

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
RECREATION, PARKS AND LEISURE COMMITTEE MEETING AGENDA  
TUESDAY, MAY 4, 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)

1 647 558 0588

Webinar ID: 862 6317 3762

TIME	SUBJECT	PAGE	LEAD	ACTION
8:30 am	<b>Calling to Order</b>		Chair	
	<b>Adoption of Agenda</b>			
	Recommendation: <i>THAT the agenda for the May 4, 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 – April 6, 2021 (approved by Council on April 12, 2021)</b>	001	Chair	
8:35 am	<b>Business Arising From Minutes</b>			
	Arthur Arena Floor (verbal)		RSM	
	RPL 2021-006 Mount Forest Optimist Baseball Diamond Jim Donald Donation  Recommendation: <i>THAT the Recreation, Parks and Leisure Committee receive Report RPL 2021-006 being a report on the Mount Forest Optimist Baseball Diamond Jim Donald Donation;</i>  <i>AND FURTHER THAT Committee recommend the Council of the Township of Wellington North direct staff to work with Mr. Donald to implement the works associated with the donation at the ball diamond at the south-end of the Mount Forest fairgrounds property;</i>  <i>AND FURTHER THAT Committee recommend Council approve a special 2021 capital project of \$30,000 to allow staff to construct improvements that will improve this project but fall outside of the donor's scope;</i>	005	Director of Operations	Resolution

	<p><i>AND FURTHER THAT Committee recommend Council direct staff to fund this project from the Township's Capital Infrastructure Reinvestment Reserve Fund;</i></p> <p><i>AND FURTHER THAT Committee recommend Council name the ball diamond at the south-end of the Mount Forest fairgrounds property the "Donald Softball Diamond" in recognition of the family's donation until December 31, 2041.</i></p>			
	<b>Deputation</b>			
	None.			
	<b>Ad Hoc Committee Updates</b>			
8:55 am	<b>Reports</b>			
	Media Release May 4, 2021 \$18,200 OTF Grant Supports Arthur Pool Upgrades	008	CRC	
	Arthur Seniors Centre Correspondence	009	Director of Operations	
	Damascus Hall Centre Correspondence	010		
	RPL 2021-008 Drainage at Lion Bill Moody Playground	011	RSM	
	RPL 2021-007 Summer Programs	013	CRC	
	Attachment	015		
9:45 am	<b>New Business/Roundtable</b>			
9:50 am	<b>Adjournment</b>			
	<p>Recommendation:  <i>THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of May 4, 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 APRIL 6, 2021 @ 8:30 A.M.  
VIA WEB CONFERENCING  
<https://youtu.be/nlaEb1witXk>**

**Committee Members Present:**

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

**Staff Members Present:**

- Mike Givens, CAO
- 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>
<p>RESOLUTION RPL 2021-012  Moved by Member Milne  Seconded by Member Yake  <i>THAT the agenda for the April 6, 2021 Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed.</i>  <b>CARRIED</b></p>
<b>Disclosure of Pecuniary Interest</b>
<p>Member Milne declared a pecuniary interest on the April 6, 2021 Agenda under the minutes of the March 2, 2021 being the Verbal report on the Arthur arena floor relating to an unnamed contractor. Since that meeting, he became aware that the contractor is a relative.</p> <p>He declared a further pecuniary interest on the April 6, 2021 Agenda under Business Arising being a Verbal report on the Arthur arena floor as the contractor doing the work is a relative.</p> <p>Member Yake – none  Chair McCabe - none</p>
<b>Minutes of Previous Meeting – March 2, 2021 (approved by Council on March 8, 2021)</b>
<b>Business Arising From Minutes</b>

RESOLUTION RPL 2021-013

Moved by Member Yake

Seconded by Member Milne

*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.*

**CARRIED**

Cathy Moore, Director, Mount Forest Agricultural Society joined the meeting.

Following discussions with the Mount Forest Agricultural Society, the wording in section 4.e. was modified to include “make best efforts”. *The Society will make best efforts to ensure that parking is contained to the parking lot off King Street.* Staff explained that during the Fair, the grounds are blocked off for use by the Agricultural Society only, so parking will not be an issue. During auction sales or other agricultural events on site, the Society is asked to keep parking to King Street to the best of their ability.

Cathy Moore asked what would happen if the Township were to sell the existing fairgrounds. 2CAO Givens explained that the Township would make best efforts to accommodate the Fair, noting that a Fair has many different requirements. Currently, the existing fairgrounds are not for sale. If there came a time where they were, it would be a decision of Council on how to proceed.

Member Milne removed himself from the meeting as he had previously declared a conflict with this item as the contractor is a relative.

RESOLUTION RPL 2021-014

Moved by Member Yake

Seconded by Member McCabe

*THAT the Recreation, Parks and Leisure Committee receive for information the update on the Arthur Arena Floor.*

**CARRIED**

A slide show presentation of the work at the Arthur Arena was shown.

The work at the Arthur Arena began on March 15, 2021 with the boards coming out. Much of the floor, boards and glass has been repurposed, limiting the amount that needs to be sent to the landfill.

The Arthur Optimist Club has taken the boards to potentially use for their outdoor rink, and Kenilworth Auto Recycler took the concrete floor to reuse. In addition, much of the insulation under the surface will be repurposed and some of the glass above the boards will be reused.

Everything is moving along very well, with little to no challenges on site.

They are anticipating the floor will be poured by August 1<sup>st</sup>, however, they are ahead of scheduled and may be able to complete this earlier.

Member Milne rejoined the meeting.

**RESOLUTION RPL 2021-015**

Moved by Member Milne  
 Seconded by Member Yake

*THAT the Recreation, Parks and Leisure Committee receive for information the update on the Mount Forest Optimist Baseball Diamond Jim Donald Donation*

**CARRIED**

Staff have been working closely with Jim Donald and the Mount Forest Minor Baseball Association. Pending approval, the proposed timeline for the completion of the work is September/October of 2021. As staff did not receive the financial information from contractors, they recommend that a subsequent report come to committee for discussion.

Direction to staff: Contact Mount Forest Optimist Club to ensure that there would be no issues with the renaming of the diamond.

**Deputation**

None.

**Ad Hoc Committee Updates**

Mount Forest Aquatics Ad-Hoc Advisory Committee Meeting Minutes

**RESOLUTION RPL 2021-016**

Moved by Member Yake

*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.*

*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.*

**Reports**

Advertising Program (verbal)

Staff will each out to wall and board advertisers to offer a 50% discount for the 2021 year. This would make the advertising fee \$192.50 per board advertising, for the 2021 year.

**New Business/Roundtable**

Member Yake – Thank you to the Recreation Department and staff to get things up and running for this summer, we could have another trying summer. Faith in the staff that will continue with the good work.

Chair McCabe – requested an update on the summer program registration.  
 Community Recreation Coordinator: We officially launched the registration for day camp on April 1<sup>st</sup>, we have brought in \$22,000 for day camp to date. The Arthur location is near capacity and Mount Forest has a number of weeks at capacity as well. Staff have included a note on the township website that there is some level of uncertainty due to COVID-19.

CAO, Mike Givens – We will continue to follow all guidelines as set out by the province and Public Health. As it relates to the announcement yesterday from Wellington Dufferin Guelph Public Health about school closures, we can expect to have more staff members working from home exclusively.

The regulations and rules regarding COVID-19 have significant impacts on Recreation. There is a caution to the committee that we always follow the guidelines and that we do not work outside of them. Moving forward, there could be an increased number of calls from frustrated community members and patrons.

Member Milne: Continue to follow the directive of the health unit. Stay safe, stay patient and we'll get through this.

**Adjournment**

RESOLUTION RPL 2021-017

Moved by Member Yake

Seconded by Member Milne

*THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of April 6, 2021 be adjourned at 9:12 a.m.*



## Staff Report

**To:** Chair and Members of the Recreation, Parks and Leisure Committee Meeting of May 4, 2021

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

**Subject:** RPL 2021-006 Mount Forest Optimist Baseball Diamond Jim Donald Donation

### RECOMMENDATION

**THAT** the Recreation, Parks and Leisure Committee receive Report RPL 2021-006 being a report on the Mount Forest Optimist Baseball Diamond Jim Donald Donation;

**AND FURTHER THAT** Committee recommend the Council of the Township of Wellington North direct staff to work with Mr. Donald to implement the works associated with the donation at the ball diamond at the south-end of the Mount Forest fairgrounds property;

**AND FURTHER THAT** Committee recommend Council approve a special 2021 capital project of \$30,000 to allow staff to construct improvements that will improve this project but fall outside of the donor's scope;

**AND FURTHER THAT** Committee recommend Council direct staff to fund this project from the Township's Capital Infrastructure Reinvestment Reserve Fund;

**AND FURTHER THAT** Committee recommend Council name the ball diamond at the south-end of the Mount Forest fairgrounds property the "Donald Softball Diamond" in recognition of the family's donation until December 31, 2041.

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

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

Report RPL 2021-005 being a report on the Mount Forest Optimist Baseball Diamond Jim Donald Donation

### 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. Following this deputation, a preliminary staff report was presented at the committee meeting in April.

In recognition of this financial donation, the Donald family would like the Township of Wellington North to consider naming the facility the Donald Softball Diamond for a period of 20 years. As requested, Township staff reached out to the community via social media to try and locate any current or former Mount Forest Optimist Club members, as the ball diamond at the south-end of the Mount Forest fairgrounds is colloquially called the Optimist Diamond. It is worth noting there is no signage at the ball diamond detailing this name. Staff received an email from the Club president Leona Logan and were able to connect with the current Secretary-Treasurer Ken Isles by telephone. Ken reached out to the Club members to receive feedback regarding the project. After a few conversations with staff where additional information was provided, Ken agreed on behalf of the Club that changing the ball diamond name was appropriate.

The Recreation Services Manager, Community Recreation Coordinator and Mount Forest Lead Hand have had several conversations with Scott Corrigan of the Mount Forest Minor Baseball Association, Jim Donald, local municipal recreation department staff and suppliers to discuss the proposed plans.

A project timeline of September/October 2021 was suggested for the works to be completed.

A representative from a Red Clay supplier 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. Additional top-up clay will be required once every two to three years moving forward.

The Mount Forest Minor Baseball Association is discussing upgrades to the dug-outs and players area. As costs of lumber have went up in the past year, Mr. Donald has indicated he would like to financially support the Minor Baseball Association in this project, using the funds donated to the Township.

If approved at Council, the next steps for this project would be to issue an RFQ per the Township's Procurement Policy for the fencing work, clay infield and excavation works. In addition, a formal agreement will be drafted for Mr. Donald and the Township to sign, recognizing the contribution and naming rights.

#### **FINANCIAL CONSIDERATIONS**

Mr. Donald and family have committed \$100,000.00 to the upgrades at the south-end baseball diamond. The remaining funds, \$10,000 - \$30,000, will be carried into 2022 for other projects as recommended by Mr. Donald.



Activity	Estimated Cost	Funded by
Fencing Work – back-stop, double gate, dug-out	\$30,000.00 approximate	Donor
Red Clay – supply, install	\$30,000.00 approximate	Donor
Players Benches	\$20,000.00 approximate	Minor Ball in partnership with Donor
Ball Diamond Stone Dust Removal Ball Diamond Drainage Installation Ball Diamond Sand Installation Ball Diamond Signage Installation	\$30,000.00 approximate	Township Township Township Township

### 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

**Prepared By:**

Matthew Aston, Director of Operations  
Mandy Jones, Community Recreation Coordinator  
Tom Bowden, Manager of Recreation Services

*Matthew Aston*

*Mandy Jones*

*Tom Bowden*

**Recommended By:**

Michael Givens, Chief Administrative Officer

*Michael Givens*



FOR IMMEDIATE RELEASE

May 4, 2021

## **\$18,200 OTF GRANT SUPPORTS ARTHUR POOL UPGRADES**

Wellington North, ON – The Township of Wellington North has received \$18,200 from the Ontario Trillium Foundation, Resilient Communities Fund to upgrade the reception area and install outdoor showers at the Arthur Pool. These upgrades will support the Township in recovering from impacts of COVID-19, by improving the facility infrastructure for the delivery of programming in a safe manner.

“We are very excited to see these upgrades happening at the Arthur Pool as it will make our program delivery safer for our community.” said Councillor Steve McCabe, Chair of Recreation, Parks and Leisure Committee. “The outdoor pool provides opportunities for all ages and abilities and we look forward to seeing these improvements completed. Thank you to the Ontario Trillium Foundation and MPP Pettapiece for supporting our application.”

### Quick Facts

- Installation of a new front reception desk and sneeze guard.
- Installation of two outdoor showers to meet public health requirements.
- Installation of a second emergency exit to support patron flow.
- The Arthur Pool offers programming for all ages and abilities.
- The Ontario Trillium Foundation (OTF) is an agency of the Government of Ontario, and one of Canada’s leading granting foundations.

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### Media Contact:

Mandy Jones, Community Recreation Coordinator  
Township of Wellington North  
Phone: 519.848.3620 x 4342  
[mjones@wellington-north.com](mailto:mjones@wellington-north.com)



# Township of Wellington North

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

April 16, 2021

ARTHUR SENIORS CENTRE

Attention: Centre Membership

Subject: Continued Facility Closure until June 30, 2021

Dear Centre Membership,


Thank you for your continued cooperation and conversations with staff regarding the Arthur Seniors Centre.


Unfortunately, due to current circumstances, we are now recommending that all bookings and programming within the Arthur Seniors Centre facility be cancelled until June 30, 2021, at the earliest. This new recommendation will supersede our letter authored on January 22, 2021. We understand the financial impact this will have on the organization and will continue to honour the waiver of fees.

We hope you find this a reasonable request and look forward to working with you soon.

Please do not hesitate to contact Mandy Jones, 519-848-3620 x4342 or either of us at our contact information below.

Sincerely,

DocuSigned by:  
  
396328952C8B40F...  
Steve McCabe  
Chair, Recreation, Parks & Leisure  
[smccabe@wellington-north.ca](mailto:smccabe@wellington-north.ca)

DocuSigned by:  
  
CB35083B9520442...  
Matthew Aston, C.E.T., LET, MBA  
Director of Operations  
[maston@wellington-north.com](mailto:maston@wellington-north.com)

CC: CAO, Township of Wellington North  
Mayor, Township of Wellington North  
Helen Edwards, Seniors' Health Services



# Township of Wellington North

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

April 16, 2021

DAMASCUS COMMUNITY HALL

Attention: Board of Directors

Subject: Continued Facility Closure until June 30, 2021

Dear Board of Directors,

Thank you for your continued cooperation and conversations with staff regarding the Damascus Community Hall.

Unfortunately, due to current circumstances, we are now recommending that all bookings and programming within the Damascus Community Hall be cancelled until June 30, 2021, at the earliest. This new recommendation will supersede our letter authored on January 22, 2021.


We hope you find this a reasonable request and look forward to working with you soon.

Please do not hesitate to contact Mandy Jones, 519-848-3620 x4342 or either of us at our contact information below.

Sincerely,

DocuSigned by:  
  
396328952C8B40F...

Steve McCabe  
Chair, Recreation, Parks & Leisure  
[smccabe@wellington-north.ca](mailto:smccabe@wellington-north.ca)

DocuSigned by:  
  
CB35083B9520442...

Matthew Aston, C.E.T., LET, MBA  
Director of Operations  
[maston@wellington-north.com](mailto:maston@wellington-north.com)

CC: CAO, Township of Wellington North  
Mayor, Township of Wellington North



## Staff Report

**To:** Chair and Members of the Recreation, Parks and Leisure Committee Meeting of May 4, 2021

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

**Subject:** RPL 2021-008 Drainage at Lion Bill Moody Playground

### RECOMMENDATION

**THAT** the Recreation, Parks and Leisure Committee receive Report RPL 2021-008 being a report on the drainage at Lion Bill Moody Playground.

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

2021 Capital Budget

### BACKGROUND

As part of the 2021 capital program, council approved \$25,000 for upgrades to the drainage at Bill Moody Playground.

On April 26, work began on site with the Roads division removing the existing wood fibar and installing five runs of tile drainage with a header, outletting to an existing storm drain on site. Work progressed quickly with no complications. On Friday April 30, new wood fibar was delivered to the site; Recreation staff will begin installation on Monday May 3. ABC Recreation will be on site the week of May 10, to install the playground border and accessible ramps.

Site Excavation



**Tile Drainage Installation**



**FINANCIAL CONSIDERATIONS**

Funds for this project are covered through the 2021 Capital Program.

**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	<i>Mandy Jones</i>
<b>Recommended By:</b>	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>



## Staff Report

**To:** Chair and Members of the Recreation, Parks and Leisure Committee Meeting of May 4, 2021

**From:** Mandy Jones, Community Recreation Coordinator

**Subject:** RPL 2021-007 Summer Programs

### RECOMMENDATION

**THAT** the Recreation, Parks and Leisure Committee receive Report RPL 2021-007 being a report on summer programs.

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

### BACKGROUND

On April 1, 2021, the Township opened registration for summer day camp and swimming lessons.

#### Aquatics:

The Townships highest priority is keeping our participants and staff safe while they enjoy the use of our outdoor pools this summer. In this regard, we have made a number of changes to our swim schedule and swimming lessons. These changes will allow us to have additional time between programs for participant screening and to provide extra facility cleaning. Staff have updated our policies and procedures to reflect new regulations and will continue to monitor the guidelines and regulations.

#### Day Camp:

Similar to aquatics, our highest priority for day camp is to keep participants and staff safe. This means camp will look different than in the past as we have made a number of changes to our daily schedule. Some of these changes include smaller cohorts, separate rooms or scheduled times for room use, no field trips, designated pick-up and drop-off locations, as well as daily screening. Staff have put together a parent/guardian welcome package, which is available online, and are working on updating the policies and procedures as guidelines and regulations are revised.

#### Considerations:

Staff have informed program registrants that there is some level of uncertainty as it relates to the third wave of COVID-19. Staffing interviews have been completed for summer program positions and job offers have been made, conditional on summer programs proceeding.

<b>FINANCIAL CONSIDERATIONS</b>
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Program fees were collected at the time customers registered for day camp. As the pool registration requires a different set-up on PerfectMind, swimming lessons are being put into the system with program fees being collected at a later date.

<b>ATTACHMENTS</b>
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2021 Parent/Guardian Welcome Package

<b>STRATEGIC PLAN 2019 – 2022</b>
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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	<i>Mandy Jones</i>
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<b>Recommended By:</b>	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>
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## Parent/Guardian Information Package 2021

Dear Parent/Guardian,

Welcome to the Wellington North Summer Day Camp Program, we are very excited for your child to be joining us this summer! 2021, marks our second year offering the summer day camp program to members of our community and to our visiting friends as well. Camp will run weekly July 5 – August 27, 2021, and our daily events will be geared towards the session themes outlined below. Your child will participate in various games, crafts and activities. Our standard day is programmed from 9:00am to 4:00pm with extended care available upon request.

### **PLEASE COMPLETE, SIGN AND SUBMIT THE FOLLOWING FORMS PRIOR TO YOUR FIRST DAY OF SUMMER DAY CAMP:**

- Authorized Participant Pickup and Sign Out Form
- Photo Release and Communication Form
- Immunization Record
- Walking Trip Permission Form

This year we have had to modify our program to ensure the health and safety of campers and staff. But fear not! Our Leaders are back with some creative ideas, amazing energy and are determined to make this summer fun for all our campers! Some program modifications include:

- Group sizes will be smaller to ensure physical distancing. Groups will have their own dedicated lunch and snack times and their own space in the facility when it is not possible to be outdoors.
- There will be no camp lunches or sharing of food.
- Field trips will be limited to destinations such as parks.
- There will be a designated drop off and pick up location. Parents will not be allowed inside the facility.
- There will be a mandatory online screening that must be completed for each child prior to each day of camp.
- Masks are mandatory for Leaders and Campers.
- There will be washroom, hand washing and hand sanitizing breaks scheduled throughout the day.
- Each child will receive their own supplies to be used throughout the week and their own location to store them.



## 2021 Day Camp Session Themes

Session 2	Jul 5 – Jul 9	Music Makers
Session 3	Jul 12 – Jul 16	Science Rules
Session 4	Jul 19 – Jul 23	Crazy Olympics
Session 5	Jul 26 – Jul 30	Fun at the Fair
Session 6*	Aug 2 – Aug 6	Artful Antics
Session 7	Aug 9 – Aug 13	Animal Planet
Session 8	Aug 16 – Aug 20	Survivor Week
Session 9	Aug 23 – Aug 27	Holidaze Celebrations

\*four-day week due to a holiday, rates will be prorated to reflect the shorter week.

## Summer Camp Locations

Mount Forest & District Sports Complex  
Upper Leisure Hall & Plume Room  
850 Princess St., Mount Forest ON N0G 2L3

Arthur & Area Community Centre  
Upper Leisure Hall  
Arthur ON N0G 1A0

## Day Camp Ages

Participants in our Day Camp program are 5-12 years old. 4-year olds can register if they are turning 5 before December 31st, and are fully toilet trained. Camp leaders will take age and developmental differences into account when creating groups and programming activities.

**Day Camp Fees** - Due to COVID-19 restrictions, we will only be able to offer weekly registrations.

\$145.00 per 5-day week (\$29.00/day)

\$116.00 per 4-day week (\$29.00/day)

## Day Camp Hours of Operation

Regular Camp hours are 9:00am – 4:00pm daily.

## Extended Care

Our standard day is programmed from 9:00am to 4:00pm, with extended care available. Early drop-off is from 7:30-9:00am and a late pick-up from 4:00-5:00pm. During extended care hours, activities are loosely structured. Photo ID is required for camper pick-up.

## Camp Arrival and Dismissal

For camper safety, adults MUST show photo ID during camp pick up. Campers 9 years and under must be picked up by an adult that is identified in advance. Only those adults listed during registration will be permitted to pick up your child(ren). Campers 10 years or older may leave by themselves if this has been



indicated during registration. Please notify us if your child will not be attending camp, or of any change in your child's pick-up routine by calling 519.848.3620 x 4342.

**Arrival:** Signage will be posted on site. Staff will confirm that the mandatory online screening is complete. A parent/guardian will sign-in the child at drop-off. Allow for extra time on the first day of each session.

**Dismissal:** A parent/guardian designated on the Authorized Consent to Release Form, must sign out the child at pick-up (Photo ID is required). Please submit a copy of custodial arrangement if necessary.

- Those without photo ID, or persons not noted on the Authorized Consent to Release Form will not be permitted to pick-up a child.
- If a child is not picked up by camp closing, every attempt will be made to contact either the parent/guardian or emergency contacts. If the Township of Wellington North has not been contacted - or the persons at the emergency numbers cannot be reached, the local authorities will be called to locate the parent or guardian.
- Camps run from 9:00am-4:00pm unless otherwise indicated.

### **Camp Attendance**

Attendance is taken each morning and at various times throughout the day. If your child is going to be absent, late, or leave early, please call the Day Camp Site Leader, Township of Wellington North or send a written note to camp prior to the absence.

### **What to Bring Daily** - Please label all items!

- Nutritious peanut and tree nut free lunch, morning and afternoon snack
- Water bottle
- A mask and extra masks
- A hat
- Waterproof sunscreen
- Swimsuit and towel\* (Arthur)
- Suitable clothing for the weather
- Appropriate footwear
- A smile!

**What not to bring** – Please leave valuable personal items at home, the Township of Wellington North is not responsible for lost or stolen items.

- Money
- Electronics (cell phones, electronic games, toys)
- Inappropriate objects



## **Lost and Found**

Unfortunately, the Township will not be using a lost and found bin this year. We strongly encourage campers to check for their personal belongings before leaving for the day. The Township of Wellington North is not responsible for lost or stolen items.

## **Our Team**

Our amazing camp staff have been hired based on their experience, creativity and enthusiasm working with children. They are certified in Standard First Aid & CPR-C, High Five\*, and complete in depth, onsite training. Our Summer Camp Instructors are supported by on-site Summer Camp Site Leader and are complimented by our volunteer Leaders in Training.

Our camp operates with a maximum ratio of 1 leader for every 10 campers.

\*High Five is Canada's only comprehensive quality standard for children's sport and recreation, an evidence-based approach to healthy child development.

## **Typical Camp Day**

A typical camp day runs from 9:00am – 4:00pm with our weekly themes helping to guide planning of our activities. Regardless of the theme, the overall structure of the program remains the same, including sign-in, sign-out, snack, lunch, crafts, games, indoor and outdoor play and swimming\* (\*Arthur location). Campers will be asked to participate in all activities, unless written or verbal permission from a parent or guardian, to a leader, has been given for special circumstances.

## **Lunches and Snacks**

For the safety of those with life-threatening allergies, our camps are a "nut aware" environment. We ask that all families avoid sending peanut or nut products to camp. Please send energizing snacks including fruits and vegetables. Campers are asked to bring a water bottle to camp.

## **Inclusion at Camp**

We strive to integrate all campers into our summer camp programs. To help us best support your camper's experience at camp, we ask that any additional needs be disclosed during registration. A staff member will be in touch to discuss how we can best integrate your camper into our group programming. Please note that we are unable to provide one to one support for campers with additional needs. However, we welcome volunteers or support workers provided by the family in this capacity.

## **Camp Attire**

Campers should come ready for fun! Sunscreen, a hat, closed-toe shoes, weather-appropriate clothing, and masks are required. Please send clothes that are comfortable to move in, and that can get messy. The Township of Wellington North is not responsible for any lost or stolen items.



## **Inclement Weather**

Rain or shine, we're here to play! We plan a majority of our camp day to be outside, though during inclement weather, camp program will relocate inside. A movie (rated G or PG) may be shown in the event of inclement weather - please contact the Day Camp Coordinator with questions regarding the choice of movie.

## **Camper Behaviour Expectations**

A positive program environment means everyone feels they are safe, welcome and respected.

We strive to ensure all campers have a great, safe, and fun experience at camp. We have fun, play fair, and show respect for ourselves and others.

We are committed to providing a nurturing environment for each participant and their individual needs. We can provide alternative programming that helps participants integrate into camp routines, however, we are unable to provide this for extended periods of time. If a participant needs to be repeatedly withdrawn from activities and if their behaviour is deemed to be a threat to either their own safety or the safety of others, we will not be able to accommodate them.

**Respect yourself:** Come to camp with a positive attitude and participate so you can have the best experience!

**Respect others:** Stay out of other's personal space, speak nicely to others, and listen to your leaders.

**Respect property and the facility:** Touch only what belongs to you, stay within the activity area, and clean up after yourself.

\*Physical aggression and bullying behaviour may require temporary or full suspension from camp.\*

## **Medical Information**

Please ensure camper medical information is updated during registration, including an emergency contact. Should a camper require medication while at camp, please inform the Day Camp Site Leader and complete the Medical Administration Form. The Medical Administration Form must be completed before medication can be accepted. Medication must be in the original container with its original label. The container can only contain dosages needed for that camp day. No over the counter medications can be used without written instructions from a physician. All medications will be stored in a locked box, with the exception of auto injectors and inhalers, which are carried by the camper in a waist pouch.

In the event of a medical emergency, camp staff, Township staff and/or lifeguards will provide immediate medical treatment, including follow up with EMS if necessary. Parents will be notified in the event of a medical emergency.



Medication must be:

- In the original container with its original label (with child's name, doctor's information, dosage and directions for use)
- The container can only contain dosages needed for that camp day (liquid must be pre-measured)
- The dosage must be clear & visible
- No over the counter medications can be used without written instructions from a physician.

Recreation Services staff are not responsible for lost or damaged medications left in the campers' care.

Staff do not administer medication but will supervise participants capable of administering their own. In the case of a life-threatening situation where the participant is unable to administer medication such as an auto injector or asthma inhalers, staff will assist.

### **Guidelines on food allergies**

For the safety of those with life-threatening allergies, our camps are a "nut aware" environment. We ask that all families avoid sending peanut or nut products to camp. (Due to the public space of our buildings, we cannot guarantee the environment to be allergen free.)

- Parents with children who have a life-threatening allergy are asked to indicate it on the Registration Form and complete the Individualized Plan and Emergency Procedures for a Child with an Anaphylactic Allergy Form. Please also provide a recent photo.
- Recreation Services has adopted the following guidelines for life-threatening allergies:
  - It is recognized that to safeguard campers with severe and potentially fatal reactions to peanuts/nuts, the camp locations need to be as nut or peanut free as possible. Even a tiny amount of nut particle or residue can cause a child with an allergy to have a strong allergic reaction, which without treatment may cause death.
- Staff receive training on the prevention of allergic reactions and medical treatment should one occur.
- All parents share in a responsibility to read food labels and to not send products that contain/may contain traces of peanuts/nuts, or that do not carry a complete list of ingredients (i.e. bulk food, from on-site bakeries, etc.)
- Children requiring auto injectors are asked to bring a minimum of one to camp.
- Campers over the age of 5 are required to carry their auto injector on themselves at all times.
- Where there is a life-threatening allergy to nuts or peanuts (confirmed by a family physician), special lunch screening is conducted to the best of the camp staff's ability. While it is difficult to screen every camper's lunch, staff instruct campers on proper hand washing techniques for campers before and after meals.

**Recreation Services extends its thanks to all parents on their cooperation and understanding.**



### **Swimming – Arthur Location**

All campers nine (9) years of age and under must wear a lifejacket while on the deck or in the water during the Day Camp designated swim time, regardless of swimming ability. Campers that are ten (10) years of age and older are assumed to be a non-swimmer and must take the pool/facility swim test on their first visit to the pool to determine eligibility of swimming without a lifejacket. If a participant does not pass the pool/facility swim test, regardless of age, they will be required to wear a lifejacket.

### **Contact Information**

Township of Wellington North  
[www.wellington-north.com](http://www.wellington-north.com)  
 519.848.3620 x 4342

Day Camp Coordinator	519.323.6014
Arthur Day Camp Site Leader	519.848.3620 x 4301
Mount Forest Day Camp Site Leader	519.848.3620 x 4302



## 2021 Day Camp Themes

### Session 2 – Music Makers

Campers will explore acting, singing and dance. We will make instruments, sing songs outdoors, create dance routines, and perform at the end of the week during our talent show.

### Session 3 – Science Rules

This week campers will have fun with us as we make crazy cool experiments that drip, move, bubble and bounce!

### Session 4 – Crazy Olympics

The Olympics are coming to Wellington North! We will participate in a variety of Olympic sports, including track and field, relay race, swimming and more. Campers will make a flag to carry at the "Closing Ceremonies" and there will be a "Presentation of Medals".

### Session 5 – Fun at the Fair

Our campers will have hands on fun while playing and learning about: farm animals and our environment, make cool arts and crafts projects they can enter in the fair, play games and sports, learn to bake, and much more.

### Session 6 – Artful Antics

Find the artist in you! Join us for a colourful week of creation, where we will paint, draw, craft and create in nature.

### Session 7 – Animal Planet

What kids aren't wild about animals? Campers will learn about amazing animals, create awesome crafts, learn fascinating facts and have tons of fun! Get ready for a walk on the wild side through every continent on Earth! Kids can discover the animal kingdom like never before.

### Session 8 – Survivor Week

Much like the TV show Survivor, campers will engage in group challenges and competitions in order to earn supplies and valuable equipment throughout the week. The week culminates with a "final challenge" day on Friday.

### Session 9 – Holiday Celebration

Campers will have fun celebrating the holidays - A New Year's Party, an Easter Egg Hunt, Canada Day celebrations, Halloween and Christmas! We will be decorating for the holidays, making crafts, hosting an Easter egg hunt, dressing in our favourite costumes, and so much more!





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### Authorized Participant Pickup and Sign Out Form

Child(ren)'s Name(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I authorize the following person(s) to sign out my child(ren), as listed above, from the

- Arthur Location - Summer Day Camp Program
- Mount Forest Location – Summer Day Camp Program

I have advised all authorized pickup persons that they are required to show a piece of identification when they come to pick up my child(ren). All people assigned to picking up my children will be at least 12 years of age.

Name of Authorized Pickup Person(s):	Relationship to child(ren)	Age or write "Adult"
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

This authorization applies to the following dates:

- For the entire time my child(ren) is registered in the program listed above.
- On the following dates only (please list): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Photo Release and Communication Form

There may be occurrences where our summer day camp counsellors will take photos of campers. These images may be used for advertising purposes:

- Brochures
- Newspaper
- Posters
- Recreation Guide
- Social media (Twitter, Facebook, Instagram)
- Municipal website

Images may also be used for the purpose of communicating with parents/guardians about our Day Camp Program through a Day Camp Newsletter.

Yes, I give permission to the Township of Wellington North to use photographs taken of my child for the purposes outlined above.

No, I do not give permission to the Township of Wellington North to use photographs taken of my child for the purposes outlined above.

Child(ren)'s Name(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Day Camp Location:

Arthur Location - Summer Day Camp Program

Mount Forest Location – Summer Day Camp Program

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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### Immunization Record

Please attach a copy of your child’s most recent immunization record OR if your child attends school in the Upper Grand District School Board or Wellington Catholic District School Board please write the name of the school below.

If your child is not immunized or does not have an Immunization record, please complete and submit the Statement of Conscience or Religious Belief – Immunization of School Pupils Act.

Name of Child’s school: \_\_\_\_\_

Child(ren)’s Name(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Day Camp Location:

- Arthur Location - Summer Day Camp Program
- Mount Forest Location – Summer Day Camp Program

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**WELLINGTON NORTH**  
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### Walking Trip Permission From

I give permission for my child(ren) to go with the Township of Wellington North Day Camp Program when they travel on foot, off the arena grounds for various nature hikes, swimming, library visits, short field trips, etc.

I understand that they will be supervised by the Day Camp Staff and will return to the arena by 4:00pm on each occasion.

These trips will be indicated in the calendar schedule.

If I do not want my child(ren) to participate in a certain trip, I will send a note prior to the trip day and my son/daughter will remain at the arena under the supervision of a counsellor. Any medical precautions or conditions that should be noted or watched for on the trip will also be indicated in a note prior to the trip day.

Child(ren)'s Name(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Day Camp Location:

- Arthur Location - Summer Day Camp Program
- Mount Forest Location – Summer Day Camp Program

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_