

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
RECREATION, PARKS AND LEISURE COMMITTEE MEETING AGENDA  
TUESDAY, OCTOBER 5, 2021 @ 4:00 P.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/89269391172>

Or join by phone:

Canada: 1 855 703 8985 (Toll Free)

Webinar ID: 892 6939 1172

TIME	SUBJECT	PAGE	LEAD	ACTION
4:00 pm	<b>Calling to Order</b>		Chair	
	<b>Adoption of Agenda</b>			
	Recommendation: <i>THAT the agenda for the October 5, 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 – September 7, 2021 (approved by Council on September 27, 2021)</b>	001	Chair	
4:05 pm	<b>Business Arising From Minutes</b>			
	OPS 2021-034 being a report on the Township's recreation portfolio and its partnership with the Township of Southgate  Recommendation: THAT the Recreation, Parks and Leisure Committee receive for information report OPS 2021-034 being a report on the Township's recreation portfolio and its partnership with the Township of Southgate;  AND FURTHER THAT the Committee recommend to the Council of the Township of Wellington North that they direct the Committee Chair appear as a deputation at a future Council meeting of the Township of Southgate to request that Southgate Council consider a financial contribution to the new Mount Forest outdoor pool and aquatics facility, as well as promote awareness of the public engagement process that will be a part of the conceptual design for the project.	004	Director of Operations	Resolution
4:15 pm	<b>Deputation</b>			
	None			

4:15pm	<b>Ad Hoc Committee Updates</b>			
	<p>Mount Forest Aquatics Ad Hoc Advisory Committee meeting of September 20, 2021</p> <p>Recommendation:</p> <p>THAT the Recreation, Parks and Leisure Committee receive the minutes of the September 20 meeting of the Mount Forest Aquatics Ad Hoc Advisory Committee.</p> <p>THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North appoint Shelley Weber as a public member on the Committee.</p>	009	Director of Operations	Resolution
	<p>Arthur BMX Skateboard Park Ad Hoc Advisory Committee meeting of September 21, 2021</p> <p>Recommendation:</p> <p>THAT the Recreation, Parks and Leisure Committee receive the minutes of the September 21 meeting of the Arthur BMX Skateboard Park Ad Hoc Advisory Committee.</p> <p>THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North approve a budget of \$200,000 for concrete and equipment, with possible additions as funds become available.</p> <p>THAT the Arthur Lions Club request authorization to proceed with installation of any required cement pad to meet the specifications of the successful BMX/Skateboard Park proponent and that the request for proposal/tender reflect that cement pad specification requirements be provided by the bidder with installation to be completed by others.</p>	014	Director of Operations	Resolution
	<p>Arthur BMX Skateboard Park Ad Hoc Advisory Committee Special meeting of September 27, 2021</p> <p>Recommendation:</p> <p>THAT the Recreation, Parks and Leisure Committee receive the minutes of the September 27 special meeting of the Arthur BMX Skateboard Park Ad Hoc Advisory Committee;</p> <p>AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North appoint Jack Baker as a youth member on the Committee.</p>	017	Director of Operations	Resolution
4:45 pm	<b>Reports</b>			
	OPS 2021-030 being a report on the award of the concept design of pool and aquatics facility	018	Director of Operations	Resolution

	<p>Recommendation:            THAT Recreation, Parks, and Leisure Committee recommend the Council of the Township of Wellington North receive Report OPS 2021-030 being a report on the award of the concept design of a pool and aquatics facility;</p> <p>AND FURTHER THAT Committee recommend Council award the Township's request for proposal 2021-008 to architects Tillmann Ruth Robinson inc. at an upset limit of \$14,900 plus applicable taxes;</p> <p>AND FURTHER THAT Committee recommend Council approve a contingency budget of \$5,000 plus applicable taxes for this project;</p> <p>AND FURTHER THAT Council authorize the Director of Operations or their designate to sign any necessary agreements with the successful bidders to execute this project.</p>			
	<p>OPS 2021-032 being a report on the Township's recreation portfolio and resourcing</p> <p>Recommendation:            THAT the Recreation, Parks and Leisure Committee receive for information report OPS 2021-032 being a report on the Township's recreation portfolio and resourcing;</p> <p>AND FURTHER THAT Committee direct staff to bring back a report with recommendation to a future committee meeting on a strategy for the Conn recreation area.</p>	023	Director of Operations	Resolution
	<p>OPS 2021-033 being a report on the Arthur outdoor gym</p> <p>Recommendation 1:            THAT the Recreation, Parks and Leisure Committee receive for information report OPS 2021-033 being a report on the Arthur Outdoor Gym;</p> <p>AND FURTHER THAT Committee recommend the Council of the Township of Wellington North direct staff to sign the Arthur outdoor gym closed from November 1 to April 30 each year.</p> <p>Recommendation 2:            THAT the Recreation, Parks, and Leisure Committee recommend the Council of the Township of Wellington North direct staff to draft an agreement with the Arthur BIA for the care, maintenance, and future replacement of the Arthur outdoor gym;</p>	029	Director of Operations	Resolution

	<p>AND FURTHER THAT Committee recommend Council support that the operations team be responsible for the maintenance of the Arthur outdoor gym and that future major capital costs be split XX – XX between the Township and Arthur BIA;</p> <p>AND FURTHER THAT Committee direct staff to bring the resulting draft agreement back to a future meeting of Committee.</p>			
	<p>RPL 2021-018 Ontario Provincial Regulation 364/20</p> <p>Recommendation: THAT the Recreation, Parks and Leisure Committee receive for information report RPL 2021-018 being a report on the Ontario Provincial Regulation 364/20.</p>	032	Director of Operations	Resolution
5:30 pm	<b>Items for Consideration</b>			
	Wellington North Trails (verbal update)		Director of Operations	
	Mount Forest Emergency Generator (verbal update)		Director of Operations	
	Correspondence with Arthur Seniors Hall and Damascus Community Hall (verbal update)		Director of Operations	
5:45 pm	<b>Roundtable</b>			
6:00 pm	<b>Adjournment</b>			
	<p>Recommendation: THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of October 5, 2021 be adjourned at                      p.m.</p>		Chair	Resolution

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
RECREATION, PARKS AND LEISURE COMMITTEE MEETING MINUTES  
TUESDAY, SEPTEMBER 7, 2021 @ 4:00 P.M.  
VIA WEB CONFERENCING <https://youtu.be/lnHSJTRYyLg>**

**Committee Members Present:**

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

**Staff Members Present:**

- Matthew Aston, Director of Operations
- Mandy Jones, Community Recreation Coordinator
- Mike Givens, CAO
- Catherine Conrad, Deputy Clerk

<b>Calling to Order</b>
Chair McCabe called the meeting to order.
<b>Adoption of Agenda</b>
<p>RESOLUTION RPL 2021-045  Moved by Member Yake  Seconded by Member Milne  <i>THAT the agenda for the September 7, 2021 Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed.</i>  CARRIED</p>
<b>Disclosure of Pecuniary Interest</b>
No pecuniary interest disclosed.
<b>Minutes of Previous Meeting – August 10, 2021 (approved by Council on August 23, 2021)</b>
<b>Business Arising From Minutes</b>
No business arising from minutes
<b>Deputation</b>
No deputations.
<b>Ad Hoc Committee Updates</b>
<p>Arthur BMX Skateboard Park Ad-Hoc Advisory Committee Minutes of August 24, 2021  RESOLUTION RPL 2021-046  Moved by Member Yake  Seconded by Member Milne  <i>THAT the Recreation, Parks and Leisure Committee receive the minutes of the Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee meeting of August 24, 2021.</i>  CARRIED</p>

The Arthur BMX Skateboard Park Ad-Hoc Advisory Committee is looking at a donation of concrete work. A fundraising chicken dinner will be held on September 30. The park will be named in memory of Brent Barnes.

### **Reports**

Recreation Master Plan Update

RESOLUTION RPL 2021-047

Moved by Member Milne

Seconded by Member Yake

THAT the Recreation, Parks and Leisure Committee receive for information the Recreation Master Plan Update.

CARRIED

The Committee reviewed progress on items listed in the Recreation Master Plan including a community development approach to service delivery, staffing, replacement of the Lions Roy Grant Pool, consistent signage and land opportunities for recreation.

Arthur Arena Floor (verbal)

The project is complete from contractor's standpoint. Ice will be started this week. Boards were installed and completed.

Donald Family Diamond Update (verbal)

The last organized baseball on that diamond is this week. A contractor is lined up for end of September and clay is expected to go down in October. The diamond will be ready for next spring.

### **Items for Consideration**

Correspondence with Arthur Seniors Centre

RESOLUTION RPL 2021-048

Moved by Member Yake

Seconded by Member Milne

THAT the Recreation, Parks and Leisure Committee receive for information the correspondence with the Arthur Seniors Centre.

CARRIED

The seniors are agreeable to the end of September date. They have started taking bookings for November and December.

### **Roundtable**

Chair McCabe - Participated in the Minor Hockey raffle on Saturday, September 4<sup>th</sup>.

Member Milne - The Holstein Rodeo was very successful and well attended.

Director of Operations – Inquired if future meetings will be scheduled for 4:00 p.m. Chair McCabe confirmed that future meetings will be held at 4:00 p.m.

Community Recreation Coordinator – a volunteer lunch will be held on September 24<sup>th</sup> from 11:30 a.m. to 1:30 p.m. Volunteers are asked to pre-register.

**Adjournment**

RESOLUTION RPL 2021-049

Moved by Member Milne

Seconded by Member Yake

*THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of September 7, 2021 be adjourned at 4:31 p.m.*

CARRIED



**WELLINGTON NORTH**  
SEMPER PORRO

## Staff Report

**To:** Chair and Members of the Recreation, Parks and Leisure Committee Meeting of October 5, 2021

**From:** Matthew Aston, Director of Operations

**Subject:** OPS 2021-034 being a report on the Township's recreation portfolio and its partnership with the Township of Southgate

### RECOMMENDATION

**THAT** the Recreation, Parks and Leisure Committee receive for information report OPS 2021-034 being a report on the Township's recreation portfolio and its partnership with the Township of Southgate;

**AND FURTHER THAT** the Committee recommend to the Council of the Township of Wellington North that they direct the Committee Chair appear as a deputation at a future Council meeting of the Township of Southgate to request that Southgate Council consider a financial contribution to the new Mount Forest outdoor pool and aquatics facility, as well as promote awareness of the public engagement process that will be a part of the conceptual design for the project.

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

2018 Recreation Master Plan

11. Seek strategic partnerships that are consistent with the Township's objective of accessing additional resources when pursuing projects that respond to demonstrated needs.

At the September 7, 2021, meeting of Recreation, Parks, and Leisure Committee staff were directed to bring a report back to committee discussing the Township of Southgate as it relates to the 2018 Recreation Master Plan.

### BACKGROUND

A search of the 2018 Recreation Master Plan was completed and all sections that included reference to Southgate, a total of eight references, have been consolidated in this report for committee.

#### 2.1 A Brief Profile of Wellington North - Page 7

"By virtue of its location within the region, the Township provides recreation opportunities for many non-residents including (but not limited to) those living in nearby municipalities; a formal



agreement exists with the **Township of Southgate** for non-resident access to the Mount Forest & District Sports Complex. In turn, many Wellington North residents travel to nearby communities to access leisure opportunities, such as indoor pools in Centre Wellington and Hanover.”

#### **5.4 Partnerships and Working with Others – Page 41**

Partnership are critical to the effective delivery of recreation services and efficient use of tax dollars. The Township has recognized this through several guiding documents. For example, the exploration of strategic partnerships was identified as a priority by the Township in its 2015 Corporate Strategic Plan.

The Township occasionally works with various partners to ensure that residents have access to services that are beyond its scope, such as the Wellington County Library, Continuing Education, school boards, advisory committees, volunteer groups (such as sports associations, service clubs, special interest clubs, etc.) and private businesses. The Township also has a Recreation Service Agreement (consisting of a capital contribution and ongoing operating funds) with **Southgate Township** for access to “ice-oriented activities” at the Mount Forest & District Sports Complex, which opened in 2008.

It can be anticipated that additional partnership opportunities will be presented throughout the life of this Master Plan. Depending on the scope and nature of the partnership, the Township’s Community Development Fund and criteria for community-initiated projects may provide effective direction and role clarity. As Wellington North enhances its role in community coordination, Township-initiated partnerships will become more common. This will require a more proactive approach and a willingness to work with others. One example recommended in the Community Growth Plan is increased coordination with regional tourism interests, such as Guelph-Wellington tourism and RTO4.

#### **5.8 Governance / Committee Structure – Page 46**

The Township has a Recreation & Culture Committee that acts as an advisory committee to the Recreation Department, particularly with regard to budget preparation and policy development. The Committee consists of Township staff, three Wellington North Council members and one Council member from the **Township of Southgate**. The Committee meets approximately every two months on weekday mornings.

#### **Future Demand – Page 52**

A market-specific provision target is used to determine ice pad requirements. Such a target is able to consider local participation trends, accepted standards of play, population growth, demographic factors and other inputs. A typical ice pad within a small community should be able to accommodate 400 to 450 youth users during prime-time hours (youth tend to receive priority during these hours), with the bulk of adult usage occurring during non-prime hours and Sunday mornings.

As shown in the following table, there are over 600 youth participants using the Township’s two arenas. This represents approximately 28% of youth ages 5 to 19 living in the Township, which is higher than rates typical of communities in Southwestern Ontario, but reflects the fact that there are some non-residents playing for local organizations (this percentage drops to 17% if **Southgate** residents are included).

**Table 16: Wellington North, Ice Sport Registration**

Organization	Primary Market	Registration (2017/18)
<b>Arthur</b>		
Arthur and Arena Skating Club	Youth	57
Arthur Minor Hockey	Youth	147
Arthur Saturday Rec Hockey	Adult	60
Shinny Hockey (6 groups) - estimated	Adult	180
<b>Subtotal – Arthur</b>	<b>–</b>	<b>444</b>
<b>Mount Forest</b>		
Mount Forest Minor Hockey	Youth	300
Skate Canada Mount Forest	Youth	20
Mount Forest Patriots	Youth	80
Wellington North Ringette	Adult	12
Shinny Hockey (5 groups) - estimated	Adult	150
<b>Subtotal – Mount Forest</b>	<b>–</b>	<b>562</b>
<b>Total – All</b>	<b>–</b>	<b>1,006</b>
<b>Total – Youth</b>	<b>–</b>	<b>604</b>
<b>Total – Adult</b>	<b>–</b>	<b>402</b>

Source: local user groups, 2017

### 6.7 Ball Diamonds – Page 63 Current State

The Township maintains and rents a total of five (5) ball diamonds, located at Arthur Community Centre and Fairgrounds Park (2), Mount Forest Fairgrounds Park (2) and Campbell deVore Park (1). All diamonds are lit for evening play. With the assistance of a government grant, the Optimist diamond at the Mount Forest Fairgrounds Park is being redeveloped in 2017/18.

There is a scrub ball diamond at Conn Park, however it is in disrepair and not considered part of the active inventory, nor are school fields (though some may be used for practices and unstructured play). Mount Forest Minor Ball also rents diamond time in **Southgate Township** for practices.

### 6.8 Soccer Fields – Page 65 Current State

The Township provides four (4) soccer fields in Mount Forest at Campbell deVore Park (1 full size lit, 1 intermediate) and King Street Fairgrounds Park (2 minis). The Mount Forest and District Soccer Club (which offers both a house league and competitive stream, including two adult teams) also uses fields in the **Township of Southgate** as the club's membership covers this area. The Arthur Recreational Soccer Club (house league) uses fields at St. John Catholic School; the open space contains two (2) full size fields, which can be divided into approximately six (6) small fields.

Between the two communities, there are a total of six (6) to ten (10) public soccer fields (depending on the configuration), though not all are Township-controlled.

### Cooperation Between Municipal Neighbours – Page 90

Cooperation between municipalities is essential to the effective delivery of parks and recreation services. Residents are not concerned about municipal boundaries as long as their access to and enjoyment of a recreational experience is unencumbered by local politics. Throughout Ontario, municipalities benefit from various types of cooperation, including joint

services agreements that allow cost-efficient access to facilities by residents in another municipality (e.g., the agreement between Wellington North and **Southgate**).

### Online Survey – Data Tables A-2

Question 30. You indicated you are not a resident of the Township of Wellington North. Where do you reside?

**Q30 You indicated you are not a resident of the Township of Wellington North. Where do you reside?**

	#
<b>Southgate</b>	15
Grey County	2
Holsteain	2
Minto	2
Mapleton	1

As shown, the 2018 Recreation Master Plan discussed Wellington North's relationship with the Township of Southgate often, as well as more broadly the need for continued partnerships to provide the best recreation services possible to our customers. In keeping with this vision, the recommendation contained within this report seeks to further strengthen Wellington North's relationship with the Township of Southgate by ensuring their Council and residents are engaged in the public consultation process for the new Mount Forest Outdoor Pool and Aquatics Centre, as well as request Southgate Council give consideration to providing financial support of the project.

### FINANCIAL CONSIDERATIONS

In 2020, the Township of Wellington North did not operate the outdoor swimming pools and in 2021 the non-resident fees were removed as an applicable charge.

### ATTACHMENTS

NA

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

009

THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES  
SEPTEMBER 20, 2021 @ 7:00 P.M.  
VIA ELECTRONIC MEETING

Committee Members Present:

Sherry Burke, Councillor, Chairperson  
Larissa Lamont, Public Member  
Laurie Doney, Public Member  
Jessica McFarlane, Public Member (7:11 p.m. Arrival)  
Al Leach, Lions Member  
Vern Job, Lions Member  
Ray Tout, Lions Member

Committee Members Absent:

Jayne Hewson, Public Member

Staff Present:

Matthew Aston, Director of Operations  
Mandy Jones, Community Recreation Coordinator  
Mike Givens, CAO  
Tasha Grafos, Administrative Support

Guest:

Steve McCabe, Councillor,  
Chairperson of Recreation Parks Leisure Committee

**CALLING THE MEETING TO ORDER**

Chair Burke called the meeting to order at 7:00 p.m.

**ADOPTION OF THE AGENDA**

RESOLUTION: MFA 2021-025

Moved: Larissa Lamont

Seconded: Ray Tout

*THAT the agenda for the Special meeting of September 20, 2021, Township of Wellington North Mount Forest Aquatic Ad-Hoc Advisory Committee meeting be accepted and passed.*

CARRIED

**DISCLOSURE OF PECUNIARY INTEREST**

No pecuniary interest declared.

**MINUTES OF PREVIOUS MEETING – July 6, 2021**

Accepted by Recreation, Parks and Leisure Committee on August 10, 2021.

Accepted by Council on August 23, 2021

**ITEMS FOR CONSIDERATION**

1. CHARITABLE DONATION POLICY – Director of Operations

A review of the policy for new members of the committee.

Highlights for the committee:

Charitable donations receipts can be issued for any amount \$25 or more.

010

THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES  
SEPTEMBER 20, 2021 @ 7:00 P.M.  
VIA ELECTRONIC MEETING

Donation cheques can be made out to 3rd party organization (for consolidation purposes); however detailed information regarding the Donor and any related 'advantage' received by the Donor will need to be compiled at time of receipt, and will be required to issue an official donation receipt

Donor information is required to issue donation receipts; Donor Name (First, Last & Middle Initial) and Donor Address. It is also required to record the date the donation is received, amount received and details of the donation including any advantage received by the donor.

'Advantage' is defined as what a donor may receive in return for his or her donation (for example, a meal, tickets to a show), and it must be taken into consideration when determining the eligible amount of a gift for receipting purposes. The Treasury department will determine the value of the advantage.

Donation receipts cannot be issued after substantial completion of the project. Substantially complete can be defined as finished construction and ready for use with only minor work to be done that does not affect the operation of the project.

Lions Member Ray Tout asked about the required donor information in the instance of an anonymous donation. It was explained that in these cases, the donator would contact the Township Treasurer directly to receive their donation receipt. This keeps all information confidential.

Lions Member Ray Tout then asked what the definition of substantial completion is and if there was a percentage assigned to this definition. The clarification on this term is that it is a legal description and if we were to use common language, the description would be when the project reaches a point where it can perform under the intended purpose of the project. For example, the pool construction is complete, but landscaping still needs to be done, this would be substantially complete.

Substantially complete is used for all projects, however, the Township is now trying to define this more clearly and provide better records.

A discussion ensued about "advantage." When selling armour stones, plaques on benches, or anything that is marked with the donor's information, logos cannot be used. When a logo is used, this becomes advertising and this is not a charitable donation, but rather an advertising expense. When just the name of the company is used, without a logo, this is purely donor information.

Jessica McFarlane joined the meeting – 7:11pm

011

THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES  
SEPTEMBER 20, 2021 @ 7:00 P.M.  
VIA ELECTRONIC MEETING

2. 88.7 THE RIVER GOLF TOURNAMENT – Vern Job

The committee was sent a questionnaire about the tournament, and it was agreed that the committee was not ready to be a part of the tournament and the Lions would participate. Any funds raised will be donated towards the completion of the pool.

The pool promotional products can be sold at a table during the tournament. Lion Member Vern Job will send a volunteer schedule to the committee and ask that everyone let him know what shifts they can fill.

3. Pool Swag – Larissa Lamont

The sidewalk sale was very successful sidewalk sale, raising approximately \$1600 by selling the pool swag, t-shirts, hats, and tumblers. The t-shirts sold very well and there is minimal stock left. There is a need to replenish the more popular sizes of t-shirts.

Looking to the fall and winter, the committee should consider more seasonal swag, like sweaters and toques.

The “Mount Forest Mask Lady,” Karen, made masks for the committee volunteers for the sidewalk sale, many people asked about purchasing these. The committee should explore this idea.

The idea of advertising the pool’s promotional products on the River was suggested and Public Member Larissa Lamont asked for direction from the committee on this idea.

A “Colour Run” was suggested as a fundraising event for the Spring; dates, rules through the township and associated costs/fees will be researched further.

Lion Member Ray Tout suggested using some of the funds raised at the sidewalk sale to replenish the t-shirts needed prior to the sale at the golf tournament. He also suggested that the Radio advertising begin after November 12<sup>th</sup> to promote items for Christmas gifts.

Future funds raised should be stored at the Township office and when payments are required, invoices will be paid using these funds, through the Township.

The Committee should be keeping a financial ledger of all transactions.

012

THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES  
SEPTEMBER 20, 2021 @ 7:00 P.M.  
VIA ELECTRONIC MEETING

RESOLUTION: MFA 2021-026

Moved: Ray Tout

Seconded: Laurie Doney

*THAT the Mount Forest Aquatics Ad-Hoc Advisory Committee approves members Larissa Lamont and Jayme Hewson to proceed with purchasing additional t-shirts from the same supplier as previously used using the funds that have already been raised.*

*AND FURTHER THAT they explore options for additional promotional products.*

CARRIED

4. RFP Update – Matt Aston

RFP concept design, closed last Tuesday, 26 people picked up the RFP and only 2 submissions.

Currently Township staff are Reviewing the proposals and will bring a recommendation to Recreation, Parks & Leisure Committee on October 5, 2021 and then to Council on October 12, 2021 for final award.

5. New Committee Member – Shelley Weber

If we bring Shelley on board, we will have the full compliment for the Public Members on this committee.

RESOLUTION MFA 2021-027

Moved: Ray Tout

Seconded: Larissa Lamont

*THAT the Mount Forest Aquatics Ad-Hoc Advisory Committee recommend the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North appoint Shelley Weber as a public member on the Committee.*

CARRIED

**ROUNDTABLE**

Community Recreation Coordinator, Mandy Jones:

Lottery licensing reminder from Deputy Clerk, Cathy Conrad.

Section 2.5.0 Overview: Ineligible Use of Proceeds of the AGCO Policy states that "A proposed use of lottery proceeds is ineligible if it enhances lands and buildings owned and/or operated by a government." This rule is applicable to all groups/organizations/service clubs.

**ADJOURNMENT**

RESOLUTION: MFA 2021-028

Moved: Al Leach

Seconded: Ray Tout

*THAT the Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee Special meeting of September 20, 2021, be adjourned at 8:05 p.m.*

CARRIED



THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES  
SEPTEMBER 20, 2021 @ 7:00 P.M.  
VIA ELECTRONIC MEETING

**NEXT MEETING**

TBD

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
ARTHUR BMX/SKATEBOARD PARK AD-HOC ADVISORY COMMITTEE  
MEETING MINUTES  
TUESDAY SEPTEMBER 21, 2021 @ 7:00 PM  
ARTHUR OPTIMIST PAVILION**

Committee Members Present:

- Lisa Hern, Councillor, Chair
- Al Rawlins, Lions Member
- Glen Cheyne, Lions Member
- Wayne Horton, Lions Member

Committee Members Absent:

- Steve McCabe, Councillor, Member

Staff Members Present:

- Matthew Aston, Director of Operations
- Mandy Jones, Community Recreation Coordinator
- Michael Givens, Chief Administrative Officer
- Catherine Conrad, Deputy Clerk

Lions Club Member Present:

- Phillip Wilman

### **CALLING TO ORDER**

Chairperson Hern called the meeting to order.

### **ADOPTION OF AGENDA**

RESOLUTION ABSP 2021-07

Moved: Rawlins

Seconded: Horton

*THAT the agenda for the September 21, 2021 Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee be accepted and passed.*

CARRIED

### **DISCLOSURE OF PECUNIARY INTEREST**

No pecuniary interest declared.

### **MINUTES OF PREVIOUS MEETING**

August 24, 2021 – received by Recreation, Parks and Leisure Committee on September, 7 2021

### **DELEGATION**

Arthur Youth Fundraising Group – Guest Presentation

A group of Arthur youth attended the meeting to thank the Lions Club, Brent Barnes, the anonymous donor and Wightman for donations. The parents expressed their appreciation for what the Lions Club is doing for the youth.

The Lions Club members thanked the youth and parents for supporting this project and stated that it helps to know they are invested in it.

## ITEMS FOR CONSIDERATION

- Financial Review – as of September 8, 2021

Approximately \$200,000 has been raised so far. All money raised will be used for the BMX/Skateboard Park. Parents are looking for ideas to involve the youth in further fundraising.

- Discussion on Neighbouring Skateparks

The committee and the youth discussed pros and cons of various parks they visited and the types of equipment preferred. Wood is not an option as it would be easily vandalized. An all concrete skatepark would be one piece but is very expensive and can be difficult to repair. Drainage can also be an issue. The Lions are considering a 50' by 100' concrete pad with metal equipment pieces. The pad should be large enough that more pieces can be added on in the future.

The youth would like to see two quarter pipes, grinding rails and fun boxes. Box rails with different levels for various skill levels of users would be preferred over tubular rails.

Parents expressed concern that the metal pieces would get hot and users could end up with burns if they fall on it. It was noted that the pump track could be used for bikes and skateboards. There would be no jumping involved and less risk of falling and getting burned on hot days.

Mostly steel and some dirt, or some combination of the two, are being considered for the BMX Track. This part of the project will be dependent on funding and may start out as a dirt track. Future fundraising could add to it.

- Project Scope and Location

The location will be near the pavilion with the BMX track looping around and through the trees. The concrete pad should not impact the volleyball court.

Two approaches to the project were discussed. The first option would be to provide a budget amount and ask for designs. The second option would be to provide core specifications and no budget amount. Designs would be reviewed with the lowest price not necessarily being the best option.

There was discussion regarding the concrete pad specifications and who would do the concrete work. It would be more economically efficient for us to arrange the concrete work using industry standards. However, the various vendors may require different specifications for the pad.

The Lions Club members asked what would happen if only one proposal was received or if none were received. If only one proposal is received Council could approve it. If zero proposals are received we could deal with a vendor of choice directly.

Lions members inquired about the involvement of the club in the proposal review and awarding of a contract. CAO Givens explained that the Township could donate the space and the Lions would seek quotes. Using a proposal method will look at various designs. The Township uses a grid method that gives consideration to cost design, material, schedule and project references to score the designs. The proposals could

be brought to the Committee for scoring. Staff will also consider ongoing maintenance. The RPF could contain wording that extra equipment could be included as additional funds become available.

A sign and stamped concrete will be needed for donor sponsorships. Fencing and lighting are not required for the project.

#### RESOLUTION ABSP 2021-08

Moved: Cheyne

Seconded: Horton

That the Committee set a budget of \$200,000. for concrete and equipment, with possible additions as funds become available.

CARRIED

#### RESOLUTION ABSP 2021-09

Moved: Rawlins

Seconded: Horton

That the Arthur Lions request authorization to proceed with installation of any required cement pad to meet the specifications of the successful BMX/Skateboard Park proponent and that the request for proposal/tender reflect that cement pad specification requirements be provided by the bidder with installation to be completed by others.

CARRIED

### OTHER BUSINESS

Al Rawlins informed the Committee that the project does not qualify for a Trillium grant. Trillium grants are only for refurbishment of existing infrastructure, not new projects. FCC application submission opens in March.

### NEXT MEETING

- October 19, 2021 at 7:00PM – leisure hall

### ADJOURNMENT

#### RESOLUTION ABSP 2021-10

Moved: Rawlins

Seconded: Cheyne

*THAT the Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee meeting of September 21, 2021 be adjourned at 8:27 pm.*

CARRIED

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
ARTHUR BMX SKATEBOARD PARK AD-HOC ADVISORY COMMITTEE  
SPECIAL MEETING MINUTES  
MONDAY, SEPTEMBER 27, 2021 @ 12:01 P.M.**

**Committee Members Present:**

- Lisa Hern, Councillor, Chair
- Steve McCabe, Councillor, Member
- Al Rawlins, Lions Member
- Wayne Horton, Lions Member
- Glen Cheyne, Lions Member 12:03pm

**Staff Members Present:**

- Mandy Jones, Community Recreation Coordinator
- Catherine Conrad, Deputy Clerk

**Guest:**

- Jack Baker

**Calling to Order**

Chair Hern called the meeting to order at 12:01 p.m.

**Adoption of Agenda**

RESOLUTION ABSP 2021-11

Moved: Wayne Horton

Seconded: Steve McCabe

*THAT the agenda for the Special meeting of September 27, 2021 Township of Wellington North Arthur BMX Skateboard Park Ad-Hoc Advisory Committee meeting be accepted and passed.*

CARRIED

**Disclosure of Pecuniary Interest**

No pecuniary interest declared.

**Items for Consideration**

New Committee Member

RESOLUTION ABSP 2021-11

Moved: Al Rawlins

Seconded: Wayne Horton

*THAT the Arthur BMX Skateboard Park Ad-Hoc Advisory Committee recommend the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North appoint Jack Baker as a youth member on the Committee.*

CARRIED

**Adjournment**

RESOLUTION ABSP 2021-13

Moved: Glen Cheyne

Seconded: Wayne Horton

*THAT the Township of Wellington North Arthur BMX Skateboard Park Ad-Hoc Advisory Committee Special meeting of September 27, 2021 be adjourned at 12:06 p.m.*

CARRIED



# WELLINGTON NORTH

SEMPER PORRO

## Staff Report

**To:** Chair and Members of the Recreation, Parks and Leisure Committee Meeting of October 5, 2021

**From:** Matthew Aston, Director of Operations

**Subject:** OPS 2021-030 being a report on the award of the concept design of pool and aquatics facility

### RECOMMENDATION

**THAT** Recreation, Parks, and Leisure Committee recommend the Council of the Township of Wellington North receive Report OPS 2021-030 being a report on the award of the concept design of a pool and aquatics facility;

**AND FURTHER THAT** Committee recommend Council award the Township's request for proposal 2021-008 to architects Tillmann Ruth Robinson Inc. at an upset limit of \$14,900 plus applicable taxes;

**AND FURTHER THAT** Committee recommend Council approve a contingency budget of \$5,000 plus applicable taxes for this project;

**AND FURTHER THAT** Council authorize the Director of Operations or their designate to sign any necessary agreements with the successful bidders to execute this project.

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

Report RPL 2021-012 being a report on the Mount Forest Outdoor Pool

### BACKGROUND

The request for proposal (RFP 2021-008) for consulting services for a concept design of an outdoor pool and aquatics facility was advertised on the Township's website starting July 29, 2021, and closed September 14, 2021.

Township had twenty-six (26) bid takers for RFP 2021-008.

The Township received two submissions prior to RFP 2021-008 close: architects Tillmann Ruth Robinson inc. (TRR) and Masrio Architects. Submissions were assessed based on the evaluation detailed within the RFP document – see below.

## Proposal Evaluation

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

Category	Description	Points
Experience, Qualifications, Project Management	Company history, qualifications of staff, project management experience	5
Project Plan	Minimum Requirements Additional Items	25
Project Schedule	Detailed timeline for the project	10
Project References	Description of at least three similar projects complete with Municipal reference	10
Proposal Cost	Project Budget Section	50
Total		100

architects Tillmann Ruth Robinson inc. was the lowest cost, scored the highest using the evaluation method above, met the RFP as specified, and Township staff recommend them for award.

## FINANCIAL CONSIDERATIONS

2021 Approved Project Budget = \$51,000

RFP 2021-008 – Consulting Services

Bidder	RFQ Price <sup>^</sup>
Masiro Architects	\$68,800
Architects Tillmann Ruth Robinson inc.	\$14,900

<sup>^</sup> - Prices excludes 13% HST and all provisional items.

Township staff have spoke with TRR and additional public consultation meetings would be at a cost of \$1,200 plus taxes, which staff envision may be necessary. As a result, staff have recommended that a \$5,000 contingency budget be approved for this project.

## ATTACHMENTS

Schedule A – E-mail correspondence from architects Tillmann Ruth Robinson inc.

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

**Recommended By:**

Michael Givens, Chief Administrative Officer

*Michael Givens*



**Matt Aston**

---

**From:** Scott Robinson <Scott.Robinson@attr.ca>  
**Sent:** September 29, 2021 11:00 AM  
**To:** Matt Aston  
**Subject:** RE: RFP 2021-008 Concept Design for Pool

Hi Matt,

Please see responses below,

1/ Typically we like to do a Town Hall Meeting where we display the plans / renders. We have a small presentation to explain the designs and answer questions on the spot. We then invite comments, in writing, from the community. Those comments are reviewed by the design team / steering committee and incorporated where feasible. Other types of consultations can include online portals or web pages where the community can review and comment like a Town Hall Meeting. We are open to whatever process your group feels comfortable with – completely flexible.

2/ Yes, we understand this contract is for the concept option(s) phase of the project. We also understand this will not preclude our team to participate in the next phase RFP.

Hope this helps – let me know if you have any other questions.

Thanks,

Scott



**architects** tillmann ruth robinson

**Scott Robinson**, Principal

Dipl. Arch., OAA, MRAIC, EDAC

Tel: 416.595.2876 | [www.attr.ca](http://www.attr.ca)

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**From:** Matt Aston <maston@wellington-north.com>  
**Sent:** September 29, 2021 8:36 AM  
**To:** Scott Robinson <Scott.Robinson@attr.ca>  
**Cc:** Mandy Jones <mjones@wellington-north.com>  
**Subject:** RFP 2021-008 Concept Design for Pool

Good Morning Scott,

Hope your week is going well.

Township is just working on finishing report for October 5, 2021, meeting of recreation committee and I wanted to ask a couple questions with this e-mail.

1. What does public consultation look like with the Tillmann Ruth Robinson (TRR) proposal?
2. Does TRR understand the scope of this project will only take project to a point of an approved conceptual design and where a detail design consultant will be engaged as the next step within the process?

My intent is that the response to these inquiries will be included in the recreation committee agenda for discussion. Also, I reserve the right to ask follow-up questions as necessary.

Thanks in advance for your review and reply to these items.

Regards,  
MA

**Matthew Aston**

**Director of Operations, Township of Wellington North**

P 519.848.3620 ext. 4250 | E [maston@wellington-north.com](mailto:maston@wellington-north.com)

7490 Sideroad 7 W, PO Box 125, Kenilworth, ON N0G 2E0

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## WELLINGTON NORTH

SEMPER PORRO

# Staff Report

**To:** Chair and Members of the Recreation, Parks and Leisure Committee Meeting of October 5, 2021

**From:** Matthew Aston, Director of Operations

**Subject:** OPS 2021-032 being a report on the Township's recreation portfolio and resourcing

### RECOMMENDATION

**THAT** the Recreation, Parks and Leisure Committee receive for information report OPS 2021-032 being a report on the Township's recreation portfolio and resourcing;

**AND FURTHER THAT** Committee direct staff to bring back a report with recommendation to a future committee meeting on a strategy for the Conn recreation area.

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

From 2018 Recreation Master Plan:

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.

21. Regularly assess the staff complement in relation to current and projected service levels, including a review of the use of part-time staff.

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).

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.

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).

Report RPL 2020-010 being a report on the Conn Playground

Report RPL 2020-017 being a report on the Conn Pavilion and Playground.

## BACKGROUND

### **Conn Recreation Area**

The Conn recreation area, including the building, has until recently been maintained by a community group from Conn. As time has past the members of this community group have either moved away, retired from active participation, or otherwise become unable to support this recreation area. As the community group becomes less involved additional responsibilities have fallen to the Township's team. The purpose of this report is to discuss with committee the impacts and options associated with the next steps related to the Conn recreation area.

As additional context, the issue the Township is currently experiencing in Conn is not unique, community members having to reduce their involvement, as we all have busy lives, age with time, and experience changes in our priorities. It could be anticipated that there is a risk of a similar situation to Conn occurring with the Arthur trails committee, Mount Forest trails committee, Damascus Hall group, Lynes Blacksmith Shop, and other community groups that today provide valuable services to the community.

In Conn this has/will require the recreation team to have an increased presence, in order to keep this recreation area "fit for use". This creates additional workload for the team. The Conn recreation area also represents property the Township currently owns which has an existing land use for recreation activities. The 2018 Recreation Master Plan (RMP) made several references within its recommendations about land acquisition for recreation amenities which suggests that owning a property like Conn represents future value to the Township's recreation needs.

An example of what a past Council did in a similar situation:

In 1964 the trustees of the South Luther Hall transferred ownership to the Township of West Luther. An email in the file from the Township's Solicitor says one of the trustees recalls they were having trouble keeping the building up and decided to give it to the Township on the condition if the Township sold it, all buildings would be demolished.

In ~2006 the Friends of South Luther (FSL) wanted to purchase it from the Township but found out about the restrictive covenant regarding the buildings. FSL had to go to court to have covenant removed prior to purchasing it from the Township for one dollar. Subsequently, FSL were successful in receiving a Trillium Foundation Grant for hall restoration and, as far as the Township knows, Hall remains a valuable asset to the local community. In this instance ownership and maintenance was handed over to a community user group.

I would suggest the outcome of the South Luther Hall is very representative of the tone of the 2018 RMP recommendations, mainly, community group involvement with the care and upkeep of recreation amenities.

The purpose of this section of the report was to solicit committee discussion on options and how recreation initiatives can be managed in a way consistent with committee / Council's wishes.

The recommendations contained within this report would allow for a future report to come to committee concerning the Conn recreation after staff have had an opportunity to better understand committee's wishes.

### **New Initiatives and Operational Impacts**

The resourcing (operations, maintenance and future capital) is something we need to keep in mind when community groups come to the Township and want to spearhead new initiatives like BMX parks, dog parks, splashpads, multi-use courts, and other projects. That once established, these amenities/services become an expectation within the community and this expectation remains even if these community groups supporting the project dissolves. This potentially increases the workload within the recreation department, in an uncontrolled way, and results in long-term operation cost impacts. Staff does not want to discourage community groups taking an active role in recreation rather we want Council / Committee to understand that some risk exists around the resources (financial, staff) required long-term to offer these services.

Township has recently accepted three such initiatives, all of which have known or unknown long-term operational impacts. All are great projects that increase the level-of-service provided to the community, but all come with additional operational resource requirements, that are not necessarily immediately known, quantified, or discussed when the initiative is being accepted. These four projects also represent future capital replacement projects when the assets approach end of life.

The three projects I am speaking of are as follows:

- Arthur Outdoor Gym Equipment;
- Lion's Electronic Sign at Queen / Cork Streets; and
- Red Clay Ball Diamond in Mount Forest.

These initiatives have all been "endorsed" by Council, some coming up through the local BIAs, however, all have long-term resource impacts. The Arthur BIA Outdoor Gym is a great community amenity that leverages a previously vacant green space that now provides equipment that promotes physical fitness. However, this amenity has increased staff time required to mow and trim around the concrete slab, maintain garbage receptacles, as well as regular equipment inspections that will increase as the equipment ages.

The Lion's Electronic Sign is a great way of communicating information to residents, but it requires regular time and attention of the recreation department to post messaging and troubleshoot when it does not work. The Lion's electronic sign recently required troubleshooting and repair that took a recreation team member several hours over several weeks to work out with the supplier. Efforts spent working through this issue comes at the cost of this individual not working on other recreation service initiatives.

The last project is the red clay ball diamond in Mount Forest. Maintenance was apart of the discussion during the development of this recreation amenity, it having come through Recreation, Parks, and Leisure (RPL) Committee. That said, the exact scope of effort for the recreation team for this project remains unclear.

If project acceptance continues to focus on adding to the level of service in recreation or increasing community amenities, the existing level of resources provided to the recreation team will have to increase, or some of our existing levels of service will have to decrease.

Some strategies on handling the increased workload within the recreation department specific to the discussion in this report:

1. Partnership with community groups for maintenance.

At one extreme end of the spectrum, this could look like the South Luther Hall example where the Township completely divests itself of property and facility. This results in no future operational or capital costs. Trails are another good example of partnership, where the trails committee provide valuable efforts to improve the level of service provided within the Township's trail network, with the Township maintaining ownership.

2. Hire more staff.

I describe the workload in recreation since I started back in 2019 as like "death by a thousand papercut" where the magnitude of work for any one initiative, does not seem significant in isolation, however, en masse it starts to become significant and changes the current level-of service staff are able to perform. This has only been exasperated by COVID-19. A further challenge to simply hiring more staff is that currently there are not many people seeking part-time or contract roles in the market that have the necessary skills to perform these activities.

3. Decrease the amount of saying YES.

I suspect this is likely the least palatable but would suggest committee has done this recently on the dog park initiative. Its hard to say "not now" but necessary, in order, to provide an environment where the recreation team is resourced appropriately and has clear vision of department priorities.

4. Do nothing.

I feel this option could lead to staff fatigue, reduction to established levels of services in other areas, and/or establishes unrealistic expectations for the team. We provide a great level of service in recreation, however, we are approaching a time when hard decisions will need to be made on how we proceed in order to manage the community's expectations.

## **Recommendation #21**

With respect to directly addressing Recommendation #21 from the 2018 RMP, which reads,

"regularly assess the staff complement in relation to current and projected service levels, including a review of the use of part-time staff",

staff would like Committee to give the following consideration as an option. Staff feel that since over three years have passed since the 2018 RMP was approved, additional recreation amenities within the community have been constructed, a plan will soon need to be developed to complete a service review of the recreation portfolio that considers level of services and staffing.

An option to perform this activity would be to hire an independent consultant to perform a full-service review of Township's RPL Portfolio. It is believed that some external funding opportunities might currently exist for this sort of modernization initiative, however, staff thought it worth raising this opportunity for committee awareness within this report.

Internally, Township has a staff-level committee called "Looking Ahead" that looks into these sorts of matters at a corporate-level, however, the recommendation was very specific to recreation and my own observation would suggest that recreation initiatives continue to be priority projects for Committee / Council.

### FINANCIAL CONSIDERATIONS

Project	Estimated Annual Operating Cost	Estimated Replacement Cost
Conn Recreation Area	Lawn Cutting^ 8-12HRS spring clean-up^^ 4HRS fall clean-up^^ 2-4HRS per event^^	Unknown
Arthur Outdoor Gym	\$1,200^^^	~\$25,000
Lion's Electronic Sign	~30HRS^^^^	\$35,000
Red Clay Ball Diamond	Unknown	~\$75,000

^- Transportation Services currently mows this property as part of its spring/summer pioneer cemetery lawn cutting. Mowing begin mid-May and runs weekly until the end of September, ~20 cuts per year.

^^ - Activities performed by Conn community group.

^^^ - Assume no snow removal.

^^^^ - Community Recreation Coordinator spends approximately twenty hours per year updating and troubleshooting this sign. ~30 minutes per week and additional time to resolve issues when encountered.

### ATTACHMENTS

NA

### 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

☒ Municipal Infrastructure

☐ Partnerships

☐ Alignment and Integration

**Prepared By:** Matthew Aston, Director of Operations

**Recommended By:** Matthew Aston, Director of Operations

*Matthew Aston*





## Staff Report

**To:** Chair and Members of the Recreation, Parks and Leisure Committee Meeting of October 5, 2021

**From:** Matthew Aston, Director of Operations

**Subject:** OPS 2021-033 being a report on the Arthur outdoor gym

### RECOMMENDATION

#### Recommendation 1

**THAT** the Recreation, Parks and Leisure Committee receive for information report OPS 2021-033 being a report on the Arthur Outdoor Gym;

**AND FURTHER THAT** Committee recommend the Council of the Township of Wellington North direct staff to sign the Arthur outdoor gym closed from November 1 to April 30 each year.

#### Recommendation 2

**THAT** the Recreation, Parks, and Leisure Committee recommend the Council of the Township of Wellington North direct staff to draft an agreement with the Arthur BIA for the care, maintenance, and future replacement of the Arthur outdoor gym;

**AND FURTHER THAT** Committee recommend Council support that the operations team be responsible for the maintenance of the Arthur outdoor gym and that future major capital costs be split XX – XX between the Township and Arthur BIA;

**AND FURTHER THAT** Committee direct staff to bring the resulting draft agreement back to a future meeting of Committee.

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

Recommendations from the 2018 Recreation Master Plan:

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.

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.).

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.

## BACKGROUND

The Arthur Outdoor Gym (gym) was an Arthur BIA initiative that was funded by a Rural Economic Development (RED) grant. The gym was constructed where Georgina and Isabella Streets intersect in Arthur.

As winter approaches, recreation staff have begun to consider the level of service this amenity will receive during the winter months, when staff efforts are focussed on the two major facilities.

We wanted to present the following options:

Option A – Sign and close from November 1<sup>st</sup> to April 30<sup>th</sup>.

PROS	CONS
<ul style="list-style-type: none"> <li>- Consistent with other Township owned outdoor recreation amenities</li> <li>- Eliminates the workload associated with gym for winter</li> <li>- People are less likely to use the equipment in the winter</li> <li>- Ice could, at times, make the equipment hazardous</li> <li>- Clearly establishes gym is closed</li> </ul>	<ul style="list-style-type: none"> <li>- People might want to use gym during winter months</li> </ul>

Option B – Do nothing

PROS	CONS
<ul style="list-style-type: none"> <li>- Eliminates the workload associated with “closing” the gym</li> <li>- People would be able to use the gym during the winter months</li> </ul>	<ul style="list-style-type: none"> <li>- Township exposed to the risk associated with the equipment being icy</li> </ul>

Option C – Keep maintained over the winter; shovelling, etc.

PROS	CONS
<ul style="list-style-type: none"> <li>- People would be able to use the gym as weather permits</li> </ul>	<ul style="list-style-type: none"> <li>- Difficult location to shovel as land parcel is triangular</li> <li>- Creates additional workload for staff and may not be possible depending on recruitment</li> </ul>

<b>FINANCIAL CONSIDERATIONS</b>
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	Operating Cost (Winter)
Option A	Minimal
Option B	\$0
Option C	\$3600*

\*- Assumed 1 hour per day and resources required to provide this level of service may not be readily available

Township staff also recommend the corporation draft an agreement with the Arthur BIA regarding the future operations, maintenance, and capital associated with the amenity. An agreement with the Arthur BIA would align with some of the recommendations from the 2018 Recreation Master Plan. Details like the winter closure discussed in this report could form part of the agreement.

The second recommendation contained within this report wishes to seek committee wishes on whether or not an agreement is necessary as well as what is an appropriate split for future major capital costs. Some preliminary discussion with the Economic Development Officer has suggested operations and maintenance has always been envisioned to be a Township team responsibility, however, capital replacement could be a shared responsibility, ie. 50-50 split, 25-75 split, or other.

<b>ATTACHMENTS</b>
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NA

<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>	Matthew Aston, Director of Operations
<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 October 5, 2021

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

**Subject:** RPL 2021-018 Ontario Provincial Regulation 364/20

### RECOMMENDATION

**THAT** the Recreation, Parks and Leisure Committee receive for information report RPL 2021-018 being a report on the Ontario Provincial Regulation 364/20.

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

RPL 2021-014 COVID-19 Stage 2 Reopening  
Media Release September 20, 2021- Vaccine Requirements for Facilities

### BACKGROUND

The intent of this report is to provide information and clarification regarding O. Reg. 364/20; O. Reg. 645/21, and the Wellington Dufferin Guelph Public Health Letter of Instruction.

The Township of Wellington North is committed to ensuring the Health and Safety of our residents and employees. To further protect those who face the highest risk from COVID-19 and the Delta variant, the Ontario Government mandated that as of September 22, 2021, Ontarians need to be fully vaccinated (two doses plus 14 days) and provide their proof of vaccination along with photo ID to access certain public settings and facilities.

On September 23, 2021 Dr. Nicola Mercer, Medical Officer of Health and CEO of Wellington-Dufferin-Guelph Public Health issued a letter of instruction regarding proof of vaccination requirements for persons entering facilities used for sport and recreational activities.

The Township of Wellington North supports this approach and will follow all guidelines as set out by the Province of Ontario and Wellington-Dufferin-Guelph Public Health. In order to meet the requirements of the regulation, the township has hired Hawthorne Security for rentals at the following recreation facilities:

- Mount Forest & District Sports Complex
- Arthur & Area Community Centre
- Arthur Seniors Hall
- Damascus Community Centre

To provide additional clarification, at time of writing, there are three populations of people who can enter these facilities without providing proof of vaccination:

1. People under the age of eleven.
2. People twelve to seventeen who are “actively participating” in organized sports. This does not include folks in support roles (refs, coaches, volunteers, etc.).
3. People who have a documented medical exemption.

All other individuals will be required to provide proof of vaccination and photo ID prior to entering the facility.

The Township of Wellington North continues to work with local groups and associations to ensure that facility and program requirements are met. On October 4<sup>th</sup>, the Township will begin offering ice programming at both facilities.

### FINANCIAL CONSIDERATIONS

Hawthorne Security has been retained to provide security services for vaccination receipts at the Arthur Community Centre, Mount Forest and District Sports Complex, Damascus Hall and Arthur Seniors Hall at a cost of \$28.00 per hour. The fees associated with this additional security is being covered through the COVID Recovery Fund.

### ATTACHMENTS

Wellington Dufferin Guelph Public Health Letter of Instruction Appendix A

### 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

☐ Municipal Infrastructure

☒ Partnerships

☒ Alignment and Integration

<b>Prepared By:</b>	Mandy Jones, Community Recreation Coordinator	<i>Mandy Jones</i>
<b>Recommended By:</b>	Matthew Aston, Director of Operations	<i>Matthew Aston</i>

**Appendix: Application of O. Reg. 364/20 and this  
Letter of Instruction to individuals in various contexts**

Category		Age 11 years old or younger	Age 12 to 17 years old	Age 18 years old or older
Patrons	Athletes/participants who are present solely for the purpose of actively participating in an organized sport	Exempt from proof-of-vaccination requirements.	Exempt from proof-of-vaccination requirements.	Required to provide proof of vaccination by O. Reg. 364/20.
	All other athletes/participants	Exempt from proof-of-vaccination requirements.	Required to provide proof of vaccination by O. Reg. 364/20.	Required to provide proof of vaccination by O. Reg. 364/20.
	Spectators	Exempt from proof-of-vaccination requirements.	Required to provide proof of vaccination by O. Reg. 364/20.	Required to provide proof of vaccination by O. Reg. 364/20.
	Parents/guardians who are accompanying athletes/participants or spectators	Exempt from proof-of-vaccination requirements.	Required to provide proof of vaccination by O. Reg. 364/20.	Required to provide proof of vaccination by O. Reg. 364/20.
	Patrons attending solely for a reason listed in O. Reg. 364/20, Schedule 1, section 2.1 (3) (e.g., to use a washroom)	Exempt from proof-of-vaccination requirements.	Exempt from proof-of-vaccination requirements.	Exempt from proof-of-vaccination requirements.
Individuals Supporting Organized Sport and Recreational Fitness Activities	Coaches, instructors, or trainers	Exempt from proof-of-vaccination requirements.	Required to provide proof of vaccination by this Letter of Instruction.	Required to provide proof of vaccination by this Letter of Instruction.
	Sport officials (e.g., referees) and organizers	Exempt from proof-of-vaccination requirements.	Required to provide proof of vaccination by this Letter of Instruction.	Required to provide proof of vaccination by this Letter of Instruction.
	Any other individuals (e.g., volunteers) who are not patrons but who participate in the sport or fitness activity	Exempt from proof-of-vaccination requirements.	Required to provide proof of vaccination by this Letter of Instruction.	Required to provide proof of vaccination by this Letter of Instruction.
Other Staff and Contractors	Any other staff employed by the facility who do not participate in a sport or fitness activity	Exempt from proof-of-vaccination requirements.	Exempt from proof-of-vaccination requirements.	Exempt from proof-of-vaccination requirements.
	Delivery workers, repair workers, or other external contractors performing work who are not employed by the facility and who do not participate in a sport or fitness activity	Exempt from proof-of-vaccination requirements.	Exempt from proof-of-vaccination requirements.	Exempt from proof-of-vaccination requirements.