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Recreation & Culture Committee

Tuesday, February 14, 2017

8:30 a.m.

Mount Forest & District Sports Complex – Meeting Room

AGENDA

AGENDA ITEM	PAGE NO.
<u>CALLING TO ORDER</u>	
- Councillor Steve McCabe, Chair	
<u>PASSING AND ACCEPTANCE OF AGENDA</u>	
<u>DISCLOSURE OF PECUNIARY INTEREST(S) AND THE GENERAL NATURE THEREOF</u>	
<u>MINUTES OF PREVIOUS MEETING(S)</u>	
December 6, 2016 - received and adopted by Council at the Regular Meeting of Council held on December 19, 2016.	001
<u>BUSINESS ARISING FROM MINUTES</u>	
<u>DELEGATIONS</u>	
(Please note: A maximum of 15 minutes is allowed for presentations)	

AGENDA ITEM	PAGE NO.
<u>REPORTS</u>	
RAC 2017-002 - Request For Proposal (RFP) for Township of Wellington North Recreation Master Plan	005
CAO 2017-004 - Arthur Walking Trail-Pedestrian Bridge	023
Facility Usage Reports:	
- Arthur Community Centre:	
- December 2016	026
- December 2015	028
- January 2017	029
- January 2016	031
- Mount Forest Sports Complex:	
- December 2016	032
- December 2015	035
- January 2017	036
- January 2016	038
<u>OTHER BUSINESS</u>	
Chair, Councillor Steve McCabe	
- Discussion regarding online facility booking	
<u>NEXT MEETING</u>	
<u>ADJOURNMENT</u>	

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE MINUTES
DECEMBER 6, 2016 AT 8:30 A.M.**

001

The meeting was held in the Meeting Room of the Mount Forest & District Sports Complex.

Committee Members Present:

- Steve McCabe, Councillor, Chairperson
- Dan Yake, Councillor
- Lisa Hern, Councillor
- Barbara Dobreen, Councillor, Township of Southgate

Committee Member Absent:

- Andy Lennox, Mayor

Staff Members Present:

- Barry Lavers, Director of Recreation, Parks & Facilities
- Michael Givens, Chief Administrative Officer
- Mark McKenzie, Mount Forest Facilities Manager
- Cathy Conrad, Executive Assistant

CALLING THE MEETING TO ORDER

Chairperson McCabe called the meeting to order.

PASSING AND ACCEPTANCE OF AGENDA

RESOLUTION REC 2016-45

Moved by: Councillor Hern

Seconded by: Councillor Yake

THAT the agenda for the December 6, 2016 Recreation & Culture Committee meeting be accepted and passed with the addition of:

REPORTS

Report from April Marshall, Tourism, Marketing & Promotions Manager

- *EDO 2016-36 being a report on the Youth Action Council's request for an outdoor skating rink*

CARRIED

DISCLOSURE OF PECUNIARY INTEREST(S) AND THE GENERAL NATURE THEREOF

No declarations of pecuniary interest were declared

MINUTES OF PREVIOUS MEETING

The minutes of the October 4, 2016 Recreation & Culture Committee meeting were received and adopted by Council at the Regular Meeting of Council held on October 17, 2016.

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE MINUTES
DECEMBER 6, 2016 AT 8:30 A.M.**

002

BUSINESS ARISING FROM MINUTES

No business arising from minutes was tabled.

DELEGATIONS

No delegations

REPORTS

RAC 2016-015

- Mount Forest Pool Electrical Service Panel

Resolution REC 2016-46

Moved by: Councillor Dobreen

Seconded by: Councillor Hern

*THAT the Recreation and Culture Committee of the Township of Wellington North receive for information Report RAC 2016-015 being a report on the Recreation Department Mount Forest Pool Electrical Service;
AND FURTHER THAT this replacement and relocation go out for quote and that Wellington North Power quote on the rewiring from pole into the facility.*

CARRIED

RAC 2016-016

- Amendment to Municipal Alcohol Policy Section 2.1 (Mount Forest Homecoming Event, June 23, 24 and 25, 2017)

Resolution REC 2016-47

Moved by: Councillor Hern

Seconded by: Councillor Dobreen

THAT the Recreation and Culture Committee of the Township of Wellington North receive for information Report RAC 2016-016 being a report on an amendment to the Municipal Alcohol Policy, Section 2.1 for the Mount Forest Homecoming Event, June 23, 24 and 25, 2017.

CARRIED

RAC 2016-017

- Fees & Charges Recreation 2018 (Proposed)

Resolution REC 2016-48

Moved by: Councillor Yake

Seconded by: Councillor Hern

THAT the Recreation and Culture Committee of the Township of Wellington North receive for information Report RAC 2016-017 being a report on establishing recreation fees & charges for 2018;

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE MINUTES
DECEMBER 6, 2016 AT 8:30 A.M.**

003

AND FURTHER THAT the Recreation & Culture Committee recommends to Council that a 2% increase as outlined in the schedule attached to the report, be approved;

AND FURTHER THAT the Recreation & Culture Committee recommend to Council that the Mayor and Clerk be authorized to sign the Recreation Fees and Charges By-law.

CARRIED

Facility Usage Reports:

- Arthur Community Centre October - November 2015/16
- Mount Forest Sports Complex October – November 2015/16

Resolution REC 2016-49

Moved by: Councillor Dobreen

Seconded by: Councillor Yake

THAT the Recreation and Culture Committee receive for information the Arthur and Mount Forest Facility Usage Reports for October - November 2015 and 2016.

CARRIED

Report from April Marshall, Tourism, Marketing & Promotions Manager

- EDO 2016-36 being a report on the Youth Action Council's request for an outdoor skating rink

Resolution REC 2016-50

Moved by: Councillor Hern

Seconded by: Councillor Dobreen

THAT the Recreation and Culture Committee of the Township of Wellington North receive for information Report EDO 2016-36 being a report on the Youth Action Council's request for an outdoor skating rink.

CARRIED

OTHER BUSINESS

Mark MacKenzie, Mount Forest Facility Manager, stated that two refrigeration companies have checked the ice plant. A report has not been received; but, they have indicated the ice plant would need upgrades to work properly in the summer months. There is summer ice available in Ayton and user groups were not committed to booking time. The committee directed that summer ice not be put into the arena.

Mike Givens, CAO, commented that he and the Mayor will be meeting with North Wellington Co-op representatives to discuss their interest in purchasing the land where the Mount Forest Pool is located. He also informed the committee that the Mayor, Councillor McCabe and himself would be attending a Southgate Council meeting to discuss the changes Wellington North is making to its committee structure.

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE MINUTES
DECEMBER 6, 2016 AT 8:30 A.M.**

004

Councillor McCabe announced that Barry Lavers, Councillor Hern and himself are meeting with two Optimist members on December 6, 2016 at 4:00 p.m. to review splash pad designs. Councillor McCabe informed the Committee that a limestone subsurface is being considered for the Conestoga River.

Barry Lavers, Recreation Director, announced that he has included the Recreation Master Plan in next year's budget. Once the budget is passed an RFP will be issued. The plan should be completed by early to mid fall with implementation by the end of 2017. If Committee members have any additional items to be included in the plan please let Barry know. User groups and service clubs will be included in the process which will include public meetings and an on-line survey.

Barry and Councillor McCabe met with the Dave Stack, Ian Turner and Jack Benham regarding the West Luther trail. The trail has been extended several kilometres out of Arthur. The final financial information for 2016 has been submitted to the County.

NEXT MEETING

Next meeting February 14, 2017 at 8:30 a.m. at the Mount Forest & District Sports Complex.

ADJOURNMENT

Resolution REC 2016-51

Moved by: Councillor Yake

Seconded by: Councillor Dobreen

THAT the Recreation and Culture Committee meeting of December 6, 2016 be adjourned at 10:02 a.m.

CARRIED



Township of Wellington North

P.O. Box 125 • 7490 Sideroad 7 W • Kenilworth • ON • N0G 2E0

**TO: MAYOR & MEMBERS OF RECREATION & CULTURE
COMMITTEE MEETING OF FEBRUARY 14, 2017**

**FROM: Barry Lavers
Director of Recreation Parks & Facilities**

**SUBJECT: REPORT RAC 2017-002 BEING A REPORT ON THE
REQUEST FOR PROPOSAL (RFP) FOR
TOWNSHIP OF WELLINGTON NORTH RECREATION
MASTER PLAN**

RECOMMENDATION

THAT Report RAC 2017- 002 being a report on the terms of a Request for Proposal for the Recreation Master Plan for the Township of Wellington North be received for information;

AND FURTHER THAT the Recreation & Culture Committee recommend that Project RFP-WNR-01-2017 be approved as outlined upon approval of the 2017 Wellington North Budget.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

RAC 2016-011
Resolution 2016-33

BACKGROUND

Staff was directed to prepare a "Request for Proposal" (RFP) for the implementation of a Recreation Master Plan to guide and assist recreation services for the Township of Wellington North.

The key deliverables are to provide recommendations for future needs of the overall community in conjunction with future growth and development, provide recommendations to enhance existing services in a cost effective and innovative manner, and facilitate a comprehensive action plan through specific and strategic

framework of timelines and proposals to accomplish outcomes based on results from public consultations.

It is expected the delivery of the Recreation Master Plan will take up to six months to accomplish. The make-up of the evaluation team to choose the successful consulting firm is still under consideration.

FINANCIAL CONSIDERATIONS

2017 Wellington North Budget includes \$40,000 amount for this project to be funded from Recreation Consulting/Engineering Acct # 1-00-70-000-5227.

A Parks & Recreation Feasibility study was identified in the Township's 2013 Development Charge Background study. As such \$495.00 of study costs are eligible to be funded from Recreation Development Charge Reserve funds.

STRATEGIC PLAN

Do the report's recommendations advance the Strategy's implementation?

Yes No N/A

Which pillars does this report support?

<input checked="" type="checkbox"/> Community Growth Plan <input type="checkbox"/> Human Resource Plan <input type="checkbox"/> Brand and Identity <input checked="" type="checkbox"/> Strategic Partnerships	<input checked="" type="checkbox"/> Community Service Review <input type="checkbox"/> Corporate Communication Plan <input type="checkbox"/> Positive Healthy Work Environment
--	---

PREPARED BY:

RECOMMENDED BY:

Barry Lavers

Mike Givens

**BARRY LAVERS
DIRECTOR OF RECREATION**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**



RFP-WNR-01-2017

Provisions for a Recreation Master Plan

RFP-WNR-01-2017 1

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INFORMATION TO PROPONENTS

1. Scope of Project

The Township of Wellington North invites Proposals from professional firms interested in the provision of consulting services for the development of a Recreation Master Plan. The Proposal must meet all the requirements outlined in this document. Should none of the Proposals be accepted, a re-issuance of the Requests for Proposal (RFP) is possible.

2. Date of Proposal Submission

One (1) original proposal and three (3) copies of the Proposals shall be submitted in a sealed, opaque envelope addressed as follows:

RFP-WNR-01-2017
Barry Lavers Director of Recreation Parks & Facilities

Proposals must be submitted under the following instructions.

PROPOSAL CLOSING DATE: _____
TIME: 2:00 p.m., local time
LOCATION: Kenilworth, On.
Wellington North Municipal Office
7490 Sideroad 7 W. P.O. Box 125
Kenilworth, Ontario N0G 2E0

PUBLIC PROPOSAL OPENING

Submissions received by the date and time of closing will be opened immediately following the time of Proposal closing.

3. Project Contact

Barry Lavers
Director of Recreation Parks & Facilities
Township of Wellington North
(519) 848 3620 ext 23
blavers@wellington-north.com

4. Introduction

The Township of Wellington North is undertaking a Recreation Master Plan. The Master Plan is to be used as a policy document to assist in determining parks and recreation requirements for the Township and will be used in conjunction with the Township of Wellington North's Strategic Plan created and implemented on July 13, 2015. The Master Plan will review and guide policy development and service delivery, prioritize demands and opportunities, assess the current recreational facilities and programs and generate an overall strategic action plan through staff and public engagement.

The Township is seeking a consultant to facilitate the process of Recreation Master planning by seeking professional planning and consulting firms with innovative approaches to integrated recreation and leisure planning that will improve the quality of life in the community. The Plan will provide policy framework to manage and sustain parks, trails and open space, review recreation and leisure programs and facilities, and related amenities in a cost effective, proactive manner consistent with leading industry best practices. The outcome and results must supply a clear action plan to guide and direct the municipality in the development and sustainability of future recreation facilities and opportunities.

The Master Plan will act as a working document and framework to guide the municipality in matters related to the management and sustainability of recreation and leisure services and facilities for the next ten years. The Plan will be reviewed after five years for accuracy and currency of priorities and recommendations.

The Township of Wellington North is populated by 11,400 residents. We also provide leisure and recreation opportunities for many non residents including but not limited to Southgate Township, Township of West Grey, Minto Township, Mapleton Township and Centre Wellington.

The Township of Wellington North currently has a Recreation Service Agreement with Southgate Township in relation to "ice oriented activities" at the Mount Forest Sports Complex

The Township of Wellington North Recreation Department is responsible for providing and assisting many recreation services and amenities. To name a few:

- Mount Forest Sports Complex single ice pad/ indoor walking track
- Arthur Community Centre Arena single ice pad
- Mount Forest Lion Roy Grant Outdoor Pool
- Arthur Community Outdoor Pool
- Mount Forest Cork St, Kinsmen, Optimist Ball Diamonds
- Mount Forest Soccer fields
- Arthur Senior Centre
- Arthur Diamond A/ B Ball Diamonds
- Mount Forest King St Agricultural Park
- Arthur Agricultural Park
- Damascus Community Hall
- Conn Park/Pavilion

- Mount Forest Saugeen Trail
- Arthur Walking Trail
- West Luther Trail
- Mount Forest Murphy Park/Pavilion
- Mount Forest Campbell Devore Park/Pavilion/Skateboard Park
- Arthur Optimist Pavilion
- Arthur Optimist Splash Pad (currently to be constructed 2017)
- Recreation Programs (Swimming registrations & lessons)
- Various playgrounds, park and amenities
- Mount Forest Curling Club
- Arthur Curling Club

5. Project Objectives

The overall objective of the plan is to define the needs of current and future residents and guests for recreation, leisure services and facilities and to identify the appropriate level of service and standards for the sustainability of these services. The Plan must be financially viable and address the anticipated demand and timing for service and facility improvements or replacement and as required, costs potential locations and funding approaches. The Plan will reflect, as a minimum standard, best practices and innovative approaches for service delivery and sustainability where required. The Plan will provide a comprehensive and inclusive process to accommodate the full scope of municipal and community recreation and leisure services and a ten year vision for the future growth and development of these services and facilities within the Township of Wellington North. The Recreation Master Plan should include the following components:

- Review of current programs, leisure opportunities and service levels, activity levels, program delivery, revenues and expenses including children, youth, adults, seniors and at-risk groups and review the role of the municipality in the delivery of these services. Special consideration for recreations services provided by non municipal or private interests should be included and acknowledged. In particular, the Town is interested in a review of its role and relationships with the various user groups and providers with a goal of better understanding if the Township is providing proper support to these groups. If not, the Town is seeking recommendations from the consultant on how best to close noted gaps.
- Review of the current recreation facilities, including all arena and pool facilities, community halls/pavilions, soccer and baseball facilities and athletic fields, skateboard park, playgrounds, parklands, splash pad, open spaces and trails identifying unique characteristics, location and proximity to similar facilities, present condition and expected lifespan, usage and activity levels, governance, revenue generation, future capital and operating expenses.
- Assess the need for additional recreational lands, facilities, and programs based on a current review of existing data while considering emerging and future recreation industry trends.

- Study of the demographic profile - recreational, educational, economic, social and attitudinal trends and their impact on and relationship to existing and future community needs.
- A comprehensive public consultation process including input from residents, user groups and organizations. The process must solicit input without raising unrealistic expectations.
- A review of existing research, information, documentation and comparisons of best practices and consideration of their possible application to the Township of Wellington North.
- Identification of the policies needed to support the Master Plan's implementation for Township of Wellington North. In particular, the Township is interested in a commentary and review of various alternatives of how to best govern recreation services in the Town.
- Identify areas where sustainable partnerships between the Township, related boards, cultural groups, community organizations and service groups exist and may be enhanced for the delivery of programs and services within the Recreation department. Recommend models where the Township should be the direct provider as well as areas where they should be the facilitator/enabler.

6. Project Structure

Barry Lavers Director of Recreation Parks & Facilities will be the Township's main contact for this project. All correspondence will be through this individual.

7. Completion Date

It is the Township's expectation that the project will be completed before December 01, 2017.

Comment [JM1]: Remember to include date

8. Contract Value

The budget rests at \$40,000 for this project.

The contract between the Township of Wellington North and the consultant team shall specify the project cost for the Recreation and Leisure Services Master Plan. Further in this regard, please note the following:

1. The cost of advertising and room rentals required for meetings open to the public in the context of the public consultation process and the Township of Wellington North consultation process will be paid by the municipality. The municipality will be responsible for the preparation and placing of all advertising and notices and renting appropriate facilities.
2. The cost of any presentation support materials, exhibits and project products will be the responsibility of the consultant team.
3. The Proposal must outline all costs associated with supplying the identified services.

9. Submission Format

- a. Forms to be submitted with the Proposal must be completed in their entirety in hard copy. All entries shall be clear and legible and made in a non-erasable medium and signed in ink.
- b. Submissions may be mailed, couriered or hand-delivered to the appropriate location. The Town will not accept electronic or digitally transmitted submissions.
- c. Proposals must include and repeat the same headings as listed and topic sequence:
 - 1) Experience, Qualifications, Project Management
 - a) Provide an overview of the company history including past project samples. State the length of existence and types of services offered. Identify the technical details that make the Proponent uniquely qualified for this work.
 - b) Information is required of the makeup of staff including skills and qualifications of the project team. Show where these people will be physically located during the project phase. Identify key individuals that will be working on the project by name and title.
 - 2) Budget and Cost
 - a) The Proponent will provide a materials and cost list with this submission of all project components. Be specific when listing materials to allow for a clear and concise comparison analysis.
 - 3) References
 - a) List three professional references of clients you have worked with in the last five years similar to this RFP.
 - b) Particular attention will be given to project management with regards to maintaining deadlines.

10. Disqualification

The Corporation reserves the right to reject any or all Proposals. Failure of the Proponent to satisfy any term or condition of this RFP may result in the rejection of said Proposal. Further, any incomplete Proposals, qualified Proposals, Proposals not properly signed/dated, Proposals received after the closing date/time, Proposals completed in pencil, Proposals with incomplete calculations, and Proposals lacking required information will be rejected as incomplete.

11. Examination of Documents

Each Proponent must satisfy himself or herself by a personal study of the RFP documents, by calculations, respecting the conditions existing or likely to exist in connection with the proposed work. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by this RFP. Prices must include **all incidental costs** and the Proponent must be satisfied as to the full requirements of the RFP.

12. Proposal Withdrawal or Replacement

Any Proposal may be withdrawn prior to the scheduled time for Proposal Closing by submitting written notice to the RFP contact. Replacement Proposals are welcome until the Proposal Closing.

13. Proposal Evaluation

All submissions must be in compliance with the requirements of the RFP process in order to be considered for evaluation.

Even though Proposals are received based on furnishing product which may meet the minimum requirements indicated, it is not intended that this alone shall limit the award but that other factors shall be considered together with any related experience the Corporation may or may not have had.

All qualified Proposals will be reviewed and evaluated by the selection committee.

It will be the responsibility of the selection committee to initially read, review and evaluate each Proposal. The selection committee may "short list" those Proposals that are most feasible for further consideration.

Proponents may be required to make an oral presentation in support of the Proposal.

14. Proposal Selection

For the purpose of evaluation, the following criteria will be utilized to score each Proponent's Proposal.

Category	Description	Points
Experience, Qualifications, Project Management	The Evaluation Team will consider the Proponents demonstrated experience on similar engagements, key personnel and references where applicable. Proponents should include the features of their services that give them a competitive advantage and include the level of staff certification	30
Financial	The total proposed pricing shall be inclusive, including but not limited to, mileage, disbursements, and travel time along with all works as described within the RFP document. HST must be shown separately where applicable.	30
Quality and Completeness	The evaluation team will consider the Proposal's completeness. The presentation and ease of understanding will be evaluated. The ability to directly tie the Proposal back to the RFP's requirements will be ranked more favorably.	15
Work plan and Timelines	The Proposal should include narrative that illustrates an understanding of the Township's requirements and Services. The Evaluation Team will consider the general approach and methodology that the Proponent would take in performing the services. The Proposal narrative should include how the Proponent will complete the scope of Services, manage the Services, and accomplish the required objectives with the Township's schedule as well as include a description of the standards to be met and evaluated in the deliverable. Proponents shall provide a schedule of activities and associated costs over the proposed period of the engagement.	25

The Evaluation Team will not be limited to the criteria referred to above, and the Evaluation Team may consider other criteria that the team identifies as relevant during the evaluation process. The Evaluation Team may apply the evaluation criteria on a comparative basis, evaluating the Proposals by comparing one Proponent's Proposal to another Proponent's Proposal. All criteria considered will be applied evenly and fairly to all Proposals.

15. Proposal Award Procedure

All Proposals shall be final and binding on the Proponent for a period of 60 (sixty) days from the closing date and may not be altered by any subsequent offerings, discussions, or commitments unless the Proponent is requested to do so by the Corporation.

The Corporation will notify the Successful Proponent of the award. The Successful Proponent agrees to execute a Professional Service Agreement to undertake work within 10 business days of the date of notification of Award.

GENERAL CONDITIONS

1. Workplace Safety and Insurance Act

The Proponent shall furnish a WSIB Clearance Certificate indicating their WSIB firm number, account number and that their account is in good standing as part of an executed Professional Service Agreement. In addition, the Clearance Certificate must be submitted with final invoice before payment is made. The Successful Proponent agrees to maintain their WSIB account in good standing throughout the agreement period.

If the Proponent does not pay WSIB premium and is recognized by WSIB as an “independent operator” a letter from WSIB acknowledging independent contractor status and confirming that WSIB coverage is not required must be provided to the Corporation at time of execution of the agreement.

2. Indemnification

The Successful Proponent shall indemnify and hold harmless the Corporation, its officers and employees from and against any and all liabilities, claims, demands, loss, cost, expenses, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property caused by any acts or omissions of the Proponent, its officers, agents, employees or other persons for whom the Proponent is legally responsible.

3. Liability Insurance

The Successful Proponent shall, at its own expense obtain and keep in force during the term of the Agreement the following insurance requirements.

- a) Commercial General Liability insurance satisfactory to the Corporation and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to and include but not be limited to:
 - A limit of liability not less than \$3,000,000 per occurrence
 - The Corporation shall be added as an additional insured with respect to the operations of the Named Insured
 - The policy shall contain a provision for cross liability in respect of the Named Insured
 - Contractual Liability
 - The policy shall provide 30 days prior notice of cancellation

4. Occupational Health and Safety Act

The Proponent's attention is drawn to the regulations issued by the Ministry of Labour for the Province of Ontario under the Occupational Health and Safety Act. The Proponent acknowledges that they will comply with the Act, and all applicable regulations related to the contracted work. For construction related agreements, the Proponent agrees to assume the role of the Constructor under said Act as it relates to the completion of this agreement.

5. Freedom of Information

The Corporation is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, as amended ("MFIPPA") with respect to, and protection of, information under its custody and control. Accordingly, all documents provided to the Corporation by the Proponent pursuant to this document may be available to the public unless the party submitting the information requests that it be treated as confidential.

Any specific scientific, technical, commercial, proprietary, intellectual or similar confidential information, the disclosure of which could cause them injury or damage may be identified as confidential. Proponents are encouraged to place all such details and information within a separate section of their submission. Complete Proposals are not to be identified as confidential.

6. Accessibility for Ontarian's with Disability Act, 2005

The Proponent's attention is drawn to the regulations issued by the Ministry of Economic Development, Employment & Infrastructure for the Province of Ontario under the *Accessibility for Ontarians with Disabilities Act*. The Proponent acknowledges that they will comply with the Act as it relates to the completion of this project.

7. Addenda

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of the RFP will be posted as a RFP Addendum on the Corporation's website.

Amendment and changes to this Proposal prior to the closing date and time stated herein will only be in the form of written Addenda and said Addenda will be issued by the Corporation. Addenda will be posted on the Corporation's website at Township of Wellington North. It is the Proponents sole responsibility to check this website regularly to inform itself of any posted Addenda. The Corporation makes no promise or guarantee that Addenda will be delivered by any means to any Proponent. By submitting a Proposal in response to the Request for Proposal, the Proponent acknowledges and agrees that addenda shall be posted on the Corporation website and it is the sole responsibility of the Proponent to check the website for said addenda. Addenda will not be released less than seventy-two (72) hours prior to the close of the Proposal. Any submission that does not acknowledge receipt of addenda shall be considered as incomplete and will be disqualified.

8. References

Proponents shall provide three (3) references from firms where similar services have been performed within the last five years. References will be equal in complexity and service requirements as outlined in this Proposal.

9. Sub-Contracts

The Proponent shall ensure that all sub-contractors are bound by all the terms and conditions of the Professional Service Agreement.

Proponents are required to provide information on primary subcontractors and suppliers who will be retained for the performance of this Agreement.

10. Assignment of Agreement

The Successful Proponent shall not assign transfer, convey, sublet or otherwise dispose of this agreement or his/her right, title or interest therein, or his power to execute such agreement, to any other person, company or corporation, without the previous consent, in writing, of the Corporation's officials, which consent shall not be unreasonably withheld.

11. Extra Work

No work shall be regarded as extra work, unless it is ordered in writing by the Corporation and with the agreed price for the same specified in said order, provided said price is not otherwise determined by the Proposal.

12. Proponent Laws and Regulations

The Successful Proponent shall apply and pay for all necessary permits, licenses, approvals and consents required for the execution of the work.

The Successful Proponent shall give the required notices and comply with the laws, ordinances, rules, regulations, codes and orders of the authorities having jurisdiction which are, or become, in force during the period for which services are performed in accordance with the Professional Service Agreement.

13. Cancellation

If the Proponent should neglect to execute the work properly or fail to perform any provision of this Award, the Corporation, after three (3) business days written notice to the Proponent, may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the Proponent. Continued failure of the Proponent to execute the work properly shall result in a termination of Agreement.

The Corporation reserves the right to immediately terminate the Agreement at its own discretion, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.

The Corporation shall provide written notice of termination.

Form of Proposal

1. Proponent Information

Company Name (hereinafter called the "Proponent"): _____

Mailing Address): _____

Email Address: _____

Phone Number: _____ Alt Number: _____

Website: _____ WSIB Account #: _____

HST Account #: _____ Years in Service: _____

Proponent's Representative: _____

Authorizing Signature, Authority and Title: _____

2. Acknowledgement to Receipt of Addenda

This will acknowledge receipt of the following addenda and, that the fee includes the provision set out in such addenda. Please list the addenda number and the date received by the Proponent.

Example: Addenda #1 received November 2, 2014

- 1) Addenda #1
- 2) Addenda #2
- 3) Addenda #3

Check here if NO Addenda received

THE PROPONENT DECLARES:

1. No person, firm or corporation, other than the Proponent, has any interest in this Proposal or in the proposed agreement for which this Proposal is made and to which it relates;
2. This Proposal is made by the Proponent without any connection, knowledge or comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a Proposal for the same service, and is in all respects fair and without collusion or fraud;
3. No member of the Municipal Council or any other officer of the Corporation will become interested directly or indirectly as a contracting party without disclosing his interest and otherwise complying with the *Municipal Conflict of Interest Act*, RSO 1990;
4. The content and requirements of this Proposal document have been read and understood.
5. That if this Proposal is accepted, the Proponent agrees to furnish an approved surety bond for the proper fulfilment of the agreement and to execute the Professional Service Agreement in triplicate within ten (10) days after being notified so to do. In the event of default or failure on the Proponent's part to do so, the undersigned agree that the Corporation shall be at liberty to retain the Proposal deposit to the use of the Corporation, and to accept the next lowest or any Proposal or to advertise for new Proposals or to carry out the works in any other way deemed best and the Proponent also agrees to pay to the said Corporation the difference between this Proposal and any greater sum which the Corporation may expend or incur by reason of such default or failure, or by reason of such acting, as aforesaid, on the Corporation's part including the cost of any advertising for new Proposals and to indemnify and save harmless the said Corporation and its officers from all loss, damage, cost, charges and expenses which they may suffer or be put to by reason of any such default or failure on the Proponent's part.
6. All prices are quoted in Canadian funds.

A duly completed copy of the Proponent Information, Reference List stated herein is attached hereto.

DATED _____

SIGNATURE OF WITNESS _____

SIGNATURE OF AUTHORIZING PROPONENT _____

3. Proponent's Experience and References

Please provide three (3) references of accounts that your firm has provided similar service within the last five years. References will be equal in complexity and services requirements as outlined in this Proposal.

The Corporation reserves the right to contact any and all references. The Corporation defines a reference as any reference supplied within a Proposal submission, in addition to any others known to the Corporation.

Project title, type of work, year completed	Client	Contact Name & Phone Number



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0
www.wellington-north.com

519.848.3620
1.866.848.3620 FAX 519.848.3228

**TO: RECREATION & CULTURE COMMITTEE
MEETING OF FEBRUARY 14, 2017**

FROM: MICHAEL GIVENS, CAO

**SUBJECT: REPORT CAO 2017-004 ARTHUR WALKING TRAIL-PEDESTRIAN
BRIDGE**

RECOMMENDATION

THAT Report CAO 2017-004 being a report on the Arthur Walking Trail-Pedestrian Bridge be received for information;

AND FRUTHER THAT the Recreation and Culture Committee direct the Director of Recreation, Parks and Facilities to arrange a meeting of the Arthur Trails Subcommittee to continue the discussion on the Arthur Trail-Pedestrian Crossing and subsequently contact the GRCA to ensure all required applications/permits required are provided.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

N/A

BACKGROUND

- Unfortunately the winter weather snuck up on us and Township staff (public works) was not able to remove the blocks and trailer for the river's edge. This will be revisited when weather permits. The Roads Superintendent has been made aware of the situation and has spoken to a representative at Lafarge. Lafarge will receive the blocks back but have indicated that they would not be issuing a "refund" to the Lions until the blocks were resold.

- I have reached out to Nathan Garland at GRCA about the appropriate process to have GRCA approval to install stepping stones in the river as has been agreed to by the parties (Township & Lions). I would say my overall impression is that GRCA supports the stepping stone idea. Nathan did ask for the opportunity to review and offer comments on what is being proposed.
- These would be the key items that the GRCA would be considering:
 1. Size of the stones (larger is better) but height should reflect river levels. I.e. Stones visible/usable during low flow season. Stones under water during high flow season.
 2. Distance between the stones. Allowing water flow to continue, not a dam.
 3. Dewatering process during the construction. How will we ensure water continues to flow during construction? I think this will be contingent on what the flows are during construction. This seemed very important.
 4. Nathan is happy to receive a handwritten or hand drawn design to review and there may be a permit fee of \$75.
 5. Nathan has agreed to contact Pat Salter and let her know what is being proposed.
 6. Nathan is also going to research whether there are any grant opportunities from the GRCA or other affiliated groups that would support low flow installations like what is being proposed.
- Ian Turner came to visit me in January and reminded me that the AV Duck Race is scheduled for May 1^{3th}. Ian further indicated that he had sourced possible stepping stone providers from Owen Sound and Fergus. I think perhaps a conversation to confirm who is going to take responsibility for what as it relates to the stepping stones is needed. I think Ian and perhaps the Lions have strong feelings about have the stepping stones in place for the Duck Race as well as refurbished Arthur Community Park.
- With the successful funding announcements related to the Optimist Park and Murphy Park in Mount Forest as well as the ongoing efforts related to the Arthur Splashpad, I would suggest that Township Recreation staff will not have resources available to also address the possible refurbishment efforts at the Arthur Community Park in 2017.

PROPOSED NEXT STEPS-

1. The AV Trails Subcommittee should meet discuss the above items and agree on who is responsible for submitting the drawings to GRCA for their consideration. Engineered drawings are not required. Maybe a supplier of these stepping stones would do up a drawing of what the vision is?
2. Confirm for all the Subcommittee members Lafarge's position on the "refund" for the blocks. Given that there will not be a refund until the blocks are resold does this create a hurdle for paying for the stepping stones?
3. Confirm process for installing the stones. Is the expectation that Township resources will install the stones in the river or is this something the supplier will bring to the table?

<h3>FINANCIAL CONSIDERATIONS</h3>
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Costs associated with the stepping stones and installation of the stones is currently unknown. Township staff and resources will be utilized to remove the existing trailer bed and cement blocks when weather permits.

STRATEGIC PLAN

Do the report's recommendations advance the Strategy's implementation?

- X Yes
- No
- N/A

Which pillars does this report support?

- Community Growth Plan
- Human Resource Plan
- Brand and Identity
- X Strategic Partnerships
- Community Service Review
- Corporate Communication Plan
- Positive Healthy Work Environment

Partnerships with volunteer organizations help the Township address community needs.

PREPARED BY:	RECOMMENDED BY:
---------------------	------------------------

Michael Givens

Michael Givens, CAO

MICHAEL GIVENS CAO	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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Facility Usage Report - Summary

Printed: 08-Feb-17, 03:08 PM

User: lavers

Booking Types: Rentals/Courses/Maint/Admin/Holiday
 Date from: December-01-16
 Complex: Arthur & Area Community Centre
 Rental Status: Closed/Firm/Tentative

Date to: December-31-16
 Facility Option: Complex

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Complex: Arthur & Area Community Centre				
Facility: Arena Floor		Hours Avail: 589:00		
Holiday	38:00	\$0.00	\$0.00	\$0.00
Total for Facility: Arena Floor		38:00	\$0.00	\$0.00
Facility: Arena Ice		Hours Avail: 589:00		
Figure Skating	25:00	\$2,600.00	\$0.00	\$2,600.00
Hockey	119:00	\$12,977.50	\$0.00	\$12,977.50
Holiday	38:00	\$0.00	\$0.00	\$0.00
Moms, Tots & Seniors Skating	6:00	\$0.00	\$0.00	\$0.00
Private Party	4:00	\$400.00	\$0.00	\$400.00
Public Skating	34:30	\$1,248.00	\$0.00	\$1,248.00
School Skating	9:30	\$342.00	\$0.00	\$342.00
Shinny	10:00	\$1,211.00	\$0.00	\$1,211.00
Total for Facility: Arena Ice		246:00	\$18,778.50	\$0.00
Facility: ARTHUR KITCHEN		Hours Avail: 744:00		
Holiday	72:00	\$0.00	\$0.00	\$0.00
Total for Facility: ARTHUR KITCHEN		72:00	\$0.00	\$0.00
Facility: Campgrounds		Hours Avail: 744:00		
Holiday	72:00	\$0.00	\$0.00	\$0.00
Total for Facility: Campgrounds		72:00	\$0.00	\$0.00
Facility: Community Centre Lower Hall		Hours Avail: 651:00		
Fundraiser	33:00	\$602.00	\$428.27	\$1,030.27
Holiday	42:00	\$0.00	\$0.00	\$0.00
Meeting	2:00	\$0.00	\$0.00	\$0.00
Private Party	27:30	\$720.00	\$0.00	\$720.00
Sports Practice	2:00	\$0.00	\$0.00	\$0.00
Stag & Doe	17:00	\$792.00	\$489.91	\$1,281.91
Walking	11:00	\$0.00	\$0.00	\$0.00
Total for Facility: Community Centre Lower Hall		134:30	\$2,114.00	\$918.18
Facility: Community Centre Upper Hall		Hours Avail: 651:00		
Holiday	42:00	\$0.00	\$0.00	\$0.00
Meeting	4:00	\$108.00	\$0.00	\$108.00
Tournament	24:00	\$392.00	\$0.00	\$392.00
Total for Facility: Community Centre Upper Hall		70:00	\$500.00	\$0.00
Facility: Diamond "A"		Hours Avail: 479:00		
Holiday	31:00	\$0.00	\$0.00	\$0.00
Total for Facility: Diamond "A"		31:00	\$0.00	\$0.00

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Facility: Diamond "B"	Hours Avail: 465:00			
Holiday	30:00	\$0.00	\$0.00	\$0.00
Total for Facility: Diamond "B"	30:00	\$0.00	\$0.00	\$0.00
Facility: KITCHENARTHUR	Hours Avail: 744:00			
Holiday	72:00	\$0.00	\$0.00	\$0.00
Total for Facility: KITCHENARTHUR	72:00	\$0.00	\$0.00	\$0.00
Facility: Lobby	Hours Avail: 651:00			
Holiday	42:00	\$0.00	\$0.00	\$0.00
Total for Facility: Lobby	42:00	\$0.00	\$0.00	\$0.00
Facility: Meeting Room (downstairs)	Hours Avail: 449:30			
Holiday	14:30	\$0.00	\$0.00	\$0.00
Total for Facility: Meeting Room (downstairs)	14:30	\$0.00	\$0.00	\$0.00
Facility: Pavillion	Hours Avail: 527:00			
Holiday	17:00	\$0.00	\$0.00	\$0.00
Total for Facility: Pavillion	17:00	\$0.00	\$0.00	\$0.00
Facility: Pro Shop	Hours Avail: 434:00			
Holiday	14:00	\$0.00	\$0.00	\$0.00
Total for Facility: Pro Shop	14:00	\$0.00	\$0.00	\$0.00
Facility: Volleyball Court	Hours Avail: 434:00			
Holiday	14:00	\$0.00	\$0.00	\$0.00
Total for Facility: Volleyball Court	14:00	\$0.00	\$0.00	\$0.00
Facility: Wall & Board Advertising	Hours Avail: 31:00			
Arena Board Advertising	131,040:00	\$5,143.50	\$0.00	\$5,143.50
Arena Wall Advertising	8,736:00	\$241.50	\$0.00	\$241.50
Total for Facility: Wall & Board Advertising	139,776:00	\$5,385.00	\$0.00	\$5,385.00
Total for Complex: Arthur & Area Community Centre	140,643:00	\$26,777.50	\$918.18	\$27,695.68
Report Totals:	140,643:00	\$26,777.50	\$918.18	\$27,695.68



Facility Usage Report - Summary

Printed: 08-Feb-17, 03:07 PM

User: lavers

Booking Types: Rentals/Courses/Maint/Admin/Holiday
 Date from: December-01-15
 Complex: Arthur & Area Community Centre
 Rental Status: Closed/Firm/Tentative

Date to: December-31-15
 Facility Option: Complex

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Complex: Arthur & Area Community Centre				
Facility: Arena Ice		Hours Avail: 589:00		
Figure Skating	36:30	\$3,723.00	\$0.00	\$3,723.00
Hockey	108:30	\$11,520.25	\$0.00	\$11,520.25
Moms, Tots & Seniors Skating	24:00	\$0.00	\$0.00	\$0.00
Private Party	10:30	\$1,059.50	\$0.00	\$1,059.50
Public Skating	19:30	\$1,683.00	\$0.00	\$1,683.00
Ringette	8:00	\$890.00	\$0.00	\$890.00
School Skating	12:30	\$437.50	\$0.00	\$437.50
Shinny	10:30	\$1,265.25	\$0.00	\$1,265.25
Total for Facility: Arena Ice	230:00	\$20,578.50	\$0.00	\$20,578.50
Facility: Community Centre Lower Hall		Hours Avail: 651:00		
Fundraiser	17:00	\$0.00	\$139.39	\$139.39
Meeting	14:30	\$192.50	\$0.00	\$192.50
Private Party	52:30	\$1,215.00	\$189.58	\$1,404.58
Set Up/Food Prep	1:00	\$0.00	\$0.00	\$0.00
Walking	10:00	\$0.00	\$0.00	\$0.00
Total for Facility: Community Centre Lower Hall	95:00	\$1,407.50	\$328.97	\$1,736.47
Facility: Community Centre Upper Hall		Hours Avail: 651:00		
Fitness Classes	9:00	\$135.00	\$0.00	\$135.00
Meeting	4:00	\$0.00	\$0.00	\$0.00
Private Party	3:00	\$177.00	\$0.00	\$177.00
Tournament	24:00	\$384.00	\$0.00	\$384.00
Total for Facility: Community Centre Upper Hall	40:00	\$696.00	\$0.00	\$696.00
Total for Complex: Arthur & Area Community Centre	365:00	\$22,682.00	\$328.97	\$23,010.97
Report Totals:	365:00	\$22,682.00	\$328.97	\$23,010.97



Facility Usage Report - Summary

Printed: 08-Feb-17, 03:10 PM

User: lavers

Booking Types: Rentals/Courses/Maint/Admin/Holiday
 Date from: January-01-17
 Complex: Arthur & Area Community Centre
 Rental Status: Closed/Firm/Tentative

Date to: January-31-17
 Facility Option: Complex

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Complex: Arthur & Area Community Centre				
Facility: Arena Floor		Hours Avail: 589:00		
Holiday	19:00	\$0.00	\$0.00	\$0.00
Total for Facility: Arena Floor	19:00	\$0.00	\$0.00	\$0.00
Facility: Arena Ice		Hours Avail: 589:00		
Figure Skating	34:00	\$3,536.00	\$0.00	\$3,536.00
Hockey	130:00	\$14,014.00	\$0.00	\$14,014.00
Holiday	19:00	\$0.00	\$0.00	\$0.00
Moms, Tots & Seniors Skating	10:00	\$0.00	\$0.00	\$0.00
Public Skating	34:30	\$1,456.00	\$0.00	\$1,456.00
Ringette	3:00	\$426.00	\$0.00	\$426.00
Shinny	14:30	\$1,653.50	\$0.00	\$1,653.50
Total for Facility: Arena Ice	245:00	\$21,085.50	\$0.00	\$21,085.50
Facility: ARTHUR KITCHEN		Hours Avail: 744:00		
Holiday	24:00	\$0.00	\$0.00	\$0.00
Total for Facility: ARTHUR KITCHEN	24:00	\$0.00	\$0.00	\$0.00
Facility: Campgrounds		Hours Avail: 744:00		
Holiday	24:00	\$0.00	\$0.00	\$0.00
Total for Facility: Campgrounds	24:00	\$0.00	\$0.00	\$0.00
Facility: Community Centre Lower Hall		Hours Avail: 651:00		
Holiday	21:00	\$0.00	\$0.00	\$0.00
Meeting	6:00	\$0.00	\$0.00	\$0.00
Private Party	17:00	\$614.00	\$135.60	\$749.60
Stag & Doe	17:00	\$792.00	\$489.91	\$1,281.91
Walking	13:00	\$0.00	\$0.00	\$0.00
Total for Facility: Community Centre Lower Hall	74:00	\$1,406.00	\$625.51	\$2,031.51
Facility: Community Centre Upper Hall		Hours Avail: 651:00		
Holiday	21:00	\$0.00	\$0.00	\$0.00
Meeting	16:00	\$144.00	\$0.00	\$144.00
Tournament	12:00	\$200.00	\$0.00	\$200.00
Total for Facility: Community Centre Upper Hall	49:00	\$344.00	\$0.00	\$344.00
Facility: Diamond "A"		Hours Avail: 478:00		
Holiday	16:00	\$0.00	\$0.00	\$0.00
Total for Facility: Diamond "A"	16:00	\$0.00	\$0.00	\$0.00
Facility: Diamond "B"		Hours Avail: 465:00		
Holiday	15:00	\$0.00	\$0.00	\$0.00
Total for Facility: Diamond "B"	15:00	\$0.00	\$0.00	\$0.00

Facility Usage Report - Summary

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Facility: KITCHENARTHUR	Hours Avail: 744:00			
Holiday	24:00	\$0.00	\$0.00	\$0.00
Total for Facility: KITCHENARTHUR	24:00	\$0.00	\$0.00	\$0.00
Facility: Lobby	Hours Avail: 651:00			
Holiday	21:00	\$0.00	\$0.00	\$0.00
Total for Facility: Lobby	21:00	\$0.00	\$0.00	\$0.00
Facility: Meeting Room (downstairs)	Hours Avail: 449:30			
Holiday	14:30	\$0.00	\$0.00	\$0.00
Total for Facility: Meeting Room (downstairs)	14:30	\$0.00	\$0.00	\$0.00
Facility: Pavillion	Hours Avail: 527:00			
Holiday	17:00	\$0.00	\$0.00	\$0.00
Total for Facility: Pavillion	17:00	\$0.00	\$0.00	\$0.00
Facility: Pro Shop	Hours Avail: 434:00			
Holiday	14:00	\$0.00	\$0.00	\$0.00
Total for Facility: Pro Shop	14:00	\$0.00	\$0.00	\$0.00
Facility: Volleyball Court	Hours Avail: 434:00			
Holiday	14:00	\$0.00	\$0.00	\$0.00
Total for Facility: Volleyball Court	14:00	\$0.00	\$0.00	\$0.00
Facility: Wall & Board Advertising	Hours Avail: 31:00			
Arena Board Advertising	131,040:00	\$5,143.50	\$0.00	\$5,143.50
Arena Wall Advertising	8,736:00	\$241.50	\$0.00	\$241.50
Total for Facility: Wall & Board Advertising	139,776:00	\$5,385.00	\$0.00	\$5,385.00
Total for Complex: Arthur & Area Community Centre	140,346:30	\$28,220.50	\$625.51	\$28,846.01
Report Totals:	140,346:30	\$28,220.50	\$625.51	\$28,846.01



Facility Usage Report - Summary

Printed: 08-Feb-17, 03:09 PM

User: lavers

Booking Types: Rentals/Courses/Maint/Admin/Holiday
 Date from: January-01-16
 Complex: Arthur & Area Community Centre
 Rental Status: Closed/Firm/Tentative

Date to: January-31-16
 Facility Option: Complex

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Complex: Arthur & Area Community Centre				
Facility: Arena Ice		Hours Avail: 589:00		
Figure Skating	36:00	\$3,672.00	\$0.00	\$3,672.00
Hockey	142:00	\$15,085.25	\$0.00	\$15,085.25
Moms, Tots & Seniors Skating	24:00	\$0.00	\$0.00	\$0.00
Private Party	2:00	\$241.00	\$0.00	\$241.00
Public Skating	12:00	\$306.00	\$0.00	\$306.00
Ringette	9:00	\$918.00	\$0.00	\$918.00
Shinny	5:30	\$662.75	\$0.00	\$662.75
Total for Facility: Arena Ice	230:30	\$20,885.00	\$0.00	\$20,885.00
Facility: Community Centre Lower Hall		Hours Avail: 651:00		
Meeting	7:30	\$0.00	\$0.00	\$0.00
Private Party	17:00	\$330.00	\$189.58	\$519.58
Sports Practice	6:00	\$360.00	\$0.00	\$360.00
Walking	12:00	\$0.00	\$0.00	\$0.00
Wedding/Banquet	17:00	\$590.00	\$185.94	\$775.94
Total for Facility: Community Centre Lower Hall	59:30	\$1,280.00	\$375.52	\$1,655.52
Facility: Community Centre Upper Hall		Hours Avail: 651:00		
Fitness Classes	12:00	\$180.00	\$0.00	\$180.00
Meeting	2:00	\$0.00	\$0.00	\$0.00
Sports Registration	3:00	\$0.00	\$0.00	\$0.00
Tournament	12:00	\$192.00	\$0.00	\$192.00
Total for Facility: Community Centre Upper Hall	29:00	\$372.00	\$0.00	\$372.00
Total for Complex: Arthur & Area Community Centre	319:00	\$22,537.00	\$375.52	\$22,912.52
Report Totals:	319:00	\$22,537.00	\$375.52	\$22,912.52



Facility Usage Report - Summary

Printed: 08-Feb-17, 03:16 PM

User: lavers

Booking Types: Rentals/Courses/Maint/Admin/Holiday
 Date from: December-01-16
 Complex: Mount Forest & District Sports Complex
 Rental Status: Closed/Firm/Tentative

Date to: December-31-16
 Facility Option: Complex

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Complex: Mount Forest & District Sports Complex				
Facility: Arena Floor		Hours Avail: 589:00		
Holiday	38:00	\$0.00	\$0.00	\$0.00
Total for Facility: Arena Floor		38:00	\$0.00	\$0.00
Facility: Arena Ice		Hours Avail: 589:00		
Figure Skating	35:15	\$3,665.99	\$0.00	\$3,665.99
Hockey	152:35	\$16,338.68	\$0.00	\$16,338.68
Holiday	38:00	\$0.00	\$0.00	\$0.00
Parent & Tot Skate	7:00	\$0.00	\$0.00	\$0.00
Private Party	3:30	\$364.00	\$0.00	\$364.00
Public Skating	14:00	\$364.00	\$0.00	\$364.00
Ringette	6:00	\$624.00	\$0.00	\$624.00
Seniors Skating	11:00	\$0.00	\$0.00	\$0.00
Shinny	10:00	\$1,122.00	\$0.00	\$1,122.00
Tournament	20:00	\$2,080.00	\$0.00	\$2,080.00
Total for Facility: Arena Ice		297:20	\$24,558.67	\$24,558.67
Facility: Jr. "C" Club Room		Hours Avail: 744:00		
Holiday	24:00	\$0.00	\$0.00	\$0.00
Total for Facility: Jr. "C" Club Room		24:00	\$0.00	\$0.00
Facility: Kinsmen Diamond		Hours Avail: 465:00		
Holiday	30:00	\$0.00	\$0.00	\$0.00
Total for Facility: Kinsmen Diamond		30:00	\$0.00	\$0.00
Facility: Leisure Hall		Hours Avail: 558:00		
Holiday	36:00	\$0.00	\$0.00	\$0.00
Meeting	10:00	\$360.00	\$0.00	\$360.00
Sports Practice	7:00	\$112.00	\$0.00	\$112.00
Total for Facility: Leisure Hall		53:00	\$472.00	\$472.00
Facility: Lobby		Hours Avail: 651:00		
Holiday	21:00	\$0.00	\$0.00	\$0.00
Total for Facility: Lobby		21:00	\$0.00	\$0.00
Facility: Meeting Room		Hours Avail: 496:00		
Holiday	32:00	\$0.00	\$0.00	\$0.00
Meeting	18:45	\$0.00	\$0.00	\$0.00
Total for Facility: Meeting Room		50:45	\$0.00	\$0.00
Facility: MF Community Centre - kitchen		Hours Avail: 744:00		
Holiday	72:00	\$0.00	\$0.00	\$0.00
Total for Facility: MF Community Centre - kitchen		72:00	\$0.00	\$0.00

Facility Usage Report - Summary

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Facility: MF Community Hall		Hours Avail: 580:00		
Bingo	24:00	\$710.00	\$0.00	\$710.00
Fundraiser	16:00	\$602.00	\$289.72	\$891.72
Holiday	37:00	\$0.00	\$0.00	\$0.00
Meeting	17:30	\$311.25	\$0.00	\$311.25
Private Party	35:30	\$1,497.00	\$151.19	\$1,648.19
Sports Practice	6:00	\$96.00	\$0.00	\$96.00
Stag & Doe	17:00	\$792.00	\$264.95	\$1,056.95
Takedown Bingo	55:00	\$0.00	\$0.00	\$0.00
Takedown Fundraiser	11:00	\$0.00	\$0.00	\$0.00
Total for Facility: MF Community Hall	219:00	\$4,008.25	\$705.86	\$4,714.11
Facility: MF Hall South Side		Hours Avail: 651:00		
Holiday	21:00	\$0.00	\$0.00	\$0.00
Total for Facility: MF Hall South Side	21:00	\$0.00	\$0.00	\$0.00
Facility: Optimist Diamond		Hours Avail: 465:00		
Holiday	30:00	\$0.00	\$0.00	\$0.00
Total for Facility: Optimist Diamond	30:00	\$0.00	\$0.00	\$0.00
Facility: Plume Room		Hours Avail: 549:00		
Blue Line Club	20:00	\$720.00	\$77.45	\$797.45
Holiday	35:00	\$0.00	\$0.00	\$0.00
Meeting	3:00	\$108.00	\$0.00	\$108.00
Private Party	9:00	\$212.00	\$0.00	\$212.00
Tournament	10:00	\$212.00	\$0.00	\$212.00
Workshops/Seminars	18:00	\$360.00	\$0.00	\$360.00
Total for Facility: Plume Room	95:00	\$1,612.00	\$77.45	\$1,689.45
Facility: Pro Shop		Hours Avail: 372:00		
Pro Shop Rental	732:00	\$88.50	\$0.00	\$88.50
Total for Facility: Pro Shop	732:00	\$88.50	\$0.00	\$88.50
Facility: Seasonal Score Clock Advertising		Hours Avail: 744:00		
Holiday	24:00	\$0.00	\$0.00	\$0.00
Total for Facility: Seasonal Score Clock Advertising	24:00	\$0.00	\$0.00	\$0.00
Facility: Storage Space		Hours Avail: 744:00		
Holiday	24:00	\$0.00	\$0.00	\$0.00
Total for Facility: Storage Space	24:00	\$0.00	\$0.00	\$0.00
Facility: Storage Space Ball Booth		Hours Avail: 744:00		
Holiday	72:00	\$0.00	\$0.00	\$0.00
Total for Facility: Storage Space Ball Booth	72:00	\$0.00	\$0.00	\$0.00
Facility: Tables & Chairs		Hours Avail: 279:00		
Holiday	9:00	\$0.00	\$0.00	\$0.00
Total for Facility: Tables & Chairs	9:00	\$0.00	\$0.00	\$0.00
Facility: Volleyball Court "A"		Hours Avail: 434:00		
Holiday	14:00	\$0.00	\$0.00	\$0.00
Total for Facility: Volleyball Court "A"	14:00	\$0.00	\$0.00	\$0.00

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Facility: Volleyball Court "B"	Hours Avail: 434:00			
Holiday	14:00	\$0.00	\$0.00	\$0.00
Total for Facility: Volleyball Court "B"	14:00	\$0.00	\$0.00	\$0.00
Facility: Walking Track	Hours Avail: 478:00			
Holiday	15:00	\$0.00	\$0.00	\$0.00
Total for Facility: Walking Track	15:00	\$0.00	\$0.00	\$0.00
Total for Complex: Mount Forest & District Sports Complex	1,855:05	\$30,739.42	\$783.31	\$31,522.73
Report Totals:	1,855:05	\$30,739.42	\$783.31	\$31,522.73



Facility Usage Report - Summary

Printed: 08-Feb-17, 03:16 PM

User: lavers

Booking Types: Rentals/Courses/Maint/Admin/Holiday
 Date from: December-01-15
 Complex: Mount Forest & District Sports Complex
 Rental Status: Closed/Firm/Tentative

Date to: December-31-15
 Facility Option: Complex

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Complex: Mount Forest & District Sports Complex				
Facility: Arena Ice		Hours Avail: 589:00		
Figure Skating	39:20	\$4,012.00	\$0.00	\$4,012.00
Hockey	163:10	\$16,856.00	\$0.00	\$16,856.00
ICE-SKATING SKILLS	0:30	\$43.50	\$0.00	\$43.50
Parent & Tot Skate	8:00	\$0.00	\$0.00	\$0.00
Private Party	5:30	\$550.00	\$0.00	\$550.00
Public Skating	18:30	\$969.00	\$0.00	\$969.00
Ringette	9:00	\$918.00	\$0.00	\$918.00
School Skating	1:00	\$35.00	\$0.00	\$35.00
Seniors Skating	13:00	\$0.00	\$0.00	\$0.00
Shinny	16:00	\$1,716.00	\$0.00	\$1,716.00
Total for Facility: Arena Ice	274:00	\$25,099.50	\$0.00	\$25,099.50
Facility: Leisure Hall		Hours Avail: 558:00		
Fitness Classes	9:00	\$135.00	\$0.00	\$135.00
Meeting	10:00	\$350.00	\$0.00	\$350.00
Total for Facility: Leisure Hall	19:00	\$485.00	\$0.00	\$485.00
Facility: Meeting Room		Hours Avail: 496:00		
Meeting	13:30	\$0.00	\$0.00	\$0.00
Total for Facility: Meeting Room	13:30	\$0.00	\$0.00	\$0.00
Facility: MF Community Hall		Hours Avail: 580:00		
Bingo	30:00	\$870.00	\$0.00	\$870.00
Fitness Classes	4:00	\$60.00	\$0.00	\$60.00
Meeting	30:30	\$674.00	\$0.00	\$674.00
Private Party	30:30	\$1,185.50	\$214.28	\$1,399.78
Takedown Bingo	44:00	\$0.00	\$0.00	\$0.00
Total for Facility: MF Community Hall	139:00	\$2,789.50	\$214.28	\$3,003.78
Facility: Plume Room		Hours Avail: 550:00		
Blue Line Club	10:30	\$367.50	\$82.04	\$449.54
Meeting	3:00	\$0.00	\$0.00	\$0.00
Private Party	3:00	\$105.00	\$0.00	\$105.00
Workshops/Seminars	2:00	\$70.00	\$0.00	\$70.00
Total for Facility: Plume Room	18:30	\$542.50	\$82.04	\$624.54
Facility: Upper Leisure Hall		Hours Avail: 465:00		
Fitness Classes	1:00	\$15.00	\$0.00	\$15.00
Total for Facility: Upper Leisure Hall	1:00	\$15.00	\$0.00	\$15.00
Total for Complex: Mount Forest & District Sports Complex	465:00	\$28,931.50	\$296.32	\$29,227.82
Report Totals:	465:00	\$28,931.50	\$296.32	\$29,227.82



Facility Usage Report - Summary

Printed: 08-Feb-17, 03:13 PM

User: lavers

Booking Types: Rentals/Courses/Maint/Admin/Holiday
 Date from: January-01-17
 Complex: Mount Forest & District Sports Complex
 Rental Status: Closed/Firm/Tentative

Date to: January-31-17
 Facility Option: Complex

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Complex: Mount Forest & District Sports Complex				
Facility: Arena Floor		Hours Avail: 589:00		
Holiday	19:00	\$0.00	\$0.00	\$0.00
Total for Facility: Arena Floor	19:00	\$0.00	\$0.00	\$0.00
Facility: Arena Ice		Hours Avail: 589:00		
Figure Skating	62:40	\$6,517.32	\$0.00	\$6,517.32
Hockey	153:20	\$16,288.68	\$0.00	\$16,288.68
Holiday	19:00	\$0.00	\$0.00	\$0.00
Parent & Tot Skate	9:00	\$0.00	\$0.00	\$0.00
Public Skating	13:30	\$936.00	\$0.00	\$936.00
Ringette	6:00	\$624.00	\$0.00	\$624.00
Seniors Skating	13:00	\$0.00	\$0.00	\$0.00
Shinny	13:00	\$1,477.50	\$0.00	\$1,477.50
Total for Facility: Arena Ice	289:30	\$25,843.50	\$0.00	\$25,843.50
Facility: Kinsmen Diamond		Hours Avail: 465:00		
Holiday	15:00	\$0.00	\$0.00	\$0.00
Total for Facility: Kinsmen Diamond	15:00	\$0.00	\$0.00	\$0.00
Facility: Leisure Hall		Hours Avail: 558:00		
Exhibition	28:00	\$432.00	\$0.00	\$432.00
Holiday	18:00	\$0.00	\$0.00	\$0.00
Meeting	25:00	\$697.00	\$0.00	\$697.00
Sports Practice	8:00	\$132.00	\$0.00	\$132.00
Total for Facility: Leisure Hall	79:00	\$1,261.00	\$0.00	\$1,261.00
Facility: Lobby		Hours Avail: 651:00		
Holiday	21:00	\$0.00	\$0.00	\$0.00
Total for Facility: Lobby	21:00	\$0.00	\$0.00	\$0.00
Facility: Meeting Room		Hours Avail: 496:00		
Holiday	16:00	\$0.00	\$0.00	\$0.00
Meeting	58:45	\$0.00	\$0.00	\$0.00
Total for Facility: Meeting Room	74:45	\$0.00	\$0.00	\$0.00
Facility: MF Community Centre - kitchen		Hours Avail: 744:00		
Holiday	24:00	\$0.00	\$0.00	\$0.00
Total for Facility: MF Community Centre - kitchen	24:00	\$0.00	\$0.00	\$0.00

Facility Usage Report - Summary

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Facility: MF Community Hall		Hours Avail: 580:00		
Bingo	18:00	\$540.00	\$0.00	\$540.00
Exhibition	28:00	\$486.00	\$0.00	\$486.00
Holiday	18:00	\$0.00	\$0.00	\$0.00
Meeting	21:00	\$373.50	\$0.00	\$373.50
Sports Practice	7:00	\$115.50	\$0.00	\$115.50
Stag & Doe	17:00	\$792.00	\$264.95	\$1,056.95
Takedown Bingo	33:00	\$0.00	\$0.00	\$0.00
Workshops/Seminars	8:00	\$344.00	\$0.00	\$344.00
Total for Facility: MF Community Hall	150:00	\$2,651.00	\$264.95	\$2,915.95
Facility: MF Hall South Side		Hours Avail: 651:00		
Holiday	21:00	\$0.00	\$0.00	\$0.00
Total for Facility: MF Hall South Side	21:00	\$0.00	\$0.00	\$0.00
Facility: Optimist Diamond		Hours Avail: 465:00		
Holiday	15:00	\$0.00	\$0.00	\$0.00
Total for Facility: Optimist Diamond	15:00	\$0.00	\$0.00	\$0.00
Facility: Plume Room		Hours Avail: 549:00		
Blue Line Club	10:30	\$385.00	\$50.08	\$435.08
Fundraiser	4:30	\$162.00	\$0.00	\$162.00
Holiday	17:00	\$0.00	\$0.00	\$0.00
Private Party	10:00	\$216.00	\$0.00	\$216.00
Set Up/Food Prep	1:00	\$0.00	\$0.00	\$0.00
Workshops/Seminars	20:30	\$452.50	\$0.00	\$452.50
Total for Facility: Plume Room	63:30	\$1,215.50	\$50.08	\$1,265.58
Facility: Storage Space Ball Booth		Hours Avail: 744:00		
Holiday	24:00	\$0.00	\$0.00	\$0.00
Total for Facility: Storage Space Ball Booth	24:00	\$0.00	\$0.00	\$0.00
Facility: Upper Leisure Hall		Hours Avail: 465:00		
Meeting	4:00	\$148.00	\$0.00	\$148.00
Total for Facility: Upper Leisure Hall	4:00	\$148.00	\$0.00	\$148.00
Facility: Volleyball Court "A"		Hours Avail: 434:00		
Holiday	14:00	\$0.00	\$0.00	\$0.00
Total for Facility: Volleyball Court "A"	14:00	\$0.00	\$0.00	\$0.00
Facility: Volleyball Court "B"		Hours Avail: 434:00		
Holiday	14:00	\$0.00	\$0.00	\$0.00
Total for Facility: Volleyball Court "B"	14:00	\$0.00	\$0.00	\$0.00
Total for Complex: Mount Forest & District Sports Complex	827:45	\$31,119.00	\$315.03	\$31,434.03
Report Totals:	827:45	\$31,119.00	\$315.03	\$31,434.03



Facility Usage Report - Summary

Printed: 08-Feb-17, 03:14 PM

User: lavers

Booking Types: Rentals/Courses/Maint/Admin/Holiday
 Date from: January-01-16
 Complex: Mount Forest & District Sports Complex
 Rental Status: Closed/Firm/Tentative

Date to: January-31-16
 Facility Option: Complex

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Complex: Mount Forest & District Sports Complex				
Facility: Arena Ice		Hours Avail: 589:00		
Figure Skating	43:40	\$4,454.00	\$0.00	\$4,454.00
Hockey	194:20	\$20,278.75	\$0.00	\$20,278.75
Parent & Tot Skate	8:00	\$0.00	\$0.00	\$0.00
Private Party	1:00	\$87.00	\$0.00	\$87.00
Public Skating	9:00	\$612.00	\$0.00	\$612.00
Ringette	12:00	\$1,224.00	\$0.00	\$1,224.00
School Skating	1:00	\$35.00	\$0.00	\$35.00
Seniors Skating	12:00	\$0.00	\$0.00	\$0.00
Shinny	19:00	\$2,155.50	\$0.00	\$2,155.50
Total for Facility: Arena Ice	300:00	\$28,846.25	\$0.00	\$28,846.25
Facility: Leisure Hall		Hours Avail: 558:00		
Fitness Classes	1:00	\$15.00	\$0.00	\$15.00
Meeting	60:00	\$1,528.00	\$0.00	\$1,528.00
Sports Practice	8:00	\$128.00	\$0.00	\$128.00
Workshops/Seminars	17:00	\$525.00	\$0.00	\$525.00
Total for Facility: Leisure Hall	86:00	\$2,196.00	\$0.00	\$2,196.00
Facility: Meeting Room		Hours Avail: 496:00		
Meeting	56:30	\$0.00	\$0.00	\$0.00
Workshops/Seminars	7:00	\$62.00	\$0.00	\$62.00
Total for Facility: Meeting Room	63:30	\$62.00	\$0.00	\$62.00
Facility: MF Community Hall		Hours Avail: 580:00		
Bingo	18:00	\$532.50	\$0.00	\$532.50
Fitness Classes	6:00	\$91.00	\$0.00	\$91.00
Fundraiser	9:00	\$540.00	\$116.52	\$656.52
Meeting	24:00	\$543.75	\$0.00	\$543.75
Takedown Bingo	33:00	\$0.00	\$0.00	\$0.00
Takedown Fundraiser	11:00	\$0.00	\$0.00	\$0.00
Total for Facility: MF Community Hall	101:00	\$1,707.25	\$116.52	\$1,823.77
Facility: Plume Room		Hours Avail: 548:00		
Blue Line Club	20:00	\$700.00	\$71.91	\$771.91
Fundraiser	4:30	\$157.50	\$0.00	\$157.50
Meeting	58:00	\$1,388.00	\$0.00	\$1,388.00
Private Party	3:00	\$108.00	\$0.00	\$108.00
Total for Facility: Plume Room	85:30	\$2,353.50	\$71.91	\$2,425.41
Facility: Pro Shop		Hours Avail: 372:00		
Pro Shop Rental	732:00	\$88.50	\$0.00	\$88.50
Total for Facility: Pro Shop	732:00	\$88.50	\$0.00	\$88.50

Facility Usage Report - Summary

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Facility: Upper Leisure Hall	Hours Avail: 465:00			
Meeting	4:30	\$31.00	\$0.00	\$31.00
Sports Practice	1:00	\$16.00	\$0.00	\$16.00
Total for Facility: Upper Leisure Hall	5:30	\$47.00	\$0.00	\$47.00
Total for Complex: Mount Forest & District Sports Complex	1,373:30	\$35,300.50	\$188.43	\$35,488.93
Report Totals:	1,373:30	\$35,300.50	\$188.43	\$35,488.93