

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION, PARKS AND LEISURE COMMITTEE MEETING AGENDA
TUESDAY, JUNE 7, 2022 @ 4:00 P.M.
VIA WEB CONFERENCING**

HOW TO JOIN

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://us02web.zoom.us/j/89269391172>

Or join by phone:

1 855 703 8985 (Toll Free)

Webinar ID: 892 6939 1172

TIME	SUBJECT	PAGE	LEAD	ACTION
4:00 pm	Calling to Order		Chair	
	Adoption of Agenda			
	Recommendation: THAT the agenda for the June 7, 2022 Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed.		Chair	Resolution
	Disclosure of Pecuniary Interest			
			Chair	
	Deputation			
			Chair	
	Minutes of Previous Meeting – May 10 2022 approved at Council on May 23, 2022			
	Recommendation: THAT the Recreation, Parks and Leisure Committee receive the minutes of the May 10, 2022 Committee Meeting.	001	Chair	Resolution
4:05 pm	Business Arising From Minutes			
4:05 pm	Ad Hoc Committee Updates			
	Arthur Lions Skateboard Park (Verbal)		RSM	
4:35 pm	Reports			
	RPL 2022-010 Reduced Fee Bronze Programs Recommendation: THAT the Recreation, Parks and Leisure Committee receive Report RPL 2022-010 being a report on a reduced fees for bronze courses; AND FURTHER THAT the Committee recommend that the Council of the Township of Wellington North reduce the 2022 and 2023 fee for bronze medallion and bronze cross to \$100.00;	006	MPCE	Resolution

	AND FURTHER THAT the Committee recommend Council authorize the Mayor and Clerk to sign the applicable amended fees and charges by-law after the required notice period.			
	<p>Concession</p> <p>Recommendation THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022-011 being a report on concession booths at the Mount Forest and Arthur Arenas;</p> <p>AND FURTHER THAT Committee recommend the Council of the Township of Wellington North direct staff to pursue the Private Business Option 2, with possible implementation in the fall of 2022;</p> <p>AND FURTHER THAT Committee recommend Council direct staff to implement a \$500.00 per month rental fee be applied for the rental of the concession booth.</p>	009	MPCE RSM	Resolution
	Mount Forest Lion Roy Grant Pool (Verbal)		RSM	
5:00 pm	Items for Consideration			
5:00 pm	Roundtable			
	Arthur OptiMrs Playground Grand Opening		MPCE	
	Pickleball Program Mount Forest		MPCE	
	George Laughlin Retirement		RSM / Chair	
5:00 pm	Adjournment			
	<p>Recommendation: <i>THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of June 7, 2022 be adjourned at p.m.</i></p>		Chair	Resolution

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION, PARKS AND LEISURE COMMITTEE MEETING MINUTES
TUESDAY, MAY 10, 2022 @ 6:30 P.M.
VIA WEB CONFERENCING**

Committee Members Present:

- Steve McCabe, Councillor, Chair
- Dan Yake, Councillor

Staff Members Present:

- Matthew Aston, Director of Operations
- Mike Givens, Chief Administrative Officer
- Mandy Jones, Community Recreation Coordinator
- Tom Bowden, Recreation Services Manager
- Jessica Turnbull, Administrative Support

Guests:

- Andy Lennox, Mayor
- Sherry Burke, Councillor
- Vern Job, Aquatics Ad-Hoc Committee Member
- Jessica McFarlane, Aquatics Ad-Hoc Committee Member
- Shelley Weber, Aquatics Ad-Hoc Committee Member

Calling to Order
Chair McCabe called the meeting to order at 6:30 p.m.
Adoption of Agenda
RESOLUTION RPL 2022-026 Moved by Member Yake Seconded by Mayor Lennox THAT the agenda for the May 10, 2022 Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed. CARRIED
Disclosure of Pecuniary Interest
None
Deputation
Minutes of Previous Meeting – April 5, 2022 approved at Council on April 11, 2022, 2022
RESOLUTION RPL 2022-027 Moved by Mayor Lennox Seconded by Member Yake

THAT the Recreation, Parks and Leisure Committee receive the minutes of the April 5, 2022 Committee Meeting.

CARRIED

Business Arising From Minutes

OPS 2022-007 Mount Forest Outdoor Pool and Community Survey

RESOLUTION RPL 2022-028

Moved by Member Mayor Lenox

Seconded by Member Yake

THAT the Recreation, Parks and Leisure Committee receive Report RPL 2022-007 being a report on the Mount Forest outdoor pool community survey;

CARRIED

The Director of Operations (DOO) explained that staff received around 121 responses for the survey. The data collected can be used to better understand the wants and needs from the community. The Community Recreation Coordinator (CRC) presented the summary data from the survey to Committee. Concept 3 (hybrid) was the most favorable design option based on the survey results.

Member Yake stated that there was a good cross section of answers. Mayor Lennox expressed that the survey answers gave more context as well as conflicting recommendations. Councillor Burke added that the results are a good starting point for the aquatics fundraising committee specifically the question regarding additional features.

The CAO ask for clarification on next steps from council in terms of process for staff and the architectural firm that's doing the concept work.

Councillor Burke explained that the preliminary report gives her aquatics committee some of the answers they have been looking for, which will provide an opportunity to have valid discussions on fundraising efforts.

The DOO indicated next steps would be for Concept 3 to be used as a starting point. Following that, a modified Concept 3 will be brought back to committee, trying to incorporate as much of the feedback from the surveys as possible.

Additionally, question nine is one that the fundraising committee should take away and provide some feedback on as they now know what the community is looking for and how they see supporting those features. Councillor Burke added that between question nine and thirteen there will be good deliberations on what can be fundraised for by the committee.

Mayor Lennox added that there should be some consideration on staffing impacts as some amenities such as a water slide and high diving board will require more lifeguards on duty.

Mount Forest Outdoor Pool and Aquatics Centre Fundraising Roles and Responsibilities

The DOO explained that the RPL Committee's involvement in the pool is as design authority and ultimately approving the conceptual design. The Detailed design would

be a decision of council. The Mount Forest Aquatics Ad-Hoc Committee role is to fundraise for amenities or enhancements over and above to what the core pool would be. Councils' role is to consider where the funding and financing is going to come from with respect to the core outdoor pool.

Chair McCabe suggested that naming rights be a decision of council and agreed that council fund the capital for the pool.

Councillor Burke added that any moneys or contributions received by neighboring municipalities should go towards the capital costs as there can be user agreements created, similar to the arena. The Lion's Club is a partner in fundraising efforts and their dollars should be put towards the fundraising efforts.

If the fundraising committee were to surpass their goal the dollars would go towards the pool and capital costs.

Ad Hoc Committee Updates

Aquatics Ad Hoc Advisory Meeting April 5, 2022

RESOLUTION RPL 2022-029

Moved by Mayor Lennox

Seconded by Member Yake

THAT the Recreation, Parks and Leisure Committee approve the minutes of the April 5, 2022 Mount Forest Aquatics Ad Hoc Advisory Committee Meeting.

CARRIED

Business Arising from Minutes

How to engage the schools/children for comment?

Councillor Burke stated that there was some discussion on how to engage the school children for their comments. The Committee has members that are teachers who would like to discuss with their students, about what they would like to see in the pool. The intent would be to reach out to elementary school level students before school is out for the summer similar to the Mount Forest skateboard park and the Arthur skateboard park, keeping in mind not to delay the processes. Member McFarlane suggested amending the survey for the school age children in combination with the teachers going out and spending time with classes to go over the questions.

The DOO suggested sharing Concept 3 and questions nine and thirteen with the Committee members that are teachers to solicit feedback in the schools would be more achievable before year end.

Member Job asked when the fundraising committee will know the amount to raise for the amenities.

The CAO explained that the sunshades were estimated at \$15,000, water features at around \$30,000, climbing wall at around \$32,000 and they could look at an additional water feature based on some of the feedback which is an additional \$30,000. These numbers are based on Concept 3 as it relates to the amenities. Until the final concept is determined we will not know what the final amenities will be. The CAO added that once Concept 4 is complete it is indulgent on council to sit down and pick out what the enhancements are and give them to the fundraising committee with how much they cost. Member McFarlane stated that it would be easier for the fundraising committee to have some pictures when reaching out to businesses in fundraising efforts.

RESOLUTION RPL 2022-030

Moved by Mayor Lennox
Seconded by Member Yake

That the Recreation Parks and Leisure Committee direct staff to provide concept three and the results of question nine and thirteen to the Mount Forest Aquatics Ad-Hoc Advisory Committee to solicit feedback from local schools.

CARRIED

Reports

OPS 2022-005 Summer Programs

RESOLUTION RPL 2022-031

Moved by Member Mayor Lennox
Seconded by Member Yake

THAT the Recreation, Parks and Leisure Committee receive Report RPL 2022-005 being a report on summer recreation programs;

AND FURTHER THAT Committee recommend the Council of the Township of Wellington North endorse that both the Arthur and Mount Forest pools remain operational for the 2022 summer season with a reduced program schedule of approximately 5 hours per day, per facility;

AND FURTHER THAT public swim, family swim and swimming lessons be given the priority when creating the program schedule

CARRIED

Mayor Lennox thanked staff for the report and recognised the challenge in hiring lifeguards and staff for the aquatic centres.

OPS 2022-008 Pickleball Program in Mount Forest

RESOLUTION RPL 2022-032

Moved by Member Yake
Seconded by Mayor Lennox

THAT the Recreation, Parks and Leisure Committee receive Report RPL 2022-008 being a report on a pickleball program at the Mount Forest & District Sports Complex.

CARRIED

The CRC explained that staff were approached by the Friends of Pickleball League. They asked if the Township would be willing to start a program in Mount Forest on the Sports Complex floor. Upon review of the rental schedule, staff felt it is something that can be provided to the community. The program would run May 30th – August 10th with 6 courts. It will be a drop-in program at a cost of \$5 per person.

Items for Consideration

None

Roundtable

The DOO spoke to the hard work completed by the CRC and Aquatics coordinator regarding the 2022 aquatics program.

The Arthur Lions have constructed the base for the Brent Barnes Memorial Skatepark and are concentrating on getting the concrete slab poured. The Canadian Ramp Company will be coming in the end of the month to install equipment.

Fencing at the Donald Softball Diamond has been installed.

The Recreation Services Manager explained that the generator at the Mount Forest arena has been installed and is up and running.

Adjournment

RESOLUTION RPL 2022-033

Moved by Member Yake

Seconded by Mayor Lennox

THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of May 10, 2022 be adjourned at 7:50p.m.

CARRIED



Staff Report

To: Chair and Members of the Recreation, Parks and Leisure Committee Meeting of June 7, 2022

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

Subject: RPL 2022-010 being a report on a reduced fees for bronze programs

RECOMMENDATION

THAT the Recreation, Parks and Leisure Committee receive Report RPL 2022-010 being a report on a reduced fees for bronze programs;

AND FURTHER THAT the Committee recommend that the Council of the Township of Wellington North reduce the 2022 and 2023 fee for bronze medallion and bronze cross to \$100.00;

AND FURTHER THAT the Committee recommend Council authorize the Mayor and Clerk to sign the applicable amended fees and charges by-law after the required notice period.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Report RPL 2021-019 being a report on the 2022 Recreation Rates & Fees

Report RPL 2021-020 being a report on the 2023 Recreation Rates & Fees

BACKGROUND

National Lifeguard
(15 years)



Standard First Aid



Bronze Cross



Emergency First Aid



Bronze Medallion
(13 years or Bronze Star)

National Lifeguards are highly skilled and trained individuals.

Presently, the Township continues to experience difficulties recruiting qualified lifeguards to staff our pools. This report recommends lowering the cost for Township run Bronze Medallion and Bronze Cross courses. As shown in the image to the left, to become a qualified lifeguard, you must be 15 years of age, have your Bronze Medallion, Bronze Cross and Standard First Aid certifications.

Township staff hope by lowering the cost of the Bronze courses, more local advanced swimmers will register for the programs, placing them in the path to become a lifeguard in future years.

Bronze Medallion (15 hr.): challenges the candidate both mentally and physically. Judgment, knowledge, skill, and fitness – the four components of water rescue – form the basis of Bronze Medallion training. Candidates acquire the assessment and problem-solving skills needed to make good decisions in, on, and around the water. Bronze Medallion is a prerequisite for assistant lifeguard training in Bronze Cross. Prerequisite: Minimum 13 years of age or Bronze Star certification (need not be current).

Bronze Cross (20 hr.): begins the transition from lifesaving to lifeguarding and prepares candidates for responsibilities as assistant lifeguards. Candidates strengthen and expand their lifesaving skills and begin to apply the principles and techniques of active surveillance in aquatic facilities. Bronze Cross emphasizes the importance of teamwork and communication in preventing and responding to aquatic emergencies. Bronze Cross is a prerequisite for advanced training in the Society's National Lifeguard and leadership certification programs. Prerequisite: Bronze Medallion and Lifesaving Society Emergency or Standard First Aid certifications (need not be current) or EFA or SFA from one of these approved agencies.

FINANCIAL CONSIDERATIONS

The Bronze Medallion and Bronze Cross courses can both accommodate up to ten swimmers. That said, lowering the cost of lessons for these programs is estimated to be nominal and the upside may be increased number of qualified lifeguard staff in the community for future seasons.

Program	2021	2022 (Proposed)	2023 (Proposed)
Bronze Medallion	\$200	\$150 (\$100)	\$150 (\$100)
Bronze Cross	\$175	\$150 (\$100)	\$150 (\$100)

ATTACHMENTS

NA

STRATEGIC PLAN 2019 – 2022

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

Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

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

Recommended By: Matthew Aston, Interim Chief Administrative Officer / Director of Operations *Matthew Aston*



Staff Report

To: Chair and Members of the Recreation, Parks and Leisure Committee Meeting of June 7, 2022

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

Subject: 2022-011 being a report on Concession Booths

RECOMMENDATION

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022-011 being a report on concession booths at the Mount Forest and Arthur Arenas;

AND FURTHER THAT Committee recommend the Council of the Township of Wellington North direct staff to pursue the Private Business Option 2, with possible implementation in the fall of 2022;

AND FURTHER THAT Committee recommend Council direct staff to implement a \$500.00 per month rental fee be applied for the rental of the concession booth.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Report RPL 2021-024 being a report on concession booths at the Mount Forest and Arthur Arenas

BACKGROUND

At the December meeting of Recreation, Parks and Leisure Committee a similar report to the one before you was put forward and recommended Option 2 to Council. That said, by the December 13, 2021, meeting of Council the COVID environment had changed so much that Council decided to park this item until the pandemic situation became settled.

With ice season right around the corner Township staff wanted to take this opportunity to again bring this item forward for Committee/Council consideration.

In a typical year, the Township would hire 11 people, including a coordinator, to facilitate the operations of the concession booths. As recruitment has become more difficult, the recommendation contained within this report is seen as a way for the Township to potentially offer concession services while outsourcing their management.

In a typical year, the Township would have the concession booths open from September through April, four to five days a week. It is felt that any agreement to rent the concession facility would come with conditions to ensure a minimal level of service for patrons.

The concession booths are an important amenity at our facilities and provide an enhanced service to our community and guests. As such, staff wanted to bring forward some innovative ideas as to how concessions could be offered in the future.

Option 1 Municipally Operated: This option represents how we are currently operating the concession booths at our facilities.

Challenges	Opportunities
<ul style="list-style-type: none"> - Cost to township for maintaining equipment/operations (grill, deep fryer, lights, gas, etc.) - Staffing shortages - Inventory (turn-over) - Inconsistent hours of operation - WDG Public Health (inspection & staff training requirements) - Cash only sales 	<ul style="list-style-type: none"> - Revenue from operations - Service offered to community - Employment opportunities

Option 2 Private Business: This option would see the township signing an agreement with a local business for the use of space, renewed periodically.

Challenges	Opportunities
<ul style="list-style-type: none"> - Cost to township for maintaining equipment/operations (grill, deep fryer, lights, gas, etc.) - Scheduling coordination (events/games booked) 	<ul style="list-style-type: none"> - Monthly rental revenue (agreement) - Consistent hours (agreement) - Inventory (controlled by private business) - Service offered to community - WDG Public Health inspection becomes duty of operator - Employment opportunities

Option 3 Volunteer Driven: This option would see the township offering service groups and/or sports associations the opportunity to raise funds.

Challenges	Opportunities
<ul style="list-style-type: none"> - Cost to township for maintaining equipment/operations (grill, deep fryer, lights, gas, etc.) - Scheduling (groups and organizations for their respective events) - Inconsistent hours of operation - Inventory (capturing different group usage/storage of items) - WDG Public Health (cleanliness, inspection & staff training requirements) 	<ul style="list-style-type: none"> - Monthly rental revenue (agreement) - Opportunity for volunteer groups to raise funds - Inventory (controlled by service group) - Service offered to community - WDG Public Health inspection becomes duty of operator

The following chart includes information obtained from correspondence with local communities, related to concession booth operations for the 2021/2022 season. Please note this was current as of late November 2021.

Community	Open/ Closed	Operated By	Additional Information
Bluewater	Closed	Not provided	
Minto	Closed	Private Business	Closed only because they lease it out and have not had anyone submit a proposal – vending machines available.
Perth East	Closed	Private Business	Closed only because they lease it out and have not had anyone submit a proposal.
South Bruce	Closed	Not provided	
Township of Woolwich	Closed/ Open	Municipally Operated / Junior B	Municipally run concession is closed. The smaller space is run by the Junior Bs team. Available only on game days with prepackaged food to accommodate the Liquor License for the Blue Line club.
Township of Mapleton	Closed/ Open	Municipally Operated	Currently in the process of opening concession booth
Huron-Kinloss (Ripley)	Open	Operated by volunteers	Under the guidance of a safety plan submitted and approved by the Health Unit.
Orangeville	Open	Operated by a third-party	Open on weekends. Opened the snack bars and sitting areas, so individuals can go back to their spectator seat in the arena or purchase food on the way out of the building. In addition, there is a high school next door to both recreation centres, and they are exploring the possibility of allowing take-out purchases in the future.
Township of North Dumfries	Open	Operated by a third-party	
Township of Wellesley	Open	Operated by volunteers (Junior Hockey Team)	Open during Junior hockey games and tournaments. Under the guidance of a safety plan submitted and approved by Public Health.
West Grey	Open	Private Business	Operating under the guidance of public health and have an approved plan in place.
West Perth	Open	Municipally Operated	Measures in place regarding individual packaging and toppings being done in the canteen.

FINANCIAL CONSIDERATIONS

Due to the impacts of COVID-19, the charts below represent a five-year timeframe from 2015-2019. This timeframe was selected as our facility operations were not impacted or closed unexpectedly during this time, as was the case in 2020/2021.

Figure 1: Shows a Year-Over-Year Financial Account Summary, from January 1 – December 31 in Arthur. The average profit for the five-year timeframe (2015-2019) is shown in the bottom right corner.

Figure 1

	Jan. 1 - Dec. 2015	Jan. 1 - Dec. 2016	Jan. 1 - Dec. 2017	Jan. 1 - Dec. 2018	Jan. 1 - Dec. 2019	
ARTHUR						
Vending Machine Revenue	\$5,152.76	\$4,300.28	\$4,943.30	\$4,366.50	\$4,310.90	
Concession Revenue	\$24,613.34	\$21,627.61	\$21,335.29	\$23,825.83	\$13,743.73	
Concession Salaries	\$9,955.92	\$12,503.80	\$9,054.87	\$10,962.32	\$7,092.86	
Concession Benefits	\$918.14	\$1,405.41	\$808.97	\$957.61	\$670.40	
Concession Materials & Supplies	\$11,049.58	\$8,496.22	\$7,234.95	\$9,317.45	\$8,896.94	
Concession Repairs & Maintenance	\$0.00	\$85.73	\$0.00	\$45.98	\$925.00	
Vending Supplies	\$1,641.86	\$2,397.11	\$3,319.52	\$1,201.79	\$920.36	Average profit over 5 year period
Vending Only - Profit/Loss	\$3,510.90	\$1,903.17	\$1,623.78	\$3,164.71	\$3,390.54	\$2,718.62
Concession Only - Profit/Loss	\$2,689.70	-\$863.55	\$4,236.50	\$2,542.47	-\$3,841.47	\$952.73
Net Combined Profit/Loss	\$6,200.60	\$1,039.62	\$5,860.28	\$5,707.18	-\$450.93	\$3,671.35

Figure 2: Shows a Year-Over-Year Financial Account Summary, from January 1 – December 31 in Mount Forest. The average profit for the five-year timeframe (2015-2019) is shown in the bottom right corner.

Figure 2

	Jan. 1 - Dec. 2015	Jan. 1 - Dec. 2016	Jan. 1 - Dec. 2017	Jan. 1 - Dec. 2018	Jan. 1 - Dec. 2019	
MOUNT FOREST						
Vending Machine Revenue	\$8,734.15	\$8,957.06	\$9,521.08	\$7,652.39	\$5,750.85	
Concession Revenue	\$46,670.07	\$52,953.84	\$53,296.58	\$39,697.80	\$37,644.56	
Concession Salaries	\$21,125.04	\$19,769.22	\$21,489.41	\$18,436.98	\$14,688.70	
Concession Benefits	\$2,295.54	\$1,706.52	\$2,162.87	\$1,753.21	\$1,257.44	
Concession Materials & Supplies	\$21,952.46	\$25,334.49	\$25,008.31	\$19,736.77	\$17,506.79	
Concession Repairs & Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Vending Supplies	\$4,043.64	\$6,371.94	\$5,620.85	\$2,715.14	\$2,270.01	Average profit over 5 year period
Vending Only - Profit/Loss	\$4,690.51	\$2,585.12	\$3,900.23	\$4,937.25	\$3,480.84	\$3,918.79
Concession Only - Profit/Loss	\$1,297.03	\$6,143.61	\$4,635.99	-\$229.16	\$4,191.63	\$3,207.82
Net Combined Profit/Loss	\$5,987.54	\$8,728.73	\$8,536.22	\$4,708.09	\$7,672.47	\$7,126.61

Accepting the recommendation contained within this report will have a financial and “level of service” impact.

ATTACHMENTS

None.

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, Interim Chief Administrative Officer, Director of Operations Mandy Jones, Community Recreation Coordinator	<i>Matthew Aston</i> <i>Mandy Jones</i>
Recommended By:	Matthew Aston, Interim Chief Administrative Officer	<i>Matthew Aston</i>