

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE
AGENDA
TUESDAY, APRIL 25, 2023 @ 7:00 P.M.
MOUNT FOREST FIRE HALL, 381 MAIN ST N.**

SUBJECT	PAGE	LEAD	ACTION
Calling to Order		Chair	
Adoption of Agenda			
Recommendation: <i>THAT the agenda for the April 25, 2023, Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee meeting be accepted and passed.</i>		Chair	Resolution
Disclosure of Pecuniary Interest		Chair	
Minutes of Previous Meeting			
Approved at the April 17, 2023, Meeting of Council Recommendation: THAT the Mount Forest Aquatics Ad Hoc Advisory Committee receive for information the Minutes from the March 21, 2023, committee meeting.	001	Chair	Resolution
Business Arising from the Minutes			
Project Costing & Updates; Staff will follow workplan with more detailed cost estimates by Summer 2023	006	Chair	
"Future Home Of" Signage		Chair	
Fundraising Campaign Strategy: events, pathway bricks, benches, etc. Professional Fundraising Consultant: is this a full-service requirement or just a possible training opportunity. Develop a full Fundraising Strategy to be approved by Council. Completion Date for Strategy.		Chair	
New Members & Committee Champions: Social Media Coordinator Volunteer Coordinator Etc.		Chair	
Communication Strategy <ul style="list-style-type: none"> • What kind of information should be on Township website? • FAQs: what are the questions committee member hear most often? Provide information to staff, what the FAQs are and responses. Posted to website, handout, etc.? 		Chair	

• Next Steps.			
Items for Consideration			
Financial Update Donations Account Information Recommendation: THAT the Mount Forest Aquatics Ad Hoc Advisory Committee receive for information the verbal financial update.	011	Committee Treasurer	Resolution
Other Business/Roundtable			
Next Meeting			
TBD		Chair	
Adjournment			
Recommendation: <i>THAT the Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee meeting of April 25, 2023, be adjourned at p.m..</i>		Chair	Resolution

001

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES
MARCH 21, 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
Andy Lennox, Mayor, ex-officio

Guests: George Laurencic, Mount Forest Lions Club
Steve McCabe, Councillor

Regrets: Matt Aston, Director of Operations

Staff Present: Brooke Lambert, Chief Administrative Officer
Tom Bowden, Recreation Services Manager
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 2023-005

Moved: Member McFarlane

Seconded: Member Leach

THAT the agenda for the March 21, 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

Approved at the February 21, 2023, Meeting of Council

RESOLUTION: MFA 2023-006

Moved: Member McFarlane

Seconded: Member Weber

THAT the Mount Forest Aquatics Ad Hoc Advisory Committee receive for information the Minutes from the February 7, 2023, committee meeting.

CARRIED

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002

BUSINESS ARISING FROM THE MINUTES

Joint Meeting with RPL and Council Update Presentation from CAO

The CAO presented the workplan – approved Jan 16, 2023

Member Tout asked if the \$5.3 million is a hard dollar figure or something just being discussed. The CAO stated there was a full estimate completed and it was sent to the architects. The CAO can share the details on the estimate at a future meeting.

Member Tout asked if the Township knows how much development fees for growth can be used. The CAO explained staff can dig into development charges and reserves as some can be used on the pool. Additionally, staff can get further estimates and more consultation to see if they can get a more robust estimate.

Member Tout clarified the committee needs to know what they are selling and should investigate the hospital as they are making a campaign which will cause a delay for donations towards the pool.

Member Leach stated that the Township is to revisit the Mater Plan in 2023 and are staff able to quantify any fees to see if we on target for what was projected in 2018.

The CAO believes we are on target with the Master Plan, and it raises a lot of questions about growth but gives a good foundation that will let us make better decisions and use it for future projections.

The CAO added staff are updating the Strategic Plan and there were two surveys offered one phone call survey and an open survey online. The results will be coming as of April 3rd Council meeting and will provide good insight into the pool.

Member Tout asked about grant writing within the Township and if there are any grant writers on staff. The CAO discussed that depending on the grant if it is big enough it would be worth hiring a professional grant writer or staff could pull insight from consultants and engineers to scale efforts.

Member Leach asked about the Community Resilience Grant and hopes committee hasn't missed opportunities for applying to others.

CAO mentioned Grant Watch a website that accesses a variety of grants offered in Ontario.

Member Tout stated grants should show partnership in the community which will increase chances of getting the grant and make it an easier sell.

Member Weber asked if the \$5.3 million estimate from the architect was the only one received or were there any other estimates from anyone else.

Chair Burke explained from the onset the township has been working with a company to bring forward information once a detailed construction design is chosen a tender will go out to provide

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003

a price. The company doing the preliminary work has excluded themselves from being apart of the tender work.

The CAO added in the next phase staff can look at getting a few estimates and to gives certainty and minimize surprises.

Member Leach asked for clarity on the “Go/No Go” and if the no go means no pool.

CAO explained that if Council decided no go last meeting staff would have not proceeded with work on the pool and it would be put on pause.

Member Leach added it is difficult for committee as if a year from now it is a no go what happens to the funds raised and should committee move forward with fundraising or is it premature.

The CAO answered it is a valid point and a discussion can happen on wording the go/no go as they don't want to set expectations with something that may not happen there should be balance in trying to frame it properly.

Member McFarlane agreed the wording needs to be changed in thinking what if someone has change of heart and what if it ends up being \$5.5 million. There should be more clarity on those points when Council and staff are meeting so there isn't a loophole.

Member Tout recommend going to Council to get rid of go/no go as it has a threatening tone. Additionally, the Township needs to zone in on the hard numbers as there is a \$3 million pool being built in the city of Windsor.

The CAO stated that once staff go back to Council with financing, they can look at different language for the go/no go.

Chair Burke has been trying to stress the concerns of this committee and did not support the fundraising target as she felt it was too high and did support a \$350 thousand dollar collection which is a good starting point.

Chair Burke added committee does have an opportunity to go to the Lion's craft market but should look in to getting a concept to hand out as it is currently outdated from a year ago. Committee needs to make a takeaway sheet or display board for awareness on the pool.

Member Weber asked about how close committee is to being able to put up a sign like the one for the splash pad as the project didn't become real until the sign was put up. This would alleviate a lot of questions in the community and the sign would be a positive step forward. Chair Burke mentioned getting the concepts done from Marcc Apparel.

Member Tout asked if people could pledge an annual amount over a set number of years as done with arena. The CAO answered it is something staff can look further into.

Member McFarlane asked if there is a timeline to get some renderings. According to the Report summer 2023 for preliminary renderings. Member McFarlane added that the current fundraising ideas are smaller in size like the flocking was good to get the word out but in the grand scheme suggests thinking of professional assistance as they are a smaller force to hold larger events. Chair Burke added there is a list of individuals who put their name down to volunteer assistance for fundraising events.

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Member Job discussed putting out a positive article in the media as the paper have been very negative lately.

Chair Burke suggested staff could put out a positive media release on pool to social media platforms.

The RSM added a sign on the lawn of the sports complex can be done before the Mount Forest Lions Concert and any conceptual drawings ideas can be sent into Tasha or Tom.

Member Weber recommended in the press release to mention how the Township cannot afford and indoor pool and they did look in to repairs of the old pool as there is a lot of negative talk and the media release can put those issues to bed. If not touching base with the community on those issues there is nothing out there to stop it.

Chair Burke advised leaving it up to staff to phrase for the media release to keep it positive. The CAO added it can be added to an information page on the pool on the Township website along with a Q & A section with links to related reports.

CAO left at 8:29PM

Swag and Promotional Material Update & Shopify Update

Chair Burked explained that there have been hits on shopify with 5 tumblers and 4 hats sold. There is an opportunity to be apart of the lion's craft market on April 22nd where committee can set up a vendor booth. Chair Burke can do the set up and morning portion. The show runs 9-4 and need more bodies for afternoon and tear down. Member Weber can help in the morning portion. Email Chair Burke on Thursday if available to help and can even break up to hour segments.

Chair Burke directed Member McFarlane to complete a Shopify mock up order form for the vendor show and can use it for future farmers markets as well.

ITEMS FOR CONSIDERATION

Financial Update

Feb 1st \$11,442.96 in account

Donations

\$1650 cheque donation from fireworks festival committee

Account Information

RESOLUTION: MFA 2023-007

Moved: Member Weber

Seconded: Member McFarlane

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

CARRIED

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005

OTHER BUSINESS/ROUNDTABLE

Fundraising ideas and membership will remain as standing items.

The RCC stated they are actively look for aquatics staff.

Member McFarlane suggested to committee members how it would be nice to have a new member that has previously worked at the pool or has been a lifeguard to provide insight.

NEXT MEETING

April 18th, 2023

ADJURNMENT

RESOLUTION: MFA 2023-008

Moved: Member Tout

Seconded: Member Leach

THAT the Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee meeting of March 21, 2023, be adjourned at 8:44 p.m.

CARRIED



Staff Report

To: Mayor and Members of Council Meeting of January 16, 2023

From: Matthew Aston, Director of Operations

Subject: Report OPS 2023-001 being a report on the proposed work plan for the Mount Forest Outdoor Pool and Aquatics Centre

RECOMMENDATION

THAT 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;

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

PREVIOUS PERTINENT REPORTS / BY-LAWS / RESOLUTIONS

Report RPL 2021-012 being a report on the Mount Forest Outdoor Pool

Report OPS 2021-030 being a report on the award of the concept design of a pool and aquatics facility

Report RPL 2021-022 being a report on the public consultation for the concept design for the new Mount Forest Outdoor Pool and Aquatics Facility

Report RPL 2022-006 being a report on Mount Forest outdoor pool and aquatics centre open house

Report RPL 2022-007 being a report on the Mount Forest outdoor pool community survey

Report OPS 2022-021 being a report on the conceptual design for the new Mount Forest Outdoor Pool and Aquatics Centre

BACKGROUND

In 2018, Wellington North completed a Recreation Master Plan that addressed the current status of recreation services in the community as well as looked ahead at how they might change in the future as the community grows and evolves.

Aquatics, specifically the provision of outdoor swimming services, has long been a tradition in both Arthur and Mount Forest. The Township offers swimming lessons, certification programs and recreational activities to young and “not so young”.

With the 2022 decision to close the Roy Grant pool, due to rising maintenance and operational costs, Township initiated a broader community conversation around the potential of a new Mount Forest outdoor pool. The following details the steps to date, as well as the next steps planned to work through this project.

Steps to date:

Winter 2022	Council approved \$576,000 as part of the 2022 capital budget for pool design work
Spring 2022	Architects Tillman Ruth Robinson brought forward three conceptual design for a new Mount Forest Outdoor Pool and Aquatics Centre – Recreation focussed, Land Swim Focussed and Hybrid
March 23, 2022	Township hosted public open house to present and discuss conceptual designs with the community
March – April 2022	Township recieved feedback via public survey on conceptual designs as presented
May 2022	Township staff brought results of public survey for discussion to Recreation, Parks and Leisure Committee
Summer 2022	Township Council direct staff to bring a modified conceptual design, concept design #4, for consideration and approval; Pool was a standing item on Council agenda during the summer months
August 2022	Township Council approve conceptual design #4 and direct staff to proceed to schematic design; Township Council further directed staff to investigate the option of engaging a professional fundraising service provider to support project fundraising efforts
Winter 2023	Architect completed schematic design and provided probable cost estimate to plus or minus twenty percent included within this report

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 of 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

Design Process:

The following table outlines the anticipated design process for the pool. The Township is currently working through the Schematic Design (Phase 2).

Design Phase	Estimated Duration	Estimated Cost (approx.)
1. Conceptual Design Development <ul style="list-style-type: none"> - Develop three conceptual design for public consultation - Council received feedback - Council approved preferred conceptual design 	Eight Months	\$20,000
2. Schematic Design <ul style="list-style-type: none"> - Develop a dimensioned design - Develop internal layout for bathhouse - Engage structural, civil, mechanical and electrical engineering team members - Engage cost consultant to provide probable cost estimate \pm 20% 	Four Months	\$60,000
3. Design Development <ul style="list-style-type: none"> - Structural, civil, mechanical and electrical design briefs are developed - Additional features / enhancements can be added at this time - Cost consultant to provide probable cost estimate \pm 10% 	Four Months	\$75,000
4. Detailed or Construction Design	Four Months	\$200,000

<ul style="list-style-type: none"> - Competition of design documents - Preparation of tender documents and specification - Cost consultant to provide probable cost estimate \pm 5% 		
5. Project Tender	Two Months	Nominal
6. Project Construction <ul style="list-style-type: none"> - Contract administration and inspection 	Eight Months	\$150,000
TOTALS		\$455,00

Professional Fundraising:

Township staff have talked with several professional fundraising corporations and, if desired, Township could engage a professional fundraiser to support this project. Some considerations for Council based on these conversations:

- Fundraising for a community pool is often more difficult than fundraising related for a local hospital or other community focused infrastructure;
- Fundraising corporations can implement a project where they try to determine fundraising capacity of the catchment area, or community for a particular project; and
- Some fundraising corporations are very focussed at bringing larger corporate players to the table for project support, i.e. that's their business model.

Depending on the scope of the project, engagement with a fundraising corporation could be in the range of \$25,000 to \$500,000 or beyond. Many firms also differ in their compensation models, with a mix of both fixed rates and commissions, based on a percentage of the revenue generated. It should also be noted that Township staff resources are often involved in the process in order for it to be a successful campaign.

FINANCIAL CONSIDERATIONS

The probable cost estimate for the proposed Mount Forest Outdoor Pool and Aquatics Centre (Schematic Design) is \$5.3 million based on the Council approved design for the new outdoor pool. This cost is subject to change but based on best information available during the fall 2022.

It should be noted that significant risk remains related to the cost of this project. For example in 2022, the Township saw very high increases for other capital projects due to inflation, supply chain and labour challenges.

While it is anticipated that some of this cost could potentially be offset by a mixture of grants and community fundraising efforts, the Township should be prepared to fund the project fully if needed. Based on the current estimate, it is likely that funding sources would include a combination of:

- Debt with associated increase to tax levy
- Reserve Fund contributions

The Budget for the Design Process (\$576,000) was approved as part of the 2022 Budget Process. To date approximately 75 K has been expended.

ATTACHMENTS

Schedule A – Cost Report

Schedule B – Schematic of New Outdoor Pool Design

STRATEGIC PLAN 2019 – 2022

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

Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency

Partnerships

Municipal Infrastructure

Alignment and Integration

Prepared By:	Matthew Aston, Director of Operations		
			<i>Matthew Aston</i>
Recommended By:	Brooke Lambert, CAO		
			<i>Brooke Lambert</i>



ROYAL BANK OF CANADA
P.O. BOX 4047 TERMINAL A
TORONTO ON M5W 1L5

Business Account Statement

RBDDA30000 3585051 E D 00202 00364

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD HOC ADVISORY COMMITTEE
7490 SIDEROAD 7 W
PO BOX 125
KENILWORTH ON N0G 2E0

February 28, 2023 to March 31, 2023

Account number: [REDACTED] [REDACTED]

How to reach us:

Please contact your RBC Banking representative or call
1-800-Royal®2-0
(1-800-769-2520)
www.rbcroyalbank.com/business

Account Summary for this Period

Business Current Account

Royal Bank of Canada

199 GEORGE ST PO BOX 190, ARTHUR, ON N0G 1A0

Opening balance on February 28, 2023	\$11,442.96
Total deposits & credits (3)	+ 2,782.20
Total cheques & debits (2)	- 480.58
Closing balance on March 31, 2023	= \$13,744.58

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			11,442.96
01 Mar	Deposit interest		42.57	11,485.53
21 Mar	Deposit 0004		830.00	
	Deposit 0005		1,909.63	
	Deposit Correction 0004 Addition error Dep 830.00	180.00		14,045.16
27 Mar	Cheque - 4	300.58		13,744.58
	Closing balance			13,744.58

Deposit Interest Earned: \$42.57



Business Account Statement ⁰¹²

February 28, 2023 to March 31, 2023
Account number: [REDACTED] [REDACTED]

Serial #: 4

Amount: \$300.58

000004
DATE 2023-02-07

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

PAY TO the order of Sherry Burke \$ 300.⁵⁸ 58/100 DOLLARS

Sherry Burke

ROYAL BANK OF CANADA
ARTURUS FINANCIAL
198 COLLEGE ST. #0, BOX 190
ARTURUS ON N9G 1W0

TO THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

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Sherry Burke
Endorsment - Signatory Stamp

Printer ID# 1021

BACK/VERSO