

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE MEETING AGENDA
TUESDAY, MAY 15, 2018 @ 8:30 A.M.
MOUNT FOREST & DISTRICT SPORTS COMPLEX – MEETING ROOM**

**PAGE
NUMBER**

CALLING TO ORDER – Councillor Steve McCabe, Chair

ADOPTION OF AGENDA

DISCLOSURE OF PECUNIARY INTEREST

DEPUTATION(S)

MINUTES OF PREVIOUS MEETING

February 6, 2018 – received and adopted by Council at the Regular Meeting of Council held on February 12, 2018. 001

BUSINESS ARISING FROM MINUTES

a. Letter to Mount Forest Minor Ball, dated February 13, 2018 regarding Outdoor Storage 007

CORRESPONDENCE

REPORTS

a. Recreation Master Plan and Summary of Recommendations 009

b. Recreation Master Plan Action Status Schedule 032

c. Arthur Village Splash Pad Financial Recap 039

d. On Ice Safety Policy

e. Mount Forest Roof Repair

f. Arthur Community Centre damage/repair status

g. Year Round Park Access

h. Permit Terms & Conditions for Ice Rentals – Item #7 042

i. Sports Field Lights and Complex Card Table Sales

j. Ice Plant – Cimco to start end of May

k. Dumpster Pricing Comparison 045

l. Facility Usage Reports:

- Mount Forest Sports Complex: 046

- February 1, 2017 – April 30, 2017 046

- February 1, 2018 – April 30, 2018 049

- Arthur Community Centre 051

- February 1, 2017 – April 30, 2017 051

- February 1, 2018 – April 30, 2018 053

OTHER BUSINESS

- a. Facility managers Updates
 - Mount Forest
 - Arthur

NEXT MEETING

ADJOURNMENT

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE MINUTES
FEBRUARY 6, 2018 AT 8:30 A.M.**

001

The meeting was held in the Upper Leisure Hall of the Mount Forest & District Sports Complex.

Committee Members Present:

- **Steve McCabe, Councillor, Chairperson**
- **Andrew Lennox, Mayor**
- **Lisa Hern, Councillor**
- **Dan Yake, Councillor**
- **Barbara Dobreen, Councillor, Township of Southgate**

Staff Members Present:

- **Mike Givens, Chief Administrative Officer**
- **Karren Wallace, Director of Legislative Services/Clerk**
- **Catherine Conrad, Deputy Clerk**
- **Tammy Pringle, Recreation Administrative Support**
- **Tom Bowden, Arthur Facilities Manager**
- **David Guilbault, Fire chief**
- **Marco Guidotti, Fire Prevention Officer**

Staff Members Absent:

- **Mark McKenzie, Mount Forest Facilities Manager**

CALLING THE MEETING TO ORDER

Chairperson McCabe called the meeting to order.

PASSING AND ACCEPTANCE OF AGENDA

RESOLUTION REC 2018-001

Moved by: Councillor Yake

Seconded by: Mayor Lennox

THAT the agenda for the February 6, 2018 Recreation & Culture Committee meeting be accepted and passed.

CARRIED

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

No declarations of pecuniary interest were declared

DELEGATIONS

- a. Gabriella Ieropoli, Community Youth Resiliency Worker
Trish Wake, Community Administrator, Mount Forest Chamber of Commerce
 - Proposed Youth Action Council Colour Run, Saturday, May 19, 2018

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002

An overview of the event was provided including support, sponsorships, participation of various organizations/businesses with more than 500 individuals expressing an interest in participating. Clean up, road closures/proposed route, sponsorship, notification to home owners along the route, parking, trademark, length of event, food vendors, etc. were all discussed. All proceeds will be directed to addressing youth homelessness in the community.

RESOLUTION REC 2018-002

Moved by: Councillor Yake

Seconded by: Mayor Lennox

THAT the Recreation & Culture Committee of the Township of Wellington North recommend to Council that they approve the Youth Action Committee proposal Race Against Youth Homelessness.

CARRIED

- b. Derek Bridgewater, Mount Forest Patriots
- Alcohol Amendment Proposal

Ian Francis, Vice President was also in attendance with Derek Bridgewater requesting approval of a bar area located at the south end of the walking track to facilitate increased bar revenues as well as to permit individuals to view the game while having a drink which is not possible from inside the Plume Room. All patrons will be seated and the bar area will not block access to the washrooms.

The Chief Administrative Officer noted he received a letter of support from the Ontario Hockey Association, dated February 1, 2018, for this proposal. (copy attached to the minutes)

The Fire Chief advised a bar is not permitted in the area proposed as it was not within the original design of the facility, however having jurisdiction, he can approve a bar provided all fire safety issues and concerns are addressed. Signage will need to be posted indicating the capacity for the bar area is 68 patrons.

RESOLUTION REC 2018-003

Moved by: Councillor Yake

Seconded by: Mayor Lennox

THAT the Recreation and Culture Committee of the Township of Wellington North receive for information Report RAC 2018-001 being a report on an amendment to the Municipal Alcohol Policy Section 2.1 for the Mount Forest Patriots Junior C Hockey Club playoffs;

AND FURTHER THAT the Recreation & Culture Committee of the Township of Wellington North recommend approval of an amendment to the Municipal Alcohol Policy Section 2.1 for approval of a Special Occasion Permit (SOP) to include the Track South End of the Mount Forest & District Sports Complex as a secondary bar area for the purpose of extending the bar area to include game viewing, during their 2018 playoffs only with the below stipulations-

- *Egress issues must be addressed to the satisfaction of the Township Fire Chief;*
- *All requirements of the AGCO are the responsibility of the Patriots;*

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003

- *Materials required to separate the secondary permit location and meet the requirements of the AGCO Special Occasion Permit will be the responsibility of the Patriots, including set up, removal, maintenance and storage;*
- *Barricades required must clearly define the secondary bar area to the satisfaction of Township Recreation staff and ensure no passage of alcohol outside of the area is possible;*
- *Only cans will be sold at the secondary bar area;*
- *All bar sales at the secondary bar area are to begin no sooner than thirty minutes prior to game start and cease at the beginning of the third period;*
- *The SOP will end as of midnight on all game nights;*
- *This is a zero tolerance trial.*
- *An emergency procedure and site plan must be prepared by the club and approved by the Fire Chief.*

CARRIED

- c. David Sharpe, Mount Forest Fireworks Festival
- Planned activities for 2018 Fireworks Festival

Mr. Sharpe provided an overview of the plans for this years festival scheduled for July 20, 21 and 22nd, 2018 including a demolition derby, car show, BMX stunt show, ball tournament, axe throwing, kids soapbox derby, burnout competition (pending insurance coverage) possibly an MMA event and fireworks.

A request was made for a member of Council to sit on the committee. The municipality requested the Firework Festival minutes sent to the municipality for inclusion on Council agendas.

The committee was requested to send a site plan to Council outlining activities, locations and times.

- d. Marty Young and Ray Tout, Mount Forest Lions Club
- Proposed Splash Pad

Lions Club representatives advised they are anxious to move forward with the pool project, or move their efforts and fundraising to another project, noting the discussions about the new pool have been ongoing for the last 10 years. They are prepared to financially support a splashplad to be constructed in 2018 and would like the pool shovel ready by 2020. Locations, municipal commitment, Lion Club commitment, and committee appointments were discussed. An Ad Hoc Pool Committee Terms of Reference was approved by the committee and Council in 2016.

RESOLUTION REC 2018-004

Moved by: Councillor Hern

Seconded by: Councillor Yake

THAT the Recreation and Culture Committee of the Township of Wellington North recommend that Council approve the following appointments to the Mount Forest Pool Ad-Hoc Committee:

1 Municipal Staff member: Mike Givens

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1 Lion member: Marty Young
1 Lion member: Ray Tout
1 Lion member: Jim Andress
1 Public member: to be named
1 Public member: Lori Doney
1 Council rep: Sherry Burke, (as Chair) appointed
1 Council rep: Dan Yake

CARRIED

A Mount Forest Pool Ad-Hoc Committee meeting was set for Tuesday, February 27, 2018 at the Mount Forest Sports Complex at 7:00 p.m.

Committee meeting was recessed for five minutes.

MINUTES OF PREVIOUS MEETING

The minutes of the November 7, 2017 Recreation & Culture Committee meeting were received and adopted by Council at the Regular Meeting of Council held on November 20, 2017.

BUSINESS ARISING FROM MINUTES

None

CORRESPONDENCE

Claire Dyer, Grade 12 student at Wellington Heights Secondary School
- Community Garden Proposal

Direction was given to the Clerk to contact Ms. Dyer to get more details on the project including location, timing and to clarify the financial support being sought from the municipality and to provide contact information to Ms. Dyer for the Agricultural Society and Horticultural Society to encourage synergies.

Denise Shupe, Secretary/Treasurer, Mount Forest Minor Ball
- Outdoor Storage Correspondence dated January 5, 2018

The Clerk was directed to write to the Mount Forest Minor Ball to provide clarification as to how the invoice for storage in the amount of \$236.00 (+HST) was determined, who decided the new charge and to whom the charge is to be directed. The Clerk was also directed to provide history of the financial assistance the municipality has provided to Mount Forest Minor Ball.

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FEBRUARY 6, 2018 AT 8:30 A.M.**

005

REPORTS

- a. RAC 2018-001 Patriots Alcohol Amendment Proposal

Resolution REC 2018-003 was passed earlier in the meeting.

- b. Proposed 2019 Rental Fees & Charges

It was noted that when 2020 rates are being reviewed, corkage fees will be an item for consideration as to whether to continue to provide this service or not, depending on contract negotiations with the current supplier.

RESOLUTION REC 2018-005

Moved by: Mayor Lennox

Seconded by: Councillor Dobreen

THAT the Recreation and Culture Committee of the Township of Wellington North approve the Proposed 2019 Recreation Fees & Charges.

AND FURTHER THAT the Recreation and Culture Committee of the Township of Wellington North recommend that the Council of the Corporation of the township of Wellington North enact a by-law adopting the 2019 Recreation Fees and Charges.

CARRIED

- c. Recreation Master Plan Steering Committee Minutes – January 18, 2018

Consensus was reached that a mission statement as to what recreation means to the community should be included in the Recreation Master Plan and promoted within all recreational facilities.

RESOLUTION REC 2018-006

Moved by: Councillor Dobreen

Seconded by: Mayor Lennox

THAT the Recreation and Culture Committee of the Township of Wellington North receive the minutes of the Township of Wellington North Recreation Master Plan Steering Committee meeting held on January 18, 2018.

CARRIED

- d. Facility Usage Reports:

- Mount Forest Sports Complex:
 - November 1, 2016 – January 31, 2017
 - November 1, 2017 – January 31, 2018
- Arthur Community Centre
 - November 1, 2016 – January 31, 2017
 - November 1, 2017 – January 31, 2018

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006

RESOLUTION REC 2018-007

Moved by: Councillor Dobreen

Seconded by: Councillor Yake

THAT the Recreation and Culture Committee of the Township of Wellington North receive for information the Arthur and Mount Forest Facility Usage Reports for:

- November 1, 2016 – January 31, 2017
- November 1, 2017 – January 31, 2018

CARRIED

OTHER BUSINESS

- a. Facility managers Updates
 - Mount Forest
 - Arthur

The Mount Forest Arenda Manager noted the High Schools have booked sledge hockey from 9 am to 3 pm February 13th and 16th in Mount Forest and February 21st and 23rd in Arthur.

- b. Shiny Ice Policy

Direction to staff to tweet, facebook and promote open ice times at non prime fees of \$106.00/hr Monday to Friday to fill gaps in bookings.

NEXT MEETING

Next meeting to be held at the Mount Forest Sports Complex on May 15, 2018 at 8:30 a.m.

ADJOURNMENT

RESOLUTION REC 2018-008

Moved by: Councillor Dobreen

Seconded by: Councillor Yake

THAT the Recreation and Culture Committee meeting of February 6,2018 be adjourned at 11:07 a.m.

CARRIED



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519.848.3620

1.866.848.3620 FAX 519.848.3228

007

Plan to
Simply Explore.
www.simplyexplore.ca

February 13, 2018

Mount Forest Minor Ball
122775 Grey Rd. 9, R.R. #3
Ayton, ON
N0G 1C0

and via Olivette2004@hotmail.com

Atten: Denise Shupe, Secretary/Treasurer

RE Outdoor Storage

Thank you for your correspondence dated January 5, 2018 regarding an invoice for outdoor storage that Mount Forest Minor Ball received from the municipality. Your letter was considered at the February 6, 2018 meeting of the Recreation and Culture Committee.

The Committee acknowledges the time commitment required by the volunteers and expressed appreciation for all of the individuals who ensure that minor ball continues to thrive and grow in Mount Forest. The Committee also recognizes that fundraising can be challenging for all minor sports organizations operating in the municipality.

The storage fee has been in effect since 2009 when By-law No.56-08 was passed setting the 2009 rates at \$200.00 for small and \$250.00 for large units. It would appear that due to an oversight on our part, your organization was never charged until this year, resulting in a savings to minor ball of \$2,000.00 (based on the 2009 rate).

The municipality has provided financial assistance to minor ball when a request has been made, most recently waiving diamond rental fees in the amount of \$878.00 for a tournament during the Mount Forest Fireworks Festival and providing up to \$2,500.00 to the total cost of relocating the batting cages from Cork Street to Kinsman Park.

Fees and charges are established to ensure all municipal facilities have the financial capacity to conduct required maintenance and repairs and the costs are applied directly to the organization or individual utilizing a service or facility.

The Committee suggested that your organization submit an application to request the storage fee be waived for 2018. The application is enclosed and the request must be submitted by March 30, 2018.

Once again, thank you for your correspondence and the municipality looks forward to a continued partnership with your organization.

If you have any questions please do not hesitate to contact me.

Yours truly

A handwritten signature in cursive script that reads "Karren Wallace".

Karren Wallace, Dipl. M.A.
Director of Legislative Services/Clerk
Encl.

Cc: Chair, Recreation & Culture Committee
Manager Mount Forest Sports Complex



Recreation Master Plan

Presentation to Council
May 7, 2018



Monteith • Brown
planning consultants

About the Master Plan

The Recreation Master Plan guides park and facility improvements, policy development and service delivery to 2031.

The **scope** of the Master Plan includes:

- Recreation facilities and activities
- Parks and open space
- Trails
- Arts and culture (alignment with Municipal Cultural Plan)

The Master Plan contains **74 recommendations** for consideration by Township Council. Suggested priority and timing are provided for each recommendation.



Master Plan Building Blocks

- Public Consultation
- Population Forecasts and Socio-Demographic Data
- Activity Trends and Participation Figures
- Facility Provision and Distribution Levels
- Industry Guidelines and Best Practices
- Background Documents (e.g., Corporate Strategic Plan, Community Growth Plan, etc.)



Public Engagement

- Online Survey – 435 responses
- Phase 1 Public Input Sessions (2) – 34 people
- Stakeholder Workshops – 54 people representing 34 organizations
- Youth Input/ Local Schools
- Public Input Sessions to present the Draft Master Plan – 60 people



Strategic Framework

To guide the development and implementation of the Master Plan, the following vision and principles were developed:

Ensuring affordable, inclusive and high quality recreation, parks and cultural opportunities through effective communication and combined community efforts.

1. Opportunities for All
2. Meaningful Engagement & Communication
3. Working Together to Achieve Shared Goals
4. Responsive Facilities, Parks & Trails
5. Customer-Focused Services
6. Commitment Toward Financial Sustainability

Service Delivery – Key Recommendations

1. Adopt a **municipal service delivery role** that reflects the Master Plan's guiding principles, with a primary focus on providing and maintaining core municipal assets, coordinating community-wide events and facilitating programming through a community development approach.
5. Create a **volunteer recognition and awards program** to celebrate outstanding achievements and contributions to recreation services in the Township, and lend support to volunteer information networks where possible.
6. Work with community organizations (e.g., Youth Action Council, etc.) to maximize existing facilities through **no to low-cost informal, unstructured activities and inclusive programming** for children, teens and seniors.
9. Encourage greater coordination and expansion of **seniors' activities in Mount Forest**.
14. Hold **regular forums** with community groups, organizations and the public to provide the ability to network and discuss issues and opportunities related to recreational service delivery, community needs, marketing, promotion and communication.

Service Delivery – Key Recommendations

16. Use the Township's **Community Development Fund** to guide municipal involvement and fundraising requirements for community-initiated projects.
19. Update **rates and fees** (including categories and associated policies) on a regular basis to provide a reasonable balance between true costs and public benefits.
20. Create a **Community Recreation Coordinator** position to act as a liaison between parks and recreation stakeholders and the Township, enhance communication and implement the Recreation Master Plan.
22. Develop a **staff training and development plan** to articulate the skills and competencies needed to deliver on the Departmental objectives and set out an annual training program.
24. Reconstitute the **Recreation & Culture Committee** as an advisory body of Council. Develop a terms of reference that confirms the Committee's mandate and guides the selection of members, which should include lay appointees from across the Township. Reference should be made to the best practices identified in the Recreation Master Plan.

Facilities – Key Recommendations

26. Undertake a “refresh” of the arena component of the **Arthur & Area Community Centre**, including replacement of the ice slab and other lifecycle requirements.
27. Create an **ice allocation policy** to develop a fair and transparent process for allocating ice time based on registration and accepted standards of play. The policy should include a requirement for annual ice scheduling meetings.
28. Monitor ice usage, demand and the regional supply of arenas. **Assess long-term ice needs** (beyond 2031) and facility replacement strategies through the next Master Plan Update (or sooner if indications of accelerated demand or deteriorating condition).
32. Support initiatives to **enhance access to existing facilities for the growing senior’s population in Mount Forest**. Dedicated space is not recommended, rather opportunities to maximize existing facilities should be sought.
33. Further explore the potential to relocate the **Arthur Seniors’ Centre** to the upper hall at the Arthur & Area Community Centre, with consideration to long-term needs and a cost-benefit analysis.

Facilities – Key Recommendations

35. Develop a **splash pad in Mount Forest**, potentially at Bill Moody Lions Playground / King Street Fairgrounds Park, with the assistance of community fundraising. Ensure the provision of appropriate support amenities, such as benches, shade and pathway/sidewalk connections.
36. Replace the Lion Roy Grant Pool with a **new outdoor pool in Mount Forest**, potentially at Campbell deVore Park / Mount Forest & District Sports Complex, with the assistance of community fundraising.
38. Establish a **playground replacement program**, with a short-term focus on playgrounds in Campbell deVore Park (including the pathway) and Birmingham Street Lions Park (including flood control measures).
39. Develop **one youth ball diamond** at the Arthur Community Centre and Fairgrounds Park in the short-term.
40. Develop **two lit ball diamonds at a future park site in Mount Forest** to accommodate longer-term needs.

Facilities – Key Recommendations

42. Develop an itemized list of **repairs, upgrades and improvements for Arthur Community Centre and Fairgrounds Park** including (but not limited to) lifecycle replacement of the pavilion/washrooms and ball diamond lighting, fencing and/or netting.
43. Develop **one full size soccer field** at a future park site in Mount Forest to accommodate longer-term needs.
45. Develop a **skate park in Arthur** in the short-term, with the assistance of community fundraising. Site selection and design should comply with municipal standards and youth should be engaged in the design process.
47. Begin planning to create an **off-leash park as a trial project**. This will require: (a) a site evaluation exercise to consider appropriate site characteristics, compatibility and impacts, and design; and (b) identification of an organization to sponsor the park and oversee its management.

Parks and Trails – Key Recommendations

50. Strive to achieve a minimum municipal parkland service level of **2.75 hectares per 1,000 residents**, which would require an **additional 13.8 hectares of parkland by 2031** to meet current and future needs.
51. Secure **additional parkland (a minimum of 6 hectares)** for sports fields in **Mount Forest**, either through a park expansion or establishment of a new community park.
58. Review **park maintenance and operational service levels** on a regular basis to ensure that they reflect community needs and effective operating practices.
59. Promote opportunities for **unstructured play, passive recreation and naturalization efforts** within the Township's parks system, where appropriate.

Parks and Trails – Key Recommendations

62. Establish consistent and high quality **signage** at all municipal facilities, parks and along trail heads to enhance branding and wayfinding.
63. Assign **high priority to the creation and promotion of trail and active transportation routes**, as guided by the Wellington County Active Transportation Master Plan, ongoing public input, and opportunities created by the development approvals process.
67. Pursue the development of **looped trails**, including the renewal of the Marvin Howe Trail and connection to the River Trail in Arthur.
71. Work with the County and other partners to develop and distribute **mapping and promotional material** (in both hard copy and electronic versions, including the Leisure Calendar) on trail and active transportation routes in the Township.

Master Plan Implementation

All 74 recommendations are listed in Section 8 of the Master Plan, along with:

- Priority (high, medium, lower)
- Timing (short, medium, long-term, or ongoing)
- Considerations (cost factors, linkage to principles, implementation factors)

A process for monitoring and updating the Plan is also identified, as are potential funding sources.



Thank You!

Township of Wellington North Recreation Master Plan

SUMMARY OF RECOMMENDATIONS

FINAL – May 2018

Important: The following is an excerpt from the full Recreation Master Plan, available from the Township of Wellington North.

Purpose of the Plan

This Township of Wellington North Recreation Master Plan is a working document that will guide decision-making relating to recreation, parks and cultural facilities and services to the year 2031. The Plan addresses the varied responsibilities of the Township's Recreation Department including indoor and outdoor facilities, parks, trails, programs and the way in which these services are delivered. Consideration is also given to the services and spaces provided by other sectors, which together help to respond to the unique needs of the Township's residents.

The Master Plan is intended to direct the development and sustainability of future operational and financial decisions of Township officials and staff, stakeholders and the public. As a guiding document, the Plan contains best practices and policy frameworks that can be applied to opportunities and needs that may emerge over time. Although a scoped Services Review and Needs Analysis Study was completed in 2003, this is the Township's first comprehensive Recreation Master Plan.

The Plan is supported by extensive research and consultation, including public and stakeholder input, demographic research, leisure trends and leading industry best practices, local participation data, and the findings of past studies and policy directions. Identified needs and opportunities are prioritized, with a view toward improving the quality of life while managing and sustaining amenities in a cost effective, proactive manner.

Summary of Recommendations

Throughout the body of the Master Plan, recommendations are identified at the end of each subsection or topic area. This is not intended to be a definitive list, as additional capital repairs, operating expenditures, and other initiatives outside the scope of this Plan may be identified and prioritized on a case-specific basis. By approving this Plan, the Township is not bound to implementing every recommendation or providing facilities/services in the order, amount or timing indicated; rather, this Plan provides guidance on community priorities and sets a general course for meeting the needs as they are presently defined.

The timing of the projects proposed in this Master Plan recognizes the need for phased implementation and/or outside funding sources as some recommendations are based upon what is needed and not necessarily what is financially achievable by the Township at the present time. As part of the annual budget process, this Plan will be reviewed to identify areas where the availability of resources may affect the timing of implementation. Analysis of implementation options and budget implications should be undertaken prior to approving major projects. **It is expected that the Township will make decisions on individual projects and funding sources annually through the budget process.**

Within the tables that follow, the priority and timing of recommendations are organized into the following categories, with key considerations and potential cost impacts identified for selected recommendations:

Priority

High Priority: Immediate attention is recommended during the timeframe recommended.

Medium Priority: Attention is required when high priority recommendations have been initiated or completed, or when suitable partners have been identified for funding.

Lower Priority: Attention is required when high and medium priority recommendations have been initiated/completed.

Timing (generally aligned with Council terms)

Short-term: 2018 to 2022

Medium-term: 2023 to 2026

Longer-term: 2027 and beyond

Ongoing: Guidelines and practices to be followed on a continual basis

Considerations (cost impacts, linkage to Master Plan principles, implementation factors, etc.)

Potential Cost Impacts (all cost estimates to be confirmed through future study)

Minor (\$): estimated at \$50,000 or less

Moderate (\$\$): estimated to be between \$50,000 and \$500,000

Major (\$\$\$): estimated at \$500,000 or more

Best Practices/Guiding Principles (see Section 4.3)

Principle 1: Opportunities for All

Principle 2: Meaningful Engagement & Communication

Principle 3: Working Together to Achieve Shared Goals

Principle 4: Responsive Facilities, Parks & Trails

Principle 5: Customer-Focused Services

Principle 6: Commitment Toward Financial Sustainability

Note: In the following tables, the recommendations are numbered according to the order in which they are presented in the body of the Master Plan. They are not listed in priority order.

Township of Wellington North Recreation Master Plan – Summary of Recommendations

Recommendations	Priority	Timing	Considerations
Service Delivery (Section 5)			
1. Adopt a municipal service delivery role that reflects the Master Plan's guiding principles, with a primary focus on providing and maintaining core municipal assets, coordinating community-wide events and facilitating programming through a community development approach.	High	Ongoing	Best practice (all Principles)
2. Review policies and procedures at least once every five years, with legislative and regulatory requirements reviewed more frequently.	High	Ongoing	Best practice (Principle 1)
3. Employ a community development approach to service delivery. The Township should focus on building capacity within local organizations and becoming involved in the direct provision of targeted services only where suitable community partners do not exist.	High	Ongoing	Best practice (all Principles)
4. Collect registration data annually from all organizations that use Township parks and facilities and monitor facility utilization to assist in tracking trends, changing demands and allocation.	Medium	Ongoing	Best practice (Principle 1)
5. Create a volunteer recognition and awards program to celebrate outstanding achievements and contributions to recreation services in the Township, and lend support to volunteer information networks where possible.	Medium	Short-term	Minor operating impact (\$)
6. Work with community organizations (e.g., Youth Action Council, etc.) to maximize existing facilities through no to low-cost informal, unstructured activities and inclusive programming for children, teens and seniors.	High	Ongoing	Best practice (Principle 3)
7. Assess the viability of offering March Break and/or summer camps for children.	Medium	Short-term	Further study required
8. Support and seek opportunities to enhance community events that promote social cohesion, community pride and increase awareness of local traditions and talents, including initiatives that animate parks and open spaces (e.g., concerts and plays, outdoor fitness, nature appreciation, etc.).	Medium	Ongoing	Best practice (Principle 1)
9. Encourage greater coordination and expansion of seniors' activities in Mount Forest.	High	Ongoing	Best practice (Principle 1); see recommendation 32
10. Maintain and publicly promote an inventory of local recreation and culture programs and events through the Leisure Calendar and other vehicles.	Medium	Ongoing	Best practice (Principle 2)
11. Seek strategic partnerships that are consistent with the Township's objective of accessing additional resources when pursuing projects that respond to demonstrated needs.	High	Ongoing	Best practice (Principle 3)
12. Promote local programs, events and spaces by working collaboratively with community organizations (e.g., schools, service clubs, community groups, sports associations, public library, etc.).	High	Ongoing	Best practice (Principle 3)

Recommendations	Priority	Timing	Considerations
13. Continue to distribute the annual Leisure Calendar and seek opportunities to improve the Township's online community calendar .	Medium	Ongoing	Best practice (Principle 2)
14. Hold regular forums with community groups, organizations and the public to provide the ability to network and discuss issues and opportunities related to recreational service delivery, community needs, marketing, promotion and communication.	High	Ongoing	Best practice (Principle 2)
15. Use the Recreation Master Plan as a resource in developing the Township's annual budget, long-term capital forecast and Development Charges Background Study .	High	Ongoing	Best practice (Principle 6)
16. Use the Township's Community Development Fund to guide municipal involvement and fundraising requirements for community-initiated projects.	High	Ongoing	Capital funding levels determined by Council (\$)
17. Continue to seek alternative funding sources (e.g., fundraising, cost sharing agreements, sponsorships, grants, etc.) to address outstanding capital and operating requirements. The full implementation of this Plan may require increases to the Township's budget if funding cannot be offset by other sources.	High	Ongoing	Best practice (Principle 6); external funding may accelerate implementation
18. Ensure that parks and recreation infrastructure is properly considered through the Township's asset management planning . Advance planning is required for major capital projects.	High	Ongoing	Best practice (Principle 4)
19. Update rates and fees (including categories and associated policies) on a regular basis to provide a reasonable balance between true costs and public benefits.	Medium	Ongoing	Best practice (Principle 6)
20. Create a Community Recreation Coordinator position to act as a liaison between parks and recreation stakeholders and the Township, enhance communication and implement the Recreation Master Plan.	High	Short-term	Potential operating impact (\$\$) – further study required
21. Regularly assess the staff complement in relation to current and projected service levels, including a review of the use of part-time staff.	High	Ongoing	Potential operating impact (\$\$) – further study required
22. Develop a succession plan to proactively plan for retirements and employee transition.	High	Short-term	Best practice (Principle 5)
23. Develop a staff training and development plan to articulate the skills and competencies needed to deliver on the Departmental objectives and set out an annual training program.	High	Short-term	Best practice (Principle 5)
24. Reconstitute the Recreation & Culture Committee as an advisory body of Council. Develop a terms of reference that confirms the Committee's mandate and guides the selection of members, which should include lay appointees from across the Township. Reference should be made to the best practices identified in the Recreation Master Plan.	High	Short-term	Best practice (Principle 5)
25. Ensure alignment between the Recreation Master Plan and Municipal Cultural Plan through the ongoing work of the Wellington North Cultural Roundtable and Recreation & Culture Committee.	Medium	Ongoing	Best practice (Principle 5)

Recommendations	Priority	Timing	Considerations
Facilities (Section 6)			
26. Undertake a “refresh” of the arena component of the Arthur & Area Community Centre , including replacement of the ice slab and other lifecycle requirements.	High	Short-term	Major capital impact (\$\$\$) – further study required
27. Create an ice allocation policy to develop a fair and transparent process for allocating ice time based on registration and accepted standards of play. The policy should include a requirement for annual ice scheduling meetings.	High	Short-term	Best practice (Principle 5)
28. Monitor ice usage, demand and the regional supply of arenas. Assess long-term ice needs (beyond 2031) and facility replacement strategies through the next Master Plan Update (or sooner if indications of accelerated demand or deteriorating condition).	Lower	Longer-term	Best practice (Principle 5)
29. Encourage usage of arenas year-round , including summer events, activities and floor sports planned by the Township, community partners and stakeholders	Medium	Ongoing	Best practice (Principle 5)
30. Encourage the community use of schools (e.g., gymnasiums) for active recreation and sports.	High	Ongoing	Best practice (Principle 3)
31. Maintain management agreements and annual reporting requirements to ensure that existing community-operated facilities remain financially viable and sustainable, well managed, safe and accessible, and responsive to local needs.	High	Ongoing	Best practice (Principle 5)
32. Support initiatives to enhance access to existing facilities for the growing senior’s population in Mount Forest . Dedicated space is not recommended, rather opportunities to maximize existing facilities should be sought.	High	Ongoing	Best practice (Principle 3); see recommendation 9
33. Further explore the potential to relocate the Arthur Seniors’ Centre to the upper hall at the Arthur & Area Community Centre, with consideration to long-term needs and a cost-benefit analysis.	High	Short-term	Potential minor capital impact (\$)
34. Evaluate opportunities to accommodate arts and cultural activities and events within the Township’s parks and recreation system through features such as portable stages, amphitheatres and support amenities.	Medium	Ongoing	Budget impacts to be evaluated as opportunities arise
35. Develop a splash pad in Mount Forest , potentially at Bill Moody Lions Playground / King Street Fairgrounds Park, with the assistance of community fundraising. Ensure the provision of appropriate support amenities, such as benches, shade and pathway/sidewalk connections.	High	Short-term	Moderate capital impact (\$\$), partially offset by fundraising
36. Replace the Lion Roy Grant Pool with a new outdoor pool in Mount Forest , potentially at Campbell deVore Park / Mount Forest & District Sports Complex, with the assistance of community fundraising.	High	Short-term	Major capital impact (\$\$\$), partially offset by fundraising
37. Strive to provide playgrounds within 500-metres of new residential areas within urban centres. Playground locations should be unobstructed by pedestrian barriers (e.g., highways, rail lines and waterways) and be connected to surrounding residential areas (e.g., sidewalks, walkways and trails).	Medium	Ongoing	Best practice (Principle 4)

Recommendations	Priority	Timing	Considerations
38. Establish a playground replacement program , with a short-term focus on playgrounds in Campbell deVore Park (including the pathway) and Birmingham Street Lions Park (including flood control measures). Regular inspections may identify other capital priorities or preventative maintenance requirements. Playgrounds should be designed to comply with AODA requirements and be welcoming and accessible to all families, including the phase-out of sand surface materials in favour of engineered wood fibre.	High	Short-term	Minor capital impact (\$) – site-specific evaluation required
39. Develop one youth ball diamond at the Arthur Community Centre and Fairgrounds Park in the short-term.	High	Short-term	Minor capital impact (\$)
40. Develop two lit ball diamonds at a future park site in Mount Forest to accommodate longer-term needs.	Medium	Longer-term	Moderate capital impact (\$\$)
41. Relocate the batting cage at Campbell deVore Park to Mount Forest Fairgrounds to support the Optimist diamond.	Lower	Short-term	Minor capital impact (\$)
42. Develop an itemized list of repairs, upgrades and improvements for Arthur Community Centre and Fairgrounds Park including (but not limited to) lifecycle replacement of the pavilion/washrooms and ball diamond lighting, fencing and/or netting.	High	Short-term	Moderate capital impact (\$\$) – site-specific evaluation required
43. Develop one full size soccer field at a future park site in Mount Forest to accommodate longer-term needs.	Medium	Longer-term	Minor capital impact (\$)
44. Consider the development of multi-use courts (tennis, pickleball, basketball and/or ball hockey) within future park development.	Medium	Ongoing	Best practice (Principle 4)
45. Develop a skate park in Arthur in the short-term, with the assistance of community fundraising. Site selection and design should comply with municipal standards and youth should be engaged in the design process.	High	Short-term	Minor capital impact (\$), partially offset by fundraising
46. Consider the installation of pavilions within future community parks and open space parks.	Medium	Ongoing	Best practice (Principle 4)
47. Begin planning to create an off-leash park as a trial project . This will require: (a) a site evaluation exercise to consider appropriate site characteristics, compatibility and impacts, and design; and (b) identification of an organization to sponsor the park and oversee its management.	Lower	Medium-term	Minor capital impact (\$); site and partner required
48. Utilize the Township's Community Initiated Project Guidelines to evaluate municipal participation in partnerships or unsolicited proposals involving facilities not specifically identified in this Master Plan.	High	Ongoing	Best practice (Principle 3)
Parks & Trails (Section 7)			
49. Utilize the Master Plan's parkland classification hierarchy to guide the development or redevelopment of parks and open spaces according to park type, size, service level and the amenities that they provide.	Medium	Ongoing	Best practice (Principle 4)

Recommendations	Priority	Timing	Considerations
50. Strive to achieve a minimum municipal parkland service level of 2.75 hectares per 1,000 residents , which would require an additional 13.8 hectares of parkland by 2031 to meet current and future needs. To maintain a walkable park system, the Township should strive to provide a neighbourhood or community park within 500-metres of all residential areas in urban centres, unobstructed by pedestrian barriers (e.g., highways, rail lines and waterways) and connected to surrounding residential areas (e.g., sidewalks, walkways and trails).	High	Ongoing	Best practice (Principle 4); majority of land to be acquired through development process
51. Secure additional parkland (a minimum of 6 hectares) for sports fields in Mount Forest , either through a park expansion or establishment of a new community park.	Medium	Medium-term	Potential moderate capital impact (\$\$) – further study required
52. Establish a strategy for long-term parkland acquisition , consisting of neighbourhood park development in new subdivisions (through parkland dedication) and community park expansion/development (through a variety of means).	High	Short-term	Best practice (Principle 4)
53. Maximize parkland dedication and cash-in-lieu through as per the provisions of the County Official Plan and Planning Act.	High	Ongoing	Best practice (Principle 6)
54. Regularly review the Township's fixed rate (per unit) for cash-in-lieu to ensure that it reflects market conditions and current levels of service. Until such time as the Township meets its parkland provision target, cash-in-lieu should be used primarily for future parkland acquisitions, rather than park development.	Medium	Ongoing	Best practice (Principle 6)
55. Ensure that parkland conveyed to the Township is suitable for its intended use. Avoid developing or accepting neighbourhood park parcels of less than 0.5 hectares in size unless the Township has determined that there is a need to fill a gap in parkland and other options are inadequate. Accepting undevelopable Open Space lands (e.g., storm water management ponds, woodlots, valley lands, floodplains, hazard lands, etc.) as part of the parkland dedication requirement is also strongly discouraged (the Township may assume these lands through voluntary dedication or easement if appropriate).	High	Ongoing	Best practice (Principle 4)
56. Where necessary, employ alternative acquisition tools to enhance future parkland opportunities to serve current and future residents.	Lower	Ongoing	Best practice (Principle 4)
57. Maintain a commitment to accessibility, safety and comfort for all ages and abilities within the Township's parks system through compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and Crime Prevention Through Environmental Design (CPTED) principles. Greater commitment should be given to the provision of support amenities (such as washrooms, shade, benches/seating areas, bike racks, etc.) and seamless connectivity within the parks, open space and trails system.	High	Ongoing	Best practice (Principle 4)
58. Review park maintenance and operational service levels on a regular basis to ensure that they reflect community needs and effective operating practices.	High	Ongoing	Best practice (Principle 5); budget impacts to be evaluated

Recommendations	Priority	Timing	Considerations
59. Promote opportunities for unstructured play, passive recreation and naturalization efforts within the Township's parks system, where appropriate.	Medium	Ongoing	Best practice (Principle 4)
60. Consider parkland renewal and redevelopment projects in the Township's long-term capital plan to address aging infrastructure and future potential. Examples include playground replacement, support structures and amenities (e.g., benches, washrooms, etc.), park and sport field fencing, parking lots, tree canopy, etc.	High	Ongoing	Potential moderate capital impact (\$\$)- site-specific evaluation required
61. Work with landowners and the business community to identify a long-term plan for the Arthur Community Park property (and Marvin Howe Trail) on Wellington Road 109, with consideration given to gateway and open space features.	Lower	Short-term	Further study and external funding required
62. Establish consistent and high quality signage at all municipal facilities, parks and along trail heads to enhance branding and wayfinding.	Medium	Medium-term	Minor capital impact (\$)
63. Assign high priority to the creation and promotion of trail and active transportation routes , as guided by the Wellington County Active Transportation Master Plan, ongoing public input, and opportunities created by the development approvals process.	High	Ongoing	Potential moderate capital impact (\$\$) - site-specific evaluation required
64. Evaluate future trail development and connections through the use of existing corridors (e.g., abandoned rail lines, unopened road allowances, utility corridors, etc.) and the land development process, including trails in new subdivisions (e.g., through dedication).	High	Ongoing	Best practice (Principle 4)
65. Where gaps exist in the trails system, consider the installation of sidewalks and/or on-road signed routes to connect pedestrians and/or cyclists to trail networks and destinations (e.g., Campbell deVore Park), where appropriate.	High	Ongoing	Best practice (Principle 4)
66. Seek connections between communities, municipalities and regional trail networks (e.g., Arthur to Damascus, Grand Valley, Elora-Cataract Trail, etc.). Coordinate with the Conservation Authority, County and adjacent municipalities for any projects that may extend beyond the Township.	Lower	Ongoing	Best practice (Principle 3)
67. Pursue the development of looped trails , including the renewal of the Marvin Howe Trail and connection to the River Trail in Arthur.	High	Ongoing	Potential minor capital impact (\$) offset by fundraising
68. Continue to emphasize the proper design, construction and maintenance of the trail network. Utilize the design standards and guidelines in applicable provincial regulations as well as the County's Active Transportation Plan for all trail construction projects.	High	Ongoing	Best practice (Principle 4)

Recommendations	Priority	Timing	Considerations
69. Maintain Trail Committees and engage them on a regular basis to confirm trail routes, phasing options, and maintenance requirements and responsibilities, recognizing that opportunities and priorities may change over time. Consult with the public and community stakeholders in advance of any trail development projects.	High	Ongoing	Best practice (Principle 5)
70. Formalize agreements with private landowners that own property containing public trails.	High	Ongoing	Best practice (Principle 5)
71. Work with the County and other partners to develop and distribute mapping and promotional material (in both hard copy and electronic versions, including the Leisure Calendar) on trail and active transportation routes in the Township. All future trails should include appropriate signage to delineate the network and enhance wayfinding for users	High	Ongoing	Best practice (Principle 2)
Implementation (Section 8)			
72. Implement a system for the regular implementation, monitoring and review of the Master Plan.	High	Ongoing	Best practice (Principle 5)
73. Reconfirm the direction, priorities and accomplishments of the Master Plan in 2023.	High	Medium-term	Best practice (Principle 5)
74. Undertake a comprehensive review and update of the Master Plan no later than 2028.	High	Longer-term	Minor capital impact (\$)

Recommendations	Priority	Timing	Considerations	Action Plan	Status
Service Delivery (Section 5)					
1	High	Ongoing	Best practice (all Principles)		
2	High	Ongoing	Best practice (Principle 1)		
3	High	Ongoing	Best practice (all Principles)		
4	Medium	Ongoing	Best practice (Principle 1)		
5	Medium	Short-term	Minor operating impact (\$)		
6	High	Ongoing	Best practice (Principle 3)		
7	Medium	Short-term	Further study required		
8	Medium	Ongoing	Best practice (Principle 1)		
9	High	Ongoing	Best practice (Principle 1); see recommendation 32		
10	Medium	Ongoing	Best practice (Principle 2)		
11	High	Ongoing	Best practice (Principle 3)		
12	High	Ongoing	Best practice (Principle 3)		
13	Medium	Ongoing	Best practice (Principle 2)		

Recommendations		Priority	Timing	Considerations	Action Plan	Status
14	Hold regular forums with community groups, organizations and the public to provide the ability to network and discuss issues and opportunities related to recreational service delivery, community needs, marketing, promotion and communication.	High	Ongoing	Best practice (Principle 2)		
15	Use the Recreation Master Plan as a resource in developing the Township's annual budget, long-term capital forecast and Development Charges Background Study .	High	Ongoing	Best practice (Principle 6)		
16	Use the Township's Community Development Fund to guide municipal involvement and fundraising requirements for community-initiated projects.	High	Ongoing	Capital funding levels determined by Council (\$)		
17	Continue to seek alternative funding sources (e.g., fundraising, cost sharing agreements, sponsorships, grants, etc.) to address outstanding capital and operating requirements. The full implementation of this Plan may require increases to the Township's budget if funding cannot be offset by other sources.	High	Ongoing	Best practice (Principle 6); external funding may accelerate implementation		
18	Ensure that parks and recreation infrastructure is properly considered through the Township's asset management planning . Advance planning is required for major capital projects.	High	Ongoing	Best practice (Principle 4)		
19	Update rates and fees (including categories and associated policies) on a regular basis to provide a reasonable balance between true costs and public benefits.	Medium	Ongoing	Best practice (Principle 6)		
20	Create a Community Recreation Coordinator position to act as a liaison between parks and recreation stakeholders and the Township, enhance communication and implement the Recreation Master Plan.	High	Short-term	Potential operating impact (\$\$) – further study required		
21	Regularly assess the staff complement in relation to current and projected service levels, including a review of the use of part-time staff.	High	Ongoing	Potential operating impact (\$\$) – further study required		
22	Develop a succession plan to proactively plan for retirements and employee transition.	High	Short-term	Best practice (Principle 5)		
23	Develop a staff training and development plan to articulate the skills and competencies needed to deliver on the Departmental objectives and set out an annual training program.	High	Short-term	Best practice (Principle 5)		
24	Reconstitute the Recreation & Culture Committee as an advisory body of Council. Develop a terms of reference that confirms the Committee's mandate and guides the selection of members, which should include lay appointees from across the Township. Reference should be made to the best practices identified in the Recreation Master Plan.	High	Short-term	Best practice (Principle 5)		

Recommendations		Priority	Timing	Considerations	Action Plan	Status
25	Ensure alignment between the Recreation Master Plan and Municipal Cultural Plan through the ongoing work of the Wellington North Cultural Roundtable and Recreation & Culture Committee.	Medium	Ongoing	Best practice (Principle 5)		
Facilities (Section 6)						
26	Undertake a “refresh” of the arena component of the Arthur & Area Community Centre , including replacement of the ice slab and other lifecycle requirements.	High	Short-term	Major capital impact (\$\$\$) – further study required		
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36	Replace the Lion Roy Grant Pool with a new outdoor pool in Mount Forest , potentially at Campbell deVore Park / Mount Forest & District Sports Complex, with the assistance of community fundraising.	High	Short-term	Major capital impact (\$\$\$), partially offset by fundraising		

Recommendations		Priority	Timing	Considerations	Action Plan	Status
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39	Develop one youth ball diamond at the Arthur Community Centre and Fairgrounds Park in the short-term.	High	Short-term	Minor capital impact (\$)		
40	Develop two lit ball diamonds at a future park site in Mount Forest to accommodate longer-term needs.	Medium	Longer-term	Moderate capital impact (\$\$)		
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42	Develop one full size soccer field at a future park site in Mount Forest to accommodate longer-term needs.	Medium	Longer-term	Minor capital impact (\$)		
44	Consider the development of multi-use courts (tennis, pickleball, basketball and/or ball hockey) within future park development.	Medium	Ongoing	Best practice (Principle 4)		
45	Develop a skate park in Arthur in the short-term, with the assistance of community fundraising. Site selection and design should comply with municipal standards and youth should be engaged in the design process.	High	Short-term	Minor capital impact (\$), partially offset by fundraising		
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47	Begin planning to create an off-leash park as a trial project . This will require: (a) a site evaluation exercise to consider appropriate site characteristics, compatibility and impacts, and design; and (b) identification of an organization to sponsor the park and oversee its management.	Lower	Medium-term	Minor capital impact (\$); site and partner required		
48	Utilize the Township's Community Initiated Project Guidelines to evaluate municipal participation in partnerships or unsolicited proposals involving facilities not specifically identified in this Master Plan.	High	Ongoing	Best practice (Principle 3)		
Parks & Trails (Section 7)						
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Recommendations		Priority	Timing	Considerations	Action Plan	Status
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52	Establish a strategy for long-term parkland acquisition , consisting of neighbourhood park development in new subdivisions (through parkland dedication) and community park expansion/development (through a variety of means).	High	Short-term	Best practice (Principle 4)		
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Recommendations		Priority	Timing	Considerations	Action Plan	Status
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59	Promote opportunities for unstructured play, passive recreation and naturalization efforts within the Township's parks system, where appropriate.	Medium	Ongoing	Best practice (Principle 4)		
60	Consider parkland renewal and redevelopment projects in the Township's long-term capital plan to address aging infrastructure and future potential. Examples include playground replacement, support structures and amenities (e.g., benches, washrooms, etc.), park and sport field fencing, parking lots, tree canopy, etc.	High	Ongoing	Potential moderate capital impact (\$\$)- site-specific evaluation required		
61	Work with landowners and the business community to identify a long-term plan for the Arthur Community Park property (and Marvin Howe Trail) on Wellington Road 109, with consideration given to gateway and open space features.	Lower	Short-term	Further study and external funding required		
62	Establish consistent and high quality signage at all municipal facilities, parks and along trail heads to enhance branding and wayfinding.	Medium	Medium-term	Minor capital impact (\$)		
63	Assign high priority to the creation and promotion of trail and active transportation routes , as guided by the Wellington County Active Transportation Master Plan, ongoing public input, and opportunities created by the development approvals process.	High	Ongoing	Potential moderate capital impact (\$\$) - site-specific evaluation required		
64	Evaluate future trail development and connections through the use of existing corridors (e.g., abandoned rail lines, unopened road allowances, utility corridors, etc.) and the land development process, including trails in new subdivisions (e.g., through dedication).	High	Ongoing	Best practice (Principle 4)		
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67	Pursue the development of looped trails , including the renewal of the Marvin Howe Trail and connection to the River Trail in Arthur.	High	Ongoing	Potential minor capital impact (\$) offset by fundraising		
68	Continue to emphasize the proper design, construction and maintenance of the trail network. Utilize the design standards and guidelines in applicable provincial regulations as well as the County's Active Transportation Plan for all trail construction projects.	High	Ongoing	Best practice (Principle 4)		

Recommendations		Priority	Timing	Considerations	Action Plan	Status
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70	Formalize agreements with private landowners that own property containing public trails.	High	Ongoing	Best practice (Principle 5)		
71	Work with the County and other partners to develop and distribute mapping and promotional material (in both hard copy and electronic versions, including the Leisure Calendar) on trail and active transportation routes in the Township. All future trails should include appropriate signage to delineate the network and enhance wayfinding for users	High	Ongoing	Best practice (Principle 2)		
Implementation (Section 8)						
72	Implement a system for the regular implementation, monitoring and review of the Master Plan.	High	Ongoing	Best practice (Principle 5)		
73	Reconfirm the direction, priorities and accomplishments of the Master Plan in 2023.	High	Medium-term	Best practice (Principle 5)		
74	Undertake a comprehensive review and update of the Master Plan no later than 2028.	High	Longer-term	Minor capital impact (\$)		



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**TO: RECREATION & CULTURE COMMITTEE
MEETING OF MAY 15, 2018**

FROM: ADAM MCNABB, DIRECTOR OF FINANCE & TREASURY

SUBJECT: AV SPLASHPAD WRAP-UP REPORT

Not Applicable

BACKGROUND

In 2017 the Township of Wellington North entered into an arrangement with the Arthur Optimist Club to install a Splash Pad facility on land owned and operated by the Township of Wellington North (on the existing Arthur & Area Community Centre grounds). The arrangement would see the Optimist Club raising the requisite funding for the installation, and The Township of Wellington North overseeing the installation, providing in-kind donations vis-à-vis absorption of Township labour costs and land, assuming ownership and future operating costs, and issuing tax receipts to donors.

FINANCIAL CONSIDERATIONS

A final accounting of this initiative is outlined below:

Optimists AV Splashpad P&L

Revenues (Donations)

Brent Barnes	50.00
Draft 80843659 Jun. 14'17	114,907.82
Cheque 2406 Sept. 13'17	17,588.45
Cheque 2411 Sept. 28'17	485.90
Cheque 2412 Sept. 28'17	12,976.76
ABC Rec. Deposit on Equip (Jan.31, 2017 - Cheque 77000802	28,000.00
Wellington County Grant (Accessibility)	10,000.00
Total Revenues (Donations)	184,008.93

Expenses

Vendor Invoicing (Gross)	194,510.06
Rebatable HST (100%)	- 22,377.26
Net Expenses	172,132.80

Surplus / (Deficit) 11,876.13

Summary of Vendor invoicing is as follows for greater detail:

<u>Vendor</u>	<u>Gross Invoice</u>	<u>HST</u>	<u>Net</u>	<u>Amount Paid by TWN</u>	<u>Expense Recorded by TWN</u>
Foster Sewer	2,034.00	234.00	1,800.00	2,034.00	1,800.00
Triton / CMT Engineering	539.01	62.01	477.00	539.01	477.00
Broadline Rentals	89.27	10.27	79.00	89.27	79.00
Triton (Portion Applicable to Splashpad)	1,073.07	123.45	949.62	1,073.07	949.62
ABC Recreation	127,193.27	14,632.85	112,560.42	127,193.27	112,560.42 *
Triton (Portion Applicable to Splashpad)	780.28	89.77	690.51	780.28	690.51
Purolator	5.82	0.67	5.15	5.82	5.15
Wastemanagement	1,202.63	138.36	1,064.27	1,202.63	1,064.28
ABC Recreation	15,714.55	1,807.87	13,906.68	15,714.55	13,906.69
MARCC Apparel	220.35	25.35	195.00	220.35	195.00
BCS Construction	12,426.61	1,429.61	10,997.00	12,426.61	10,997.00
Alltreat Farms	11,300.00	1,300.00	10,000.00	11,300.00	10,000.00
ABC Recreation	15,267.84	1,756.47	13,511.37	15,267.84	13,511.36
ABC Recreation	- 2,291.08	- 263.58	- 2,027.50	- 2,291.08	- 2,027.50
Sign Needs	485.90	55.90	430.00	485.90	430.00
PlayPower	8,468.54	974.26	7,494.28	8,468.54	7,494.29
	194,510.06	22,377.26	172,132.80	194,510.06	172,132.82

* Invoice amount \$99,193.27 (Optimists paid deposit directly \$28K)

TWN had to make adjustment & assume expense to issue donation receipts

\$28K credit provision made to 'donations received'

As can be seen in the above, the project has been completed with a surplus of \$11,876.13, which could be used to fund 2018 operating expenditures associated with the AV Splashpad, AV Pavilion rehabilitation, or other initiatives directed by the Arthur Optimist Club, and agreed to by Township of Wellington North Council.

PREPARED BY:

RECOMMENDED BY:

Adam McNabb

Michael Givens, CFA

ADAM MCNABB
DIRECTOR OF FINANCE & TREASURY

MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER

PERMIT TERMS AND CONDITIONS FOR ICE RENTALS (Amended Nov. 29, 2016)

GENERAL INFORMATION

1. The applicant understands and agrees that management may accept, reject, revoke or cancel a permit at any time with or without cause and that in the event of such a revocation of cancellation, there would be no claim or right to damages whatsoever. In such case advance notice will be given, if possible.
2. Ice bookings are to be 50-minute per hour where applicable with ice resurfacing taking up 10 minutes.
3. The user agrees to adhere to all pertinent information contained in the ice rental policy of The Township of Wellington North facilities.
4. Users of the ice surface and building are advised that liability insurance coverage is not provided to the users under the municipal policy. Insurance coverage is intended to protect only the municipality, owners of the facility. Users are responsible to purchase their own liability coverage. Users must provide a copy of their coverage to the Township of Wellington North.
5. With the potential hazards during ice resurfacing, the user groups agree that under no circumstances is anyone to be on the ice during ice resurfacing. Employees of the Township of Wellington North facilities will make every effort to maintain top quality ice, but accept no responsibility for results of a mechanical breakdown, weather, etc.
6. All requests for the P.A. System, National Anthem, scoreboard, etc. are to be made one week in advance of the event. The music room is off limits to everyone except authorized users.
7. Your organization will be responsible for the block of time agreed to by contract. If you require cancellation, between September 6th and March 15th, it is your organizations responsibility to find a user for the ice, subject to the facility manager's approval.

NOTWITHSTANDING THE ABOVE SCHEDULE, NO LIABILITY SHALL BE IMPOSED WHERE THE ICE TIME WHICH HAS BEEN CANCELLED IS REBOOKED. THERE WILL BE NO CHARGE IMPOSED WHERE THE ICE TIME CANCELLED IS BY AN ACT OF GOD (SNOWSTORM, POWER FAILURE, ETC.) OR DEEMED TO BE AN EMERGENCY.

8. All details pertaining to ice bookings are to be between the Recreation Department and the user. No trading or rebooking shall take place between users without approval of Facility Manager.
9. Where the building is used for spectator events, it is the user's responsibility to supervise the spectators to ensure the orderly conduct of all patrons for maximum enjoyment of the event.
 - a) At the request of the customer the Recreation Department will at the customer's expense provide suitable staff to carry out the necessary supervision based on the size the nature of the event.
 - b) If the user group wishes to provide the supervision, they may do so but it must be adequate to serve the nature and size of the event as stated by management.
 - c) The Recreation Department reserves the right to supply all or part of the necessary supervision, to ensure proper coverage.
 - d) In all cases the costs are the responsibility of the customer.
10. Any damages, which may occur to the arena or any equipment by any player or figure skater, the organization/club will be billed for the damage or deducted from their deposit and it will be up to the organization/club to obtain restitution from visiting clubs/organizations. The Township of Wellington North Recreation Department will deem what is accidental with input from the organization/club.
11. In consideration of such things as hockey playoffs, figure skating test days, carnivals or tournaments, every effort will be made by the Recreation Department to accommodate the needs of the users in accordance with available time allotted to a series etc. To accomplish this, users may be asked to co-operate by altering their program. In all cases altering of any existing program will be in co-operation with the Recreation Department.
12. At any time the facility staff feels that an unsafe ice condition may exist, the user group may be asked to leave the ice surface until the ice surface is deemed safe. If this occurs and the permit must be forfeited, a refund will be given.

13. Dressing rooms shall be vacated within 30 minutes following the contracted ice rental. Continuous violations will constitute a deduction from security deposit.
14. Personal keys shall be held in locked office in exchange for dressing room keys.
15. Under By-Law 4585-03, this is a Non-Smoking Facility. The applicant is responsible for enforcing the smoking Act during their function. Failure to do so may result in charges and fine of \$5,000.
16. Patrons entering these premises voluntarily assume all risks and dangers incidental to any and all events.
17. Where admission and/or tickets are sold, the permit holder shall please indicate the following disclaimer:

“The facility owners, host club or organization shall not be held liable for any injury that may occur at the event taking place on this date. Each patron assumes all risks and dangers associated with this spectator event/activity.”

THE FOLLOWING IS THE SPORTS ACTIVITY AGREEMENT FOR THE TOWNSHIP OF WELLINGTON NORTH ALCOHOL RISK MANAGEMENT POLICY.

I understand that alcohol cannot be consumed in Wellington North facilities and areas in compliance with the Liquor License Act of Ontario and the Municipal Alcohol Risk Management Policy. I understand that if any member of my team is consuming alcohol in these facilities or areas, a registered letter or warning may be issued advising of the policy violation and indicating that no further violations will be tolerated. Independent action can be taken by the local police force, and Liquor License Board at its discretion.

I understand I must provide a copy of the liquor permit to the township of Wellington North (Recreation Department) prior to the function.

NOTE: PLEASE BE AWARE OF THE “OCCUPANCY LOAD” ALLOWED (ON PERMIT)FOR YOUR FUNCTION PRIOR TO OBTAINING LIQUOR LICENCE.

I understand that if any member of my team violates the policy within one year of receiving a warning, our group may forfeit any deposit or may be suspended from using any Township of Wellington North facilities or areas for a period of one year.

If violation occurs after forfeiting any deposit, my group may be suspended for a minimum of one year.

I will not allow anyone to compete if I suspect he or she is intoxicated or may otherwise be incapable of participating safely.

Prior to the use of these facilities, I will provide the Recreation Department with the names and addresses of the team/group coaches and executive. It is the users responsibility to forward the terms and conditions of the contract to their members who are responsible.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE INFORMATION ON THIS FACILITY PERMIT. SPORT PERMITS WILL BE INVOICED MONTHLY, 30 DAY PAYMENT PERIOD.

APPLICANT’S SIGNATURE & DATE

RECREATION STAFF & DATE



TOWNSHIP OF WELLINGTON NORTH

FACILITY ICE TIME INSTALLATION AND EXTENSION POLICY

DEPARTMENT	RECREATION	POLICY NUMBER	8.15
EFFECTIVE DATE	June 8, 2015	LEGISLATIVE AUTHORITY	
APPROVED BY:	Blanket Resolution 2015-345, August 10, 2015 (Original Resolution 2015-249)		

Arthur & Area Community Centre Arena

- Opening date will be established as the 2nd Saturday following the Arthur Agricultural Fair which operates the weekend following Labour Day annually.
- Guaranteed block ice permits run the first day of ice rental until March 15 annually. After this unless contracted all ice time is considered open and available. Wellington North Minor Sports groups will have preference for open and available ice by guaranteed contracting what they need in advance.
- Closing date for ice rental is established as the 2nd last Sunday in March annually to allow for ice removal to begin for Lacrosse season 1st week in April.

Mount Forest & District Sports Complex

- Opening date will be established as the 1st Tuesday following Labour Day weekend
- Any requests for ice rental earlier than this date will be based on a minimum 30 hour per week consecutive guaranteed contract(s). Groups are encouraged to pool their ice requests together if interested and notify the Facility Manager before July 1st by guaranteed contract. Rates for pre season ice will be at a premium rate as established in the Municipal Fees Bylaw
- Guaranteed block ice permits run the first day of ice rental until March 15 annually. After this unless contracted all ice time is considered open and available. Wellington North Minor Sports groups will have preference for open and available ice by guaranteed contracting what they need in advance.
- Closing date is established as the 1st Sunday in April annually unless 30 hour per week consecutive guaranteed ice contract(s) is signed.
- An exemption for the established closing date will be allowed for the Junior C Patriots until eliminated from the OHA play downs.

Emergency or Special Needs (Closing only)

Written requests outlining in detail an emergency or special needs case may be made to the Director of Recreation Parks & Facilities at least 7 days before the scheduled season end to remain open and will require written approval from the Director of Recreation Parks & Facilities and the Chairperson of the Recreation & Culture Committee.

Mount Forest Dumpster - Comparison Info

(current) Waste Management

(quote) WasteCo

Monthly Fees

Monthly Fees

6 yard recycling bin \$183.

\$60.

8 yard waste bin \$386.50

\$192.

Rental fee \$20.

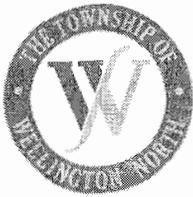
n/a

Env/fuel/etc \$59.

\$60.

Totals \$648.50

\$312.



Facility Usage Report - Summary

Printed: 09-May-18, 10:53 AM

User: pringle

Booking Types: Rentals/Courses/Maint/Admin/Holiday
 Date from: Wednesday, February 01, 2017
 Complex: Mount Forest & District Sports Complex
 Rental Status: Closed/Firm/Tentative

Date to: Sunday, April 30, 2017
 Facility Option: Complex

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Complex: Mount Forest & District Sports Complex				
Facility: Arena Floor		Hours Avail: 1691:00		
Fundraiser	22:00	\$0.00	\$0.00	\$0.00
Holiday	38:00	\$0.00	\$0.00	\$0.00
Set Up/Food Prep	14:00	\$0.00	\$0.00	\$0.00
Sports Practice	1:00	\$60.00	\$0.00	\$60.00
Takedown Fundraiser	22:00	\$0.00	\$0.00	\$0.00
Takedown Set Up/Food Prep	22:00	\$0.00	\$0.00	\$0.00
Total for Facility: Arena Floor	119:00	\$60.00	\$0.00	\$60.00
Facility: Arena Ice		Hours Avail: 1691:00		
Figure Skating	86:45	\$9,021.97	\$0.00	\$9,021.97
Hockey	311:10	\$33,314.44	\$0.00	\$33,314.44
Holiday	38:00	\$0.00	\$0.00	\$0.00
Parent & Tot Skate	18:00	\$0.00	\$0.00	\$0.00
Private Party	1:30	\$173.00	\$0.00	\$173.00
Public Skating	16:30	\$1,716.00	\$0.00	\$1,716.00
Ringette	11:00	\$1,144.00	\$0.00	\$1,144.00
School Skating	7:00	\$252.00	\$0.00	\$252.00
Seniors Skating	27:00	\$0.00	\$0.00	\$0.00
Shinny	34:00	\$3,874.00	\$0.00	\$3,874.00
Tournament	36:30	\$3,962.00	\$0.00	\$3,962.00
Total for Facility: Arena Ice	587:25	\$53,457.41	\$0.00	\$53,457.41
Facility: Jr. "C" Club Room		Hours Avail: 2136:00		
Holiday	24:00	\$0.00	\$0.00	\$0.00
Total for Facility: Jr. "C" Club Room	24:00	\$0.00	\$0.00	\$0.00
Facility: Kinsmen Diamond		Hours Avail: 1335:00		
Holiday	15:00	\$0.00	\$0.00	\$0.00
Total for Facility: Kinsmen Diamond	15:00	\$0.00	\$0.00	\$0.00
Facility: Leisure Hall		Hours Avail: 1602:00		
Exhibition	30:00	\$432.00	\$0.00	\$432.00
Fundraiser	22:00	\$0.00	\$0.00	\$0.00
Holiday	36:00	\$0.00	\$0.00	\$0.00
Meeting	53:30	\$1,973.50	\$0.00	\$1,973.50
Private Party	3:00	\$111.00	\$0.00	\$111.00
Set Up/Food Prep	15:00	\$0.00	\$0.00	\$0.00
Sports Practice	27:00	\$379.50	\$0.00	\$379.50
Sports Registration	4:00	\$0.00	\$0.00	\$0.00
Workshops/Seminars	15:00	\$432.00	\$0.00	\$432.00
Total for Facility: Leisure Hall	205:30	\$3,328.00	\$0.00	\$3,328.00

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Facility: Lobby		Hours Avail: 1869:00		
Holiday	21:00	\$0.00	\$0.00	\$0.00
Total for Facility: Lobby		21:00	\$0.00	\$0.00
Facility: Meeting Room		Hours Avail: 1424:00		
Holiday	32:00	\$0.00	\$0.00	\$0.00
Meeting	172:45	\$376.00	\$0.00	\$376.00
Sports Registration	2:00	\$0.00	\$0.00	\$0.00
Total for Facility: Meeting Room		206:45	\$376.00	\$376.00
Facility: MF Community Centre - kitchen		Hours Avail: 2136:00		
Holiday	24:00	\$0.00	\$0.00	\$0.00
Total for Facility: MF Community Centre - kitchen		24:00	\$0.00	\$0.00
Facility: MF Community Hall		Hours Avail: 1697:30		
Bingo	78:00	\$2,340.00	\$0.00	\$2,340.00
Exhibition	30:00	\$688.00	\$17.91	\$705.91
Fundraiser	50:00	\$1,842.00	\$531.34	\$2,373.34
Funeral Luncheon	5:00	\$305.00	\$0.00	\$305.00
Holiday	18:00	\$0.00	\$0.00	\$0.00
Meeting	91:30	\$2,783.75	\$0.00	\$2,783.75
Private Party	16:00	\$614.00	\$49.74	\$663.74
Seniors Pot Luck	5:30	\$90.75	\$0.00	\$90.75
Set Up/Food Prep	3:00	\$0.00	\$0.00	\$0.00
Sports Practice	16:00	\$264.00	\$0.00	\$264.00
Stag & Doe	83:00	\$4,024.00	\$2,196.00	\$6,220.00
Takedown Bingo	143:00	\$0.00	\$0.00	\$0.00
Takedown Fundraiser	11:00	\$0.00	\$0.00	\$0.00
Wedding/Banquet	5:00	\$305.00	\$0.00	\$305.00
Total for Facility: MF Community Hall		555:00	\$13,256.50	\$2,794.99
Facility: Optimist Diamond		Hours Avail: 1335:00		
Holiday	15:00	\$0.00	\$0.00	\$0.00
Total for Facility: Optimist Diamond		15:00	\$0.00	\$0.00
Facility: Plume Room		Hours Avail: 1576:00		
Blue Line Club	57:50	\$1,763.84	\$316.65	\$2,080.49
Exhibition	23:00	\$432.00	\$0.00	\$432.00
Fundraiser	33:00	\$0.00	\$0.00	\$0.00
Holiday	35:00	\$0.00	\$0.00	\$0.00
Meeting	39:30	\$1,067.50	\$0.00	\$1,067.50
Private Party	6:00	\$236.00	\$0.00	\$236.00
Sports Practice	10:00	\$265.50	\$0.00	\$265.50
Workshops/Seminars	44:00	\$884.80	\$0.00	\$884.80
Total for Facility: Plume Room		248:20	\$4,649.64	\$316.65
Facility: Pro Shop		Hours Avail: 1068:00		
Holiday	24:00	\$0.00	\$0.00	\$0.00
Total for Facility: Pro Shop		24:00	\$0.00	\$0.00
Facility: Storage Space		Hours Avail: 2136:00		
Holiday	24:00	\$0.00	\$0.00	\$0.00
Total for Facility: Storage Space		24:00	\$0.00	\$0.00

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Facility: Storage Space Ball Booth	Hours Avail: 2136:00			
Holiday	24:00	\$0.00	\$0.00	\$0.00
Total for Facility: Storage Space Ball Booth	24:00	\$0.00	\$0.00	\$0.00
Facility: Tables & Chairs	Hours Avail: 801:00			
Holiday	9:00	\$0.00	\$0.00	\$0.00
Total for Facility: Tables & Chairs	9:00	\$0.00	\$0.00	\$0.00
Facility: Upper Leisure Hall	Hours Avail: 1335:00			
Exhibition	23:00	\$432.00	\$0.00	\$432.00
Holiday	15:00	\$0.00	\$0.00	\$0.00
Meeting	237:00	\$327.00	\$0.00	\$327.00
Sports Practice	1:00	\$16.50	\$0.00	\$16.50
Total for Facility: Upper Leisure Hall	276:00	\$775.50	\$0.00	\$775.50
Facility: Walking Track	Hours Avail: 1373:00			
Holiday	15:00	\$0.00	\$0.00	\$0.00
Total for Facility: Walking Track	15:00	\$0.00	\$0.00	\$0.00
Total for Complex: Mount Forest & District Sports Complex	2,393:00	\$75,903.05	\$3,111.64	\$79,014.69
Report Totals:	2,393:00	\$75,903.05	\$3,111.64	\$79,014.69



Facility Usage Report - Summary

Printed: 09-May-18, 10:53 AM

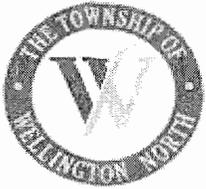
User: pringle

Booking Types: Rentals/Courses/Maint/Admin/Holiday
Date from: Thursday, February 01, 2018
Complex: Mount Forest & District Sports Complex
Rental Status: Closed/Firm/Tentative

Date to: Monday, April 30, 2018
Facility Option: Complex

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Complex: Mount Forest & District Sports Complex				
Facility: Arena Floor		Hours Avail: 1691:00		
Fundraiser	36:00	\$0.00	\$0.00	\$0.00
Holiday	19:00	\$0.00	\$0.00	\$0.00
Takedown Fundraiser	11:00	\$0.00	\$0.00	\$0.00
Total for Facility: Arena Floor	66:00	\$0.00	\$0.00	\$0.00
Facility: Arena Ice		Hours Avail: 1691:00		
Figure Skating	84:20	\$8,939.36	\$0.00	\$8,939.36
Hockey	358:45	\$38,273.00	\$0.00	\$38,273.00
Parent & Tot Skate	17:00	\$0.00	\$0.00	\$0.00
Private Party	1:00	\$127.00	\$0.00	\$127.00
Public Skating	19:00	\$1,979.49	\$0.00	\$1,979.49
School Skating	11:00	\$407.00	\$0.00	\$407.00
Seniors Skating	25:00	\$0.00	\$0.00	\$0.00
Shinny	30:30	\$3,622.50	\$0.00	\$3,622.50
Tournament	23:00	\$2,438.00	\$0.00	\$2,438.00
Total for Facility: Arena Ice	569:35	\$55,786.35	\$0.00	\$55,786.35
Facility: Leisure Hall		Hours Avail: 1602:00		
Fitness Classes	2:00	\$41.62	\$0.00	\$41.62
Fundraiser	34:00	\$0.00	\$0.00	\$0.00
Holiday	18:00	\$0.00	\$0.00	\$0.00
Meeting	60:30	\$1,800.00	\$0.00	\$1,800.00
Private Party	7:30	\$285.00	\$0.00	\$285.00
Sports Practice	25:00	\$425.00	\$0.00	\$425.00
Sports Registration	4:00	\$0.00	\$0.00	\$0.00
Workshops/Seminars	31:00	\$880.00	\$0.00	\$880.00
Total for Facility: Leisure Hall	182:00	\$3,431.62	\$0.00	\$3,431.62
Facility: Meeting Room		Hours Avail: 1424:00		
Holiday	16:00	\$0.00	\$0.00	\$0.00
Lunch Set Up	2:00	\$0.00	\$0.00	\$0.00
Meeting	125:45	\$610.50	\$0.00	\$610.50
Sports Registration	6:00	\$0.00	\$0.00	\$0.00
Total for Facility: Meeting Room	149:45	\$610.50	\$0.00	\$610.50

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Facility: MF Community Hall		Hours Avail: 1697:30		
Bingo	66:00	\$2,024.00	\$0.00	\$2,024.00
Fundraiser	84:00	\$1,878.00	\$434.78	\$2,312.78
Meeting	97:00	\$2,829.50	\$0.00	\$2,829.50
Seniors Pot Luck	4:30	\$76.50	\$0.00	\$76.50
Set Up/Food Prep	10:00	\$0.00	\$0.00	\$0.00
Sports Practice	16:00	\$272.00	\$0.00	\$272.00
Stag & Doe	51:00	\$2,424.00	\$1,285.18	\$3,709.18
Takedown Bingo	101:00	\$0.00	\$0.00	\$0.00
Takedown Fundraiser	28:00	\$0.00	\$0.00	\$0.00
Trade Show	9:00	\$558.00	\$0.00	\$558.00
Wedding/Banquet	15:00	\$661.00	\$77.57	\$738.57
Workshops/Seminars	15:00	\$599.00	\$0.00	\$599.00
Total for Facility: MF Community Hall		496:30	\$11,322.00	\$1,797.53
Facility: Plume Room		Hours Avail: 1576:00		
Blue Line Club	30:45	\$1,168.50	\$210.05	\$1,378.55
Fitness Classes	8:30	\$176.90	\$0.00	\$176.90
Holiday	18:00	\$0.00	\$0.00	\$0.00
Meeting	36:00	\$750.64	\$0.00	\$750.64
Private Party	8:00	\$304.00	\$0.00	\$304.00
Sports Practice	2:00	\$34.00	\$0.00	\$34.00
Tournament	22:00	\$440.00	\$0.00	\$440.00
Workshops/Seminars	25:00	\$510.00	\$0.00	\$510.00
Total for Facility: Plume Room		150:15	\$3,384.04	\$210.05
Facility: Upper Leisure Hall		Hours Avail: 1335:00		
Meeting	1:30	\$0.00	\$0.00	\$0.00
Workshops/Seminars	9:00	\$220.00	\$0.00	\$220.00
Total for Facility: Upper Leisure Hall		10:30	\$220.00	\$0.00
Total for Complex: Mount Forest & District Sports Complex		1,624:35	\$74,754.51	\$2,007.58
Report Totals:		1,624:35	\$74,754.51	\$2,007.58



051 Facility Usage Report - Summary

Printed: 09-May-18, 10:58 AM

User: pringle

Booking Types: Rentals/Courses/Maint/Admin/Holiday
Date from: Wednesday, February 01, 2017
Complex: Arthur & Area Community Centre
Rental Status: Closed/Firm/Tentative

Date to: Sunday, April 30, 2017
Facility Option: Complex

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Complex: Arthur & Area Community Centre				
Facility: Arena Floor	Hours Avail: 1691:00			
Holiday	38:00	\$0.00	\$0.00	\$0.00
Lacrosse	77:30	\$3,825.00	\$0.00	\$3,825.00
Sports Clinics	17:00	\$847.50	\$0.00	\$847.50
Total for Facility: Arena Floor	132:30	\$4,672.50	\$0.00	\$4,672.50
Facility: Arena Ice	Hours Avail: 1691:00			
Figure Skating	61:30	\$6,396.00	\$0.00	\$6,396.00
Hockey	231:30	\$24,868.00	\$0.00	\$24,868.00
Holiday	38:00	\$0.00	\$0.00	\$0.00
Moms, Tots & Seniors Skating	14:00	\$0.00	\$0.00	\$0.00
Public Skating	57:30	\$2,860.00	\$0.00	\$2,860.00
Ringette	3:00	\$350.00	\$0.00	\$350.00
Shinny	25:00	\$2,805.50	\$0.00	\$2,805.50
Total for Facility: Arena Ice	430:30	\$37,279.50	\$0.00	\$37,279.50
Facility: Community Centre Lower Hall	Hours Avail: 1869:00			
Fundraiser	33:30	\$688.00	\$102.64	\$790.64
Funeral Luncheon	21:30	\$757.00	\$0.00	\$757.00
Holiday	42:00	\$0.00	\$0.00	\$0.00
Meeting	7:45	\$0.00	\$0.00	\$0.00
Private Party	39:00	\$832.00	\$82.30	\$914.30
Sports Practice	11:00	\$671.00	\$0.00	\$671.00
Stag & Doe	85:00	\$4,024.00	\$1,596.18	\$5,620.18
Takedown Fundraiser	11:00	\$0.00	\$0.00	\$0.00
Tournament	12:00	\$243.00	\$0.00	\$243.00
Walking	25:00	\$0.00	\$0.00	\$0.00
Wedding/Banquet	4:30	\$274.50	\$25.30	\$299.80
Total for Facility: Community Centre Lower Hall	292:15	\$7,489.50	\$1,806.42	\$9,295.92

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Facility: Community Centre Upper Hall		Hours Avail: 1869:00		
Holiday	42:00	\$0.00	\$0.00	\$0.00
Meeting	19:30	\$200.00	\$0.00	\$200.00
Private Party	9:00	\$315.00	\$0.00	\$315.00
Sports Registration	7:00	\$0.00	\$0.00	\$0.00
Tournament	36:00	\$600.00	\$0.00	\$600.00
Total for Facility: Community Centre Upper Hall		113:30	\$1,115.00	\$0.00
Facility: Pavillion		Hours Avail: 1513:00		
Holiday	17:00	\$0.00	\$0.00	\$0.00
Total for Facility: Pavillion		17:00	\$0.00	\$0.00
Total for Complex: Arthur & Area Community Centre		985:45	\$50,556.50	\$1,806.42
Report Totals:		985:45	\$50,556.50	\$1,806.42



Facility Usage Report - Summary

Printed: 09-May-18, 10:54 AM

User: pringle

Booking Types: Rentals/Courses/Maint/Admin/Holiday
 Date from: Thursday, February 01, 2018
 Complex: Arthur & Area Community Centre
 Rental Status: Closed/Firm/Tentative

Date to: Monday, April 30, 2018
 Facility Option: Complex

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Complex: Arthur & Area Community Centre				
Facility: Arena Floor		Hours Avail: 1691:00		
Holiday	19:00	\$0.00	\$0.00	\$0.00
Lacrosse	79:00	\$3,954.00	\$0.00	\$3,954.00
Sports Clinics	10:00	\$506.50	\$0.00	\$506.50
Total for Facility: Arena Floor	108:00	\$4,460.50	\$0.00	\$4,460.50
Facility: Arena Ice		Hours Avail: 1691:00		
Figure Skating	46:00	\$4,876.00	\$0.00	\$4,876.00
Hockey	270:00	\$29,656.50	\$0.00	\$29,656.50
Holiday	19:00	\$0.00	\$0.00	\$0.00
Moms, Tots & Seniors Skating	38:00	\$0.00	\$0.00	\$0.00
Private Party	1:00	\$106.00	\$0.00	\$106.00
Public Skating	27:00	\$2,703.00	\$0.00	\$2,703.00
School Skating	12:00	\$444.00	\$0.00	\$444.00
Shinny	9:00	\$1,125.00	\$0.00	\$1,125.00
Total for Facility: Arena Ice	422:00	\$38,910.50	\$0.00	\$38,910.50
Facility: Community Centre Lower Hall		Hours Avail: 1869:00		
Exhibition	10:30	\$351.00	\$0.00	\$351.00
Fundraiser	10:30	\$0.00	\$0.00	\$0.00
Funeral Luncheon	5:00	\$310.00	\$0.00	\$310.00
Meeting	6:00	\$0.00	\$0.00	\$0.00
Private Party	15:00	\$0.00	\$106.51	\$106.51
Sports Practice	14:00	\$868.00	\$0.00	\$868.00
Stag & Doe	85:00	\$4,120.00	\$1,948.60	\$6,068.60
Tax Exempt Rental	30:00	\$702.00	\$28.58	\$730.58
Tournament	12:00	\$248.00	\$0.00	\$248.00
Trade Show	7:30	\$465.00	\$0.00	\$465.00
Walking	36:00	\$0.00	\$0.00	\$0.00
Wedding/Banquet	4:30	\$279.00	\$19.57	\$298.57
Total for Facility: Community Centre Lower Hall	236:00	\$7,343.00	\$2,103.26	\$9,446.26
Facility: Community Centre Upper Hall		Hours Avail: 1869:00		
Holiday	21:00	\$0.00	\$0.00	\$0.00
Meeting	17:00	\$318.00	\$0.00	\$318.00
Private Party	3:00	\$114.00	\$0.00	\$114.00
Sports Registration	11:00	\$0.00	\$0.00	\$0.00
Tax Exempt Rental	23:00	\$408.00	\$0.00	\$408.00
Tournament	36:00	\$612.00	\$0.00	\$612.00
Total for Facility: Community Centre Upper Hall	111:00	\$1,452.00	\$0.00	\$1,452.00

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Facility: Meeting Room (downstairs)	Hours Avail: 1290:30			
Holiday	14:30	\$0.00	\$0.00	\$0.00
Total for Facility: Meeting Room (downstairs)	14:30	\$0.00	\$0.00	\$0.00
Facility: Pavillion	Hours Avail: 1513:00			
Holiday	17:00	\$0.00	\$0.00	\$0.00
Total for Facility: Pavillion	17:00	\$0.00	\$0.00	\$0.00
Total for Complex: Arthur & Area Community Centre	908:30	\$52,166.00	\$2,103.26	\$54,269.26
Report Totals:	908:30	\$52,166.00	\$2,103.26	\$54,269.26