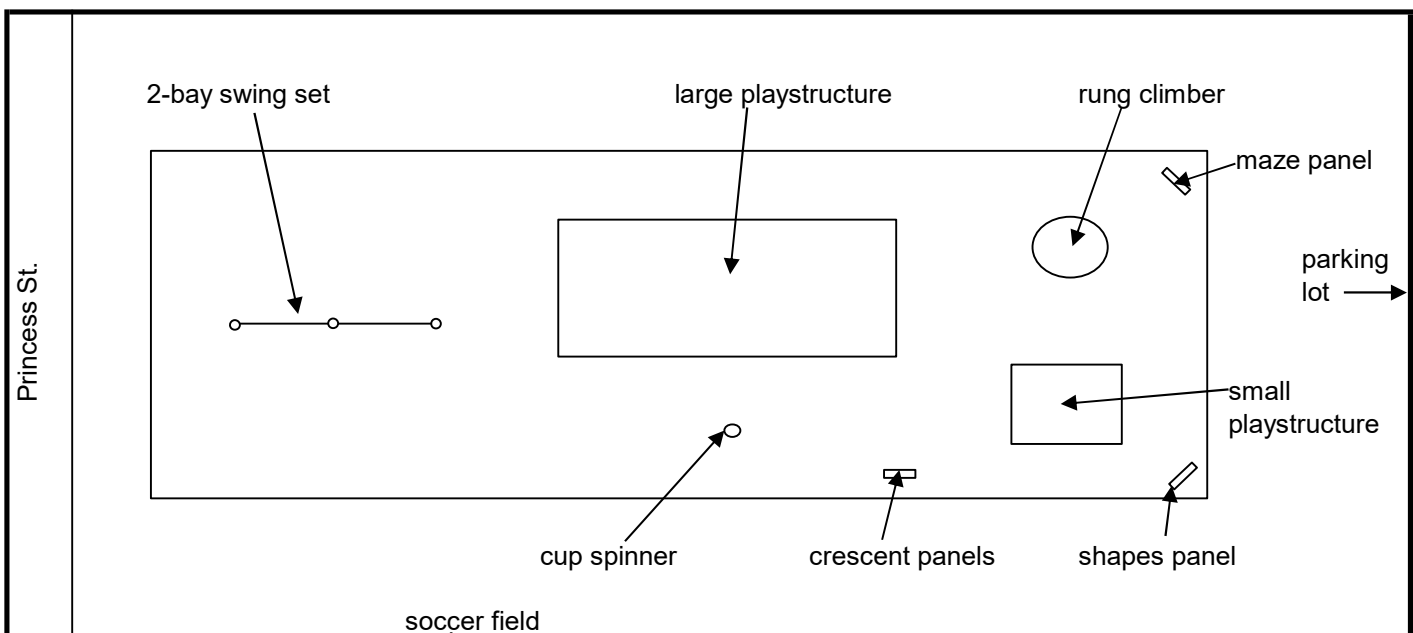
- "A"** Hazards which are life-threatening or permanently disabling (e.g. head and neck entrapment, drawstring entanglement, structural integrity, fall height, inadequate depth and dimensions of protective surfacing material, exposed steel, wood or concrete above the level of protective surface).
- "B"** Hazards which are serious and may cause non-disabling injury (e.g. crush or shear points, protrusions, sharp edges).
- "C"** Hazards that may cause slight injury, or equipment not in compliance with CSA Z614:20, other than those under hazards A and B.
- "0"** An item or situation that has been assessed as safe and CSA-compliant at time of inspection **OR** an item or situation that could develop into a hazard in the future (based on the inspector's assessment). Now noted and made aware of - monitor.

Annual Playground Inspection Report

Data & Inventory Section

Customer:	Park N Water Installations
Location:	Campbell Devore Playground - 851 Princess St., Mount Forest, ON N0G 2L3
Date of Inspection:	10-Aug-22
Time of Inspection:	10:45 AM
Weather Conditions:	Clear, Sunny, 20 degrees Celsius
Inspected By:	Andy Constantinou
Size of Area:	~ 30.6m x 10.8m
Site Description:	2-Playstructures, 1-Two-Bay Swing Set, 1-Four-Way Rung Climber (Verve Climber), 3-Play Panel Units, 1-Cup Spinner, 1-Wood Chip Surface.
Manufacturer of Equipment:	GameTime (Park N Play - 1-866-551-8188)
Installation Date & Model #:	Aug-22 MFG Date: 07/2022; Order #: 221842
Age Group:	5 - 12 years (large playstructure, cup spinner, rung climber) 1.5 - 5 years (small playstructure); 1.5 - 12 years (swing set)
Equipment Description:	<p><u>Large Playstructure:</u> 14-posts, 3-platforms, 1-transfer platform, 1-set of transition steps, 1-beta rung climber, 1-double luge slide, 1-mesa climber (bridge), 1-tree branch climber, 1-trango climber, 1-spiral slide, 1-straight horizontal ladder, 1-power pipes climber, 1-taktiks tangle climber, 1-dynamic pad, 1-swift glider, 2-solis post toppers.</p> <p><u>Small Playstructure:</u> 10-posts, 3-platforms, 1-lynx climber, 1-post mounted bell, 1-leaf climber, 1-chimes panel, 1-hypno activity panel, 1-synergy counter, 1-crux climber, 1-single slide, 1-roof panel.</p> <p><u>Swing Set:</u> 3-posts, 2-belt swing seats, 1-bucket swing seat, 1-ADA swing seat.</p> <p><u>Rung Climber:</u> 4-posts, 4-arched rung climbers.</p> <p><u>Play Panels:</u> 5-posts, 1-maze panel, 1-shapes panel, 1-spinner crescent & 1-rain crescent panels.</p>
Platform Heights:	Large Playstructure: 1 @ 1.2m, 1 @ 1.4m, 1 @ 1.8m Small Playstructure: 1 @ 0.4m, 1 @ 0.6m, 1 @ 0.8m

Site Plan





Annual Playground Inspection Report

Data & Inventory Section (continued)

Type of Protective Surface:	Wood Chips	
Containment of Protective Surface:	Plastic Timbers	
Depth of Protective Surface:	350mm - 400mm	
Temperature of Surfacing:	Drop #1: 21 degrees Celsius Drop #2: 21 degrees Celsius Drop #3: 21 degrees Celsius Drop #4: 21 degrees Celsius Drop #5: 20 degrees Celsius	Drop #6: 20 degrees Celsius Drop #7: 20 degrees Celsius Drop #8: 19 degrees Celsius Drop #9: 20 degrees Celsius Drop #10: 19 degrees Celsius
Fall Height:	Large Playstructure: 2.75m; Small Playstructure: 1.53m; Swing Set: 2.4m; Cup Spinner: 0.6m; Rung Climber: 2.4m	
Surface Compaction Present:	No	
Surface Hardpan Present:	No	
Surface Area Contamination Present:	No	
Surface Impact Attenuation Test Performed:	Yes	

The surface impact attenuation drop test data is listed below.

This data is used to determine the energy absorbency of the surfacing material in accordance to the compliance requirements of Clause 10.1 of the CSA-Z614:20 Standard. Surfacing compliance is achieved when the GMAX (Maximum Gravitational Force of Impact) is less than 200 and the HIC (Head Injury Criteria) is less than 1000 from the defined critical fall height of the play equipment.

Impact Attenuation Test Results:

Drop #1: At 2.4 metre height beside the ring climber (facing parking lot).

Drop	GMAX	HIC	Pic #
1	72	233	No
2	75	245	
3	79	265	
Average	77	255	

Result: Impact attenuation **was** achieved at this location.

Drop #2: At 2.4 metre height beside the rung climber (facing large playstructure).

Drop	GMAX	HIC	Pic #
1	77	246	No
2	80	264	
3	84	288	
Average	82	276	

Result: Impact attenuation **was** achieved at this location.

Drop #3: At 1.53 metre height in front of the crux climber at the small playstructure.

Drop	GMAX	HIC	Pic #
1	55	145	No
2	56	152	
3	58	160	
Average	57	156	

Result: Impact attenuation **was** achieved at this location.

***Note: The average is of drops 2 and 3 only (as per the requirements of ASTM F1292).**

Data & Inventory Section (continued)**Impact Attenuation Test Results Area 1 continued:****Drop #4: At 1.53 metre height in front of the slide at the small playstructure.**

Drop	GMAX	HIC	Pic #
1	60	167	No
2	62	174	
3	64	184	
Average	63	179	

Result: Impact attenuation **was** achieved at this location.**Drop #5: At 0.6 metre height beside the cup spinner.**

Drop	GMAX	HIC	Pic #
1	30	42	No
2	28	39	
3	28	41	
Average	28	40	

Result: Impact attenuation **was** achieved at this location.**Drop #6: At 2.75 metre height beside the swift glide at the large playstructure**

Drop	GMAX	HIC	Pic #
1	80	285	No
2	83	294	
3	89	306	
Average	86	300	

Result: Impact attenuation **was** achieved at this location.**Drop #7: At 2.75 metre height in front of the tram go climber at the large playstructure.**

Drop	GMAX	HIC	Pic #
1	82	289	No
2	86	297	
3	90	311	
Average	88	304	

Result: Impact attenuation **was** achieved at this location.**Drop #8: At 2.75 metre height beside the spiral slide.**

Drop	GMAX	HIC	Pic #
1	81	295	No
2	85	310	
3	91	322	
Average	88	316	

Result: Impact attenuation **was** achieved at this location.**Drop #9: At 2.4 metre height in front of the belt swing seats at the swing set.**

Drop	GMAX	HIC	Pic #
1	77	256	No
2	79	270	
3	83	290	
Average	81	280	

Result: Impact attenuation **was** achieved at this location.**Drop #10: At 2.4 metre height in front of the bucket and ADA swing seats at the swing set.**

Drop	GMAX	HIC	Pic #
1	79	268	No
2	82	280	
3	88	298	
Average	85	289	

Result: Impact attenuation **was** achieved at this location.***Note: The average is of drops 2 and 3 only (as per the requirements of ASTM F1292).**



Annual Playground Inspection Report

Inspection Results Section

Pictures of Areas Being Inspected:



Playground Area



Large Playstructure



Small Playstructure



Swing Set



Rung Climber



Cup Spinner



Maze Panel



Shapes Panel



Crescent Panels



Annual Playground Inspection Report

Inspection Results Section (page 2)

Inspection Results:

Inspection Item	Complies with CSA			Comments/Details	CSA Clause or Chapter	Hazard ID	Picture #
	Yes	No	N/A				
Materials	✓			No faults noted	7.1	0	
Installation	✓			No faults noted	8.1	0	
Structural Integrity	✓			No faults noted	9.1	0	
Surfacing	✓			No faults noted	10	0	
Head & Neck Entrapment	✓			No faults noted	12.2	0	
Sharp Pts. & Protrusions	✓			No faults noted	12.3	0	
Entanglement	✓			No faults noted	12.4	0	
Crush or Shear Points	✓			No faults noted	12.5	0	
Access/Egress	✓			No faults noted	13	0	
Playspace Layout	✓			No faults noted	14	0	
Climbers	✓			No faults noted	15.4	0	
Upper Body Equip.	✓			No faults noted	15.5	0	
Slides	✓			No faults noted	15.6	0	
Swings	✓			No faults noted	15.7	0	
Roofs	✓			No faults noted	15.16	0	
Equipment Support Posts	✓			No faults noted	15.19	0	
Identification & Info	✓			No faults noted, manufacturer's labels and signage are present	16.1	0	1,2



Annual Playground Inspection Report

Deficiency & Reference Picture Section



#1 - Manufacturer's labels present



#2 - Manufacturer's labels present



Annual Playground Inspection Report

Conclusions & Recommendations Section

The playground area and playground equipment were in good condition. There were no CSA-deficiencies or hazards found at time of inspection.

Large Playstructure:

No faults found.

Small Playstructure:

No faults found.

Swing Set:

No faults found.

Rung Climber:

No faults found.

Cup Spinner:

No faults found.

Play Panels:

No faults found.

Surfacing & Drop Testing:

1. The wood chip surfacing is in good condition with no faults found. Adequate depth and condition.
2. The drop testing produced CSA-compliant at each of the ten (10) locations tested. A proper maintenance program should be implemented to regularly rake and clean the protective surfacing. This will help to prevent compaction and contamination from occurring.

Signage:

No faults found. The manufacturer's labels are present.

Please direct any questions or concerns to **Safe Play Recreation Inc.** at 1-866-227-2779 or email us at info@safeplayrec.com

Date: 10-Aug-22

Inspector's Signature: _____

A handwritten signature in black ink, appearing to read "A. Constantinou".

Andy Constantinou

Errors & Omissions - In preparing this report, Safe Play Recreation Inc., assumes no liability whatsoever for any errors, omissions, or inaccuracies, either contained herein, or in the interpretation of the CSA-Z614:20, Children's Playground Equipment and Surfacing - A National Standard of Canada.