

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION, PARKS AND LEISURE COMMITTEE MEETING AGENDA
TUESDAY, MARCH 14, 2023 @ 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/89245096892>

Or join by phone: 855 703 8985 (Toll Free)
Webinar ID: 892 4509 6892

TIME	SUBJECT	PAGE	LEAD	ACTION
4:00pm	Calling to Order		Chair	
	Adoption of Agenda			
	Recommendation: THAT the agenda for the March 14, 2023, Township of Wellington North Recreation, Parks, and Leisure Committee meeting be accepted and passed.		Chair	Resolution
	Disclosure of Pecuniary Interest			
			Chair	
4:05pm	Deputation			
	Lindsay Smith, Roller Derby Representative Recommendation: THAT the Recreation, Parks and Leisure Committee receive for information the deputation from Lindsay Smith, Roller Derby Skaters.	001	Chair	Resolution
4:25pm	Minutes of Previous Meeting – February 7, 2023, approved at Council on February 21, 2023.			
	Recommendation: THAT the Recreation, Parks and Leisure Committee receive for information the minutes of the February 7, 2023 Committee Meeting.	003	Chair	Resolution
4:30pm	Business Arising From Minutes			
4:30pm	Ad Hoc Committee Updates			

	<p>Mount Forest Aquatics Ad-Hoc Advisory Committee Minutes of February 7, 2023.</p> <p>Recommendation:</p> <p>THAT the Recreation, Parks and Leisure Committee receive for information the minutes of the February 7, 2023, Mount Forest Aquatics Ad-Hoc Advisory Committee.</p>	010	Chair	Resolution
4:40pm	Reports			
	<p>OPS 2023-011 RPL Recreation Master Plan Review</p> <p>Recommendation:</p> <p>THAT the Recreation, Parks and Leisure Committee receive for information Report OPS 2023- 011 being a report on a review the Recreation Master Plan.</p>	015	DOO	Resolution
5:40pm	Items for Consideration			
5:45pm	Roundtable			
	Community Garden Minutes from February 7, 2023	036		
		038		
	Life Gears Academy – Use of Murphy’s Park		CRC	
	Spring Openings		RSM	
	Aquatics: Staff / Lion Roy Grant Pool Plans		CRC	
	Update on Mount Forest Ice Extension		RSM	
6:00pm	Adjournment			
	<p>Recommendation:</p> <p>THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of March 14, 2023, be adjourned at p.m.</p>		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:			
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

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.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION, PARKS AND LEISURE COMMITTEE MEETING MINUTES
TUESDAY, February 7, 2023 @ 4:00 P.M.
VIA WEB CONFERENCING**

Committee Members Present:

- Steve McCabe, Councillor, Chair
- Penny Renken, Councillor, Member
- Jim Ferguson, Councillor Township of Southgate, Member
- Andy Lennox, Mayor, ex-officio

Regrets:**Staff Members Present:**

- Brooke Lambert, Chief Administrative Officer
- Matthew Aston, Director of Operations
- Karren Wallace, Clerk
- Tom Bowden, Recreation Services Manager
- Tasha Grafos, Community Recreation Coordinator
- Jessica Turnbull, Administrative Support

Guests:

- Kyle Ferguson, Vice President, Mount Forest Minor Hockey

Calling to Order
<p>Chair McCabe called the meeting to order at 4:00 p.m.</p> <p>Warm welcomes and introductions for new members, Councillor Ferguson, Township of Southgate.</p> <p>Councillor Renken joined at 4:05pm</p>
Adoption of Agenda
<p>RESOLUTION RPL 2023-001 Moved by Member Ferguson Seconded by Member Renken</p> <p>THAT the agenda for the February 7, 2023, Township of Wellington North Recreation, Parks, and Leisure Committee meeting be accepted and passed.</p> <p>CARRIED</p>
Disclosure of Pecuniary Interest
None
Deputation
<p>Kyle Ferguson, Vice President, Mount Forest Minor Hockey Association RESOLUTION RPL 2023-002</p>

Moved by Member Renken
Seconded by Member Ferguson

THAT the Recreation, Parks and Leisure Committee receive for information the deputation from the Mount Forest Minor Hockey Association.

CARRIED

Mr. Ferguson stated that in the past year minor hockey has been running into ice time issues. Extension in the hockey season has led to an increased demand for ice time. Minor Hockey would like to have the ice extension policy amended to include their needs along with the Mount Forest Patriots- which would allow ice to stay in for their playoffs. They understand the clause of minimum ice time required and feel the 30-hr. minimum seems to be farfetched.

Mr. Ferguson said that MFMHA is the main ice user of the arena and should be treated equally with the Patriots, who use less ice. It is difficult for teams to go out and source ice elsewhere when our home ice could stay in and be used.

Mayor Lennox asked Mr. Ferguson about the lengthening of the season for minor hockey, as Mr. Ferguson stated there has been some change over the past couple of years, and asked what is driving that.

Mr. Ferguson responded with OMHA is now doing tournament styles for All-Ontario, making league play go until March Break and or beyond. This year's format is meaningful hockey for everyone until March Break. If you are a finalist, you playoff until the end of March and into April. After this time, there are tournaments for All-Ontario. Girls' hockey goes on into the middle of April for their provincial tournaments. The start of hockey isn't until the week after Labor Day where in the past it used to be August, thus pushing the season further back.

Mr. Ferguson acknowledged the cost of running the arena but thought there could be a lot of Spring Hockey and Spring tryouts.

Mayor Lennox asked about pushing the ice start date back and looking at the entire calendar.

Mr. Ferguson explained that after Labor Day is when OMHA gives minor hockey the green light to start, and September is very busy. You are not allowed to have sanctioned ice before Labor Day.

The DOO stated that the Township staff live by the policy, and it has rules set out and if it is economically feasible, they would look to extend.

The RSM added, it takes two weeks to put the ice in and have had it ready for the first day after Labor Day, it will come out this year on April 12th. Staff have always worked with Amy Parker the ice scheduler for MFMHA, and she will provide minor hockey ice time needs for April.

Minutes of Previous Meeting – November 8, 2022, approved at Council on December 5, 2022
<p>RESOLUTION RPL 2023-003 Moved by Member Ferguson Seconded by Member Renken</p> <p>THAT the Recreation, Parks and Leisure Committee receive for information the minutes of the November 8, 2022, Committee Meeting.</p> <p>CARRIED</p>
Business Arising From Minutes
None
Ad Hoc Committee Updates
Mount Forest Aquatics Ad Hoc Meeting tonight at 7PM
Reports
<p>OPS 2023-004 Winter Storm Event</p> <p>RESOLUTION RPL 2023-004 Moved by Member Ferguson Seconded by Member Renken</p> <p>THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2023- 004 being a report on the outcomes of the winter storm event of December 22 – December 25, 2022.</p> <p>CARRIED</p> <p>The CRC spoke to the holiday winter storm, stating that the CAO made the decision that the Township office would be closed December 22 and 23. Recreation staff made the decision on the morning of Thursday December 22 to cancel the holiday morning camp that was scheduled for Friday Dec 23. On December 23 and 24, there were cancellations of ice time for minor sports groups and private ice rentals and these cancellations continued to Dec 24.</p> <p>Mount Forest & District Sports Complex and the Arthur & Area Community Centre opened as warming centres on December 23 and 24. Arthur had three stranded travellers use the shelter over the 2 days. One on Dec 23, arriving at around 7:30pm who had to spend the night in the arena. Two more travellers arrived on the 24th, one in the morning and another in the afternoon. When warming centres closed at 3pm on Dec 24, local volunteers were able to find lodging for the three people that had been in the Arthur Arena. The warming centre in Mount Forest was not used.</p> <p>Chair McCabe put a shout out to Bonnie MacIntosh and the Presbyterian Church for their efforts during the winter storm.</p> <p>Mayor Lennox spoke to our emergency management as the term “warming center” has certain expectations that we can house people over night, and the expectation</p>

that we have resources to care for these people. This creates a communication issue as we do not have these resources available. The Township may need to consider new terminology.

Chair McCabe agreed and wondered if the County's emergency preparedness could offer insight or if we can set up a program with them so if this happens again there is no expectation the arenas will be seen as warming centers.

The CAO clarified she had conversations with various groups during the storm and when the OPP asked us to open the warming center in the arena, staff reached out to the Red Cross who were unable to provide aid, as roads were closed.

Additionally, there were challenges with staffing. In discussion with Bonnie MacIntosh, insight on how their volunteer group works was provided. The group does like having the autonomy to be able to fill the needs and are hoping for broader streamlined communication from the Township and the County.

Mayor Lennox thanked the Recreation staff for their response and has had been having conversations with OPP on how The Township can better communicate with people to keep them off the roads during a dangerous winter storm.

The RSM added his agreeance with the Mayor - that people will show up at the arenas looking for resources. Adding both Arena Operators Jen and Chris did a phenomenal job during the weather event.

OPS 2023-006 Terms of Reference Recreation, Parks, and Leisure Standing Committee of Council

RESOLUTION RPL 2023-005

Moved by Member Renken

Seconded by Member Ferguson

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2023- 006 being a report on amendments recommended to the Terms of Reference (TOR) for the Committee;

AND FURTHER THAT Committee recommend the Council of the Township of Wellington North approve the following changes to the TOR for the Committee:

- Meetings will be typically scheduled for 4pm of the first Tuesday of the month, except for January and August, or at the call of the Chair; and

- Meetings will be held in person or remotely.

AND FURTHER THAT Committee recommend Council direct staff to update the TOR accordingly.

CARRIED

The DOO expressed this is a housekeeping item so members can see when the meetings are and any provisions for the meetings.

OPS 2023-005 Recreation Master Plan Update

RESOLUTION RPL 2023-006

Moved by Member Ferguson

Seconded by Member Renken

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2023- 005 being a report on updates to the Recreation Master Plan.

CARRIED

The DOO discussed the report with committee and how it is looking at the 2018 Recreation Master plan. The report updates members on the idea that recreation is getting to be a wider focus in our community and we need to be aware of it as a reality.

Chair McCabe would like to see the addition of the Optimist multi use pad in the Recreation Master Plan.

Mayor Lennox remembers discussion of the Rec Mater plan five years ago and talks about the arena roof, pool and expanding recreation offerings. The Township is at a point where a refresh is needed to ensure the plan is up to date going forward. The mayor added he would like life cycle costing to ensure it is an affordable plan and if not, The Township can look at alternatives.

Chair McCabe added a fresh update would be nice for residents to see.

The CAO explained that planning to do an update would make sense for early next year to determine the scope and The Township will hopefully have an asset manager in place that can assist with cycle costing in an updated RMP.

Items for Consideration

Chair McCabe would like the Arthur Optimist Multi use pad added to the Rec Master Plan.

Roundtable

Unauthorized Vehicles using Trailways and Parks (Verbal)

The DOO spoke to ongoing complaints received about motor vehicles on the rail trail in the town of Mount Forest (Durham ST to Industrial Dr). Staff have put together signs to display “no unauthorized motor vehicles permitted”, however the Township does not have the means to enforce.

The DOO added there are complaints about snow mobiles.

Mayor Lennox has spoken with OPP about this trail, and they advised that without signs, they are unable to enforce at all. Adding signs would allow them to enforce as needed.

Mayor Lennox is supportive with signage and added staff need to be thoughtful about the safety for walking pedestrians if directing them.

Wellington North Walking Track Sponsorship (Verbal)

The CRC discussed the new walking track sponsorship for the Township. There were patrons in Arthur that were unhappy with the available hours for walking indoors and the fee associated with the indoor walking program. Likewise, in Mount Forest, there were participants in the indoor walking program that were not pleased about the fees.

In speaking with RSM and Recreation Facilities Supervisor about ideas on how to rectify, the first problem was easily remedied. The indoor walking hours in Arthur were increased from two days a week to five days a week and extended the time to 9am – noon. (previously 9am – 11am). The increased programming in Arthur began the first week of November and this was well received by the participants of the program.

Rec Staff also decided to make indoor walking available all year round in both Arthur and Mount Forest.

The RSM stated that in previous years, pre-COVID, the walking track in Mount Forest brought in more than \$5000 per year. From there, the CRC developed sponsorship opportunity for the walking tracks forming a united Wellington North Walking Track Sponsorship opportunity. This opportunity would allow community groups and local businesses to sponsor indoor walking in both facilities for one year for \$1000.00. After approaching a few businesses and local community groups, six sponsors stepped up.

- BM Ross
- Canadian Flat Roof Systems
- Lions Club of Arthur
- Lions Club of Mount Forest
- Branch 134 Catch the Ace Committee
- Seniors' Centre for Excellence

A big thank you to these sponsors that will allow indoor walking from March 1, 2023 to February 29, 2024 free of charge for patrons.

Ice Extension (Verbal)

Th RSM is working with minor hockey to extend the ice until April 12th. Currently there is a tournament booked for April 1st and Ringette is on board for a couple hours a week. Staff will be checking in with other groups to utilize ice time.

Chair McCabe asked when lacrosse starts.

The RSM stated lacrosse starts April 1st in Arthur and there is no lacrosse in Mount Forest. Centre Wellington has reached out to book floor time this summer as their

Elora arena is undergoing construction. On March 20th the ice will be coming out in Arthur.

Community Garden Newsletter

The DOO discussed the Mount Forest Family Health Team has found a property for their community garden and the more we can promote them the better as they are doing a community service.

Mount Forest Pool Concepts

The DOO explained how much, financially, the Township is willing to put forward to the pool is an important conversation as the cost of this project is very big. There are staffing costs and ongoing costs to consider as well.

Mayor Lennox indicated that we need a longer-term view in terms of the financial implications knowing other issues are coming. Looking at a 10-year financing plan is a consideration to help explain costs to residents and rationalize there is a plan in place and that the Township is not recklessly spending. Developers also need to come to the table.

The CAO mentioned this is one of the items initiating the 10-year view and will be presented in the capital budget process. Staff have heard those comments and want to assist council with those decisions. The chair asked about a timeline and the CAO explained tomorrow there will be a conversation with senior managers to get a better sense, as the Capital Budget will be presented Feb 27th

Adjournment

RESOLUTION RPL 2023-007

Moved by Member Renken

Seconded by Member Ferguson

THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of February 7, 2023, be adjourned at 5:39 p.m.

CARRIED

010

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
FEBRUARY 7, 2023 @ 7:00 P.M.
MOUNT FOREST SPORTS COMPLEX MEETING ROOM

Committee Members Present:

Sherry Burke, Councillor, Chairperson
Penny Renken, Councillor
Shelley Weber, Public Member
Jessica McFarlane, Public Member
Lori Doney, Public Member
Vern Job, Lions Member
Al Leach, Lions Member
Ray Tout, Lions Member

Regrets:

Staff Present: Matthew Aston, Director of Operations
Tasha Grafos, Community Recreation Coordinator
Jessica Turnbull, Administrative Assistant

CALLING THE MEETING TO ORDER

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

ADOPTION OF THE AGENDA

RESOLUTION: MFA 2023-001

Moved: Member Tout

Seconded: Member Doney

THAT the agenda for the February 7, 2023, 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

August 23, 2022 Approved at the September 12, 2022, Meeting of Council

RESOLUTION: MFA 2023-002

Moved: Member Weber

Seconded: Member Doney

THAT the Mount Forest Aquatics Ad Hoc Advisory Committee receive for information the Minutes from the August 23, 2022, committee meeting.

CARRIED

BUSINESS ARISING FROM THE MINUTES

You've Been Flocked Update

Member McFarlane explained to committee that the last event went well but did not receive as many donations. It was suggested to offer people a flat donation rate for birthdays and anniversaries etc. to make use of flamingos.

Swag and Promotional Material Update

Chair Burke discussed with committee that both days \$1200 was made on swag at the farmer's market. Committee should look to tag on to other events held in the community. Currently t-shirts cost \$22 and are selling for \$30. The swag materials are a good way to bring awareness to residents. Chair Burke added there is lots of inventory left and committee should work on taking orders this season.

Chair Burke suggested a promotion for a kick off to the farmer's market. The farmers market table is free however if partaking in craft shows there is a table fee.

Member Tout proposed reaching out to the Lions Club about a table donation to their craft show. It is typically a busy event and would require volunteers to man the table and have township staff print off flyers for awareness.

Shopify Update

Chair Burke stated swag items are on the Chamber website so far, no takers on the items.

Membership Update

Looking for two new public members – bring names forward next meeting.

Fundraising Ideas

Member Tout suggested keeping the You've Been Flocked events going and is unsure on the signage for one day special event rentals.

RESOLUTION: MFA 2023-003

Moved: Member Tout

Seconded: Member Leach

THAT the Mount Forest Aquatics Ad Hoc Advisory Committee offer the You've Been Flocked flamingos for one day special event rentals for a fee of \$200.00.

CARRIED

Chair Burke discussed that staff could do the social media promotion and that members will need to coordinate with the Lions Club for the flamingos as they are currently storing them.

Member Leach suggested looking into a table at the fireworks festival. Chair Burke agreed and added they will need to coordinate with the chamber. Last year's Farmers Market moved locations for the festival, and they could look to host a table there.

Member Weber approached Mount Forest Optimist Club for a collaborated trivia night hosted at the legion. The Optimist Club suggested hosting their own. Member Weber proposed a trivia

012

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
FEBRUARY 7, 2023 @ 7:00 P.M.
MOUNT FOREST SPORTS COMPLEX MEETING ROOM

event at the arena for a larger venue. It is a risk free fundraiser where you do not have to put out a lot of money.

The Optimist Club provides a chilli dinner and hosts 40-50 teams with a raffle and bar. Typically hosted yearly.

Member McFarlane mentioned the Minto Farmers Market trivia night that takes place every two months with around 10-12 teams.

Chair Burke suggested looking at April or the fall for a date.

Chair Burke displayed a calendar by Habitat for Humanity which included pictures of locals from Mount Forest.

Chair Burke described the quote received from Print One with an 8.5 x11 full colour calendar looking at 100 costing \$1250 and 250 for \$2100. Chair Burke mentioned it would be difficult trying to keep the images off Facebook to keep the pictures a surprise. Member Leach added committee could sell the months to local business for sponsorships and leave it at their business to help sell it.

Chair Burke will continue to work on the calendar to have it ready for 2024.

Ideas circulated of having a photo contest or organizing the photos by the committee. The committee agreed that the best way to produce the calendar would be through their own photography.

ITEMS FOR CONSIDERATION

Financial Update

Member Tout updated committee the bank account currently sits at \$11,397.98

Chair Burke must withdraw \$300.58 for an invoice.

Donations

Account Information

RESOLUTION: MFA 2023-003

Moved: Member McFarlane

Seconded: Member Weber

THAT the Mount Forest Aquatics Ad Hoc Advisory Committee receive for information the verbal financial update.

CARRIED

RESOLUTION: 2023-011

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive for information Report OPS 2023-001 being a report on the proposed work plan for the Mount Forest Outdoor Pool and Aquatics Centre for information;

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
FEBRUARY 7, 2023 @ 7:00 P.M.
MOUNT FOREST SPORTS COMPLEX MEETING ROOM

013

AND FURTHER THAT Council approve, in principle, the work plan as presented within this report as follows:

Proposed Next Steps:

Winter 2023	Township Council reviews schematic design and probable cost estimate and provides further direction to Township staff
Winter/Spring 2023	Council decision point – “go or no go” (2023 capital budget)
Summer 2023	Architect completes design development and provides probable cost estimate to plus or minus ten percent
Fall 2023	Township Council reviews design development and probable cost estimate and provides further direction to Township staff
Winter 2024	Architect completes detailed design and specification for tendering
Winter 2024	Council decision point – “go or no go” (2024 capital budget)
Spring 2024	Tender
Spring / Summer 2024	Construction
Fall 2024	Completion of construction
Summer 2025	New Mount Forest Outdoor Pool and Aquatics Centre open for its inaugural season

CARRIED

The DOO explained the resolution included sets out a work plan for the pool to open the summer of 2025. Council will need to give consideration to the 2023 capital budget and the impact to the local taxpayer.

Member Tout conveyed frustrations of talking about fundraising while not knowing what the committee is selling.

Chair Burke mentioned if committee feels strongly about a new concept design that is something they need to recommend to council.

Member Tout suggested to try and arrange a meeting with council, so everyone is on the same page.

Member Tout asked about the Trillium Grant used in Arthur and suggested starting the application process for the pool.

Chair Burke explained the mandate for this committee is enhancements for the pool and one idea brought up at a past meeting was to hire a fundraising organization.

Member Job commented that the committee does not have a fundraising number. The Chair stated it is important to keep the conversation going in the public even without a number for fundraising.

Lions Club members are frustrated as they don't have a dollar figure they need to commit to the pool.

014

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
FEBRUARY 7, 2023 @ 7:00 P.M.
MOUNT FOREST SPORTS COMPLEX MEETING ROOM

OTHER BUSINESS/ROUNDTABLE

Member Weber discussed her frustration of no progress since joining two years ago.
Member Tout would like committee to have a joint meeting with council.
Councillor Renken suggested having the Recreation, Parks and Leisure Committee included in the meeting.

NEXT MEETING

March 14, 2023 @ 7pm
Member McFarlane will be absent.

ADJOURNMENT

RESOLUTION: MFA 2023-004
Moved: Member Tout
Seconded: Member McFarlane
THAT the Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee meeting of February 7, 2023 be adjourned at 8:16p.m.
CARRIED



Staff Report

To: Chair and Members of the Recreation, Parks and Leisure Committee Meeting
March 14, 2023

From: Tasha Grafos, Community Recreation Coordinator
Tom Bowden, Recreation Services Manager

Subject: OPS 2023-011 RPL Recreation Master Plan Review

RECOMMENDATION

THAT the Recreation, Parks and Leisure Committee receive for information Report OPS 2023-011 being a report on a review the Recreation Master Plan.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

OPS 2023-005 Recreation Master Plan Update
RPL 2021-016 Recreation Master Plan Update
Recreation Master Plan 2018

BACKGROUND

On May 7, 2018, the Recreation Master Plan was presented to Council. The purpose of the Plan is to be a working document that will guide park and facility improvements, policy development, and service delivery until the year 2031.

The scope of the RMP includes recreation facilities and activities, parks and open space, trails, and arts and culture (to align with the Municipal Cultural Plan).

The RMP contains 74 recommendations for consideration by Council. The suggested priority and timing are provided for each recommendation.

The Plan was built upon public consultation, population forecasts and socio-demographic data, activity trends and participation figures, facility provision and distribution levels, industry guidelines and best practices, and related background documents.

In the presentation to council on May 7, 2018, the following was stated:

“Throughout the body of the Master Plan, recommendations are identified at the end of each subsection or topic area. This is not intended to be a definitive list, as additional capital repairs, operating expenditures, and other initiatives outside the scope of this Plan may be identified and prioritized on a case-specific basis. By approving this Plan, the Township is not

bound to implementing every recommendation or providing facilities/services in the order, amount or timing indicated; rather, this Plan provides guidance on community priorities and sets a general course for meeting the needs as they are presently defined.

The timing of the projects proposed in this Master Plan recognizes the need for phased implementation and/or outside funding sources as some recommendations are based upon what is needed and not necessarily what is financially achievable by the Township at the present time. As part of the annual budget process, this Plan will be reviewed to identify areas where the availability of resources may affect the timing of implementation. Analysis of implementation options and budget implications should be undertaken prior to approving major projects. **It is expected that the Township will make decisions on individual projects and funding sources annually through the budget process."**

As presented in 2018, in reference to Schedule A, the priority and timing of recommendations are organized into the following categories, with key considerations and potential cost impacts identified for selected recommendations:

Priority

- High Priority: Immediate attention is recommended during the timeframe recommended.
- Medium Priority: Attention is required when high priority recommendations have been initiated or completed, or when suitable partners have been identified for funding.
- Lower Priority: Attention is required when high and medium priority recommendations have been initiated/completed.

Timing (generally aligned with Council terms)

- Short-term: 2018 to 2022
- Medium-term: 2023 to 2026
- Longer-term: 2027 and beyond
- Ongoing: Guidelines and practices to be followed on a continual basis

Considerations (cost impacts, linkage to Master Plan principles, implementation factors, etc.)

- Potential Cost Impacts (all cost estimates to be confirmed through future study)
 - Minor (\$): estimated at \$50,000 or less
 - Moderate (\$\$): estimated to be between \$50,000 and \$500,000
 - Major (\$\$\$): estimated at \$500,000 or more
- Best Practices/Guiding Principles (see Section 4.3)
 - Principle 1: Opportunities for All
 - Principle 2: Meaningful Engagement & Communication
 - Principle 3: Working Together to Achieve Shared Goals
 - Principle 4: Responsive Facilities, Parks & Trails
 - Principle 5: Customer-Focused Services
 - Principle 6: Commitment Toward Financial Sustainability

Note: In Schedule A, the recommendations are numbered according to the order in which they are presented in the body of the Master Plan. They are not listed in priority order.

On February 7, 2023, a summary of the updates to the RMP was presented through Report OPS RPL 2023-005. The summary (Schedule B) reviewed every recommendation and made

notes on the status of the recommendation. During the meeting, there were three recommendations brought forward as key focuses for 2023.

Recommendation 21:

Regularly assess the staff complement in relation to current and projected service levels, including a review of the use of part-time staff.

Recommendation 26:

Undertake a “refresh” of the arena component of the Arthur & Area Community Centre, including replacement of the ice slab and other lifecycle requirements.

Recommendation 36:

Replace the Lion Roy Grant Pool with a new outdoor pool in Mount Forest, potentially at Campbell deVore Park / Mount Forest & District Sports Complex, with the assistance of community fundraising.

Of the 74 recommendations, 51 are on ongoing, 11 are complete, 1 is on hold, and 3 are obsolete.

	ONGOING	COMPLETE	HOLD	OBSOLETE
	Recommendation Numbers: 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 14, 15, 17, 18, 19, 21, 22, 23, 25, 26, 28, 29, 30, 31, 32, 34, 37, 38, 44, 46, 47, 48, 50, 52, 53, 54, 55, 57, 58, 59, 60, 63, 64, 65, 67, 68, 70, 71, 72, 74	Recommendation Numbers: 7, 20, 24, 27, 35, 39, 41, 42, 45, 62, 73	Recommendation Numbers: 43	Recommendation Numbers: 13, 16, 61
Total	51	11	1	3

It was established in the 2021 Development Charges Background Study & By-Law that a update of the RMP should occur in 2027, with a gross project cost of \$100,000. However, with the introduction of Bill 23, this is no longer a permitted use of development charges.

As discussed in the February 7th, 2023 meeting of this committee, a refresh of the RMP is something the committee would like to see happen in 2024. From a staff standpoint, a timeframe prior to 2027 is supported. The RMP needs to be updated to reflect the upcoming 2023 Wellington North Strategic Plan and current needs of our community.

FINANCIAL CONSIDERATIONS

NA

ATTACHMENTS

Schedule A – Township of Wellington North Recreation Master Plan – Summary of Recommendations

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:

Tasha Grafos, Community Recreation Coordinator

Tasha Grafos

Tom Bowden, Recreation Services Manager

Tom Bowden

Recommended By:

Matthew Aston, Director of Operations

Matthew Aston

SCHEDULE A - Township of Wellington North Recreation Master Plan – Summary of Recommendations

Recommendations	Priority	Timing	Considerations
Service Delivery (Section 5)			
1. Adopt a municipal service delivery role that reflects the Master Plan's guiding principles, with a primary focus on providing and maintaining core municipal assets, coordinating community-wide events and facilitating programming through a community development approach.	High	Ongoing	Best practice (all Principles)
2. Review policies and procedures at least once every five years, with legislative and regulatory requirements reviewed more frequently.	High	Ongoing	Best practice (Principle 1)
3. Employ a community development approach to service delivery. The Township should focus on building capacity within local organizations and becoming involved in the direct provision of targeted services only where suitable community partners do not exist.	High	Ongoing	Best practice (all Principles)
4. Collect registration data annually from all organizations that use Township parks and facilities and monitor facility utilization to assist in tracking trends, changing demands and allocation.	Medium	Ongoing	Best practice (Principle 1)
5. Create a volunteer recognition and awards program to celebrate outstanding achievements and contributions to recreation services in the Township, and lend support to volunteer information networks where possible.	Medium	Short-term	Minor operating impact (\$)
6. Work with community organizations (e.g., Youth Action Council, etc.) to maximize existing facilities through no to low-cost informal, unstructured activities and inclusive programming for children, teens and seniors.	High	Ongoing	Best practice (Principle 3)
7. Assess the viability of offering March Break and/or summer camps for children.	Medium	Short-term	Further study required
8. Support and seek opportunities to enhance community events that promote social cohesion, community pride and increase awareness of local traditions and talents, including initiatives that animate parks and open spaces (e.g., concerts and plays, outdoor fitness, nature appreciation, etc.).	Medium	Ongoing	Best practice (Principle 1)
9. Encourage greater coordination and expansion of seniors' activities in Mount Forest.	High	Ongoing	Best practice (Principle 1); see recommendation 32
10. Maintain and publicly promote an inventory of local recreation and culture programs and events through the Leisure Calendar and other vehicles.	Medium	Ongoing	Best practice (Principle 2)
11. Seek strategic partnerships that are consistent with the Township's objective of accessing additional resources when pursuing projects that respond to demonstrated needs.	High	Ongoing	Best practice (Principle 3)
12. Promote local programs, events and spaces by working collaboratively with community organizations (e.g., schools, service clubs, community groups, sports associations, public library, etc.).	High	Ongoing	Best practice (Principle 3)

Recommendations	Priority	Timing	Considerations
13. Continue to distribute the annual Leisure Calendar and seek opportunities to improve the Township's online community calendar.	Medium	Ongoing	Best practice (Principle 2)
14. Hold regular forums with community groups, organizations and the public to provide the ability to network and discuss issues and opportunities related to recreational service delivery, community needs, marketing, promotion and communication.	High	Ongoing	Best practice (Principle 2)
15. Use the Recreation Master Plan as a resource in developing the Township's annual budget, long-term capital forecast and Development Charges Background Study.	High	Ongoing	Best practice (Principle 6)
16. Use the Township's Community Development Fund to guide municipal involvement and fundraising requirements for community-initiated projects.	High	Ongoing	Capital funding levels determined by Council (\$)
17. Continue to seek alternative funding sources (e.g., fundraising, cost sharing agreements, sponsorships, grants, etc.) to address outstanding capital and operating requirements. The full implementation of this Plan may require increases to the Township's budget if funding cannot be offset by other sources.	High	Ongoing	Best practice (Principle 6); external funding may accelerate implementation
18. Ensure that parks and recreation infrastructure is properly considered through the Township's asset management planning. Advance planning is required for major capital projects.	High	Ongoing	Best practice (Principle 4)
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.	Medium	Ongoing	Best practice (Principle 6)
20. Create a Community Recreation Coordinator position to act as a liaison between parks and recreation stakeholders and the Township, enhance communication and implement the Recreation Master Plan.	High	Short-term	Potential operating impact (\$\$) – further study required
21. Regularly assess the staff complement in relation to current and projected service levels, including a review of the use of part-time staff.	High	Ongoing	Potential operating impact (\$\$) – further study required
22. Develop a succession plan to proactively plan for retirements and employee transition.	High	Short-term	Best practice (Principle 5)
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.	High	Short-term	Best practice (Principle 5)
24. Reconstitute the Recreation & Culture Committee as an advisory body of Council. Develop a terms of reference that confirms the Committee's mandate and guides the selection of members, which should include lay appointees from across the Township. Reference should be made to the best practices identified in the Recreation Master Plan.	High	Short-term	Best practice (Principle 5)
25. Ensure alignment between the Recreation Master Plan and Municipal Cultural Plan through the ongoing work of the Wellington North Cultural Roundtable and Recreation & Culture Committee.	Medium	Ongoing	Best practice (Principle 5)

Recommendations	Priority	Timing	Considerations
Facilities (Section 6)			
26. Undertake a “refresh” of the arena component of the Arthur & Area Community Centre, including replacement of the ice slab and other lifecycle requirements.	High	Short-term	Major capital impact (\$\$\$) – further study required
27. Create an ice allocation policy to develop a fair and transparent process for allocating ice time based on registration and accepted standards of play. The policy should include a requirement for annual ice scheduling meetings.	High	Short-term	Best practice (Principle 5)
28. Monitor ice usage, demand and the regional supply of arenas. Assess long-term ice needs (beyond 2031) and facility replacement strategies through the next Master Plan Update (or sooner if indications of accelerated demand or deteriorating condition).	Lower	Longer-term	Best practice (Principle 5)
29. Encourage usage of arenas year-round, including summer events, activities and floor sports planned by the Township, community partners and stakeholders	Medium	Ongoing	Best practice (Principle 5)
30. Encourage the community use of schools (e.g., gymnasiums) for active recreation and sports.	High	Ongoing	Best practice (Principle 3)
31. Maintain management agreements and annual reporting requirements to ensure that existing community-operated facilities remain financially viable and sustainable, well managed, safe and accessible, and responsive to local needs.	High	Ongoing	Best practice (Principle 5)
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.	High	Ongoing	Best practice (Principle 3); see recommendation 9
33. Further explore the potential to relocate the Arthur Seniors’ Centre to the upper hall at the Arthur & Area Community Centre, with consideration to long-term needs and a cost-benefit analysis.	High	Short-term	Potential minor capital impact (\$)
34. Evaluate opportunities to accommodate arts and cultural activities and events within the Township’s parks and recreation system through features such as portable stages, amphitheatres and support amenities.	Medium	Ongoing	Budget impacts to be evaluated as opportunities arise
35. Develop a splash pad in Mount Forest, potentially at Bill Moody Lions Playground / King Street Fairgrounds Park, with the assistance of community fundraising. Ensure the provision of appropriate support amenities, such as benches, shade and pathway/sidewalk connections.	High	Short-term	Moderate capital impact (\$\$), partially offset by fundraising
36. Replace the Lion Roy Grant Pool with a new outdoor pool in Mount Forest, potentially at Campbell deVore Park / Mount Forest & District Sports Complex, with the assistance of community fundraising.	High	Short-term	Major capital impact (\$\$\$), partially offset by fundraising
37. Strive to provide playgrounds within 500-metres of new residential areas within urban centres. Playground locations should be unobstructed by pedestrian barriers (e.g., highways, rail lines and waterways) and be connected to surrounding residential areas (e.g., sidewalks, walkways and trails).	Medium	Ongoing	Best practice (Principle 4)

Recommendations	Priority	Timing	Considerations
38. Establish a playground replacement program, with a short-term focus on playgrounds in Campbell deVore Park (including the pathway) and Birmingham Street Lions Park (including flood control measures). Regular inspections may identify other capital priorities or preventative maintenance requirements. Playgrounds should be designed to comply with AODA requirements and be welcoming and accessible to all families, including the phase-out of sand surface materials in favour of engineered wood fibre.	High	Short-term	Minor capital impact (\$) – site-specific evaluation required
39. Develop one youth ball diamond at the Arthur Community Centre and Fairgrounds Park in the short-term.	High	Short-term	Minor capital impact (\$)
40. Develop two lit ball diamonds at a future park site in Mount Forest to accommodate longer-term needs.	Medium	Longer-term	Moderate capital impact (\$\$)
41. Relocate the batting cage at Campbell deVore Park to Mount Forest Fairgrounds to support the Optimist diamond.	Lower	Short-term	Minor capital impact (\$)
42. Develop an itemized list of repairs, upgrades and improvements for Arthur Community Centre and Fairgrounds Park including (but not limited to) lifecycle replacement of the pavilion/washrooms and ball diamond lighting, fencing and/or netting.	High	Short-term	Moderate capital impact (\$\$) – site-specific evaluation required
43. Develop one full size soccer field at a future park site in Mount Forest to accommodate longer-term needs.	Medium	Longer-term	Minor capital impact (\$)
44. Consider the development of multi-use courts (tennis, pickleball, basketball and/or ball hockey) within future park development.	Medium	Ongoing	Best practice (Principle 4)
45. Develop a skate park in Arthur in the short-term, with the assistance of community fundraising. Site selection and design should comply with municipal standards and youth should be engaged in the design process.	High	Short-term	Minor capital impact (\$), partially offset by fundraising
46. Consider the installation of pavilions within future community parks and open space parks.	Medium	Ongoing	Best practice (Principle 4)
47. Begin planning to create an off-leash park as a trial project. This will require: (a) a site evaluation exercise to consider appropriate site characteristics, compatibility and impacts, and design; and (b) identification of an organization to sponsor the park and oversee its management.	Lower	Medium-term	Minor capital impact (\$); site and partner required
48. Utilize the Township's Community Initiated Project Guidelines to evaluate municipal participation in partnerships or unsolicited proposals involving facilities not specifically identified in this Master Plan.	High	Ongoing	Best practice (Principle 3)
Parks & Trails (Section 7)			
49. Utilize the Master Plan's parkland classification hierarchy to guide the development or redevelopment of parks and open spaces according to park type, size, service level and the amenities that they provide.	Medium	Ongoing	Best practice (Principle 4)

Recommendations	Priority	Timing	Considerations
50. Strive to achieve a minimum municipal parkland service level of 2.75 hectares per 1,000 residents, which would require an additional 13.8 hectares of parkland by 2031 to meet current and future needs. To maintain a walkable park system, the Township should strive to provide a neighbourhood or community park within 500-metres of all residential areas in urban centres, unobstructed by pedestrian barriers (e.g., highways, rail lines and waterways) and connected to surrounding residential areas (e.g., sidewalks, walkways and trails).	High	Ongoing	Best practice (Principle 4); majority of land to be acquired through development process
51. Secure additional parkland (a minimum of 6 hectares) for sports fields in Mount Forest, either through a park expansion or establishment of a new community park.	Medium	Medium-term	Potential moderate capital impact (\$\$) – further study required
52. Establish a strategy for long-term parkland acquisition, consisting of neighbourhood park development in new subdivisions (through parkland dedication) and community park expansion/development (through a variety of means).	High	Short-term	Best practice (Principle 4)
53. Maximize parkland dedication and cash-in-lieu through as per the provisions of the County Official Plan and Planning Act.	High	Ongoing	Best practice (Principle 6)
54. Regularly review the Township's fixed rate (per unit) for cash-in-lieu to ensure that it reflects market conditions and current levels of service. Until such time as the Township meets its parkland provision target, cash-in-lieu should be used primarily for future parkland acquisitions, rather than park development.	Medium	Ongoing	Best practice (Principle 6)
55. Ensure that parkland conveyed to the Township is suitable for its intended use. Avoid developing or accepting neighbourhood park parcels of less than 0.5 hectares in size unless the Township has determined that there is a need to fill a gap in parkland and other options are inadequate. Accepting undevelopable Open Space lands (e.g., storm water management ponds, woodlots, valley lands, floodplains, hazard lands, etc.) as part of the parkland dedication requirement is also strongly discouraged (the Township may assume these lands through voluntary dedication or easement if appropriate).	High	Ongoing	Best practice (Principle 4)
56. Where necessary, employ alternative acquisition tools to enhance future parkland opportunities to serve current and future residents.	Lower	Ongoing	Best practice (Principle 4)
57. Maintain a commitment to accessibility, safety and comfort for all ages and abilities within the Township's parks system through compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and Crime Prevention Through Environmental Design (CPTED) principles. Greater commitment should be given to the provision of support amenities (such as washrooms, shade, benches/seating areas, bike racks, etc.) and seamless connectivity within the parks, open space and trails system.	High	Ongoing	Best practice (Principle 4)
58. Review park maintenance and operational service levels on a regular basis to ensure that they reflect community needs and effective operating practices.	High	Ongoing	Best practice (Principle 5); budget impacts to be evaluated

Recommendations	Priority	Timing	Considerations
59. Promote opportunities for unstructured play, passive recreation and naturalization efforts within the Township's parks system, where appropriate.	Medium	Ongoing	Best practice (Principle 4)
60. Consider parkland renewal and redevelopment projects in the Township's long-term capital plan to address aging infrastructure and future potential. Examples include playground replacement, support structures and amenities (e.g., benches, washrooms, etc.), park and sport field fencing, parking lots, tree canopy, etc.	High	Ongoing	Potential moderate capital impact (\$\$) – site-specific evaluation required
61. Work with landowners and the business community to identify a long-term plan for the Arthur Community Park property (and Marvin Howe Trail) on Wellington Road 109, with consideration given to gateway and open space features.	Lower	Short-term	Further study and external funding required
62. Establish consistent and high quality signage at all municipal facilities, parks and along trail heads to enhance branding and wayfinding.	Medium	Medium-term	Minor capital impact (\$)
63. Assign high priority to the creation and promotion of trail and active transportation routes, as guided by the Wellington County Active Transportation Master Plan, ongoing public input, and opportunities created by the development approvals process.	High	Ongoing	Potential moderate capital impact (\$\$) – site-specific evaluation required
64. Evaluate future trail development and connections through the use of existing corridors (e.g., abandoned rail lines, unopened road allowances, utility corridors, etc.) and the land development process, including trails in new subdivisions (e.g., through dedication).	High	Ongoing	Best practice (Principle 4)
65. Where gaps exist in the trails system, consider the installation of sidewalks and/or on-road signed routes to connect pedestrians and/or cyclists to trail networks and destinations (e.g., Campbell deVore Park), where appropriate.	High	Ongoing	Best practice (Principle 4)
66. Seek connections between communities, municipalities and regional trail networks (e.g., Arthur to Damascus, Grand Valley, Elora-Cataract Trail, etc.). Coordinate with the Conservation Authority, County and adjacent municipalities for any projects that may extend beyond the Township.	Lower	Ongoing	Best practice (Principle 3)
67. Pursue the development of looped trails, including the renewal of the Marvin Howe Trail and connection to the River Trail in Arthur.	High	Ongoing	Potential minor capital impact (\$) offset by fundraising
68. Continue to emphasize the proper design, construction and maintenance of the trail network. Utilize the design standards and guidelines in applicable provincial regulations as well as the County's Active Transportation Plan for all trail construction projects.	High	Ongoing	Best practice (Principle 4)

Recommendations	Priority	Timing	Considerations
69. Maintain Trail Committees and engage them on a regular basis to confirm trail routes, phasing options, and maintenance requirements and responsibilities, recognizing that opportunities and priorities may change over time. Consult with the public and community stakeholders in advance of any trail development projects.	High	Ongoing	Best practice (Principle 5)
70. Formalize agreements with private landowners that own property containing public trails.	High	Ongoing	Best practice (Principle 5)
71. Work with the County and other partners to develop and distribute mapping and promotional material (in both hard copy and electronic versions, including the Leisure Calendar) on trail and active transportation routes in the Township. All future trails should include appropriate signage to delineate the network and enhance wayfinding for users	High	Ongoing	Best practice (Principle 2)
Implementation (Section 8)			
72. Implement a system for the regular implementation, monitoring and review of the Master Plan.	High	Ongoing	Best practice (Principle 5)
73. Reconfirm the direction, priorities and accomplishments of the Master Plan in 2023.	High	Medium-term	Best practice (Principle 5)
74. Undertake a comprehensive review and update of the Master Plan no later than 2028.	High	Longer-term	Minor capital impact (\$)

SCHEDULE B

RECOMMENDATION	PRIORITY	TIMING	CONSIDERATIONS
<p>1. Adopt a municipal service delivery role that reflects the Master Plan's guiding principles, with a primary focus on providing and maintaining core municipal assets, coordinating community-wide events and facilitating programming through a community development approach.</p>	High	Ongoing	<ul style="list-style-type: none"> • Updated compressor plant in Mount Forest • Improved drainage at the Fair Grounds, Bill Moody, Campbell deVore, and Hutchison Parks • Updated surface material to Wood Fibar at the Roy Grant and Bill Moody Parks • New equipment at Hutchison Park • Donald Red Clay Diamond installation and dug-out shelters • Rehabilitation of the OptiMrs Playground and Pavilion • Safety netting installed near Brent Barnes Memorial Skate Park • New ice resurfacers in Mount Forest • Concession booths in Mount Forest and Arthur are now rented to an outside vendor • Generator installed in Mount Forest
<p>2. Review policies and procedures at least once every five years, with legislative and regulatory requirements reviewed more frequently.</p>	High	Ongoing	Ongoing
<p>3. Employ a community development approach to service delivery. The Township should focus on building capacity within local organizations and becoming involved in the direct provision of targeted services only where suitable community partners do not exist.</p>	High	Ongoing	<ul style="list-style-type: none"> • Mount Forest Aquatics Ad-Hoc Advisory Committee are currently working on fundraising activities for new Aquatics Facility in Mount Forest. Demand for Township involvement in these sort of initiatives remains high. • Working relationships strengthened with Minor Hockey Associations, Figure Skating, Ringette, Minor Baseball, Mount Forest Soccer, Arthur Optimists, Mount Forest Lions, and Mount Forest Seniors Group, and Seniors' Centre for Excellence
<p>4. Collect registration data annually from all organizations that use Township parks and facilities and monitor facility utilization to assist in tracking trends, changing demands and allocation.</p>	Medium	Ongoing	<ul style="list-style-type: none"> • Implementation of PerfectMind/Xplor Recreation Software allows for more accurate tracking and a consolidated view of bookings
<p>5. Create a volunteer recognition and awards program to celebrate outstanding achievements and contributions to recreation services in the Township and lend support to volunteer information networks where possible.</p>	Medium	Short-term	<ul style="list-style-type: none"> • Kay Ayres awarded Senior of the Year (2022) • Volunteer Appreciation events held on May 5, 2022, and September 23, 2022 • Upcoming Volunteer events planned for 2023

6. Work with community organizations (e.g., Youth Action Council, etc.) to maximize existing facilities through no to low-cost informal, unstructured activities and inclusive programming for children, teens and seniors.	High	Ongoing	<ul style="list-style-type: none"> • Programming has increased: Mom/Tot & Older Adult Skating, Public Skating, Walking, Pickleball, Stick & Puck. • The introduction of walk in ice and arena floor rental at reduced rates • Community Group programming continues to grow: Bingo, Shuffleboard, Seniors' cards and social gatherings.
7. Assess the viability of offering March Break and/or summer camps for children.	Medium	Short-term	Complete.
8. Support and seek opportunities to enhance community events that promote social cohesion, community pride and increase awareness of local traditions and talents, including initiatives that animate parks and open spaces	Medium	Ongoing	<ul style="list-style-type: none"> • Christmas Tree lighting, memorial trees, grand openings of parks and facilities, Fireworks festival, movie nights. • Working with the Grants & Donations program to deliver services to the Fireworks Festival, LMH Foundation Gala, LMH Foundation Little Black Dress Affair, Optimists Canada Day Celebrations, Lions Craft Show, Hayden's Hope Foundation Fundraising Tournament and Event.
9. Encourage greater coordination and expansion of seniors' activities in Mount Forest.	High	Ongoing	<ul style="list-style-type: none"> • Increased walking track hours • Introduction of Pickleball • Bereavement Walking Group with Hospice Wellington • Continued partnership with Seniors' Centre for Excellence and Mount Forest Family Health Team.
10. Maintain and publicly promote an inventory of local recreation and culture programs and events through the Leisure Calendar and other vehicles.	Medium	Ongoing	<ul style="list-style-type: none"> • Updated website and social media • Discontinued
11. Seek strategic partnerships that are consistent with the Township's objective of accessing additional resources when pursuing projects that respond to demonstrated needs.	High	Ongoing	<p>Ongoing</p> <ul style="list-style-type: none"> • Township staff regularly engage in conversations with neighbouring municipalities, recreation service providers, and childcare providers seeking opportunities
12. Promote local programs, events and spaces by working collaboratively with community organizations (e.g., schools, service clubs, community groups, sports associations, public library, etc.).	High	Ongoing	Ongoing.

13. Continue to distribute the annual Leisure Calendar and seek opportunities to improve the Township's online community calendar.	Medium	Ongoing	Dissolved with updated website.
14. Hold regular forums with community groups, organizations and the public to provide the ability to network and discuss issues and opportunities related to recreational service delivery, community needs, marketing, promotion and communication.	High	Ongoing	<ul style="list-style-type: none"> • Hosted public meeting for Mount Forest Pool Concept in March 2022 • Increased accessibility to RPL Committee meetings through online option for viewing.
15. Use the Recreation Master Plan as a resource in developing the Township's annual budget, long-term capital forecast and Development Charges Background Study.	High	Ongoing	Ongoing.
16. Use the Township's Community Development Fund to guide municipal involvement and fundraising requirements for community-initiated projects.	High	Ongoing	Obsolete. Centre Wellington Community Foundation has been established.
17. Continue to seek alternative funding sources (e.g., fundraising, cost sharing agreements, sponsorships, grants, etc.) to address outstanding capital and operating requirements. The full implementation of this Plan may require increases to the Township's budget if funding cannot be offset by other sources.	High	Ongoing	Ongoing. Introduction of Walking Track Sponsorship, advertising on ball diamond fencing, and ice resurfacer.
18. Ensure that parks and recreation infrastructure is properly considered through the Township's asset management planning. Advance planning is required for major capital projects.	High	Ongoing	Ongoing. Recreation assets will be included in the next update of the Township's asset management plan.
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.	Medium	Ongoing	<ul style="list-style-type: none"> • Fees and charges by-law for recreation services updated annually and 1-year in advance • Ongoing
20. Create a Community Recreation Coordinator position to act as a liaison between parks and recreation stakeholders and the Township, enhance communication and implement the Recreation Master Plan	High	Short-term	Complete

21. Regularly assess the staff complement in relation to current and projected service levels, including a review of the use of part-time staff.	High	Ongoing	<ul style="list-style-type: none"> • Recreation is becoming an increasingly more important component to the local community • Continued attention to this recommendation is critical to ensure resources meet expected level of service
22. Develop a succession plan to proactively plan for retirements and employee transition.	High	Short-term	Ongoing.
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.	High	Short-term	Ongoing.
24. Reconstitute the Recreation & Culture Committee as an advisory body of Council. Develop a terms of reference that confirms the Committee's mandate and guides the selection of members, which should include lay appointees from across the Township. Reference should be made to the best practices identified in the Recreation Master Plan.	High	Short-term	Complete
25. Ensure alignment between the Recreation Master Plan and Municipal Cultural Plan through the ongoing work of the Wellington North Cultural Roundtable and Recreation & Culture Committee.	Medium	Ongoing	Ongoing. Community Recreation Coordinator attends Cultural Roundtable meeting, periodically, to keep current with discussion and ensure Township recreation team is available to support.
26. Undertake a "refresh" of the arena component of the Arthur & Area Community Centre, including replacement of the ice slab and other lifecycle requirements.	High	Short-term	Ongoing. Ice slab redone in spring 2021 Roof next step
27. Create an ice allocation policy to develop a fair and transparent process for allocating ice time based on registration and accepted standards of play. The policy should include a requirement for annual ice scheduling meetings.	High	Short-term	Policy developed; meetings occur with user groups during the summer months.
28. Monitor ice usage, demand and the regional supply of arenas. Assess long-term ice needs (beyond 2031) and facility replacement strategies through the next Master Plan Update (or sooner if indications of accelerated demand or deteriorating condition).	Lower	Longer-term	Ongoing.

29. Encourage usage of arenas year-round, including summer events, activities and floor sports planned by the Township, community partners and stakeholders	Medium	Ongoing	<ul style="list-style-type: none"> • Addition of Pickleball year round program • Year round walking • Indoor baseball practices • Ongoing
30. Encourage the community use of schools (e.g., gymnasiums) for active recreation and sports.	High	Ongoing	Ongoing
31. Maintain management agreements and annual reporting requirements to ensure that existing community-operated facilities remain financially viable and sustainable, well managed, safe and accessible, and responsive to local needs.	High	Ongoing	Ongoing.
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.	High	Ongoing	Increased older adult programming Ongoing
33. Further explore the potential to relocate the Arthur Seniors' Centre to the upper hall at the Arthur & Area Community Centre, with consideration to long-term needs and a cost-benefit analysis.	High	Short-term	<ul style="list-style-type: none"> • Meetings have been held between the Township and Arthur Seniors to discuss options. • Outstanding
34. Evaluate opportunities to accommodate arts and cultural activities and events within the Township's parks and recreation system through features such as portable stages, amphitheatres and support amenities.	Medium	Ongoing	Local Radio Station rents facility for musical performances Outdoor movies in partnership Ongoing
35. Develop a splash pad in Mount Forest, potentially at Bill Moody Lions Playground / King Street Fairgrounds Park, with the assistance of community fundraising. Ensure the provision of appropriate support amenities, such as benches, shade and pathway/sidewalk connections.	High	Short-term	Complete (2019)

36. Replace the Lion Roy Grant Pool with a new outdoor pool in Mount Forest, potentially at Campbell deVore Park / Mount Forest & District Sports Complex, with the assistance of community fundraising.	High	Short-term	<ul style="list-style-type: none"> • Mount Forest Outdoor Pool and Aquatics Centre design was moved forward; public meeting was held in March 2022 to solicit input • Current estimate for project is \$5.3 million
37. Strive to provide playgrounds within 500-metres of new residential areas within urban centres. Playground locations should be unobstructed by pedestrian barriers (e.g., highways, rail lines and waterways) and be connected to surrounding residential areas (e.g., sidewalks, walkways and trails).	Medium	Ongoing	<ul style="list-style-type: none"> • Ongoing
38. Establish a playground replacement program, with a short-term focus on playgrounds in Campbell deVore Park (including the pathway) and Birmingham Street Lions Park (including flood control measures). Regular inspections may identify other capital priorities or preventative maintenance requirements. Playgrounds should be designed to comply with AODA requirements and be welcoming and accessible to all families, including the phase-out of sand surface materials in favour of engineered wood fibre.	High	Short-term	<ul style="list-style-type: none"> • OptiMrs Grand Opening June 2022 • Campbell deVore rehabilitated (2022) • Accessible play surfaced added to Roy Grant • Mount Forest Fairgrounds improvements • Red clay diamond, Donald Diamond, replaced the Optimist diamond in Mount Forest • New swings in Hutchison Park • New players benches at Cork Street Diamond
39. Develop one youth ball diamond at the Arthur Community Centre and Fairgrounds Park in the short-term.	High	Short-term	Complete (2018)
40. Develop two lit ball diamonds at a future park site in Mount Forest to accommodate longer-term needs.	Medium	Longer-term	Outstanding (No land)
41. Relocate the batting cage at Campbell deVore Park to Mount Forest Fairgrounds to support the Optimist diamond.	Lower	Short-term	Complete (2020)
42. Develop an itemized list of repairs, upgrades and improvements for Arthur Community Centre and Fairgrounds Park including (but not limited to) lifecycle replacement of the pavilion/washrooms and ball diamond lighting, fencing and/or netting.	High	Short-term	Completed with grant application
43. Develop one full size soccer field at a future park site in Mount Forest to accommodate longer-term needs.	Medium	Longer-term	Soccer club is declining On hold
44. Consider the development of multi-use courts (tennis, pickleball, basketball and/or ball hockey) within future park development.	Medium	Ongoing	Ongoing

45. Develop a skate park in Arthur in the short-term, with the assistance of community fundraising. Site selection and design should comply with municipal standards and youth should be engaged in the design process.	High	Short-term	Complete (2022) Partnership with Arthur Lions
46. Consider the installation of pavilions within future community parks and open space parks.	Medium	Ongoing	Ongoing
47. Begin planning to create an off-leash park as a trial project. This will require: (a) a site evaluation exercise to consider appropriate site characteristics, compatibility and impacts, and design; and (b) identification of an organization to sponsor the park and oversee its management.	Lower	Medium-term	<ul style="list-style-type: none"> • Ongoing • Possible 2025 project
48. Utilize the Township's Community Initiated Project Guidelines to evaluate municipal participation in partnerships or unsolicited proposals involving facilities not specifically identified in this Master Plan.	High	Ongoing	Ongoing
49. Utilize the Master Plan's parkland classification hierarchy to guide the development or redevelopment of parks and open spaces according to park type, size, service level and the amenities that they provide.	Medium	Ongoing	Outstanding. No parkland available
50. Strive to achieve a minimum municipal parkland service level of 2.75 hectares per 1,000 residents, which would require an additional 13.8 hectares of parkland by 2031 to meet current and future needs. To maintain a walkable park system, the Township should strive to provide a neighbourhood or community park within 500-metres of all residential areas in urban centres, unobstructed by pedestrian barriers (e.g., highways, rail lines and waterways) and connected to surrounding residential areas (e.g., sidewalks, walkways and trails).	High	Ongoing	Ongoing for Municipal Planning
51. Secure additional parkland (a minimum of 6 hectares) for sports fields in Mount Forest, either through a park expansion or establishment of a new community park.	Medium	Medium-term	<ul style="list-style-type: none"> • Outstanding
52. Establish a strategy for long-term parkland acquisition, consisting of neighbourhood park development in new subdivisions (through parkland dedication) and community park expansion/development (through a variety of means).	High	Short-term	Ongoing

53. Maximize parkland dedication and cash-in-lieu through as per the provisions of the County Official Plan and Planning Act.	High	Ongoing	Increased cash-in-lieu from \$1,000 to \$4,000 (2023) Ongoing
54. Regularly review the Township's fixed rate (per unit) for cash-in-lieu to ensure that it reflects market conditions and current levels of service. Until such time as the Township meets its parkland provision target, cash-in-lieu should be used primarily for future parkland acquisitions, rather than park development.	Medium	Ongoing	Increased cash-in-lieu from \$1,000 to \$4,000 (2023) Ongoing
55. Ensure that parkland conveyed to the Township is suitable for its intended use. Avoid developing or accepting neighbourhood park parcels of less than 0.5 hectares in size unless the Township has determined that there is a need to fill a gap in parkland and other options are inadequate. Accepting undevelopable Open Space lands (e.g., storm water management ponds, woodlots, valley lands, floodplains, hazard lands, etc.) as part of the parkland dedication requirement is also strongly discouraged (the Township may assume these lands through voluntary dedication or easement if appropriate).	High	Ongoing	Ongoing
56. Where necessary, employ alternative acquisition tools to enhance future parkland opportunities to serve current and future residents.	Lower	Ongoing	Township staff will be seeking capital budget in order to purchase additional land for parkland / recreation services in the future Outstanding
57. Maintain a commitment to accessibility, safety and comfort for all ages and abilities within the Township's parks system through compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and Crime Prevention Through Environmental Design (CPTED) principles. Greater commitment should be given to the provision of support amenities (such as washrooms, shade, benches/seating areas, bike racks, etc.) and seamless connectivity within the parks, open space and trails system.	High	Ongoing	<ul style="list-style-type: none"> • Playground surfaces being upgraded to accessible FIBAR. • Ongoing
58. Review park maintenance and operational service levels on a regular basis to ensure that they reflect community needs and effective operating practices.	High	Ongoing	Ongoing
59. Promote opportunities for unstructured play, passive recreation, and naturalization efforts within the Township's parks system, where appropriate.	Medium	Ongoing	Increased marketing for trailways Playground rehabilitation are certified to current standards Ongoing

60. Consider parkland renewal and redevelopment projects in the Township's long-term capital plan to address aging infrastructure and future potential. Examples include playground replacement, support structures and amenities (e.g., benches, washrooms, etc.), park and sport field fencing, parking lots, tree canopy, etc.	High	Ongoing	<ul style="list-style-type: none"> • Ongoing • Cork Street Playground and new structures at Hutchison Park.
61. Work with landowners and the business community to identify a long-term plan for the Arthur Community Park property (and Marvin Howe Trail) on Wellington Road 109, with consideration given to gateway and open space features.	Lower	Short-term	Park was retired.
62. Establish consistent and high-quality signage at all municipal facilities, parks and along trail heads to enhance branding and wayfinding.	Medium	Medium-term	Complete
63. Assign high priority to the creation and promotion of trail and active transportation routes, as guided by the Wellington County Active Transportation Master Plan, ongoing public input, and opportunities created by the development approvals process.	High	Ongoing	Ongoing
64. Evaluate future trail development and connections through the use of existing corridors (e.g., abandoned rail lines, unopened road allowances, utility corridors, etc.) and the land development process, including trails in new subdivisions (e.g., through dedication).	High	Ongoing	Ongoing
65. Where gaps exist in the trails system, consider the installation of sidewalks and/or on-road signed routes to connect pedestrians and/or cyclists to trail networks and destinations (e.g., Campbell deVore Park), where appropriate.	High	Ongoing	Ongoing
66. Seek connections between communities, municipalities and regional trail networks (e.g., Arthur to Damascus, Grand Valley, Elora-Cataract Trail, etc.). Coordinate with the Conservation Authority, County and adjacent municipalities for any projects that may extend beyond the Township.	Lower	Ongoing	<ul style="list-style-type: none"> • Outstanding
67. Pursue the development of looped trails, including the renewal of the Marvin Howe Trail and connection to the River Trail in Arthur.	High	Ongoing	<ul style="list-style-type: none"> • Marvin Howe Trail was retired in 2020 • Arthur River Trail connection with Well Street (ongoing)
68. Continue to emphasize the proper design, construction and maintenance of the trail network. Utilize the design standards and guidelines in applicable provincial regulations	High	Ongoing	Ongoing

as well as the County's Active Transportation Plan for all trail construction projects.			
69. Maintain Trail Committees and engage them on a regular basis to confirm trail routes, phasing options, and maintenance requirements and responsibilities, recognizing that opportunities and priorities may change over time. Consult with the public and community stakeholders in advance of any trail development projects.	High	Ongoing	<ul style="list-style-type: none"> • Trail committees dissolved. • Outstanding due to lack of volunteers
70. Formalize agreements with private landowners that own property containing public trails.	High	Ongoing	Township has put considerable efforts to enter agreement with private landowners that own property containing public trails or, in the absence of obtaining such agreements, have signed them as "private property".
71. Work with the County and other partners to develop and distribute mapping and promotional material (in both hard copy and electronic versions, including the Leisure Calendar) on trail and active transportation routes in the Township. All future trails should include appropriate signage to delineate the network and enhance wayfinding for users	High	Ongoing	<ul style="list-style-type: none"> • Ongoing
72. Implement a system for the regular implementation, monitoring and review of the Master Plan.	High	Ongoing	Ongoing
73. Reconfirm the direction, priorities and accomplishments of the Master Plan in 2023.	High	Medium-term	Complete.
74. Undertake a comprehensive review and update of the Master Plan no later than 2028.	High	Longer-term	Ongoing

Mount Forest Community Garden Community Garden Leadership Committee (CGLC)



February 7, 2023 CGLC Meeting Minutes

Attendees: Suzanne Trivers, Elsa Mann, Steve McCabe, Nola Marion, Mike Marion, Robin Sharpe, Nina Aprile, John Harris, Nicole West, Megan Smith, Lynn Felker, Daphne Rappard, Joe Wettlaufer

Regrets: Sherrie Burke, Penny Renken, Bill Yelland, Kelly Dimick, Tasha Grafos, Vanessa Terpstra

1. Introductions
2. Elsa provided an update on the project to date.
 - Grants secured to date-\$7500
 - Potential grants are being identified, many with a Mar 1 application start date
 - i. Township of Wellington North
 - ii. Peavey Mart
 - iii. Waste Management
 - iv. Farm Credit Canada
 - Highschool classes are on board to assist with construction projects: benches, planters
 - Garden Buddies model in B.C. being considered bringing gardeners and participants together
 - Garden design includes leadership and volunteers
 - Communication tools are in place: newsletters, Pinterest, Facebook, Instagram, web page (MFFHT)
 - Suggestion that local press be engaged in spreading information
 - Mailing list continues to grow
 - Interested gardeners are reaching out
 - Revenues will include: grants, sponsorships, memberships/allotment fees, partnerships, donations of money, product and time
 - Proposed Committees: CGLC, Grounds, AEW (Activities, Education and Wellness) based on the input from the community on Nov 29th, 2022
3. Governance Structure-overview provided by Suzanne Trivers.
 - Two proposed structures to consider: Association Membership and Sponsored Collaborative Leadership.
 - Committee members agreed to operate as a Sponsored Collaborative Leadership model as a starting point
4. Lessons Learned from Shelbourne Garden and other comments for consideration for Mount Forest (all):
 - A common garden area for the community
 - A common herb garden
 - Forgo fencing at this time

Mount Forest Community Garden Community Garden Leadership Committee (CGLC)



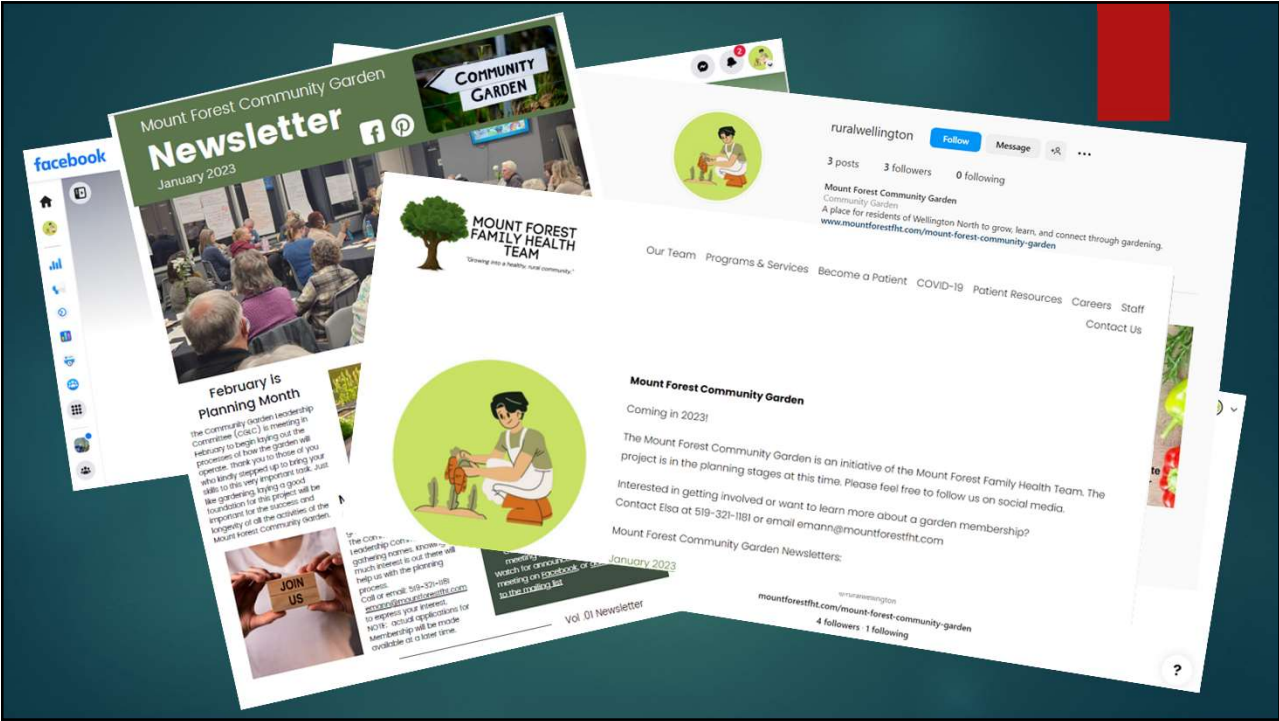
- Dedicated space for community growing such as the Food Pantry/Bank, Raw Carrot
 - A come and go garden
 - Black plastic mulch/roll of nylon for walkways/paths to provide a good surface for mobility devices (walkers, wheelchairs etc)
 - Give seeds and supplies to schools in March to start seeds, as part of their curriculum
 - Hold CGLC meetings in the Community Garden as weather/season permits
 - Avoid evening meetings the first Tuesday of each month
5. Next Community Meeting to be held the week of March 6th, confirming space availability at the Rec Complex
- Elsa to explore options
 - **Update:** March 9th, 6-8pm, Plume Room, Mount Forest & District Sports Complex
6. Bring forward agenda items for next meeting
- **CGLC Meeting**
February 21 at 6:30pm,
Claire Stewart Medical Clinic/Mount Forest Family Health Team,
525 Dublin Street, Mount Forest (no refreshments will be provided)
 - Draft Agenda for Community Meeting
 - Review proposed Sponsorship Package and Wishlist
 - Review draft budget
 - Identify CGLC members interested in sitting on working committees



- Community Garden Conversation
- Ideas and Interest
- Lease agreement
- Insurance
- Grants
- Schools
- Garden Buddies Program
- Garden Design
- Communication







The collage features several key documents and social media posts:

- Facebook Post:** A post from 'ruralwellington' (3 posts, 3 followers) titled 'Mount Forest Community Garden'. It describes the garden as a place for residents to grow, learn, and connect through gardening. The URL is www.mountforestht.com/mount-forest-community-garden.
- Newsletter:** 'Mount Forest Community Garden Newsletter January 2023'. It includes a photo of a community meeting and a 'JOIN US' button.
- Planning Month Flyer:** 'February is Planning Month'. It states that the community garden leadership committee (CGLC) is meeting in February to begin laying out the garden. It asks for help with the planning process and provides contact information: Call or email: 519-321-1181, emannah@mountforestht.com, or www.mountforestht.com. It also mentions that applications for membership will be made available at a later time.
- Health Team Flyer:** 'MOUNT FOREST FAMILY HEALTH TEAM' with the tagline 'Growing into a healthy, rural community.' It features a 'COMMUNITY GARDEN' sign and an illustration of a person gardening.

Future Contributions

- Grants
 - Peavey Mart
 - Township of Wellington North
 - Waste Management
 - Farm Credit Canada
- Sponsorship
- Membership/allotment fees
- Donations and Contributions in Kind
- Partnerships

CGLC and proposed Sub-Committees

- **CGLC**
 - Governance
 - Mission/Vision guidance for CG sub-committees
 - Finance
 - Big Picture
 - Future planning
 - Report to TWN Parks and Recreation Committee



- **Grounds Committee**

- Design configuration
- Access and usage
- Maintain inventory of tools, supplies, resources
- Maintaining garden beds and structures
- Informing gardening practices
- Report to CGLC



- **Activities, Education and Wellness**

- Maintain a calendar of activities
- Engage school groups and organizations in activities
- Provide opportunities for wellness-focused activities to become part of the project
- Report to CGLC