

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
RECREATION, PARKS AND LEISURE COMMITTEE MEETING AGENDA  
TUESDAY, APRIL 6, 2021 @ 8:30 A.M.  
VIA WEB CONFERENCING**

**HOW TO JOIN**

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

Please click this URL to join. <https://us02web.zoom.us/j/86263173762>

Or join by phone:

1 855 703 8985 (Toll Free)

Webinar ID: 862 6317 3762

<b>TIME</b>	<b>SUBJECT</b>	<b>PAGE</b>	<b>LEAD</b>	<b>ACTION</b>
8:30 am	<b>Calling to Order</b>		Chair	
	<b>Adoption of Agenda</b>			
	Recommendation: <i>THAT the agenda for the April 6, 2021 Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed.</i>		Chair	Resolution
	<b>Disclosure of Pecuniary Interest</b>		Chair	
	<b>Minutes of Previous Meeting – March 2, 2021 (approved by Council on March 8, 2021)</b>	001	Chair	
8:35 am	<b>Business Arising From Minutes</b>			
	Mount Forest Agricultural Society Agreement  Recommendation: <i>THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North approve the agreement with the Mount Forest Agricultural Society.</i>	005	CRC	Resolution
	Arthur Arena Floor  Recommendation: <i>THAT the Recreation, Parks and Leisure Committee receive for information the update on the Arthur Arena Floor.</i>	007	RSM	Resolution
	Jim Donald, Baseball Diamond Mount Forest  Recommendation: <i>THAT the Recreation, Parks and Leisure Committee receive for information the update on the Mount Forest Optimist Baseball Diamond Jim Donald Donation</i>	020	RSM & CRC	Resolution
	<b>Deputation</b>			
	None.			

	<b>Ad Hoc Committee Updates</b>			
	<p>Mount Forest Aquatics Ad-Hoc Advisory Committee Meeting Minutes</p> <p>Recommendation:</p> <p><i>THAT the Recreation, Parks and Leisure Committee recommend to the Council of the Township of Wellington North that the minutes of March 30, 2021 Mount Forest Aquatics Ad-Hoc Advisory Committee be approved.</i></p> <p><i>THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North accept the resignation of Marty Young, Mount Forest Lions Club representative.</i></p> <p><i>THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North appoint AL Leach and Vern Job as members representing the Lions Club on the Committee.</i></p>	022	CRC	Resolution
8:55 am	<b>Reports</b>			
	Advertising Program (verbal)		CRC	
9:45 am	<b>New Business/Roundtable</b>			
9:50 am	<b>Adjournment</b>			
	<p>Recommendation:</p> <p><i>THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of April 6, 2021 be adjourned at                      a.m.</i></p>		Chair	Resolution

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
RECREATION, PARKS AND LEISURE COMMITTEE MEETING MINUTES  
TUESDAY MARCH 2, 2021 @ 8:30 A.M.  
VIA WEB CONFERENCING  
<https://youtu.be/GpW3mborQF0>**

**Committee Members Present:**

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

**Staff Members Present:**

- Mike Givens, CAO
- 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

<b>Calling to Order</b>
Chair McCabe called meeting to order at 8:30 a.m.
<b>Adoption of Agenda</b>
RESOLUTION RPL 2021-007 Moved by Member Yake Seconded by Member Milne <i>THAT the agenda for the March 2, 2021 Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed.</i>  <i>CARRIED</i>
<b>Disclosure of Pecuniary Interest</b>
None
<b>Minutes of Previous Meeting – February 2, 2021 (approved by Council on February 8, 2021)</b>
In the minutes of the February 2, 2021 meeting, staff were directed to bring a report to the March 2, 2021 Recreation, Parks and Leisure Committee on the operational costs and maintenance required for a clay infield baseball diamond. The staff report was not included on the agenda, as staff required another month to research and discuss plans with the Donald Family. This report will be included on the April 6, 2021 Recreation, Parks and Leisure Committee Agenda.
<b>Business Arising From Minutes</b>
RESOLUTION RPL 2021-008 Moved by Member Milne Seconded by Member Yake

*THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North approve Design #3 from Park N Play.*

**CARRIED**

Staff shared the revised colour scheme with the President of the Arthur OptiMrs Club. Overall, the response they received from club members regarding the colours was positive.

The Community Recreation Coordinator, President of the OptiMrs Club and Stephen Van Meer of Park N Play met on site Friday, February 26, 2021. During this site visit, Stephen noted that the playground area is approximately two feet below grade, contributing to drainage issues.

The OptiMrs Club is exploring the possibility of adding an accessible ramp to their pavilion. However, this may not be necessary once the playground is installed and the site is rehabilitated.

Park N Play are currently projecting that the project will be completed at the end of May 2021, provided there are no interruptions caused by weather and provincial regulations.

**Arthur Arena Floor (Verbal Update)**

The Director of Operations has contacted various engineering firms for support on the upgrades of the Arthur Arena Floor. The initial plan was for an engineering firm to submit a design and hire contractors to complete the project. Unfortunately, there has not been any interest from engineering firms to complete this project. As a result, staff have connected with a local contractor and requested a quote for the completion of the project. As time is of the essence, staff explained that this quote, if within budget, will be sent directly to Council for consideration. The name of the local contractor was not disclosed to Committee.

The Recreation Services Manager has had discussions with the Arthur Minor Lacrosse Association to ensure they are aware of the project and to make provisions for their needs.

**Deputation**

None.

**Ad Hoc Committee Updates**

Mount Forest Aquatics Ad-Hoc Advisory Committee Meeting Minutes

RESOLUTION RPL 2021-009

Moved by Member Yake

Seconded by Member Milne

*THAT the Recreation, Parks and Leisure Committee recommend to the Council of the Township of Wellington North that the minutes of February 23, 2021 Mount Forest Aquatics Ad-Hoc Advisory Committee be approved.*

*AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North approve design option 4 for the Splash Pad Sponsorship Signage.*

*AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend to the Council of the Township of Wellington North that staff proceed with a request for proposal for the design of the Mount Forest Outdoor Pool.*

CARRIED

**Reports**

RESOLUTION RPL 2021-010

Moved by Member Milne

Seconded by Member Yake

*THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2021-004 being a report on the 2020 year in review.*

CARRIED

**2. PerfectMind Recreation Software Demonstration**

The Community Recreation Coordinator and Administrative Assistant provided a demonstration on the PerfectMind booking and registration software, from a customer and staff perspective.

March 1, 2021 was the official “Go Live” date for the Recreation booking and registration software. As of this date, staff no longer use CLASS to view facility bookings, review contracts and view monthly calendar events. Township customers can now check facility availability, request to book a space, register for a program, view their families schedule of activities, and pay invoices online. Marketing of the platform will begin in two weeks’ time. This soft launch will provide the recreation team with additional time to work in the “live” environment, and address any anomalies, before it is widely promoted.

**New Business/Roundtable**

Draft Mount Forest Agricultural Society Agreement

The draft agreement was recently shared with members of the Mount Forest Agricultural Society.

As written, the new Agreement would end on August 17, 2024, aligning with the Mount Forest Victory Church Agreement. Following the end of the first term, the

agreement would be renewed for an additional four years, ending on December 31, 2028.

The Agreement provides additional clarification regarding the responsibilities of the Township and the Society and further outlines the ownership of certain buildings and structures.

Parking remains a concern for both the Township and the Society. Committee expressed optimism that the parking challenges can be resolved through this agreement.

The Society will be invited to the April 6, 2021 Recreation, Parks and Leisure Committee meeting to discuss the agreement.

**Adjournment**

RESOLUTION RPL 2021-011

Moved by Member Yake

Seconded Member Milne

*THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of March 2, 2021 be adjourned at 9:32 a.m.*

*CARRIED*

Next meeting will be April 6, 2021 at 8:30 a.m.

THIS AGREEMENT made in duplicate this      day of                      , 2021

BETWEEN

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
hereinafter referred to as "Wellington North"

OF THE FIRST PART

-and-

THE MOUNT FOREST AGRICULTURAL SOCIETY  
hereinafter referred to as "the Society"

OF THE SECOND PART

Whereas Wellington North is the owner of the lands and the Society wishes to use the said lands from time to time.

The parties to this agreement agree as follows:

**1. Term of Agreement**

- a. The term of the Agreement shall be for three (3) years, commencing on April 1, 2021 expiring on August 17, 2024.
- b. Provided that the Society is in good standing under this Agreement, the Agreement shall be renewed with each term of Council on a four-year term. The next agreement will commence August 18, 2024 and will expire on December 31, 2028.

**2. Use of Facilities**

- a. The Society may use the Mount Forest & District Sports Complex, located at 850 Princess Street, Mount Forest, fifteen (15) days per calendar year, at no cost to the Society.
- b. The Society may use the Mount Forest Victory Church, located at 320 King Street, Mount Forest, five (5) consecutive days per calendar year as per the Lease Agreement between the Township of Wellington North and the Mount Forest Victory Church, at no cost to the Society.
- c. The Society may at all times, use the storage room in the southerly or rear portion of the Mount Forest Victory Church, located at 320 King Street, Mount Forest as per the Lease Agreement between the Township of Wellington North and the Mount Forest Victory Church, at no cost to the Society.

**3. Buildings and Property**

- a. It is understood and acknowledged the Society owns the following:
  - i. Announcer Stand
  - ii. Office
  - iii. Sale Barn

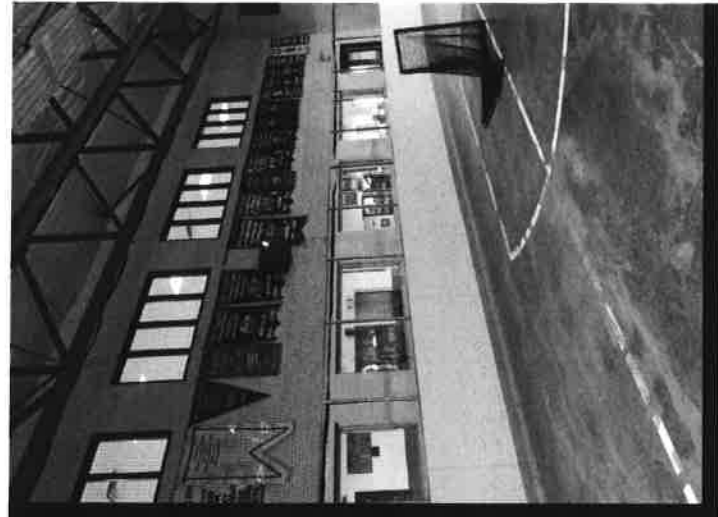






# Arthur Arena Floor Visual Project Update





Week 1



Week 1



Week 1

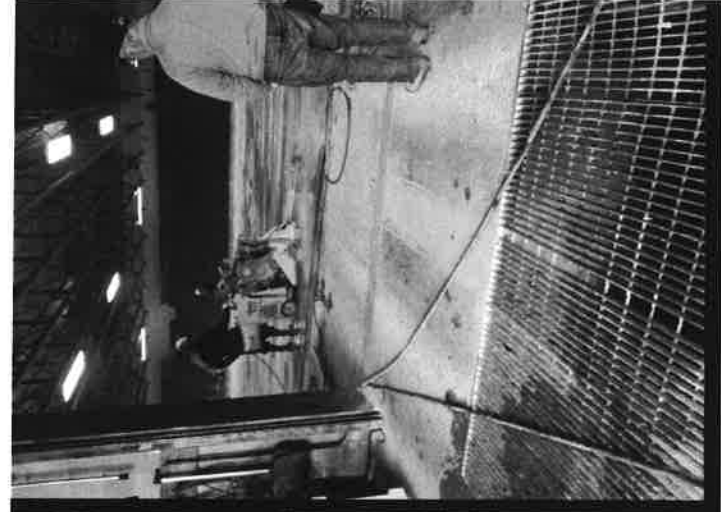


Week 1

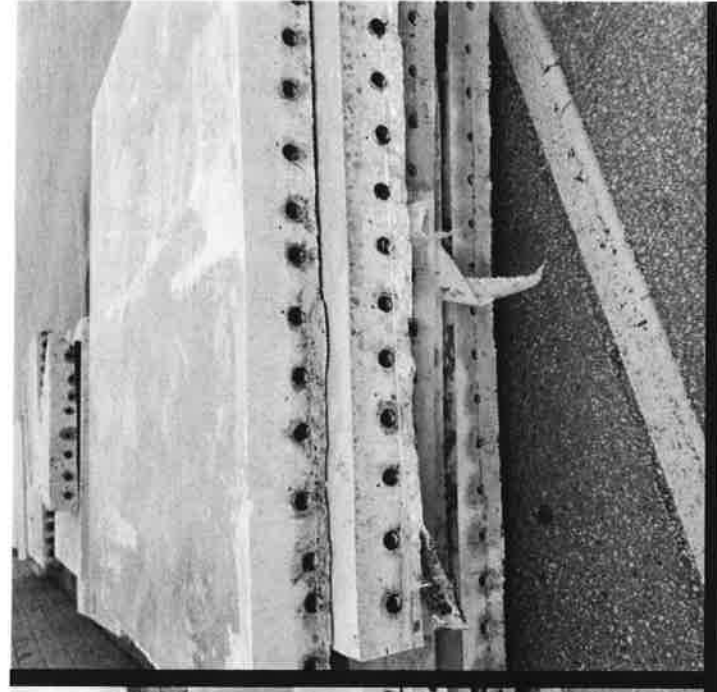


Week 2





Week 2



Week 2





Week 2



Week 3



Week 3



Week 3



Week 3



## Staff Report

**To:** Chair and Members of the Recreation, Parks and Leisure Committee Meeting of April 6, 2021

**From:** Tom Bowden, Recreation Services Manager  
Mandy Jones, Community Recreation Coordinator

**Subject:** RPL 2021-005 Mount Forest Optimist Baseball Diamond Jim Donald Donation

### RECOMMENDATION

**THAT** the Recreation, Parks and Leisure Committee receive for information Report RPL 2021-005 being a report on the Mount Forest Optimist Baseball Diamond Jim Donald Donation.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

February 2, 2021 Jim Donald made a Deputation to Recreation, Parks and Leisure Committee

### BACKGROUND

At the February 2, 2021 Recreation, Parks and Leisure Committee meeting, the Committee received a deputation from Jim Donald regarding the Mount Forest Optimist Baseball Diamond.

Mr. Donald explained that he would like to renovate the Optimist Diamond infield, switching it from a stone dust infield to a granular red clay surface. The cost of the renovation would be covered by the Donald Family. In recognition of this financial commitment, the family would like the Township of Wellington North to consider naming the facility the Donald Softball Field for a period of 20 years.

At this time, it is difficult for staff to comment on the project scope and financial commitment as we have not received quotes back from Mar-Co Clay. Mr. Donald has also reached out to a local landscape company to receive pricing on the removal of the existing stone dust and the installation of tile drain in the infield.

Staff are considering two options for the excess stone dust:

1. The stone dust would be used to top-up the other baseball diamonds in Mount Forest.
2. The stone dust would be used to top-up the Optimist Diamond parking area and track around the fairgrounds.

The Recreation Services Manager, Community Recreation Coordinator and Mount Forest Lead Hand have met three times onsite with Scott Corrigan of the Mount Forest Minor Baseball Association and Jim Donald to discuss the proposed plans. During these discussions, a timeline of September/October 2021, was suggested for the works to be completed.



The Township of Wellington North currently has a Diamond Groomer from Bannerman which can be used on a stone dust and clay infield. Additional training will be required for full time and part time staff on how to maintain a clay diamond.

A representative from Mar-Co Clay informed staff, Mr. Corrigan, and Mr. Donald that a top-up of clay will be required in the spring of 2022, if work proceeds in the fall of 2021.

The Mount Forest Minor Baseball Association is discussing options around upgrades to the dug-outs and players area.

Staff suggest that a subsequent report come back to committee, when additional information has been received, to provide Committee with a clear project scope.

**FINANCIAL CONSIDERATIONS**

At this time, it is unclear what the total financial implications will be as staff are waiting on quotes from service providers.

**ATTACHMENTS**

**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

<b>Prepared By:</b>	Mandy Jones, Community Recreation Coordinator Tom Bowden, Manager of Recreation Services	<i>Mandy Jones</i> <i>Tom Bowden</i>
<b>Recommended By:</b>	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>

THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES  
MARCH 30, 2021 AT 7:00 PM  
VIA ELECTRONIC MEETING

Committee Members Present:

Sherry Burke, Councillor, Chairperson  
Laurie Doney, Public Member  
Marty Young, Lions Member  
Larissa Lamont, Public Member  
Ray Tout, Lions Member (7:08p.m.)

Committee Members Absent:

Jayne Hewson, Public Member

Staff Present:

Mike Givens, Chief Administrative Officer  
Mandy Jones, Community Recreation Coordinator  
Tom Bowden, Recreation Services Manager  
Karren Wallace, Clerk/Director of Legislative Services

**CALLING THE MEETING TO ORDER**

Chair Burke called the meeting to order at 7:01 PM.

**ADOPTION OF THE AGENDA**

RESOLUTION: MFA 2021-010

Moved: Larissa Lamont

Seconded: Laurie Doney

THAT the agenda for the March 30, 2021 Township of Wellington North Mount Forest Aquatic Ad-Hoc Advisory Committee meeting be accepted and passed as amended.

CARRIED

**DISLCOSURE OF PECUNIARY INTEREST**

No pecuniary interest declared.

**MINUTES OF PREVIOUS MEETING**

Committee reviewed the minutes of the February 23, 2021, approved at Council on March 8, 2021.

**BUSINESS ARISING**

**SPONSORSHIP SIGNAGE REVIEW RECOGNITION NAMES**

Direction to Staff: Circulate list of names to Committee for the community partner sponsorship sign. Once names are confirmed, staff will order the sign from Marcc Apparel with a goal of having it installed prior to the splash pad opening for the season.

**ITEMS FOR CONSIDERATION**

**FINANCIAL REPORT**

RESOLUTION: MFA 2021-011

Moved: Ray Tout

Seconded: Marty Young



THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES  
MARCH 30, 2021 AT 7:00 PM  
VIA ELECTRONIC MEETING

THAT the Mount Forest Aquatic Ad-Hoc Advisory Committee receive for information the financial report.

CARRIED

**FUNDRAISING PROGRAM – BRAINSTORMING SESSION**

**Community Development Fund**

Staff will work with Committee members to complete and submit an application for the Community Development Fund. The application will request the waiver of fees for three rentals of the Auditorium at the Mount Forest & District Sports Complex for Drive-Thru Chicken BBQ Dinners.

**Memorial Tree Program Update**

Chair Burke and Member Tout visited the various memorial tree locations as approved by Council. Currently, they are in the research stage and plan to bring additional information to the next Committee meeting.

**Merchandise and Promotional Material**

Member Lamont requested clarification on the Township's procurement policy. A minimum of two quotes are required for projects with a price range between \$2,000 - \$20,000. All prices received will need to come back to Committee prior to any purchases or orders being placed. Currently they are in the research stage and plan to bring additional information to the next Committee meeting.

**Partnership opportunities with the Mount Forest Lions Club**

Various partnership opportunities will continue to be explored as the fundraising program continues.

**MOUNT FOREST POOL ESTIMATE**

RESOLUTION: MFA 2021-012

Moved: Ray Tout

Seconded: Laurie Doney

THAT the Mount Forest Aquatic Ad-Hoc Advisory Committee receive for information the Mount Forest Pool Estimate.

CARRIED

**MOUNT FOREST AQUATIC AD-HOC ADVISORY COMMITTEE TERMS OF REFERENCE**

RESOLUTION: MFA 2021-014

Moved: Larissa Lamont

Seconded: Ray Tout

THAT the Mount Forest Aquatic Ad-Hoc Advisory Committee receive for information the Committee Terms of Reference.

CARRIED

THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES  
MARCH 30, 2021 AT 7:00 PM  
VIA ELECTRONIC MEETING

**OTHER BUSINESS**

RESOLUTION: MFA 2021-015

Moved: Ray Tout

Seconded: Larissa Lamont

THAT the Mount Forest Aquatics Ad-Hoc Advisory Committee accept the resignation of Marty Young, Mount Forest Lions Club representative.

CARRIED

Three members of the Mount Forest Lions Club joined the meeting as members of the public: Lion Vern Job, Lion Al Leach, Lion Kelly Dimick. There are now two Mount Forest Lions Club vacancies on the Committee. Of the three attendees, two names will be submitted to staff to be included in the April 6, 2021 Recreation, Parks and Leisure Committee meeting. Chair Burke reminded everyone that these are public meetings and that even if an individual did not join the Committee, they would still be able to observe.

**ROUNDTABLE DISCUSSION**

Ray Tout – Thank you to everyone that participated in the Drive-Thru Chicken BBQ Dinner and kudos to everyone that was involved in putting it on.

Marty Young – Thank you again for the opportunity to be involved. I'm not walking away, just providing an opportunity for someone else. Look forward to fundraising with the Lions and with the Committee in the future.

Mandy Jones – Council approved dollars in the 2021 capital budget to address drainage concerns at the Bill Moody Playground. The Roads division and a playground contractor will begin work in early May. Tile drainage will be added to the playground, along with a new playground boarder and wood fibar.

Tom Bowden – the recreation team removed some unsafe equipment at Hutchinson Park and Lion Merv Weber playground and replaced them with three new pieces of equipment.

Sherry Burke – The 7x7 utility building has come off its foundation at the splash pad. Staff have reached out to the supplier in hopes that it will be covered under warranty.

**ADJOURNMENT**

RESOLUTION: MFA 2021-016

Moved: Laurie Doney

Seconded: Ray Tout

THAT the Mount Forest Aquatics Ad-Hoc Advisory Committee meeting of March 30, 2021 be adjourned at 8:02 PM.

CARRIED

**NEXT MEETING**

Tuesday April 20, 2021 via zoom.