

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION, PARKS AND LEISURE COMMITTEE MEETING AGENDA
TUESDAY, MARCH 3, 2020 @ 8:30 A.M.
MOUNT FOREST & DISTRICT SPORTS COMPLEX – MEETING ROOM**

TIME	SUBJECT	PAGE	LEAD	ACTION
8:30 am	Calling to Order		Chair	
	Adoption of Agenda			
	Recommendation: <i>THAT the agenda for the March 3, 2020 Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed.</i>		Chair	Resolution
	Disclosure of Pecuniary Interest		Chair	
	Minutes of Previous Meeting – February 21, 2020			
	Recommendation <i>THAT the minutes of the February 21, 2020 Recreation Parks and Leisure Committee be accepted and passed</i>	001	Chair	Resolution
	Business Arising From Minutes			
8:40 am	RPL 2020-001 Facility Fees for Community Rooms Recommendation <i>THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2020-001 being a report on Facility Fees for Community Rooms.</i>	005	Community Recreation Coordinator	Resolution
8:50 am	RPL 2020-005 Average Ice Cost Recommendation <i>THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2020-005 being a report on Average Ice Cost.</i>	008	Recreation Services Manager	Resolution

	Delegation			
9:00 am	Downtown Mount Forest Group – Christmas Tree Bonfire	010		
9:20 am	Mount Forest Minor Hockey Association – Fundraising Partnership Opportunities	011		
	Reports			
9:40 am	RPL 2020-002 Christmas Tree Bonfire Recommendation: <i>THAT the Recreation, Parks & Leisure Committee receive for information Report RPL 2020- 002 being a report on the Christmas Tree Bonfire Event held on January 4, 2020, at the Mount Forest & District Sports Complex.</i>	013	Community Recreation Coordinator	Resolution
9:50 am	RPL 2020-003 Mayor’s Charity Bonspiel Recommendation <i>THAT the Recreation, Parks & Leisure Committee receive for information Report RPL 2020- 003 being a report on the Mayor’s Charity Bonspiel; AND FURTHER THAT the Recreation, Parks & Leisure Committee supports staff continuing to organize and deliver the Mayor’s Charity Bonspiel.</i>	016	Community Recreation Coordinator Economic Development Officer	Resolution
10:00am	RPL 2020-004 Municipal Storage Recommendation <i>THAT the Recreation, Parks and Leisure Committee receive</i>	018	Chief Administrative Officer Director of Operations Community Recreation Coordinator	Resolution

	<p><i>for information Report RPL 2020-004 being a report on Municipal Storage Options;</i></p> <p><i>AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend to the Council of the Township of Wellington North that they pursue rental agreements with all interested community group partners for storage in a facility consistent with Option ____.</i></p> <p><i>AND FURTHER THAT the Recreation, Parks & Leisure Committee recommend to the Council of the Township of Wellington North that staff pursue the development of Site Plans for the Arthur & Area Community Centre Fairgrounds and the Mount Forest & District Sports Complex grounds.</i></p>			
10:10 am	Trail Signage	022	Community Recreation Coordinator	
10:20 am	Other Business			
	<p>Ad Hoc Committee Updates</p> <ul style="list-style-type: none"> • Mount Forest Aquatics • Arthur Village Skateboard/BMX • Lynes Blacksmith Shop 		Member Yake	
	New Business/Roundtable			
10:30 am	Adjournment			
	<p>Recommendation:</p> <p><i>THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of March 3, 2020 be adjourned at a.m.</i></p>		Chair	Resolution

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION, PARKS AND LEISURE COMMITTEE MEETING MINUTES
Friday February 21, 2020 @ 8:30 A.M.
MOUNT FOREST & DISTRICT SPORTS COMPLEX – MEETING ROOM**

Committee Members Present:

- Steve McCabe, Councillor
- Dan Yake, Councillor
- Brian Milne, Deputy Mayor, Township of Southgate

Staff Members Present:

- Matthew Aston, Director of Operations
- Tom Bowden, Recreation Services Manager
- Mandy Jones, Community Recreation Coordinator
- Tasha Grafos, Administrative Support
- Karren Wallace, Director of Legislative Services/Clerk

SUBJECT
Calling to Order
Director of Operations called the meeting to Order at 8:29 am
Adoption of Agenda
RESOLUTION RPL 2020-001 Moved: Member Milne Seconded: Member McCabe <i>THAT the agenda for the February 21, 2020 Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed.</i> CARRIED
Disclosure of Pecuniary Interest
None
Minutes of Previous Meeting – December 10, 2019 (approved by Council on December 16, 2019)
Minutes of the December 10, 2019 meeting were received as information
Business Arising From Minutes
1. Appoint a Chair of the Recreation, Parks and Leisure Committee RESOLUTION RPL 2020-002 Moved: Member Milne Seconded: Member Yake <i>THAT Member McCabe be appointed as Chair of the Township of Wellington North Recreation, Parks and Leisure Committee.</i> CARRIED
2. OPS 2020-005 being a report for Committee's endorsement to act as approval authority for the design of new recreation, parks and leisure assets RESOLUTION RPL 2020-003

Moved Member Yake

Seconded Member Milne

THAT the Township of Wellington North Recreation, Parks and Leisure Committee receive Report OPS 2020-005 being a report for Committee's endorsement to act as the approval authority for the design of new recreation, parks and leisure assets be received;

AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North endorse the committee as the design approval authority for new recreation, parks and leisure assets in Wellington North, subject to Council's final approval.

CARRIED

3. Review Township of Southgate Agreement and Committee Terms of Reference

RESOLUTION RPL 2020-004

Moved Member Milne

Seconded Member Yake

THAT the Township of Wellington North Recreation, Parks and Leisure Committee receive for information the Township of Southgate Agreement and Committee Terms of Reference

CARRIED

4. Review Recreation, Parks and Leisure Committee Procedure By-law

RESOLUTION RPL 2020-005

Moved Member Yake

Seconded Member Milne

THAT the Township of Wellington North Recreation, Parks and Leisure Committee receive for information Township of Wellington North By-law Number 013-20 being a Procedure By-law for governing the calling, place and proceedings of meetings of the Recreation, Parks and Leisure Committee of Council for Wellington North.

CARRIED

Reports

1. 2019 Facility Revenue Report

RESOLUTION RPL 2020-006

Moved Member Yake

Seconded Member Milne

THAT the Township of Wellington North Recreation, Parks and Leisure Committee receive for information the 2019 Facility Revenue Report.

CARRIED

2. 2019 Financial Report

RESOLUTION RPL 2020-007

Moved Member Milne

Seconded Member Yake

THAT the Township of Wellington North Recreation, Parks and Leisure Committee receive for information the 2019 Financial Report.

CARRIED

3. ICIP Correspondence, The Honourable Catherine McKenna, P.C., M.P. Minister of Infrastructure and Communities

RESOLUTION RPL 2020-008

Moved Member Yake

Seconded Member Milne

THAT the Township of Wellington North Recreation, Parks and Leisure Committee receive for information the ICIP correspondence dated December 17, 2019, The Honourable Catherine McKenna, P.C., M.P. Minister of Infrastructure and Communities.

CARRIED

4. 2019 Recreation Department Year in Review.

RESOLUTION RPL 2020-009

Moved Member Milne

Seconded Member Yake

THAT the Township of Wellington North Recreation, Parks and Leisure Committee receive the 2019 Recreation Department Year in Review Presentation.

CARRIED

DIRECTIVES TO STAFF:

Direction to staff to provide an accounting for the 126 waived rental fees; to publish “Year in Review” presentation highlights to Social Media; to report on the cost and implementation of the promotion of Mission/Vision Statement throughout the community and bring forward minutes of all AdHoc committees to this committee, to appear on Recreation, Parks & Leisure agendas as information items

5. Mount Forest Fireworks Festival Committee minutes of January 21, 2020

RESOLUTION RPL 2020-010

Moved Member Yake

Seconded Member Milne

THAT the Township of Wellington North Recreation, Parks and Leisure Committee receive for information the Mount Forest Fireworks Festival Committee minutes of January 21, 2020.

CARRIED

Other Business

Ad Hoc Committee Updates

- Mount Forest Aquatics – no update
- Arthur Village Skateboard/BMX
- Lynes Blacksmith Shop

Member Yake advised a furnace has been donated and installed by Chalmer Fuels. The Committee is discussing signage. It has been determined the focus will be on the Blacksmith Shop, not the house. A change of use must be obtained in order to have public view the premises and hold events

New Business/Roundtable

The Community Recreation Coordinator (CRC) advised draft trail signage will be presented to the Committee at the March 3, 2020 meeting.

The CRC is working with large user groups in developing a “brag book” to showcase the facilities

The Mayor’s Bonspiel raises approximately \$4,600.00 and a formal Committee report will be presented at the March 3, 2020 meeting.

The Recreation Services Manager advised of placing 911 signs with the physical address at the walking tracks.

Adjournment

RESOLUTION RPL 2020-011

Moved Member Yake

Seconded Member Milne

THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of February 21, 2020 be adjourned at 9:56 a.m.

CARRIED



Staff Report

To: Recreation, Parks and Leisure Committee Meeting of March 3, 2020
From: Mandy Jones, Community Recreation Coordinator
Subject: RPL 2020-001 Facility Fees for Community Rooms

RECOMMENDATION

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2020-001 being a report on Facility Fees for Community Rooms.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Minutes December 10, 2019 Recreation & Culture Committee

BACKGROUND

At the December 10, 2019 Recreation and Culture Committee meeting, staff prepared a verbal report regarding the rentals of recreation facilities. This report was in response to the Township of Mapleton announcement, where they are offering free facility rentals for local service clubs and minor sports.

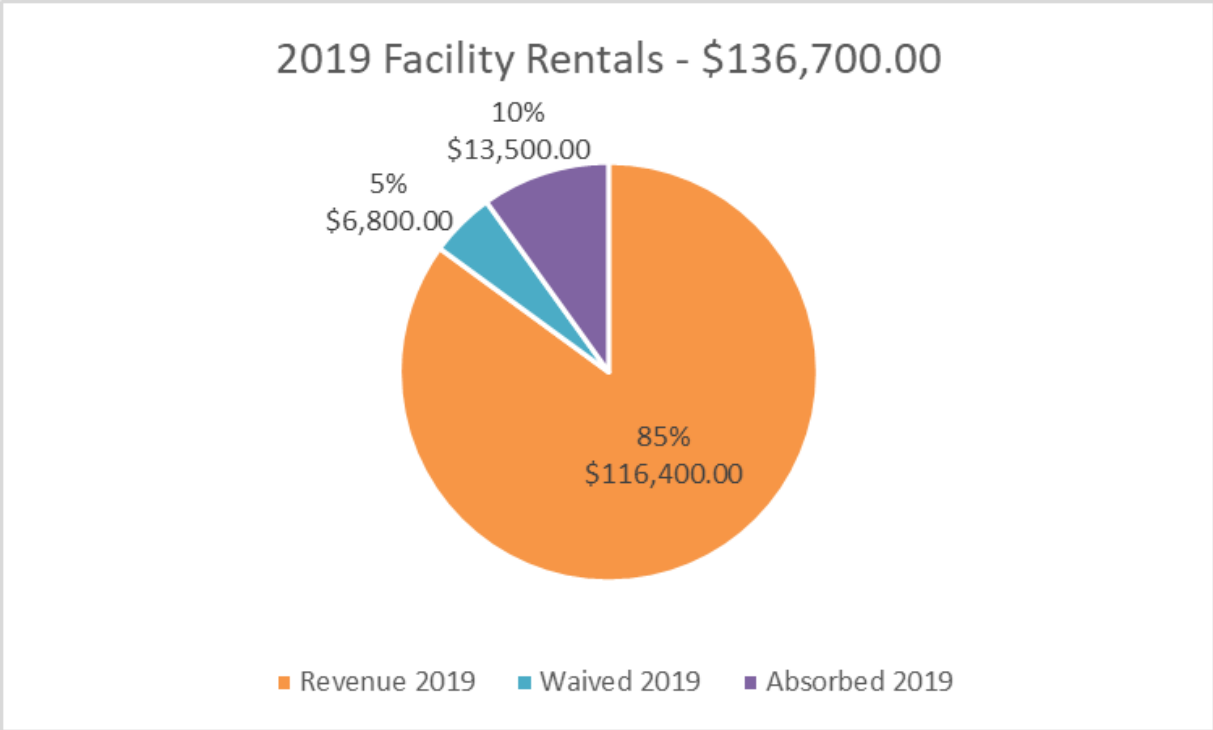
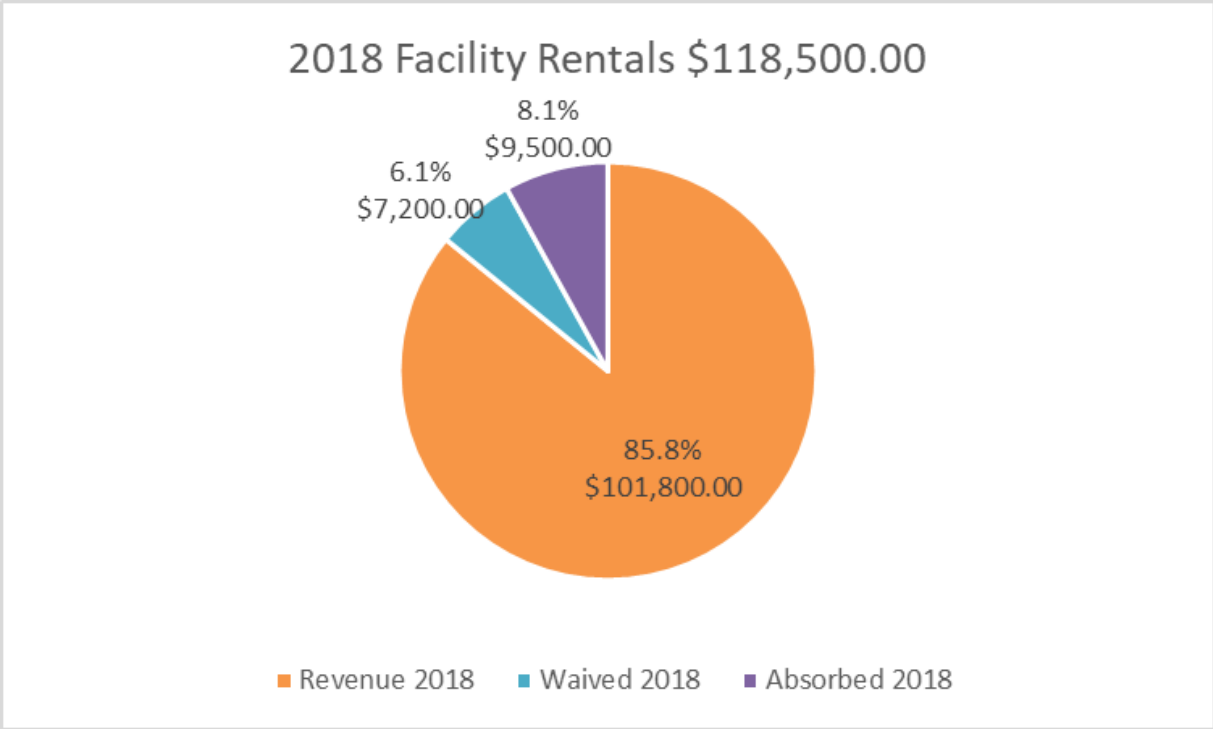
As per the minutes, Wellington North offers a Grants, Donations and Waiver of Fees program for which organizations can apply. Minor Sports organizations already receive significant subsidized rental rate. The committee considered the delivery of value versus costs and accountability to taxpayers and did not have a desire to change policies.

Staff has compiled information regarding facility rental revenue, waived and absorbed fees for 2018 and 2019. Data was pulled from CLASS: the Townships recreation software system. The charts below provide information on:

Revenue - The total amount of revenue for the fiscal year with a focus on room rentals, in some instances, the revenue may include ice rentals and other fees including SOCAN, corkage, etc.

Waived - The waived revenue reflects the total number of hall and meeting room rentals that were applied for and approved by Council through the formal waiver of fees process.

Absorbed – The absorbed revenue reflects the total number of hall and meeting room rentals that were used free of charge through formal agreements (agricultural societies) and an informal recreation policy (meeting space is provided to local user groups free of charge). All absorbed fees are based on a 2-hour rate for meetings and a daily rate for an event.



FINANCIAL CONSIDERATIONS

In 2018, approximately 14.2%, or \$16,700.00, of hall and meeting room rentals were provided free of charge through waived and absorbed fees.

In 2019, approximately 15%, or \$20,300.00, of hall and meeting room rentals were provided free of charge through waived and absorbed fees.

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:**Mandy Jones, Community Recreation
Coordinator*Mandy Jones***Recommended By:**

Michael Givens, Chief Administrative Officer

Michael Givens



Staff Report

To: Recreation, Parks and Leisure Committee Meeting of March 3, 2020
From: Tom Bowden, Manager Recreation Services
Subject: RPL 2020-005 Average Ice Cost

RECOMMENDATION

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2020-005 being a report on Average Ice Cost.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

N/A

BACKGROUND

At the February 21, 2020, Recreation, Park and Leisure Committee a request was made by Committee for staff to bring back additional financial information.

Average Ice Cost

Formula

Facility expense X 2/3 of the building / weeks in a year X number of ice weeks / number of ice hours booked = the average ice cost per hour

Year	Mount Forest	Cost per hour
2019	$\$589,124 \times .66 / 52 \times 32 / 2090.5 =$	\$114.45
2018	$\$542,541 \times .66 / 52 \times 32 / 2108 =$	\$104.53
2017	$\$569,304 \times .66 / 52 \times 31 / 2101 =$	\$106.61
	Arthur	
2019	$\$419,799 \times .66 / 52 \times 27 / 1269 =$	\$113.36
2018	$\$385,882 \times .66 / 52 \times 27 / 1388 =$	\$95.27

2017 \$429,270 X .66 / 52 X 27 / 1497 = \$98.26

FINANCIAL CONSIDERATIONS

ATTACHMENTS

STRATEGIC PLAN 2019 – 2022

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

Yes No X N/A

Which priority does this report support?

- Modernization and Efficiency Partnerships
- Municipal Infrastructure Alignment and Integration

Prepared By:	Tom Bowden, Manager Recreation Services	<i>Tom Bowden</i>
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>



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Deputation Request Form

Name of Deputation(s): Natalie Overholt

Attending as an individual OR Representing a group/organization/business

Name of Group/Organization/Business Downtown Mount Forest Retail Committee

Contact Information

Mail: The Eco Den, 149 Main St., Mount Forest ON N0G 2L0

Email: theecoden@gmail.com

Telephone: 5193141940

Type of Meeting

Council OR Committee (includes ad hoc)

Date of Meeting March 3 2020

Subject Matter (submit your complete deputation submission with this form)

To provide feedback on the Christmas Tree Bonfire Event and to update Committee on upcoming events.

Recommendation/Request of Council (what action you would like the Township of Wellington North to take with respect to your matter-use a separate page if required)

n/a

Estimated Financial Impact to municipality:

Capital n/a Annual Operating n/a

SIGNATURE: (electronic signature accepted) Natalie Overholt

Notice of Collection/Use/Disclosure: All information submitted in support of meetings of Council/Committee/Planning deliberations/ is collected in accordance with the Municipal Act, 2001, s. 8 and 239 (1) and may be used in deliberations, and disclosed in full, including email, telephone numbers, names and addresses on agendas and to persons requesting access to records of Council/Committee/Planning Committee. All information submitted to the municipality is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's office (519) 848-3620.

January 2020



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Deputation Request Form

Name of Deputation(s): Len Rice/Anson Lewis

Attending as an individual OR Representing a group/organization/business

Name of Group/Organization/Business Mount Forest Minor Hockey Association

Contact Information

Mail: PO Box 253
Mount Forest, ON
N0G 2L0

Email: len@trilliumford.com / ansonewis75@gmail.com

Telephone: 519 379 2900 / 519 323 7165

Type of Meeting

Council OR Committee (includes ad hoc)

Date of Meeting March

Subject Matter (submit your complete deputation submission with this form)

An ongoing effect to keep the young people in our community involved in sports, while keeping the cost to be able to participate affordable for all families. (please see attached form)

Recommendation/Request of Council (what action you would like the Township of Wellington North to take with respect to your matter-use a separate page if required)

- 1) We are asking Wellington North Township to consider our proposal and grant Mount Forest Minor Hockey the use/loan of the arena boards (at ice level) for a 5 year term. This would allow us a way to promote sponsorships and advertising.
- 2) We would also like to propose an opportunity to the Township, were Minor hockey would manage and administer the sale and dedication of the remaining arena seats, with a portion of the proceeds going to both the township and minor hockey.

Estimated Financial Impact to municipality:
Capital 0.00 Annual Operating 0.00

SIGNATURE: (electronic signature accepted) Thank You Len Rice

January 2020

Parks and Leisure Committee

In the past we have approached the Township for donation requests and a possible break or reduction to our ice rental fees, we were unable to acquire either of those, and we realize that the township gets many of these types of requests from many different organizations so we understand that and would like to propose another option that would not be asking the township for money but instead would see and allow Minor hockey to manage the arena seats and board advertising for the township.

What we are seeking is that the township grants minor hockey the use of the upper walking track advertising space, along with the ice level boards for a 5 year term (revisited in 3 years) to allow us to sell advertising spots along those boards. As Minor hockey finds sponsors for the boards, we would arrange a contract with the sponsor for the term of the advertising and submit it to the township for your approval, then minor hockey would then pay to have the sign installed and maintained over the term of the individual contract.

We are also requesting that the township would enter into an agreement with minor hockey, were we would purchase in segments and over time blocks of seats from the township at a reduced amount, which would then allow us to fundraise in a different way to promote and sell the dedication of those seats with the remaining proceeds going to minor hockey.

Cost to the township is absolutely 0.00 (Zero) for the 1st proposal & an actual financial benefit to the township on the second proposal.

Our goal is to make it possible for the young people in this community to be able to participate in and enjoy this game we all love. With your support and assistance to this proposal we hope to be able to keep the ever increasing cost burden for families to a minimum, and try as much as possible to keep their expenses and fees reasonable.

Our entire organisation is ran by volunteers and we are truly grateful of your support & backing and we want make sure that your commitment does not go unnoticed. Your commitment and backing to this organisation helps in so many different ways, but most of all it keeps our younger generation active, healthy and engaged.

Even more so you're support would help to strengthen, foster and reinforce the skills and attitude these young people learn both on and off the ice from being involved in an organised program. With your ongoing support we are able to develop and maintain a hockey program that offers these future young adults the chance to learn useful and beneficial skills and attitudes, like leadership, sportsmanship and teamwork which will help to guide and direct them into being future confident, accountable and productive adult community members themselves in the years to come.

Please keep in mind the fact that Mount Forest Minor Hockey is probably your primary tenant & biggest customer when it comes to ice rentals in the township, and like many local organisation we find it hard to keep our program viable for families and in this proposal we are try to also minimize the financial commitment to the rate payers.

So on behalf all the players, parents, volunteer coaches, managers, and the executive board of directors, we would like to thank you for your interest in our proposal and the allowing us to discuss this opportunity with you further.

Len & Anson

Thank You



Staff Report

To: Recreation, Parks and Leisure Committee Meeting of March 3, 2020

From: Matt Aston, Director of Operations
Mandy Jones, Community Recreation Coordinator
Tom Bowden, Recreation Services Manager

Subject: RPL 2020-002 Christmas Tree Bonfire Event

RECOMMENDATION

THAT the Recreation, Parks & Leisure Committee receive for information Report RPL 2020-002 being a report on the Christmas Tree Bonfire Event held on January 4, 2020, at the Mount Forest & District Sports Complex.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

Minutes December 10, 2019 Recreation & Culture Committee

BACKGROUND

On December 10, 2019, the Recreation and Culture Committee heard a presentation from the newly formed Downtown Mount Forest Retail Committee. Kelly Dimick, Natalie Overholt and Susan Wells attended the Committee meeting and requested permission to hold a Christmas Tree Burn Event at the Mount Forest & District Sports Complex. The request was that the Township of Wellington North provide the location, insurance, cleanup and Fire Department support for the event.

Fire Chief Dave Guilbault was in attendance at the meeting and gave approval for the event, provided that the following conditions were met; Approval from the Council of the Township of Wellington North, that proper insurance was acquired for the event, that the Fire Department lights the fire and also feeds the trees into it to ensure the fire was manageable.

The Christmas Tree Bonfire event had approximately 50 people in attendance, including 12 – 15 Mount Forest Lions Club members and approximately 10 - 12 firefighters.

In total, the event received approximately 30 Christmas trees and a donation from the Mount Forest Home Hardware who provided pallets and scrap lumber. At approximately 6:50pm, Wellington North Fires Services began to let the fire burn-down and the event ended.

In general, the feedback staff and volunteers received was positive regarding the event. Some items that might be considered in the future include:

Location:

The Campbell DeVore parking lot is located in the open, with a westerly wind, which caused a substantial amount of ashes and smoke. The parking lot is also not lit which makes it hard to see and the weather created slippery conditions. The other two parking lots located on either side of the facility also present concerns due to their proximity to the Sports Complex and neighbouring residential homes. It is recommended the event be moved to a different location.

Material:

The event received approximately 30 Christmas trees, but required additional spare lumber to maintain the fire longer. Wood and pallets were donated but some contained nails and as such could not be burned resulting in the Operations department having to disposal of them. The use of pallets and scrap lumber is not recommended moving forward.

Support/Funding:

The Township of Wellington North values the important role that not-for-profit community organizations and community groups play in delivering events and projects that support our community. The Township of Wellington North financially supports the Mount Forest Chamber of Commerce and provides the Grants and Donations Community Development Fund. For future funding support, it is recommended that the organizers of the Mount Forest Christmas Tree Bonfire Event connect with the Mount Forest Chamber of Commerce or apply for the Township of Wellington North Grants and Donations Community Development Fund.

FINANCIAL CONSIDERATIONS

Township of Wellington North staff purchased a Local Community General Liability Insurance Policy for the event at a cost of \$420.00.

Prior to the event, Recreation Services and Wellington North Fires Services met for one hour to discuss the site layout. Following the event, the Roads division was required to clean-up the ashes and remove the pallets from the site, totalling approximately 6 hours of work.

Wellington North Fire Services supported the event with volunteer firefighters.

ATTACHMENTS

Schedule A – Picture from January 4, 2020

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

Schedule A – Picture from January 4, 2020, Event





Staff Report

To: Recreation, Parks & Leisure Committee Meeting of March 3, 2020
From: Mandy Jones, Community Recreation Coordinator
Dale Small, Economic Development Officer
Subject: RPL 2020-003 Mayor's Charity Bonspiel

RECOMMENDATION

THAT the Recreation, Parks & Leisure Committee receive for information Report RPL 2020-003 being a report on the Mayor's Charity Bonspiel;

AND FURTHER THAT the Recreation, Parks & Leisure Committee supports staff continuing to organize and deliver the Mayor's Charity Bonspiel.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

RAC 2019-024 Mayor's Charity Bonspiel

BACKGROUND

The first annual Wellington North Mayor's Charity Bonspiel was held on February 13, 2020 at the Arthur Curling Club, it was very successful, raising \$4,500 for youth and youth programs in our community.

The event saw 64 curlers participate in the bonspiel, and was supported by two breakfast sponsors, three lunch sponsors, four sheet sponsors and nine silent auction sponsors.

The intent will be for the bonspiel to alternate each year between Arthur and Mount Forest as host locations, working with Curling Club and Municipal staff to deliver the event.

FINANCIAL CONSIDERATIONS

The \$4,500 raised from the event will be distributed to community groups and organizations as per direction from the Mayor.

ATTACHMENTS

Mayor's Charity Bonspiel Slideshow

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, Community Recreation Coordinator	<i>Mandy Jones</i>
	Dale Small, Economic Development Officer	<i>Dale Small</i>
Recommended By:	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>



Staff Report

To: Recreation, Parks & Leisure Committee Meeting of March 3, 2020

From: Michael Givens, Chief Administrative Officer
Matthew Aston, Director of Operations
Mandy Jones, Community Recreation Coordinator

Subject: RPL 2020-004 Municipal Storage Options

RECOMMENDATION

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2020-004 being a report on Municipal Storage Options;

AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend to the Council of the Township of Wellington North that they pursue rental agreements with all interested community group partners for storage in a facility consistent with Option ____.

AND FURTHER THAT the Recreation, Parks & Leisure Committee recommend to the Council of the Township of Wellington North that staff pursue the development of Site Plans for the Arthur & Area Community Centre Fairgrounds and the Mount Forest & District Sports Complex grounds.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

n/a

BACKGROUND

On July 9, 2019, the Township of Wellington North Recreation and Culture Committee received a delegation from David Sharpe and the Mount Forest Fireworks Festival. Committee was informed that the Fireworks Festival would be losing their storage facility at the former Rona shed and requested Township approval to locate a garage/shed on the Mount Forest and District Sports Complex grounds. In addition to this first request, staff have also been approached in writing from one other group in our community regarding the need for storage space on municipal property. Based on internal and external discussions, staff are presenting the following options in moving forward with municipal storage.

Option A. Provide a temporary/modular storage solution on municipal property (sea cans, tarp shed, etc.)

PROS	CONS
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- Easily removed	- Additional insurance cost
- Scalable	- Residents may or may not be able to construct similar facilities on private property
- Allows each user group to pay for their own storage want	- Competes against local businesses that provide this service
- Provides flexibility for the Township	- Creates precedent
	- Not aesthetically appealing especially in an urbanized environment

Option B. Build a new permanent storage facility on municipal property

PROS	CONS
- Permanent facility is an asset that has value	- Additional insurance cost
- Better facility	- Additional facility management, operations and maintenance cost for Township
- Can highlight township brand	- Not scalable
- Could also be used to store seasonal township assets	- Competes against local businesses that provide this service
	- Creates precedent
	- Cost sharing between user groups is potentially more difficult
	- Limits other potential uses for township lands
	- Significant upfront capital cost
	- Development of RFQ, design, construction will require time and significant staff & committee contribution

Option C. Provide storage utilizing existing township owned buildings

PROS	CONS
- Better utilizes existing facilities	- Potentially Additional insurance cost
- Better facility	- Managing relationships between different user groups
- Low cost	- Not scalable
	- Competes against local businesses that provide this service
	- Creates precedent
	- Not local to Cork/Princess
	- Creates potential conflict with typical township operations. Layperson

	accessing facilities can create health, safety liability
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Items for consideration:

Long Term Vision: Township does not currently have a site plan for the Mount Forest & District Sports Complex grounds or the Arthur & Area Community Centre Fairgrounds. In order to better understand the community's outdoor space, staff feel it would be beneficial to engage Township engineers and request that a site plan be completed.

Location: Township owns additional property in Mount Forest which might be an ideal location for storage opportunities; an example would be the property near the waste treatment plant or beside the feed-mill on Queen Street West. As these properties are located close in proximity to the Sports Complex, it might be a good location for the storage facility.

Current Agreements: Through long-standing agreements, the Township currently provides property (the fairgrounds) on which both local agricultural societies have storage facilities. In addition, the Township rents storage space to community groups and sports organizations at the sports complex and community centre.

Competition: Providing additional storage space to community groups could potentially conflict with local businesses who also provide this service.

Additional Requests: Wellington North values the important role that community organizations and groups play in delivering events and projects that support our community and understands the need for storage space. Looking ahead, staff anticipate that there will be additional requests for storage facilities on municipal property.

Compliance: Township would need to ensure that any facility is in compliance with building code, zoning by-law and any other applicable law. This requires time for planning and consultation with appropriate professionals.

FINANCIAL CONSIDERATIONS

Option A – Land use plus additional insurance to protect liability associated with endorsing use of land

Option B - \$25,000 to \$150,000 plus additional operations, insurance and maintenance costs associated with owning a building

Option C – Additional costs associated with insuring different use

Note-its currently unclear to what level if any community groups requesting space would support capital or operating costs of said space.

The anticipated cost to create a Site Plan for the Arthur & Area Community Centre Fairgrounds and Mount Forest & District Sports Complex grounds will be \$2,500 - \$6,000. Funding for this activity will be captured in the existing 2020 operating budget.

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

Mount Forest Trails Signage Saugeen Trail Kiosk and Map

February 14, 2020

Saugeen Trail

LEGEND

- SAUGEEN TRAIL 2 km
- ANGUS SMITH TRAIL 0.5 km
- SAUGEEN RIVER
- PARK/GREEN AREAS
- LOUISE MARSHALL HOSPITAL
- HIGHWAYS
- TOWN STREETS
- ROAD TO WASTEWATER TREATMENT PLANT

Trail Open Dawn Until Dusk

IN CASE OF EMERGENCY CALL FIRE AMBULANCE POLICE 911

Thank You
To The Many Supporters
Of This Trail

See a safety concern?
Please call the Township of Wellington North at 1.866.848.3620

Example of Complete Trail Map, Legend and other information.

Saugeen Trail (Arena Entrance) - Size: 8' wide x 4' high

Saugeen Trail Sign #1 - Size: 8' wide x 4' high

Angus Smith - Size: 4' wide x 4' high (To Be Confirmed)

South Wetlands Trail Sign (Murphy's Park) - Size: 8' wide x 4' high

South Wetlands Trail Sign (Glasgow St) - Size: 4' wide x 4' high

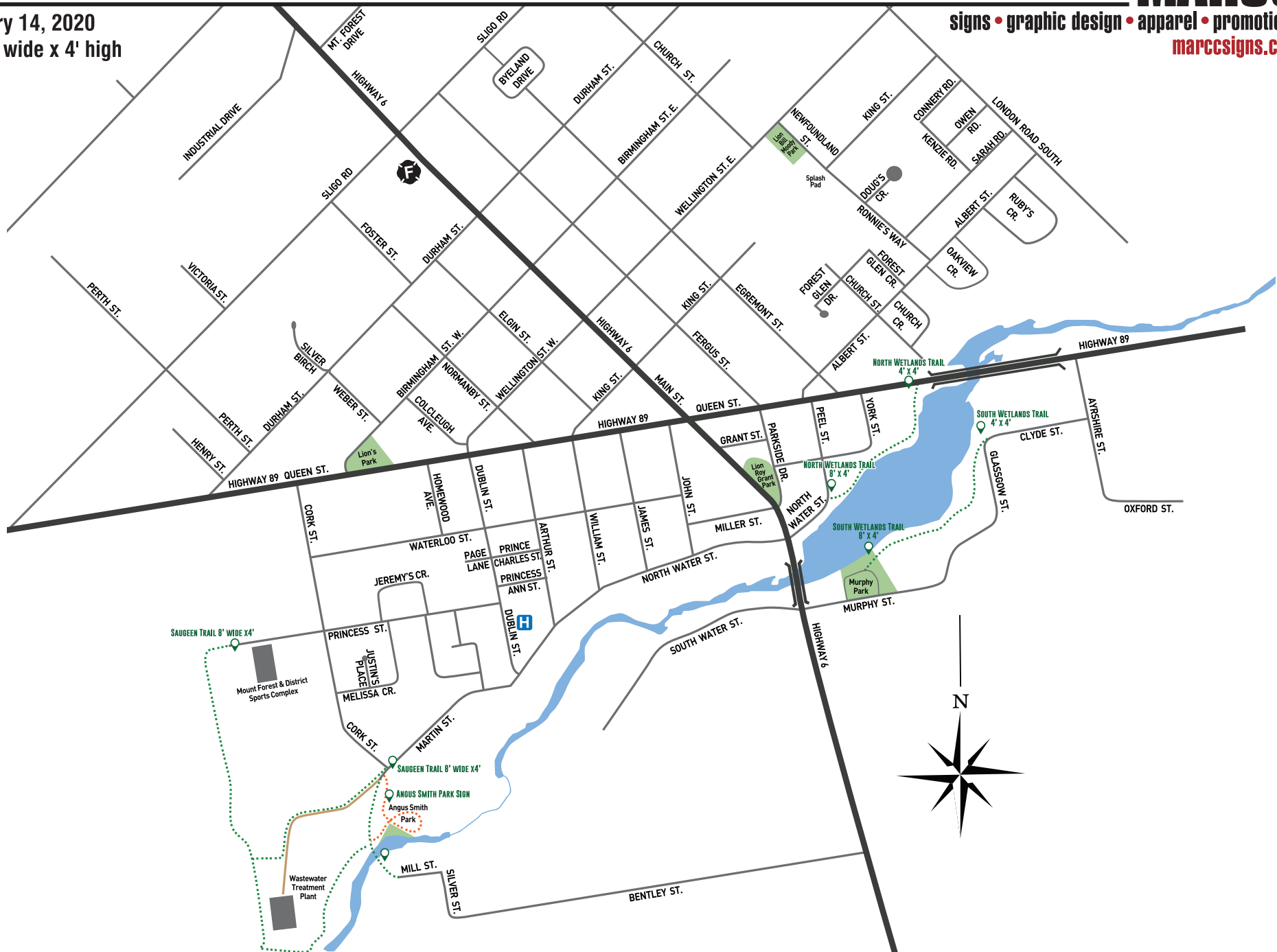
North Wetlands Trail Sign (North Water St) - Size: 8' wide x 4' high

Kiosk Header



Mount Forest Trails Signage Map Master Copy

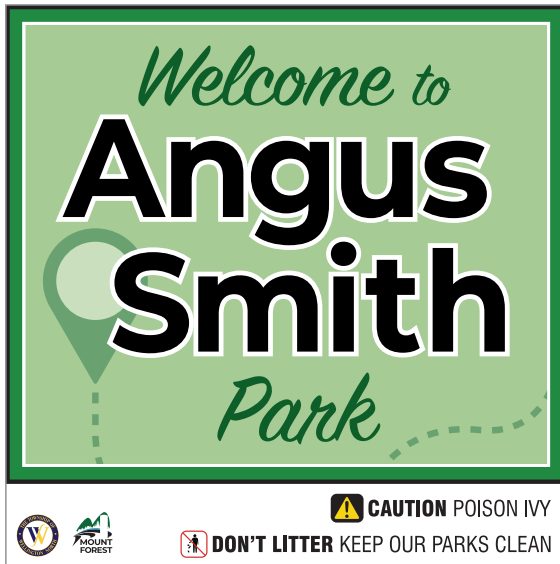
February 14, 2020
Size: 8' wide x 4' high



Mount Forest Trails Signage Angus Smith Park Sign

February 14, 2020

Size: 4' wide x 4' high



OR

Size: 8' wide x 4' high



Mount Forest Trails Signage Trail Identification, Street Signs

February 14, 2020

Trail Identification
Size: 12"x12"



Street Signs
Size: 36" wide x 6" high



Mount Forest Trails Signage Point Of Interest

February 14, 2020
Size: 2' wide x 3' high



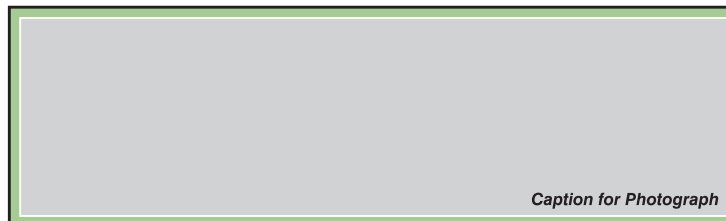
Point of Interest

Title Goes Here

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Caption for Photograph