

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION, PARKS AND LEISURE COMMITTEE MEETING AGENDA
TUESDAY, NOVEMBER 8, 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 November 8, 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			
	Arthur Agricultural Society – Barn Repairs and Renovation Options Recommendation: THAT the Recreation, Parks and Leisure Committee receive for information the deputation from the Arthur Agricultural Society.	001	Chair	Resolution
	Damascus Community Centre - Update Schedule A: 2023 Conditions of Rental Schedule B: 2024/2025 Conditions of Rental Recommendation: THAT the Recreation, Parks and Leisure Committee receive the deputation from the Damascus Hall Community Group; AND FURTHER THAT the Committee recommend the Council of the Township of Wellington North approve the Damascus Hall Agreement.	003 006 007	Chair	Resolution
	Damascus Outdoor Ice Rink Recommendation: THAT the Recreation, Parks and Leisure Committee receive for information the deputation regarding the Damascus Outdoor Ice Rink.	008 010	Chair	Resolution
4:25pm	Minutes of Previous Meeting – September 6, 2022, approved at Council on September 12, 2022			

	<p>Recommendation: THAT the Recreation, Parks and Leisure Committee receive for information the minutes of the September 6, 2022 Committee Meeting.</p>	012	Chair	Resolution
4:30pm	Business Arising From Minutes			
4:30pm	Ad Hoc Committee Updates			
	<p>Mount Forest Aquatics Ad Hoc Advisory Committee Meeting of September 13, 2022</p> <p>There was a meeting scheduled but quorum was not achieved.</p>		Chair	
4:40pm	Reports			
	<p>RPL 2022-019 Swim Pass Program</p> <p>Schedule A: Swim Pass One-Page Explanation Sheet</p> <p>Recommendation: THAT the Recreation, Parks and Leisure Committee receive for information report RPL 2022-019 being a report on the swim pass program.</p>	019 021	DOO	Resolution
	<p>RPL 2022-022 Arena Programming</p> <p>Schedule A: Memorandum of Understanding Arthur and Mount Forest Pickleball Groups</p> <p>Recommendation: THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022-022 being a report on Arena Programming.</p> <p>AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend Council of the Township of Wellington North approve the Memorandum of Understanding with the Arthur and Mount Forest Pickleball Groups.</p>	022 025 026	RSM/ MPCE	Resolution
	<p>RPL 2022-020 2023 Rates and Fees Amendment</p> <p>Schedule A: 2023 Recreation Rates and Fees Amended</p> <p>Recommendation: THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022-020 being a report on the amended 2023 Recreation Rates and Fees;</p> <p>AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North approve the 2023 Recreation Rates and Fees as amended.</p>	027 030	DOO	Resolution
	RPL 2022-021 2024 Rates and Fees	033	DOO	Resolution

	Attachment Recommendation: THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022-021 being a report on the 2024 Recreation Rates & Fees; AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North approve the 2024 Recreation Rates and Fees.	036		
	RPL 2022-023 Cancellation and Refund Policy Update Schedule A: Recreation Programs Cancellation and Refund Policy Recommendation: THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022-023 being a report on updating the Recreation Programs Cancellation and Refund Policy; AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North approve the Recreation Programs Cancellation and Refund Policy as updated.	039 041	MPCE	Resolution
	RPL 2022-024 Summer Programs Recommendation: THAT the Recreation, Parks and Leisure Committee receive for information report RPL 2022-024 being a report on summer programs.	042	MPCE	Resolution
	RPL 2022-025 Splash Pad Use Recommendation: THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022-025 being a water volume comparison for the Mount Forest and Arthur splash pads.	049	RSM	Resolution
5:40pm	Items for Consideration			
5:45pm	Roundtable			
	Community Garden Update		DOO	
	Spanky's BBQ Concessions Update		RSM	
	Staffing Challenges Update		RSM	
	Welcome Community Recreation Coordinator		DOO	
6:00pm	Adjournment			
	Recommendation: <i>THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of November 8, 2022 be adjourned at p.m.</i>		Chair	Resolution

RECEIVED

SEP 20 2022

TWP. OF WELLINGTON NORTH



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)	Arthur Agricultural Society / Agricultural Barn		
Attending as an Individual	<input type="checkbox"/>	Representing a Group/Business/Organization	<input checked="" type="checkbox"/>
Name of Group/Business/Organization:	Arthur Agricultural Society		
Address:	Box 771 Arthur Ont.		
Email:	liannekaminski@hotmail.com	Phone:	
Meeting Type:	Council <input type="checkbox"/>	Committee (Includes Ad Hoc) <input checked="" type="checkbox"/>	Meeting Date: Oct 4 th / 2022

SUBJECT MATTER:


Provide Description:

Discuss Barn repair / renovations options

Recommendation/Request of Council:

(What action would you like the Township of Wellington North to take with respect to your matter)

- future plans of recreation grounds & fair grounds.

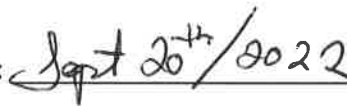
Estimated Municipal Financial Impact:	CAPITAL \$	ANNUAL OPERATING \$
Other Details: 		

Signature:



Electronic Signature Accepted

Date:


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

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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.

MEMORANDUM OF UNDERSTANDING DAMASCUS COMMUNITY HALL

THIS MEMORANDUM OF UNDERSTANDING made in duplicate this _____ day
of _____, 2022

BETWEEN

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

OF THE FIRST PART

AND

THE DAMASCUS HALL COMMITTEE
hereinafter referred to as "the Committee"

OF THE SECOND PART

The parties to this agreement wish to formalize the responsibilities related to the operation and management of the Damascus Community Hall.

1. Responsibilities of the Damascus Hall Committee

- a) General cleaning and maintenance of the building and grounds including:
 - i. Interior maintenance including but not limited to cleaning, painting, replacing light bulbs, etc.
 - ii. Provide operational maintenance including but not limited to cleaning supplies, towels, tissues, etc.
 - iii. Snow removal
 - iv. Grass cutting
- b) Repair and replace refrigerators, stoves, microwaves, etc. as needed.
- c) Book rentals.
- d) Ensure all individuals/organizations have completed a rental agreement in the form attached hereto as Schedule A and all other required documentation.
- e) Provide renters access to the building and ensure the building is secured at the end of the rental period.
- f) Invoice and collect rental fees in accordance with the municipal fees and charges by-law.
- g) Remit all invoices for expenses incurred.

- h) Remit rental agreements, fees and documentation to the municipality on a monthly basis.
- i) Provide a list of Committee members to the municipality annually for insurance purposes.
- j) Notify the Township immediately of any damage to the premises or immediate repair that could impact insurance coverage.
- k) Provide an annual report to the Recreation, Parks and Leisure Committee on the status of the building, any renovations, repairs, replacement of equipment done by the Committee members.

2. Responsibilities of the Township of Wellington North

- a) Provide insurance coverage on the building, grounds.
- b) Provide liability insurance coverage for Committee members.
- c) Provide monthly revenue and expense statements to the Committee.
- d) Pay to the caretaker \$150.00 per month.
- e) Pay invoices as received.
- f) Provide auditing services.
- g) Provide monthly health and safety inspections.
- h) Provide a Defibrillator, fire extinguishers.
- i) Provide testing of drinking water for potability; UV bi-weekly and bacteria testing monthly.
- j) Repair and replacement of capital expenditures including:
 - i. Roof
 - ii. Foundation
 - iii. Heating/cooling
 - iv. Facade repairs
 - v. Windows
 - vi. Water heater
 - vii. Well
 - viii. Septic
 - ix. Security System
 - x. Pavilion
 - xi. Picnic Tables

3. Rental Rates

- a) Both parties agree to review the rental fee rate every two years with the next review in October 2024 to set the 2026 fees and charges.

4. Term of Memorandum of Understanding

- a) Both parties agree to review the MOU every term of Council with the next review to occur October 2026 and every four years thereafter.
- b) Either party may cancel the MOU on two months written notice.

Wellington North:
 Karren Wallace, Director of Legislative Services/Clerk
 7490 Sideroad 7 W, PO Box 125
 Kenilworth, ON N0G 2E0

Damascus Hall Committee:
 Dianne MacDonald
 8404 Line 6
 RR4 Kenilworth
 N0G 2E0

Rita Cudney
 8943 Wellington Rd 16
 RR4 Kenilworth
 N0G 2E0

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

PER _____
 Karren Wallace, Director of Legislative Services/Clerk

THE DAMASCUS HALL COMMITTEE

PER _____
 Rita Cudney

PER _____
 Dianne MacDonald

2023/2024 CONDITIONS OF RENTAL DAMASCUS COMMUNITY CENTRE

I _____ AGREE TO RENT THE HALL AND GROUNDS AT THE DAMASCUS COMMUNITY CENTRE ON THE ____ DAY OF _____ 20____ UNDER THE FOLLOWING CONDITIONS. I UNDERSTAND THAT IT WILL BE MY RESPONSIBILITY TO ENSURE THAT ALL OF THESE CONDITIONS ARE MET AND THAT I WILL BE PERSONALLY LIABLE IN THE EVENT THAT ANY OF THE CONDITIONS ARE NOT MET. PLEASE DO NOT REMOVE ANY WALL PICTURES OR CURTAINS FROM WINDOWS FOR DECORATING!

THE CONDITIONS TO WHICH I AGREE ARE:

- 1. To pay a rent of **\$100.00 + \$13.00 HST = \$113.00** per day for the use of the Premises for the Rental Period. Rent to be submitted with the signed Contract. CHEQUES TO BE MADE PAYABLE TO: **THE TOWNSHIP OF WELLINGTON NORTH**
- 2. If a Licensed Event is taking place at the facility, I will provide, at least two weeks prior to the event, a Certificate of Insurance from an insurance company satisfactory to the Township containing: (i) Tenants' legal liability (ii) Minimum of \$2 million premises liability (iii) Township of Wellington North as an additional named insured (iv) Minimum of \$2 million liquor liability.
- 3. To be responsible for any damage to the property, including the Premises, or injuries that may occur to anyone using the Premises during the Rental Period and to indemnify and save harmless the Township of Wellington North and the Board of Managers from any and all claims for damages or losses resulting from any damage or injury that may occur, directly or indirectly, during the Rental Period. This indemnity shall include indemnification for all costs and expenses, including the defense of any lawsuits that may be incurred by the Board of Managers, and the Board of Managers shall be entitled to claim interest from me on any amount for which I am responsible to reimburse them for pursuant to this indemnity.
- 4. To ensure the Premises are cleaned up at the end of the Rental period and all garbage to be deposited in the bin provided behind the facility.
- 5. To ensure that there are no persons inside the hall and that it is locked, and the Premises vacated by 2:00 a.m. of the morning after the last day of the Rental Period.
- 6. To monitor and control the behaviour of any persons on or at the Premises during the Rental Period to ensure that no damage is done, no disturbance is caused, no laws are broken, no trespass occurs on adjoining property and the noise is kept to a minimum so as not to upset neighbouring residences.

HAVING READ AND UNDERSTOOD AND AGREED TO ALL OF THE ABOVE CONDITONS, AND BEING OVER THE AGE OF 21 YEARS, I HAVE SIGNED THIS AGREEMENT TO INDICATE MY COMMITMENT TO BE LEGALLY BOUND BY THE AGREEMENT'S TERMS.

Signature

Date

2024/2025 CONDITIONS OF RENTAL DAMASCUS COMMUNITY CENTRE

I _____ AGREE TO RENT THE HALL AND GROUNDS AT THE DAMASCUS COMMUNITY CENTRE ON THE _____ DAY OF _____ 20____ UNDER THE FOLLOWING CONDITIONS. I UNDERSTAND THAT IT WILL BE MY RESPONSIBILITY TO ENSURE THAT ALL OF THESE CONDITIONS ARE MET AND THAT I WILL BE PERSONALLY LIABLE IN THE EVENT THAT ANY OF THE CONDITIONS ARE NOT MET. PLEASE DO NOT REMOVE ANY WALL PICTURES OR CURTAINS FROM WINDOWS FOR DECORATING!

THE CONDITIONS TO WHICH I AGREE ARE:

- 1. To pay a rent of **\$125.00 + \$16.25 HST = \$141.25** per day for the use of the Premises for the Rental Period. Rent to be submitted with the signed Contract. CHEQUES TO BE MADE PAYABLE TO: **THE TOWNSHIP OF WELLINGTON NORTH**
- 2. If a Licensed Event is taking place at the facility, I will provide, at least two weeks prior to the event, a Certificate of Insurance from an insurance company satisfactory to the Township containing: (i) Tenants' legal liability (ii) Minimum of \$2 million premises liability (iii) Township of Wellington North as an additional named insured (iv) Minimum of \$2 million liquor liability.
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Signature

Date



WELLINGTON NORTH

SEMPER PORRO

DEPUTATION REQUEST FORM

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

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

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Who will build and maintain the rink?

Charlie VanGerven, Patrick Heeremans, Ben Presswood, Steven Clark, Nick Cole, Alan Whaley, Shayne Wilson, Scott Jones Primarily, but others have shown interest. Rink Shovels will be left at the rink for users to shovel after use.

Beyond the pavilion, what else is required from the Damascus Hall building?

Water is all we require, Hydro for temporary lights (would be a benefit but we have several small generators to use if we wish to night skate with the kids.

Where will people park wishing to use the hall?

Intent is to be used by locals only within walking distance primarily, at most 1-2 cars of west luther drive ins (Like Scott Jones, Darryl Marshall) will be parked on the roadway, or in the lane if plowed.

Will there be any permanent marks, scars or building changes required to accomplish the rink?

No. We will also be temporarily installing plywood around the perimeter of the pavilion to protect the railings, posts and concrete edges, as well as to contain pucks and skaters.

If the hall is rented, what happens with the rink?

We already have started a whatsapp group for the Damascus Dad's, that will be the method of communicating who is flooding, shovelling, ect so it can also be used to communicate that the Rink is off limits on a certain day, time period ect if that is the wishes of the Hall Committee. If this is, please contact any of us and we'll ensure it's communicated.

Can hall Renters use the rink?

100% they can! Our mission in all of this is to provide a great local rink for the community to use. Renters when in the hall, are part of this. We would only ask they shovel it off when done.

What will be done to police garbage?

A garbage Can / Bag can be provided but in the past if anyone brought snacks or drinks to the lake ice they brought there garbage home with them.

What is your policy with Social Media?

No posts or sharing of it's existence will be endorsed. That said, even when shared online the last few years- very few "non locals" came out to use it given that Arthur and Grand Valley have their own arenas, out door rinks and townies have also built there own neighbourhood rinks to use.

What power do we have to end this trial year if we feel it's not working?

Full power, without rebuttal. We are very appreciative of the committee considering, and hopefully allowing us to try this at the Hall Pavilion. We understand a lot of your time and effort goes into keeping it taken care of, and available to renters in order to preserve it's existence so our community can use in general. We would not want to hinder your ability to do so, or cause any additional workload and will respectfully follow your wishes throughout this year, and future years.

**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



Staff Report

To: Chair and Members of the Recreation, Parks and Leisure Committee Meeting of November 8, 2022

From: Matthew Aston, Director of Operations

Subject: RPL 2022-019 Swim Pass Program

RECOMMENDATION

THAT the Recreation, Parks and Leisure Committee receive for information report RPL 2022-019 being a report on the swim pass program.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Report RPL 2022-014 Transportation Options for Pool Users

From the June 27, 2022 Council Minutes. RESOLUTION: 2022-231
Moved: Councillor Yake Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive Report RPL 2022-014 being a report on transportation options for the Mount Forest Lion Roy Grant Pool users; AND FURTHER THAT Council direct staff to implement a passport tracking and season refund option for users; AND FURTHER THAT Council direct staff to implement a refund of \$24.00 per visit, to a seasonal maximum of \$500, for users from the Township of Wellington North living North of Sideroad 5/Line 10; AND FURTHER THAT Council direct staff to fund these refunds using 2022 approved operating accounts specific to the Lion Roy Grant Pool.
CARRIED

BACKGROUND

On June 27, 2022, Council passed a resolution and directed staff to implement a passport tracking and season refund option for users living on the North of Sideroad 5/Line 10, in the amount of \$24.00 per visit, to a seasonal maximum of \$500 per household. These dollars would be funded from the 2022 approved operating accounts specific to the Lion Roy Grant Pool.

Staff created a folded Swim Pass which was available to members of the public at the front desk of the Arthur and Area Aquatic Centre. An image of the swim pass has been included below for Committee's consideration. In addition, the swim pass was attached to a one-page document that further explained the swim pass program and provided additional information, attached as Schedule A.

FRONT

BACK

INSIDE

SWIM PASSPORT 

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

The Township of Wellington North is not responsible for lost or stolen cards. This card must be submitted, in order to be eligible for reimbursement, by September 2, 2022 to the Township of Wellington North Office at:

7490 Sideroad 7 W, Kenilworth, ON N0G 2E0

Date:	Date:	Date:	Date:	Date:
Initials:	Initials:	Initials:	Initials:	Initials:
Date:	Date:	Date:	Date:	Date:
Initials:	Initials:	Initials:	Initials:	Initials:

Signage was posted to the front door of the pool and plexiglass of the staff desk, notifying members of the public to pick-up their swim pass at the front desk.

FINANCIAL CONSIDERATIONS

Name	Address	# Visits	\$ Payable	Date Processed	Pass Provided
M [REDACTED]	[REDACTED] Albert St., Mount Forest	10	\$240.00	06-Sep-22	Yes
L [REDACTED]	[REDACTED] Concession 4N Kenilworth	7	\$168.00	06-Sep-22	Yes
A [REDACTED]	[REDACTED] Murphy St. Mount Forest	3	\$72.00	06-Sep-22	Yes
S [REDACTED]	[REDACTED] Birmingham St., Mount Forest	16	\$384.00	06-Sep-22	Yes
T [REDACTED]	[REDACTED] Wellington St., W. Mount Forest	6	\$144.00	06-Sep-22	Yes
P [REDACTED]	[REDACTED] Perth St., Mount Forest	3	\$72.00	16-Sep-22	Yes
J [REDACTED]	[REDACTED] Wellington St. E., Mount Forest	5	\$120.00	22-Sep-22	Yes
TOTAL			\$1,200.00		

Funding of the Swim Pass program was allocated to the Mount Forest Lion Roy Grant Travel/Mileage Operating Account.

ATTACHMENTS

Schedule A: Swim Pass One-Page Explanation Sheet

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: Mandy Jones, Interim Manager, Programming and Community Engagement *Mandy Jones*

Recommended By: Matthew Aston, Director of Operations *Matthew Aston*



As directed by Council, the Township of Wellington North is implementing a refund process for those travelling to the Arthur & Area Aquatic Centre from Mount Forest. Households will receive a refund of \$24.00 per visit, up to a maximum of \$500.00 for the 2022 season, for **Wellington North residents that reside north of Sideroad 5 / Line 10 (*as indicated by the blue area on the map below)**. To be clear, residents living south of Sideroad 5/Line 10 and residents of the Township of Southgate would not be eligible for refund.

Please use the attached card to track visits to the Arthur & Area Aquatic Centre. Each visit will require a date stamp and signature from the Aquatics staff for validation.

The Township of Wellington North is not responsible for lost or stolen cards. The attached card must be submitted, in order to be eligible for reimbursement, by September 2, 2022, to the Township of Wellington North Office at: **7490 Sideroad 7 W, Kenilworth, ON N0G 2E0**. If you require more information on qualification, please contact recreation@wellington-north.com





Staff Report

To: Chair and Members of the Recreation, Parks and Leisure Committee Meeting of November 8, 2022

From: Mandy Jones, Interim Manager, Programming and Community Engagement
Tom Bowden, Recreation Services Manager

Subject: 2022-022 Arena Programming

RECOMMENDATION

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022-022 being a report on Arena Programming.

AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend Council of the Township of Wellington North approve the Memorandum of Understanding with the Arthur and Mount Forest Pickleball Groups.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

RMP Recommendation 6: Work with community organizations to maximize existing facilities through no to low-cost informal, unstructured activities and inclusive programming for children, teens and seniors.

RMP Recommendation 9: Encourage greater coordination and expansion of seniors' activities in Mount Forest.

RMP Recommendation 12: Promote local programs, events and spaces by working collaboratively with community organizations.

RMP Recommendation 29: Encourage usage of arenas year-round, including summer events, activities and floor sports planned by the township, community partners and stakeholders.

RMP Recommendation 32: Support initiatives to enhance access to existing facilities for the growing senior's population in Mount Forest. Dedicated space is not recommended, rather opportunities to maximize existing facilities should be sought.

BACKGROUND

The Arthur and Mount Forest facilities are now offering fall and winter programming opportunities that further compliment the recommendations set-out in the Recreation Master Plan, 2018. These programs may be impacted due to unexpected staffing shortages.

Ice Programing Opportunities

	Arthur		Mount Forest	
Public Skating	Fridays Sundays	4:30 – 6:00pm 2:00 – 3:30pm	Saturdays	noon – 1:30pm
Older Adult / Parent & Tot Skating	Mondays, Wednesdays & Fridays	10:00am - noon	Mondays, Wednesdays & Fridays	10:00am - noon
Stick & Puck	Tuesdays	4:00 – 5:00pm	Thursdays	4:00 – 5:00pm

In addition to the public skates listed above, staff have scheduled public skating opportunities on all elementary PD Days, Winter, and March Break Holidays. Thanks to our generous community and local businesses, the township can offer most of these additional public skating events as free admission due to sponsorships. A full list of sponsored public skates can be found on the township website and a monthly calendar is posted for public awareness as well.

Indoor Program Opportunities

	Arthur		Mount Forest	
Pickleball	Wednesdays	1:00 – 3:00pm 6:30 – 8:30pm	Mondays & Tuesdays	9:00am – noon 6:30 – 8:30pm
Indoor Walking	Tuesdays & Thursdays	9:00 – 11:00am	Monday to Friday	8:00am – 3:00pm
	Coffee Hour	10:00 – 11:00am		

In addition to those activities listed above, there are a number of programs offered through community partners at our facilities including, shuffleboard, euchre, bingo, exercise and organized walking groups.

The Wellington North Pickleball Program is being led by a dedicated group of volunteers who are passionate about the sport and offering it to the community. Attached to this report is a Memorandum of Understanding between the organizers and the township, outlining the responsibilities of both parties. Due to staffing shortages and hall turn-over requirements, staff and the organizers, felt it important to formalize an understanding between the two groups.

Customer Concern:

A customer concern regarding the cost and availability of indoor walking in Arthur was recently brought forward. The concern is primarily related to the cost associated with walking and the number of available days.

FINANCIAL CONSIDERATIONS

Individuals wishing to purchase passes for programming can do so at the facility, and single admissions can be purchased at the door.

Skating and Walking Track General Admission (no tax)

\$3.00	1 visit - Individual Skating
\$10.00	1 visit - Family Skate: members from the same house
\$5.00	1 visit - Stick & Puck
\$25.00	10 visit - Individual Skating
\$100.00	10 visit - Family Skate: members from the same house

\$45.00	10 visit - Stick & Puck
\$3.00	1 visit Walking Track
\$20.00	Monthly Pass Walking Track
\$5.00	Pickleball
\$2.00	Pickleball Paddle Rental

ATTACHMENTS

Schedule A: Memorandum of Understanding Arthur and Mount Forest Pickleball Groups

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:	Mandy Jones, Interim Manager, Programming and Community Engagement	<i>Mandy Jones</i>
Recommended By:	Matthew Aston, Director of Operations	<i>Matthew Aston</i>

MEMORANDUM OF UNDERSTANDING

Between the

Wellington North Pickleball Program – Arthur

and the

Corporation of the Township of Wellington North

Defined Responsibilities

Wellington North

1. The Township agrees to provide space in the Auditorium (Lower Large Hall) of the Arthur & Area Community Centre on Wednesdays from 1:00 – 3:00pm and 6:30 – 8:30pm.
2. The Township agrees that the Pickleball League will have access to this space to run programming year-round, January to December; recognizing there will be times that the program needs to be cancelled due to facility rentals (weddings, funerals, holiday parties, meetings, etc.).
3. The Township agrees to notify the League of program cancellation, at its earliest convenience.
4. The Township agrees to provide 3 nets, rackets for rental purposes, and pickleballs.
5. The Township agrees to purchase tape for use in marking off the courts.

Pickleball Program - Arthur

1. The Program agrees to be responsible for marking courts with tape and removing tape should there be an event taking place that requires the tape to be moved.
2. The Program agrees to be responsible for setting-up and taking-down nets.
3. The Program agrees to be responsible for collecting the daily player fee and dropping off a weekly deposit to the Township for reconciliation.
4. The Program agrees to be responsible for collecting the contact information of players.
5. The Program agrees to be responsible for marketing the program, with assistance from the township.
6. The Program agrees to be responsible for contacting players in the event pickleball needs to be cancelled.

This agreement may be cancelled at any time, by either party, with 30 days written notice.

Wellington North:

Karren Wallace, Director of Legislative Services/Clerk
7490 Sideroad 7 W, PO Box 125 Kenilworth, ON N0G 2E0

Pickleball Group:

George Laughlin

Launa Markoff

Between the
Wellington North Pickleball Program – Mount Forest
and the
Corporation of the Township of Wellington North

Defined Responsibilities

Wellington North

1. The Township agrees to provide space in the Auditorium (Lower Large Hall) of the Mount Forest & District Sports Complex on Mondays and Tuesdays 9:00 – noon and 6:30 – 8:30pm. The Township agrees that the Pickleball League will have access to this space to run programming September to April; recognizing there will be times that the program needs to be cancelled due to facility rentals (weddings, funerals, holiday parties, meetings, etc.).
2. The Township agrees to provide space on the floor of the arena from May to August; recognizing there will be times that the program needs to be cancelled due to facility rentals (weddings, funerals, holiday parties, meetings, etc.).
3. The Township agrees to notify the League of program cancellation, at its earliest convenience.
4. The Township agrees to provide 3 nets, rackets for rental purposes, and pickleballs.
5. The Township agrees to purchase tape for use in marking off the courts.

Pickleball Program – Mount Forest

1. The Program agrees to be responsible for marking courts with tape and removing tape should there be an event taking place that requires the tape to be moved.
2. The Program agrees to be responsible for setting-up and taking-down nets.
3. The Program agrees to be responsible for setting-up and taking-down tables, chairs and the stage if in the way of play.
4. The Program agrees to be responsible for collecting the daily player fee and dropping off a weekly deposit to the Township for reconciliation.
5. The Program agrees to be responsible for collecting the contact information of players.
6. The Program agrees to be responsible for marketing the program, with assistance from the township.
7. The Program agrees to be responsible for contacting players in the event pickleball needs to be cancelled.

This agreement may be cancelled at any time, by either party, with 30 days written notice.

Wellington North:

Karren Wallace, Director of Legislative Services/Clerk
7490 Sideroad 7 W, PO Box 125 Kenilworth, ON N0G 2E0

Pickleball Group:

George Laughlin

Faye Meulenstein



Staff Report

To: Chair and Members of the Recreation, Parks and Leisure Committee Meeting of November 8, 2022

From: Matthew Aston, Director of Operations

Subject: 2022-020 2023 Recreation Rates and Fees Amended

RECOMMENDATION

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022-020 being a report on the amended 2023 Recreation Rates and Fees;

AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North approve the 2023 Recreation Rates and Fees as amended.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

RPL 2021-020 2023 Recreation Rates and Fees

Council Minutes July 11, 2022 RESOLUTION: 2022-255

Moved: Councillor Burke Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Recreation, Parks and Leisure Committee meeting held on June 7, 2022.

THAT the Council of the Corporation of the Township of Wellington North reduce the 2022 and 2023 fee for bronze medallion and bronze cross to \$100.00, as recommended by the Recreation, Parks and Leisure Committee; AND FURTHER THAT the Committee recommend Council authorize the Mayor and Clerk to sign the applicable amended fees and charges by-law after the required notice period.

Recreation Master Plan Recommendation 19: Update rates and fees (including categories and associated policies) on a regular basis to provide a reasonable balance between true costs and public benefits.

BACKGROUND

The amendments highlighted within this report to By-law No. 007-22 Schedule A, are to reflect actual operating practices and to recognize changes to the Township of Wellington North 2023 Rates and Fees, specifically related to Bronze programs, the addition of open/available floor rentals, picnic shelters, pickleball and youth programs.

\$40.00* Arena Floor (Summer)

\$0.00*	Picnic Shelters (Murphy Park, Lion Bill Moody, Arthur OptiMrs)
\$100.00**	Bronze Medallion
\$100.00**	Bronze Cross
\$5.00*	Pickleball
\$2.00*	Paddle Rental
\$50.00*	Babysitter Course
\$50.00*	Home Alone Course

*New fee for service

**Updated fee for service

Arena Floor: The inclusion of this fee acknowledges that customers may want to use the floor of the arena during the summer months on a walk-in/open available basis. A customer would pay \$40.00 to use the floor any time of day, provided the building is open and the floor is not currently being used or previously booked/rented.

Picnic Shelters: The inclusion of this fee is to recognize a process staff currently apply when it comes to picnic shelters that do not have kitchen or washroom facilities. Specifically, the Murphy Park Pavilion, Bill Moody Pavilion and Arthur OptiMrs Pavilion, may be used without reservation or application of rental fee. The use of these facilities is based on first-come, first-served basis.

Bronze Medallion and Bronze Cross updated fee reflects Resolution 2022-255.

Pickleball and Paddle Rental: This is a new program that the Township is offering at the Mount Forest Sports Complex and Arthur and Area Community Centre. The inclusion of this fee recognizes this program being offered.

Babysitter and Home Alone course: These are two new youth programs that are intended to be offered beginning in 2023.

FINANCIAL CONSIDERATIONS

n/a

ATTACHMENTS

Schedule A: 2023 Recreation Rates and Fees Amended

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:	Mandy Jones, Interim Manager, Programming and Community Engagement	<i>Mandy Jones</i>
Recommended By:	Matthew Aston, Director of Operations	<i>Matthew Aston</i>

	2023	Effective
Large Hall & Auditorium		
Stag & Doe	\$885.00	1-Jan-23
Prime Rental (Friday to Sunday)	\$685.00	1-Jan-23
Wedding Set-up (Friday 8:30am - 4:30pm)	\$165.00	1-Jan-23
Non-Prime (Monday to Thursday)	\$385.00	1-Jan-23
Tournament Rates (Minor Sports)	\$285.00	1-Jan-23
Hourly Rate	\$63.00	1-Jan-23
Set-up on all rentals under 2 hours (per event)	\$20.00	1-Jan-23
Extra Clean-up if required (per hour)	\$50.00	1-Jan-23
Holiday Premium (per hour)	\$20.00	1-Jan-23
Music Tarriffs (based on capacity)		1-Jan-23

Small Halls & Meeting Rooms		
Conn Community Pavilion (daily)	\$100.00	1-Jan-23
Damascus Community Hall (daily)	\$100.00	1-Jan-23
Arthur Upper Leisure Hall (daily)	\$244.00	1-Jan-23
Mount Forest Upper Leisure Hall (daily)	\$244.00	1-Jan-23
Mount Forest Plume Room (daily)	\$244.00	1-Jan-23
Mount Forest Lower Leisure Hall (daily)	\$244.00	1-Jan-23
Mount Forest Meeting Room (daily)	\$244.00	1-Jan-23
Hourly Rate	\$37.00	1-Jan-23
Set-up on all rentals under 2 hours (per event)	\$20.00	1-Jan-23
Extra Clean-up if required (per hour)	\$50.00	1-Jan-23
Holiday Premium (per hour)	\$20.00	1-Jan-23
Music Tarriffs (based on capacity)		1-Jan-23

Special Rates		
Mount Forest South Greenspace (daily)	\$244.00	1-Jan-23
Lions Club Bingo (per event)	\$194.00	1-Jan-23
Blood Donor Clinic (per event)	\$194.00	1-Jan-23
Seniors Progamming (per hour)	\$19.50	1-Jan-23
Mount Forest Family Health Team (per hour)	\$23.00	1-Jan-23
Local User Group Meetings (one per month)	\$0.00	1-Jan-23

Arena Floor (Summer)		
Minor Sports (per hour)	\$57.00	1-Jan-23
Local Sports Adult (per hour)	\$67.00	1-Jan-23
Non-Resident Sports Adult (per hour)	\$77.00	1-Jan-23
Non-Prime Sports (per hour): Monday to Thursday 8:00am - 3:00pm	\$42.00	1-Jan-23
Prime Event Rental (daily): Friday to Sunday	\$685.00	1-Jan-23
Non Prime Event Rental (daily): Monday to Thursday	\$385.00	1-Jan-23
Open/Available: Same Day Booking (per hour)	\$40.00	1-Jan-23

Arena Floor Ice (Winter)		
Minor Sports (per hour)	\$121.00	30-Jun-23
Local Adults (per hour)	\$143.00	30-Jun-23
Non Prime (per hour): Monday to Thursday 7:00am - 3:00pm	\$121.00	30-Jun-23
Open/Available: Same Day Booking (per hour)	\$60.00	30-Jun-23
School Skating Rate (per hour)	\$60.00	30-Jun-23
Non Resident (per hour)	\$163.00	30-Jun-23
Mount Forest Summer Ice: Prior to Labour Day (per hour)	\$173.00	30-Jun-23

	2023	Effective
Ball Diamond		
Local Minor Ball: Practice (per session)	\$32.00	1-Jan-23
Local Minor Ball Game: no lights (per game)	\$42.00	1-Jan-23
Local Minor Ball Tournament: Serviced (daily, per diamond)	\$238.00	1-Jan-23
Local Minor Ball Tournament: Not Serviced (daily, per diamond)	\$168.00	1-Jan-23
Adult Ball Game: no lights (per game)	\$52.00	1-Jan-23
Adult Ball Tournament: Serviced (daily, per diamond)	\$268.00	1-Jan-23
Adult Ball Tournament: Not Serviced (daily, per diamond)	\$198.00	1-Jan-23
Lights (per game)	\$16.50	1-Jan-23

Soccer Fields		
Per Game: no lights	\$32.00	1-Jan-23
Seasonal Rate for Minor Soccer	\$7,132.86	1-Jan-23
Local Minor Soccer Tournament - not serviced (daily)	\$168.00	1-Jan-23
Lights (per game)	\$16.50	1-Jan-23

Pavilions		
Mount Forest Cork Street Pavilion (daily)	\$244.00	1-Jan-23
Arthur Optimist Pavilion (daily)	\$244.00	1-Jan-23
Hourly	\$37.00	1-Jan-23
Picnic Shelters (Murphy Park, Lion Bill Moody, Arthur OptiMrs)	\$0.00	1-Jan-23
Camping: Special Events Only (per site/per day)	\$37.00	1-Jan-23

Storage		
Outdoor	\$270.00	1-Jan-23
Interior storage	\$340.00	1-Jan-23
Jr. C Club Room	\$670.00	1-Jan-23

Corkage		
7oz Plastic Cup	\$0.14	1-Jan-23
14 oz Plastic Cup	\$0.19	1-Jan-23
Bag of ice	\$4.00	1-Jan-23
2L Bottle of Pop	\$4.00	1-Jan-23
Wrist bands	\$0.29	1-Jan-23

Sponsorship and Advertising		
Public Skating (per event)	\$150.00	1-Jan-23
Public Swimming (per event)	\$150.00	1-Jan-23
Baseball diamond (3.5' x 6')	\$395.00	1-Jan-23
Mount Forest Walking Track (3.5' x 6')	\$395.00	1-Jan-23
Arthur Wall Advertisement (3.5' x 6')	\$395.00	1-Jan-23
Single Board Advertisement (4' x 8')	\$395.00	1-Jan-23
One time lexan Fee	\$300.00	1-Jan-23

	2023	Effective
Skating General Admission (no tax)		
1 Visit Admission		
Individual Skating	\$3.00	30-Jun-23
Family Skate: members from same house	\$10.00	30-Jun-23
Stick & Puck	\$5.00	30-Jun-23
10 Visit Passes		
Individual Skating	\$25.00	30-Jun-23
Family Skate: members from same house	\$100.00	30-Jun-23
Stick & Puck	\$45.00	30-Jun-23
Season Passes		
Individual Skating	\$90.00	30-Jun-23
Family Skating: members from same house	\$200.00	30-Jun-23
Stick & Puck	\$75.00	30-Jun-23
Walking Track General Admission (no tax)		
Walking Track (per session)	\$3.00	30-Jun-23
Monthly Pass Walking Track	\$20.00	30-Jun-23
Pool General Admissions (no tax)		
Infants and toddlers (under 2)	\$0.00	1-Jan-23
1 visit - Individual	\$4.00	1-Jan-23
1 visit - Family: members from same house	\$15.00	1-Jan-23
1 visit - Aquafit	\$6.00	1-Jan-23
Season Pass - Individual	\$110.00	1-Jan-23
Season Pass - Family: members from same house	\$250.00	1-Jan-23
Season Pass - Aquafit	\$45.00	1-Jan-23
Swim Team	\$72.00	1-Jan-23
Swimming lessons (no tax)		
Parent & Tot 1,2,3	\$60.00	1-Jan-23
Preschool A, B, C	\$80.00	1-Jan-23
Beginner	\$80.00	1-Jan-23
Swimmer 1 - 4	\$80.00	1-Jan-23
Swimmer 5 - 10	\$85.00	1-Jan-23
Bronze Medallion	\$100.00	1-Jan-23
Bronze Cross	\$100.00	1-Jan-23
1/2 hour Private (1 lesson)	\$25.00	1-Jan-23
1/2 hour Private (5 lessons)	\$125.00	1-Jan-23
1/2 hour Semi-Private (5 lessons)	\$100.00	1-Jan-23
Pool Rentals		
Pool Rental (1 hour, 0-25 people, 2 Guards)	\$125.00	1-Jan-23
Pool Rental (1 hour, 26+ people, 3 Guards)	\$160.00	1-Jan-23
Pool rental School rate (1 hour, 3 guards)	\$90.00	1-Jan-23
Day Camp (no tax)		
Weekly Rate (5 days)	\$165.00	1-Jan-23
Weekly Rate (4 days)	\$132.00	1-Jan-23
Pickleball (no tax)		
Participant Fee (per session)	\$5.00	1-Jan-23
Paddle rental	\$2.00	1-Jan-23
Youth Programs (no tax)		
Babysitter Course	\$50.00	1-Jan-23
Home Alone Course	\$50.00	1-Jan-23



Staff Report

To: Chair and Members of the Recreation, Parks and Leisure Committee Meeting of November 8, 2022

From: Matthew Aston, Director of Operations

Subject: 2022-021 2024 Recreation Rates and Fees

RECOMMENDATION

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022-021 being a report on the 2024 Recreation Rates & Fees;

AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North approve the 2024 Recreation Rates & Fees.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Recreation Master Plan Recommendation 19: Update rates and fees (including categories and associated policies) on a regular basis to provide a reasonable balance between true costs and public benefits.

BACKGROUND

The proposed 2024 Recreation Rates and Fees reflect an average 1.81% overall increase.

2.50% increase	Halls and Auditoriums (Large & Small)
1.38% increase	Special User Rates
2.32% increase	Arena Floor (summer)
1.48% increase	Arena Ice (winter)
2.43% increase	Baseball & Soccer
0.00% increase	Pavilions
2.86% increase	Storage
3.18% increase	Corkage
0.00% increase	Sponsorship & Advertising
0.00% increase	General Admission Skating
2.78% increase	General Admissions Pool
4.69% increase	Summer Programs (Day Camp and Lessons)
0.00% increase	Pool Rentals

The Township of Wellington North Rates and Fees were compared with Minto, Mapleton, Centre Wellington, West Grey and Southgate. Rates that were increased over 2.5% are highlighted below.

Small Hall: Conn Community Pavilion and Damascus Community Hall Increased \$25 (25%) from \$100 to \$125. This rate increase is the result of discussions with the Damascus Community Hall Committee as per their agreement with the Township.

Special Rates: Seniors Programming Increased \$0.50 (2.56%) from \$19.50 to \$20

Special Rates: Mount Forest Family Health Team Increase \$1 (4.35%) from \$23 to \$24

Arena Floor (Summer): Minor Sports Increased \$2.00 (3.5%) from \$57.00 to \$59.00. This fee is \$10 less than adult floor rentals and \$20 less than non-resident adult floor rental.

Arena Floor (Summer): Local Sports Adult Increased \$2.00 (2.99%) from \$67.00 to \$69.00. This fee is \$10 more than minor sports floor rentals and \$10 less than non-resident adult floor rental.

Arena Floor (Summer): Non-Resident Sports Adult Increased \$2.00 (2.60%) from \$77.00 to \$79.00. This fee is \$20 more than minor sports floor rentals and \$10 more than local adult floor rental.

Arena Floor Ice (Winter): Minor Sports Increased \$4 (3.31%) from \$121 to \$125.

Arena Floor (Winter): Non-Prime Increased \$4 (3.31%) from \$121 to \$125.

Ball Diamond: Minor Tournament Serviced Increased \$10 (4.20%) from \$238 to \$248.

Ball Diamond: Minor Tournament Not Serviced Increased \$10 (5.95%) from \$168 to \$178. This represents a \$70 discount from a serviced tournament.

Ball Diamond: Adult Tournament Serviced Increased \$10 (3.73%) from \$268 to \$278.

Ball Diamond: Adult Tournament Not Serviced Increased \$10 (5.05%) from \$198 to \$208. This represents a \$70 discount from a serviced tournament.

Soccer Fields: Minor Tournament Not Serviced Increased \$10 (5.95%) from \$168 to \$178. This reflects the same fee as a Minor Baseball Tournament.

Storage: Outdoor Increased \$8 (2.96%) from \$270 to \$278

Storage: Interior Increased \$10 (2.94%) from \$340 to \$350

Storage: Jr. C Clubroom Increased \$18 (2.69%) from \$670 to \$688

Corkage: 7oz cup Increased \$0.01 (7.14%) from \$0.14 to \$0.15

Corkage: 14oz cup Increased \$0.01 (5.26%) from \$0.19 to \$0.20.

Corkage: wristbands Increased \$0.01 (3.5%) from \$0.29 to \$0.30

Pool General Admission: Aquafit Increased \$1 (16.67%) from \$6 to \$7.

Swimming Lessons: Preschool – Swimmer 4 Increased \$5 (6.25%) from \$80 to \$85

Swimming Lessons: Swimmer 5 – 10 Increased \$5 (5.88%) from \$85 to \$90

Day Camp: Weekly Fee Increased \$10 (6.05%) from \$165 to \$175. To support the recovery of costs associated with offering the program, online payment options and to align with neighbouring municipalities.

Youth Programs: Babysitter and Home Alone Increased \$5 (10%) from \$50 to \$55. To support the recovery of costs associated with offering the program, online payment options.

FINANCIAL CONSIDERATIONS

The proposed 2024 Recreation Rates and Fees reflect an average 1.81% overall increase.

ATTACHMENTS

Schedule A: 2024 Recreation Rates and Fees

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:	Mandy Jones, Interim Manager, Programming and Community Engagement Tom Bowden, Recreation Services Manager	<i>Mandy Jones</i> <i>Tom Bowden</i>
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Recommended By:	Matthew Aston, Director of Operations	<i>Matthew Aston</i>
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	2024	Effective
Large Hall & Auditorium		
Stag & Doe	\$885.00	1-Jan-24
Prime Rental (Friday to Sunday)	\$685.00	1-Jan-24
Wedding Set-up (Friday 8:30am - 4:30pm)	\$165.00	1-Jan-24
Non-Prime (Monday to Thursday)	\$385.00	1-Jan-24
Tournament Rates (Minor Sports)	\$285.00	1-Jan-24
Hourly Rate	\$63.00	1-Jan-24
Set-up on all rentals under 2 hours (per event)	\$20.00	1-Jan-24
Extra Clean-up if required (per hour)	\$50.00	1-Jan-24
Holiday Premium (per hour)	\$20.00	1-Jan-24
Music Tarriffs (based on capacity)		1-Jan-24

Small Halls & Meeting Rooms		
Conn Community Pavilion (daily)	\$125.00	1-Jan-24
Damascus Community Hall (daily)	\$125.00	1-Jan-24
Arthur Upper Leisure Hall (daily)	\$244.00	1-Jan-24
Mount Forest Upper Leisure Hall (daily)	\$244.00	1-Jan-24
Mount Forest Plume Room (daily)	\$244.00	1-Jan-24
Mount Forest Lower Leisure Hall (daily)	\$244.00	1-Jan-24
Mount Forest Meeting Room (daily)	\$244.00	1-Jan-24
Hourly Rate	\$37.00	1-Jan-24
Set-up on all rentals under 2 hours (per event)	\$20.00	1-Jan-24
Extra Clean-up if required (per hour)	\$50.00	1-Jan-24
Holiday Premium (per hour)	\$20.00	1-Jan-24
Music Tarriffs (based on capacity)		1-Jan-24

Special Rates		
Mount Forest South Greenspace (daily)	\$244.00	1-Jan-24
Mount Forest Lions Club Bingo (per event)	\$194.00	1-Jan-24
Blood Donor Clinic (per event)	\$194.00	1-Jan-24
Seniors Proqramming (per hour)	\$20.00	1-Jan-24
Mount Forest Family Health Team (per hour)	\$24.00	1-Jan-24
Local User Group Meetings (one per month)	\$0.00	1-Jan-24

Arena Floor (Summer)		
Minor Sports (per hour)	\$59.00	1-Jan-24
Local Sports Adult (per hour)	\$69.00	1-Jan-24
Non-Resident Sports Adult (per hour)	\$79.00	1-Jan-24
Non-Prime Sports (per hour): Monday to Thursday 8:00am - 3:00pm	\$45.00	1-Jan-24
Prime Event Rental (daily): Friday to Sunday	\$685.00	1-Jan-24
Non Prime Event Rental (daily): Monday to Thursday	\$385.00	1-Jan-24
Open/Available: Same Day Booking (per hour)	\$40.00	1-Jan-24

Arena Floor Ice (Winter)		
Minor Sports (per hour)	\$125.00	30-Jun-24
Local Adults (per hour)	\$145.00	30-Jun-24
Non Prime (per hour): Monday to Thursday 7:00am - 3:00pm	\$125.00	30-Jun-24
Open/Available: Same Day Booking (per hour)	\$60.00	30-Jun-24
School Skating Rate (per hour)	\$60.00	30-Jun-24
Non Resident (per hour)	\$165.00	30-Jun-24
Mount Forest Summer Ice: Prior to Labour Day (per hour)	\$175.00	30-Jun-24

	2024	Effective
Ball Diamond		
Local Minor Ball: Practice (per session)	\$32.00	1-Jan-24
Local Minor Ball Game: no lights (per game)	\$43.00	1-Jan-24
Local Minor Ball Tournament: serviced (daily, per diamond)	\$248.00	1-Jan-24
Local Minor Ball Tournament: not serviced (daily, per diamond)	\$178.00	1-Jan-24
Adult Ball Game: no lights (per game)	\$53.00	1-Jan-24
Adult Ball Tournament: serviced (daily, per diamond)	\$278.00	1-Jan-24
Adult Ball Tournament: not serviced (daily, per diamond)	\$208.00	1-Jan-24
Lights (per game)	\$16.50	1-Jan-24

Soccer Fields		
Per Game: no lights	\$32.00	1-Jan-24
Seasonal Rate for Minor Soccer	\$7,132.86	1-Jan-24
Local Minor Soccer Tournament - not serviced (daily)	\$178.00	1-Jan-24
Lights (per game)	\$16.50	1-Jan-24

Pavilions		
Mount Forest Cork Street Pavilion (daily)	\$244.00	1-Jan-24
Arthur Optimist Pavilion (daily)	\$244.00	1-Jan-24
Hourly	\$37.00	1-Jan-24
Picnic Shelters (Murphy Park, Lion Bill Moody, Arthur OptiMrs)	\$0.00	1-Jan-24
Camping: Special Events Only (per site/per day)	\$37.00	1-Jan-24

Storage		
Outdoor	\$278.00	1-Jan-24
Interior storage	\$350.00	1-Jan-24
Jr. C Club Room	\$688.00	1-Jan-24

Corkage		
7oz Plastic Cup	\$0.15	1-Jan-24
14 oz Plastic Cup	\$0.20	1-Jan-24
Bag of ice	\$4.00	1-Jan-24
2L Bottle of Pop	\$4.00	1-Jan-24
Wristbands	\$0.30	1-Jan-24

Sponsorship and Advertising		
Public Skating (per event, HST incl.)	\$150.00	1-Jan-24
Public Swimming (per event, HST incl.)	\$150.00	1-Jan-24
Baseball diamond (3.5' x 6')	\$395.00	1-Jan-24
Mount Forest Walking Track (3.5' x 6)	\$395.00	1-Jan-24
Arthur Wall Advertisement (3.5' x 6)	\$395.00	1-Jan-24
Single Board Advertisement (4' x 8')	\$395.00	1-Jan-24
One time lexan Fee	\$300.00	1-Jan-24

	2024	Effective
Skating General Admission (no tax)		
1 Visit Admission		
Individual Skating	\$3.00	30-Jun-24
Family Skate: members from same house	\$10.00	30-Jun-24
Stick & Puck	\$5.00	30-Jun-24
10 Visit Passes		
Individual Skating	\$25.00	30-Jun-24
Family Skate: members from same house	\$100.00	30-Jun-24
Stick & Puck	\$45.00	30-Jun-24
Season Passes		
Individual Skating	\$90.00	30-Jun-24
Family Skating: members from same house	\$200.00	30-Jun-24
Stick & Puck	\$75.00	30-Jun-24
Walking Track General Admission (no tax)		
Walking Track (per session)	\$3.00	30-Jun-24
Monthly Pass Walking Track	\$20.00	30-Jun-24
Pool General Admissions (no tax)		
Infants and toddlers (under 2)	\$0.00	1-Jan-24
1 visit - Individual	\$4.00	1-Jan-24
1 visit - Family: members from same house	\$15.00	1-Jan-24
1 visit - Aquafit	\$7.00	1-Jan-24
Season Pass - Individual	\$110.00	1-Jan-24
Season Pass - Family: members from same house	\$250.00	1-Jan-24
Season Pass - Aquafit	\$45.00	1-Jan-24
Swimming lessons (no tax)		
Parent & Tot 1,2,3 (10 lessons)	\$70.00	1-Jan-24
Preschool A, B, C (10 lessons)	\$85.00	1-Jan-24
Beginner (10 lessons)	\$85.00	1-Jan-24
Swimmer 1 - 4 (10 lessons)	\$85.00	1-Jan-24
Swimmer 5 - 10 (10 lessons)	\$90.00	1-Jan-24
Bronze Medallion	\$100.00	1-Jan-24
Bronze Cross	\$100.00	1-Jan-24
1/2 hour Private (1 lesson)	\$25.00	1-Jan-24
1/2 hour Private (5 lessons)	\$125.00	1-Jan-24
1/2 hour Semi-Private (5 lessons)	\$105.00	1-Jan-24
Pool Rentals		
Pool Rental (1 hour, 0-25 people, 2 Guards)	\$125.00	1-Jan-24
Pool Rental (1 hour, 26+ people, 3 Guards)	\$160.00	1-Jan-24
Pool rental School rate (1 hour, 3 guards)	\$90.00	1-Jan-24
Day Camp (no tax)		
Weekly Rate (5 days)	\$175.00	1-Jan-24
Weekly Rate (4 days)	\$140.00	1-Jan-24
Pickleball (no tax)		
Participant Fee (per session)	\$5.00	1-Jan-24
Paddle rental	\$2.00	1-Jan-24
Youth Programs (no tax)		
Babysitter Course	\$60.00	1-Jan-24
Home Alone Course	\$60.00	1-Jan-24



Staff Report

To: Chair and Members of the Recreation, Parks and Leisure Committee Meeting of November 8, 2022

From: Mandy Jones, Interim Manager, Programming and Community Engagement

Subject: 2022-023 Recreation Programs Cancellation and Refund Policy Update

RECOMMENDATION

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022-023 being a report on updating the Recreation Programs Cancellation and Refund Policy;

AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North approve the Recreation Programs Cancellation and Refund Policy as updated.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Policy 001-19 | Resolution 2019-042

BACKGROUND

The Recreation Programs Cancellation and Refund Policy was created in 2019 in conjunction with the introduction of the summer day camp program. Staff see this update as a housekeeping item as the existing policy does not accurately reflect the current procedures related to Cancellations and Refunds for programs. The proposed updated policy is attached as Schedule A.

FINANCIAL CONSIDERATIONS

n/a

ATTACHMENTS

Schedule A: Recreation Programs Cancellation and Refund Policy

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
- Municipal Infrastructure
- Partnerships
- Alignment and Integration

Prepared By:	Mandy Jones, Interim Manager, Programming and Community Engagement	<i>Mandy Jones</i>
Recommended By:	Matthew Aston, Director of Operations	<i>Matthew Aston</i>

RECREATION PROGRAMS CANCELLATION AND REFUND POLICY		
	DEPARTMENT: Operations – Recreation	POLICY NUMBER: 001-19
	EFFECTIVE DATE: February 25, 2019	LEGISLATIVE AUTHORITY:
	APPROVED BY: RESOLUTION 2019-042	

General:

- Refunds submitted after course/program has started will only be issued for medical reasons.
- No refunds will be granted after a course/program has been completed.
- A \$10.00 administration fee will be charged on all refund applications, except those cancelled by the Recreation Department.
- Refunds/make-ups will not be issued for course/programs cancelled due to inclement weather, with the exception of private and semi-private swimming lessons, where a refund will be issued if the pool is required to close.
- If a withdrawal from a program is requested and the space can be filled by someone on the waiting list, regardless of timeframe prior to course start date, only the \$10.00 administration fee will be applied.

7 Days or More:

- Cancellations made 7 days or more, prior to the course/program start-date will receive a full refund, less an administration fee of \$10.00.

6 Days or Less:

- Cancellations made 6 days or less, prior to the course/program start-date will not be eligible to receive a refund. Exceptions made for health/medical reasons.

Course/Program cancellation by the Recreation Department:

- A full refund will be issued for a course/program cancelled by the Recreation Department. No administration fee will apply.



Staff Report

To: Chair and Members of the Recreation, Parks and Leisure Committee Meeting of November 8, 2022

From: Mandy Jones, Interim Manager, Programming and Community Engagement

Subject: RPL 2022-024 Summer Programs

RECOMMENDATION

THAT the Recreation, Parks and Leisure Committee receive for information report RPL 2022-024 being a report on summer programs.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Recreation Master Plan – Recommendation 7. Assess the viability of offering March Break and/or summer camps for children.

Recreation Master Plan Recommendation 12: Promote local programs, events and spaces by working collaboratively with community organizations.

Recreation Master Plan Recommendation 23. Develop a staff training and development plan to articulate the skills and competencies needed to deliver on the departmental objectives and set out an annual training program.

BACKGROUND

The Township of Wellington North opened registration for the Summer Day Camp Program on April 1, 2022 and Swimming Lessons on May 17, 2022. Swimming lesson registration was delayed due to staffing shortages, as staff worked to finalize the swim program schedule.

AQUATICS

In June of this year, Council made the difficult decision to close the Mount Forest Lion Roy Grant Pool due to substantial facility repair requirements. To support families impacted by the facility closure, Council passed a resolution and directed staff to implement a passport tracking and refund option for users living on the North of Sideroad 5/Line 10, in the amount of \$24.00 per visit, to a seasonal maximum of \$500.00 per household. These dollars were funded from the approved 2022 operating accounts specific to the Lion Roy Grant Pool. In total, seven families submitted passports that totalled \$1,200.00. On June 20, 2022, the Arthur and Area Aquatic Centre opened for the season, offering customers swimming lessons, adult and tot swim, family swim, public swim, aquafit and lane swims.

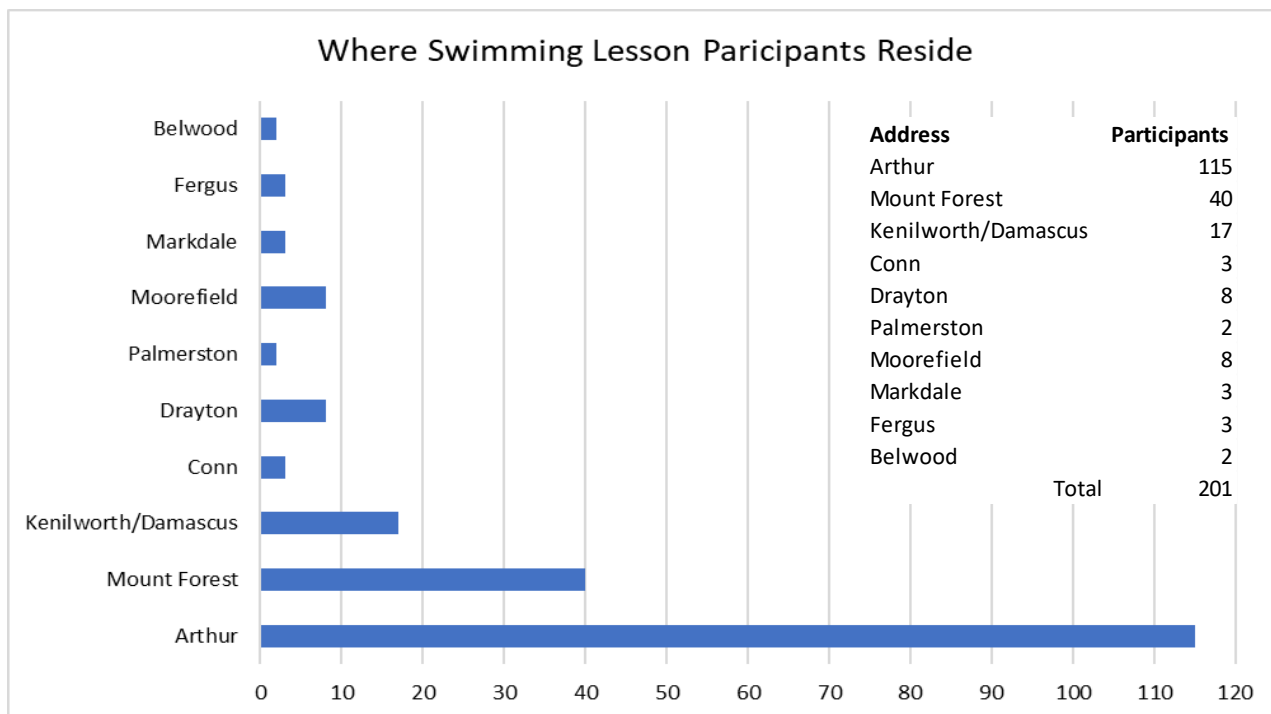
Swimming Lessons

The township was able to return to offering traditional swimming lesson options. Classes were offered the first four sessions, from June 20 – August 12, while private and semi-private lessons were offered August 15 – 26. In addition, we offered both the Bronze Medallion and Bronze Cross leadership courses. In total, the Township provided 72 swimming lesson classes to 201 children and youth over the course of the summer.

The chart below shows the number of classes offered per level, as well as the number of registrants per class at the Arthur and Area Aquatic Centre this summer.

	# Of Classes	Attendees
Parent & Tot 1/2	1	4
Parent & Tot 2/3	4	14
Preschool A	5	18
Preschool B	5	15
Preschool C	4	20
Beginner	2	9
Swimmer 1	5	23
Swimmer 2	7	24
Swimmer 3	3	19
Swimmer 4	2	7
Swimmer 5/6	3	7
Swimmer 7/8	1	1
Bronze Medallion	1	6
Bronze Cross	1	0
Private	20	20
Semi-Private	8	14
Total	72	201

The graph below shows where swimming lesson participants reside. Of interest, 57% of swimming lesson registrants reside in Arthur, 20% reside in Mount Forest, 10% reside in rural Wellington North and 13% reside in neighbouring municipalities.



Bronze Medallion and Bronze Cross

As follow-up to discussion at the Recreation, Parks and Leisure Committee meeting on June 7, 2022, the township did find there was an increase in the number of registrants for the Bronze Medallion and Bronze Cross programs in 2022. While, we cannot say that cost was the only factor to the increased registration, we did hear that this was viewed positively. Additional reasons for the increase in registrants include the time of day the program was offered and location.

Swim Program Admissions

The Arthur and Area Aquatic Centre was open for a total of 56 days over the summer, averaging 52 customers per day, not including those registered in lessons. As shown in the chart below, the afternoon weekday public swim was the most heavily attended program, followed by the weekday evening public swim. In total, 17 Family Swim Passes, 12 Individual Passes and 3 Aquafit Passes were sold over the summer.

	Lane AM	Family AM	Adult & Tot AM	Public Swim AFT	Family Swim PM	Aquafit / Lane PM	Public Swim PM	Family Swim WKD	Public Swim WKD	TOTAL
Child (age 0-2)	n/a	13	0	27	4		20	2	3	69
Individual (age 3+)	8	67	9	488	44	32	474	34	140	1296
Family		21	4	275	39		178	20	123	660
Season Pass		16	3	258	28	35	286	33	44	703
Sponsored Swim									204	204
TOTAL	8	117	16	1048	115	67	958	89	514	2932

Fundraisers and New Programs

This summer the township was able to again offer the pizza and pop fundraiser during swimming lessons. The total funds raised, combined with miscellaneous revenue, was approximately \$163.00.

In addition to the pizza and pop fundraiser, we introduced a new program for our youth to participate in, called The Lifesaving Olympics. The Lifesaving Olympics were held on Thursday, August 18 from 7:00 – 8:00pm, for individuals ages 12-16. Admission was free and we had 10 youth join us for the event. Participants were introduced to lifesaving skills and activities, and parents were welcome to watch. This program received positive feedback and the team looks forward to offering it again next year; further building excitement around youth opportunities to become a lifeguard.

Challenges

This summer the lifeguard team was comprised of one Coordinator, three full-time lifeguards and five part-time lifeguards. The part-time lifeguards had various constraints related to their hours of availability, making it challenging to offer a full suite of programming. With that said, without the support of our dedicated part-time team, we would not have been operational for as many hours as we were. Overall, the township would like to commend the team for their professionalism, dedication, and passion to the aquatics program.

Recruitment efforts for next summer will begin in January of 2023, where will we try to secure one coordinator and eight full-time lifeguards to operate the pool on a “team A/B” schedule.

In addition, the township will maintain their approach to retaining, recruiting and building in succession planning through the following activities:

1. Retain: To retain current lifeguards, the Township will cover 100% of the cost for lifeguards to recertify their qualifications. In addition, the township will supply swimsuit and sweaters to staff.
2. Recruit: To recruit new lifeguards, the township will cover 50% of the cost to certify a new lifeguard (National Lifeguard-Pool) and 50% of the cost to certify a swim lesson instructor (Swim Instructor). In addition, the township will supply swimsuit and sweaters to staff.
3. Succession: To address and build-in succession planning for lifeguards, the township has lowered the cost of the Bronze Medallion and Bronze Cross programs. The aquatics program will also build excitement around becoming a lifeguard through offering programs such as the Lifesaving Olympics.

Limited Programming

Due to the staffing shortages and the requirements of the Employment Standards Act, the Township was limited to the number of hours that programming could be offered at the pool. This meant that the pool had to close on Sundays and morning programming was reduced.

Upper Grand District School Board (UGDSB)

It was brought to staff's attention that the UGDSB announced a new program in the fall of 2022 called the Leadership Aquatic Program (LAP). This program is advertised as the perfect program for high school students who want to earn school credits and achieve aquatic certifications, all while saving money.

The Upper Grand District School Board, the City of Guelph and the Specialist High Skills Major (SHSM) program teamed up to offer the Leadership Aquatic Program at night school. This program is open to all secondary school aged students. Through the program, students are provided with the opportunity to receive their Standard First Aid, Bronze Medallion, Bronze Cross, National Lifeguard and Swim Instructor certifications.

The Fall Semester started on October 18th and runs for 10 weeks – Tuesday evenings 6:00 – 9:00 p.m. at Victoria Road Recreation Centre. The Leadership Aquatic Program is a combination of in-person classes and online, independent work. Students are required to complete a swim test on the first evening to determine suitability for the course.

SUMMER DAY CAMP

The summer day camp program was located at the Arthur Community Centre Upper Leisure Hall and the Mount Forest Curling Club from July 4 through August 26, 2022. As we were in a new facility in Mount Forest, registration was capped at 26 campers, while Arthur maintained 32 campers per week.

Enrollment

As shown in the chart below, Summer Day Camp was very well attended, seeing an average of 98% full capacity in Arthur, and 96% full capacity in Mount Forest. In addition, most weeks saw a waitlist for the program and where possible, staff tried to accommodate those names in program. Fortunately, this summer there were no COVID-19 provincial requirements in place, however, staff continued to clean and disinfect the space regularly and outdoor activities were prioritized. Withdrawals from program were mainly related to child illness. If a child was not feeling well or needed to be removed for the health and well-being of themselves or other campers and staff, a full refund for the days missed was provided.

Session	Dates	Enrollment					
		Arthur			Mount Forest		
		Attended	Withdrawal	Filled	Attended	Withdrawal	Filled
Session 1:	July 4 – 8	31	2	97%	24	4	92%
Session 2:	July 11 – 15	33	4	103%	24	6	92%
Session 3:	July 18 – 22	31	2	97%	24	2	92%
Session 4:	July 25 – 29	32	4	100%	26	2	100%
Session 5:	August 2 – 5*	32	7	100%	26	2	100%
Session 6:	August 8 – 12	31	8	97%	26	0	100%
Session 7:	August 15 – 19	28	10	88%	24	3	92%
Session 8:	August 22 – 26	33	5	103%	26	1	100%
Average per week		31.5	5.25	98%	25	2.5	96%

Fundraising and New Programs

This summer the township continued to offer Pizza Lunch on Fridays and added a Hotdog Lunch on Wednesdays. These two programs were well received by campers, staff, and families. In addition, they were a successful fundraiser for the program, bringing in \$648.90 for Arthur and \$527.00 for Mount Forest.

Sponsorship

Thanks to the generosity of local businesses, the Summer Day Camp program was able to enhance its offering of activities. We provided a bus trip to the Norgan Theatre in Palmerston, where the campers watched “The Lorax” and received a snack pack including popcorn, a treat and juice box. The Mount Forest location was also able to participate in two bus trips to Arthur, during the Wet ‘N Wild week, to go swimming at the Arthur Pool. Ice cream was also sponsored by a local business and candy was donated for the Halloween themed day during the Holidaze Celebration week.

The township thanks all the generous sponsors of the program for their contribution: Coffey Property Management (\$100), Walker Industries (\$1,500), Arthur Foodland, IScreamm Cone Company, and The Old Hound.

Mount Forest Location

The new location of the Mount Forest Day Camp was very well received by the staff, campers, and families. The proximity to the MacDonald-Schwindt Splash Pad, Bill Moody Playground, Wellington County Library, and green space at the fairgrounds allowed staff to create a more holistic and involved program for campers.

A challenge to the new location was the limited number of washrooms available in the facility and the way the floor carried sound/echoed when programming was indoors.

Overall, the Mount Forest Curling Club was fantastic to work with, very quick to respond to any concerns or needs of the program. Having exclusive access to the facility was imperative to the success of the program, as staff were not required to remove decorations, confidential information, etc. for other rentals. The Curling Club provided internet, kitchen, phone, and cleaning services to the program as part of the monthly fee.

Arthur Location

The Upper Leisure Hall has been a great location for the Arthur Summer Day Camp Program since its inception in 2019. A challenge with the location is that it requires exclusive use from July to August, meaning that it is unavailable for other rental opportunities. As the facility begins to see increased interest in bookings and rental requests, the Upper Leisure Hall being blocked out during this timeframe has made it difficult to accommodate all requests.

As such, staff approached the Arthur Curling Club about using their space on an exclusive basis for next summer. The Curling Club agreed to the staff proposal and will allow exclusive use of their facility from June 26 to August 30. Similar to Mount Forest, Staff will have access to the space during the week for the month of June to prepare for the program. The costs associated with renting the Curling Club was captured in the 2022 operating budget and will be carried over into the 2023 operating budget as well.

County Fee Subsidy Agreement

In 2019, the Township entered into an agreement to purchase of services fee subsidy agreement with the County of Wellington. This program has been beneficial to families in our community that meet the requirements of the county funding program. Unfortunately, as day camp is only operational for a period of eight weeks during the summer, the administrative requirements that are needed to participate in the funding program are too cumbersome. Typically, when families connect with staff regarding funding opportunities, we direct them to explore the Childrens Foundation – Free to Grow Program, Canadian Mental Health Association (CMHA), Family & Children Services, and the Canadian Tire Jumpstart Program.

Due to the administrative requirements of managing the Fee Subsidy Agreement, the Township sent a letter of termination on October 4, 2022. It is important to note that the neighbouring communities of Minto and Mapleton do not currently have an agreement with the County and are not exploring this for their camps. With that said, Minto and Mapleton do have agreements with the County for their Before and After School Programs, as it is a requirement of operating those programs within the UGDSB.

FINANCIAL CONSIDERATIONS

The Recreation summer programs were successful in their application to the Canada Summer Jobs Program and were able to fund all positions that were applied for: Day Camp Coordinator, Aquatic Programs Coordinator, Day Camp Site Leader (2), Day Camp Instructor (6), Head Lifeguard (3). The charts below include funding from Canada Summer Jobs, with the exception of the Mount Forest Pool which did not receive funding towards staffing.

Pool Revenue and Expenses

Current as of October 18, 2022

Combined Aquatics Program Costs \$62,630.00

	Arthur Pool		Mount Forest Pool		
	Budget	Actual		Budget	Actual
Revenue	\$27,500	\$38,681	Revenue	\$41,100	\$0.00
Expenses	\$92,200	\$73,814	Expenses	\$109,715	\$27,497
TOTAL	\$64,700	\$35,133	TOTAL	\$68,615	\$27,497

Expenses identified under the Mount Forest Pool were captured prior to the decision to close the pool, including costs associated with staff wages, operational expenses and mileage from the public passport program.

Summer Day Camp Revenue and Expenses

Current as of October 18, 2022

Combined Aquatics Program revenue \$3,650.00

Arthur Day Camp			Mount Forest Day Camp		
	Budget	Actual		Budget	Actual
Revenue	\$25,500	\$47,416	Revenue	\$25,500	\$40,746
Expenses	\$33,589	\$43,884	Expenses	\$35,391	\$40,628
TOTAL	\$8,089.00	\$3,532.00	TOTAL	\$9,891.00	\$118.00

ATTACHMENTS

STRATEGIC PLAN 2019 – 2022

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

Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

Prepared By:	Mandy Jones, Interim Manager, Programming and Community Engagement	<i>Mandy Jones</i>
Recommended By:	Matthew Aston, Director of Operations	<i>Matthew Aston</i>



Staff Report

To: Chair and Members of the Recreation, Parks and Leisure Committee Meeting
November 8, 2022

From: Tom Bowden, Recreation Services Manager

Subject: RPL 2022-025 Review of 2022 Splashpad Water Volume

RECOMMENDATION

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022-025 being a water volume comparison for the Mount Forest and Arthur splash pads.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

BACKGROUND

The MacDonald-Schwindt Lions Splash Pad and Arthur Optimist Splash Pad have been a great addition to our community. These amenities provide barrier-free access to water play for individuals of all ages and abilities.

The following two figures identify the volume of water that was used at both the Arthur and Mount Forest splash pad locations in 2020, 2021 and 2022. It is important to note that every cycle of the splash pad uses approximately 2 cubic metres of water.

Figure 1 – Mount Forest Water Usage Volume (Cubic Metres)

	2022	2021	2020
June	1,926	2,928	1,375
July	2,525	2,427	4,295
August	2,026	2,834	2,714
September	728	596	790
TOTAL	7,205	8,785	9,174

Figure 2 – Arthur Water Usage Volume (Cubic Metres)

	2022	2021	2020
June	1,497	1,541	755
July	1,462	1,482	1,400
August	1,362	1,601	919
September	444	358	34
TOTAL	4,765	4,982	3,108

Due to the high iron content in the Arthur water, discolouration of the cement pad is something that the Township has to address on an on-going basis throughout the summer. In addition to staff efforts keep the concrete pad clean/maintained, the Arthur Optimist Club has taken an interest in maintaining the cement pad and was on-site twice this year to perform pressure washing and cleaning maintenance; once on August 14 and again on October 9, 2022. The volunteers spent a number of hours cleaning the pad to remove stains.

The flower beds at the Arthur Optimist Splash Pad were maintained by staff as well as Walker Industries who assisted in weeding and adding new mulch.

FINANCIAL CONSIDERATIONS

Hydro & Water Expense

	2022	2021	2020	Average
Mount Forest Splashpad	\$33,350	\$40,685	\$43,570	\$39,202
Arthur Splashpad	\$20,295	\$23,789	\$14,864	\$19,649

ATTACHMENTS

STRATEGIC PLAN 2019 - 2022

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

Yes
 No
 N/A

Which priority does this report support?

Modernization and Efficiency
 Partnerships
 Municipal Infrastructure
 Alignment and Integration

Prepared By: Mandy Jones, Interim Manager, Programming and Community Engagement

Mandy Jones

Recommended By: Matthew Aston, Director of Operations

Matthew Aston