

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION, PARKS AND LEISURE COMMITTEE MEETING AGENDA
TUESDAY, NOVEMBER 2, 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	Calling to Order		Chair	
	Adoption of Agenda			
	Recommendation: <i>THAT the agenda for the November 2, 2021 Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed.</i>		Chair	Resolution
	Disclosure of Pecuniary Interest		Chair	
	Minutes of Previous Meeting – October 5, 2021 (approved by Council on October 12, 2021)	001	Chair	
4:05 pm	Business Arising From Minutes			
	Deputation			
	None			
4:05 pm	Ad Hoc Committee Updates			
	Arthur BMX Skateboard Park Ad Hoc Advisory Committee meeting of October 19, 2021 Recommendation: <i>THAT the Recreation, Parks and Leisure Committee receive the minutes of the October 19 meeting of the Arthur BMX Skateboard Park Ad Hoc Advisory Committee;</i> <i>AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend to the Council of the Township of Wellington North the following appointments to the Skatepark RFP Evaluation Committee:</i> <ul style="list-style-type: none"> • Al Rawlins 	009	Director of Operations	Resolution

	<ul style="list-style-type: none"> • Glen Cheyne • Jack Baker • Lisa Hern • A municipal staff member 			
	<p>Arthur BMX Skateboard Park Ad Hoc Advisory Committee meeting of October 27, 2021</p> <p>Recommendation:</p> <p><i>THAT the Recreation, Parks and Leisure Committee receive the minutes of the October 27 meeting of the Arthur BMX Skateboard Park Ad Hoc Advisory Committee.</i></p>	012	Director of Operations	Resolution
	<p>Arthur BMX Skateboard Park Ad Hoc Advisory Committee meeting of October 28, 2021</p> <p>Recommendation:</p> <p><i>THAT the Recreation, Parks and Leisure Committee receive the minutes of the October 28 meeting of the Arthur BMX Skateboard Park Ad Hoc Advisory Committee;</i></p> <p><i>AND FURTHER THAT the Arthur BMX Skateboard Park Ad Hoc Advisory Committee, recommend the Recreation, Parks, and Leisure Committee (RPL), recommend the Council of the Township of Wellington North, dedicate the presented lands at 308 Tucker Street, Site Layout Option 6, be included within the Township's RFP for the Brent Barnes Memorial Skatepark;</i></p> <p><i>AND FURTHER THAT Committee, recommend RPL, recommend Council, direct staff to investigate an alternate location / configuration for the existing horseshoe pits at 308 Tucker Street, as required, to accommodate the Brent Barnes Memorial Skatepark.</i></p>	014	Director of Operations	Resolution
4:20 pm	Reports			
	<p>RFP 2021-011 Brent Barnes Memorial Skatepark</p> <p>Recommendation:</p> <p><i>THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North endorse the scope of work as presented.</i></p>	017	Director of Operations	Resolution

	<p>2022 Recreation Rates and Fees Amended</p> <p>Recommendation:</p> <p><i>THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2021-019 being a report on the 2022 Recreation Rates & Fees;</i></p> <p><i>AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North approve the 2022 Recreation Rates & Fees as amended.</i></p>	030	Director of Operations	Resolution
	<p>2023 Recreation Rates and Fees</p> <p>Recommendation:</p> <p><i>THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2021-020 being a report on the 2023 Recreation Rates and Fees;</i></p> <p><i>AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township Wellington North approve the 2023 Recreation Rates & Fees.</i></p>	035	Director of Operations	Resolution
	<p>RPL 2021-017 Summer Programs</p> <p>Recommendation:</p> <p><i>THAT the Recreation, Parks and Leisure Committee receive for information report RPL 2021-017 being a report on summer programs;</i></p> <p><i>AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North endorse a \$4,000 training budget increase to support costs associated with Lifeguard Certifications.</i></p>	042	CRC	Resolution
	<p>Donald Softball Diamond Update (verbal)</p> <p>Recommendation:</p> <p><i>THAT the Recreation, Parks and Leisure Committee receive for information the verbal report on the Donald Softball Diamond.</i></p>		RSM	Resolution

5:10 pm	Items for Consideration			
	<p>Correspondence with Arthur Seniors Centre and Damascus Community Hall – October 14, 2021</p> <p>Recommendation:</p> <p><i>THAT the Recreation, Parks and Leisure Committee receive for information the correspondence with the Arthur Seniors Centre and Damascus Community Hall dated October 14, 2021.</i></p>	047	Director of Operations	Resolution
5:15 pm	Roundtable			
5:30 pm	Adjournment			
	<p>Recommendation:</p> <p><i>THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of November 2, 2021 be adjourned at p.m.</i></p>		Chair	Resolution

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION, PARKS AND LEISURE COMMITTEE MEETING MINUTES
TUESDAY, OCTOBER 5, 2021 @ 4:00 P.M.
VIA WEB CONFERENCING**

Committee Members Present:

- Steve McCabe, Councillor, Chair
- Brian Milne, Deputy Mayor, Township of Southgate
- Dan Yake, Councillor
- Andy Lennox, Mayor ex officio

Staff Members Present:

- Matthew Aston, Director of Operations
- Mandy Jones, Community Recreation Coordinator
- Tom Bowden, Recreation Services Manager
- Mike Givens, CAO
- Tasha Grafos, Administrative Support

Calling to Order
Chair McCabe called the meeting to order 4:01 p.m.
Adoption of Agenda
RESOLUTION RPL 2021-050 Moved by Member Milne Seconded by Member Yake <i>THAT the agenda for the October 5, 2021, Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed.</i> <i>CARRIED</i>
Disclosure of Pecuniary Interest
None
Minutes of Previous Meeting – September 7, 2021 (approved by Council on September 27, 2021)
Business Arising From Minutes
OPS 2021-034 being a report on the Township’s recreation portfolio and its partnership with the Township of Southgate RESOLUTION RPL 2021-051 Moved by Member Yake Seconded by Member Milne

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 to request to 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.

CARRIED

Director of Operations discussed the references made to the Township of Southgate in the 2018 Recreation Master Plan. The Township of Wellington North would like to approach the Township of Southgate regarding a financial contribution to the new Mount Forest outdoor pool.

In the past, Southgate has paid a non-resident fee on behalf of their residents who were registered for swimming lessons. The amount paid in non-resident fees equates to an average of approximately \$1,000 per year, between 2015 – 2019.

The new recreation software program, PerfectMind, does not have the ability to track non-residents as it relies on postal code data to detect the area of residence. As areas of Wellington North and Southgate share a postal code, tracking by township is not possible. This means that in 2021 and moving forward, a non-resident fee will no longer be collected for swimming lessons.

Wellington North would like to have input from Southgate during the design phase of the pool.

Deputation

None

Ad Hoc Committee Updates

Mount Forest Aquatics Ad Hoc Advisory Committee meeting of September 20, 2021

RESOLUTION RPL 2021-052

Moved by Member Milne

Seconded by Member Yake

THAT the Recreation, Parks and Leisure Committee receive the minutes of the September 20 meeting of the Mount Forest Aquatics Ad Hoc Advisory Committee;

AND FURTHER 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.

CARRIED

Director of Operations explained that the Ad Hoc Advisory Committee had success selling their promotional items and would be re-investing the profits from previous sales to purchase more products.

The Mount Forest Lions Club was the only recipient of the 88.7 The River fundraising golf tournament and will be dedicating the funds that they raised to their Pool Fundraising efforts.

A question was asked about the Township providing a loan to the Ad Hoc committee for the initial purchase of the promotional products. Director of Operations clarified that there was a loan of \$2,600 and that loan would be paid back at a later date.

Arthur BMX Skateboard Park Ad Hoc Advisory Committee meeting of September 21, 2021

RESOLUTION RPL 2021-053

Moved by Member Milne

Seconded by Member Yake

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;

AND FURTHER 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;

AND FURTHER 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;

AND FURTHER THAT the Township will cover any oversight/engineering costs required as part of the project deemed appropriate by staff.

CARRIED

Director of Operations explained that the members that represent the Lions Club that sit on the Committee, have a desire in being involved in the evaluation of the RFP and the installation of the concrete pad.

Committee expressed some concern with the level of involvement the representatives of the Lions Club that sit on the Committee, are seeking to have in the construction of the project. The level of risk that the Township assumes allowing a service group to have full control over a project is heightened as well as the liability issues. To control some of that risk, the Committee expressed a desire to include engineering oversight with the installation of the concrete. This engineering oversight will support the Township in ensuring the installation is done to the proper specifications, certifying safety and longevity.

This Committee expressed concern about future projects and the involvement of service groups. It was agreed that with future projects the full scope of responsibilities between the Township and service group be discussed during initial conversations, specifying that the Township will oversee the construction decisions. Further, this type of service group project agreement should be a part of the Township's procurement policy.

The Committee asked the resolution include an amendment to state that the Township will cover any oversight/engineering costs required as part of the project deemed appropriate by staff.

Arthur BMX Skateboard Park Ad Hoc Advisory Committee Special meeting of September 27, 2021

RESOLUTION RPL 2021-054

Moved by Member Milne

Seconded by Member Yake

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;

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.

CARRIED

Reports

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

RESOLUTION RPL 2021-055

Moved by Member Yake

Seconded by Member Milne

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 Committee recommend Council authorize the Director of Operations or their designate to sign any necessary agreements with the successful bidders to execute this project.

CARRIED

Director of Operations discussed the outcome of RFP 2021-008 for consulting services for a concept design of an outdoor pool in Mount Forest. Out of the twenty-six bid takers, only two submissions were received. The successful bidder was Tillmann Ruth Robinson Inc. (TRR).

The proposed schedule from TRR would see three conceptual design ideas presented to this committee, the Mount Forest Aquatics Ad Hoc Advisory Committee, as well as an open meeting for public consultation.

As the Township is seeking financial support from the Township of Southgate, there would be a want to involve Southgate in the planning stages. Director of Operations responded that Deputy Mayor Milne and/or Mayor Woodbury of Southgate could be invited to meetings and the residents of Southgate could attend the public meetings. Consultation with the Township Clerk on protocols for inviting additional Southgate council members to committee meetings would take place.

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

RESOLUTION RPL 2021-056

Moved by Member Milne

Seconded by Member Yake

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.

CARRIED

Director of Operations communicated the need to review staff complement when we increase recreational amenities within the Township. The Committee discussed the importance of adding and maintaining recreational greenspaces and facilities within the Township. Mayor Lennox reminded the committee that when we say yes to projects we are also saying yes to the ongoing maintenance. The Committee agreed that a strategy for staff complement for the growing recreational assets needs to be explored.

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

RESOLUTION RPL 2021-057

Moved by Member Milne

Seconded by Member Yake

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.

CARRIED

Director of Operations explained that closing the outdoor gym area in Arthur from November 1 – April 30 yearly, would be consistent with our other outdoor amenities.

Staff were directed to contact the Arthur BIA about the yearly closure, to ask for their input.

RESOLUTION RPL 2021-058

Moved by Member Yake

Seconded by Member Milne

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.

DEFERRED

Director of Operations suggested that the expectations related to the outdoor gym need to be formalized. Aspects such as a winter closures, ongoing maintenance, and the financial split between the BIA and Township on major capital costs should be discussed between Township staff and the Arthur BIA to develop a written agreement.

The Committee members initially thought the split on major capital costs could be 50 – 50 between the Township and Arthur BIA, however, since there was no formal agreement, it was suggested that there may need to be some flexibility in creating the official agreement.

Mayor Lennox offered this as a learning opportunity. Discussions about maintenance, capital costs, and operations should be discussed initially and an agreement in place before commencing the project.

The Committee asked to defer this resolution until after discussions with the Arthur BIA have taken place.

RPL 2021-018 Ontario Provincial Regulation 364/20

RESOLUTION RPL 2021-059

Moved by Member Milne

Seconded by Member Yake

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

CARRIED

Director of Operations stated that as of September 22, 2021, the Province of Ontario introduced a regulation that requires proof of vaccination to access recreation facilities. Wellington Dufferin Guelph Public Health expanded the mandate on who can enter recreation facilities on September 23, 2021. The recreation facilities affected by these regulations, where patrons are attending, are the Mount Forest & District Sports Complex, Arthur & Area Community Centre, Damascus Hall, and Arthur Senior Centre. The Township has hired a security company to oversee the verification of the required proof.

Mayor Lennox has received positive feedback from the community on the decision to hire security for this role. People were pleased that the Township did not put frontline staff in this uncomfortable position with patrons and that security was hired using federal and provincial COVID-19 funding and not municipal taxpayer's contributions.

Items for Consideration

Wellington North Trails (verbal update) – Director of Operations & Community Recreation Coordinator

Director of Operations advised this committee that the new Wellington Federation of Agriculture signage that indicates agricultural points of interest have been installed along the trails in Arthur and Mount Forest.

Community Recreation Coordinator thanked the volunteers that worked on the repairs to the pedestrian bridge on the River Trail in Arthur. Another message of thanks was passed along to the volunteers that help maintain the trail system on an ongoing basis, as they are always monitoring them and are quick to bring staff's attention to necessary repairs and maintenance.

Mount Forest Emergency Generator (verbal update) – Director of Operations

Wagler Electric of Milverton were awarded this project at the September 27, 2021, meeting of council. The project is expected to be complete and operational in early 2022.

Correspondence with Arthur Seniors Centre and Damascus Community Hall (verbal update) – Director of Operations

Staff are currently working on drafting letters to the Arthur Seniors Centre and Damascus Community Hall to be sent out later this week. Through ongoing conversations with these groups, the Township will be providing security personnel for any rentals at these locations. Effective November 1st, the Arthur Seniors Centre will resume rental payment to the Township.

Roundtable

Member Milne – Question regarding the first resolution passed, will this committee be considering approaching other surrounding municipalities for funding?

Chair McCabe considered this question and suggested that it be looked into. It was stated, however, that the relationship between Southgate and Wellington North is well established through the 2018 Recreation Plan and prior, where the same relationship does not exist with other neighboring municipalities.

Member Yake asked how the October 2nd Trackshot Tees Demolition Derby in Mount Forest went.

Manager of Recreation Services said the Derby had a good turn out and there were no major issues. There are some repairs to the grounds that need to be addressed, which Trackshot Tees will undertake when the grounds dry.

Adjournment

RESOLUTION RPL 2021-060

Moved by Member Milne

Seconded by Member Yake

THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of October 5, 2021, be adjourned at 5:55 p.m.

CARRIED

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
ARTHUR BMX/SKATEBOARD PARK AD-HOC ADVISORY COMMITTEE
MEETING MINUTES
TUESDAY, OCTOBER, 19, 2021 @ 7:00 PM
VIA ELECTRONIC MEETING**

Committee Members Present:

- Lisa Hern, Councillor, Chair
- Steve McCabe, Councillor, Member
- Wayne Horton, Lions Member
- Glen Cheyne, Lions Member
- Jack Baker, Youth Member

Committee Members Absent:

- Al Rawlins, Lions Member

Staff Members Present:

- Mandy Jones, Community Recreation Coordinator
- Michael Givens, Chief Administrative Officer
- Catherine Conrad, Deputy Clerk

CALLING TO ORDER
Chair Hern called the meeting to order at 7:02 p.m.
ADOPTION OF AGENDA
RESOLUTION ABSP 2021-14 Moved: Wayne Horton Seconded: Glen Cheyne <i>THAT the agenda for the October 19, 2021 Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee be accepted and passed.</i> CARRIED
DISCLOSURE OF PECUNIARY INTEREST
No pecuniary interest disclosed.
MINUTES OF PREVIOUS MEETING
September 21, 2021 – received by Council on October 12, 2021
September 27, 2021 – received by Council on October 12, 2021
DELEGATION
No delegations.
ITEMS FOR CONSIDERATION
Review of the Draft Brent Barnes Memorial Skatepark RFP <ul style="list-style-type: none"> • Scope <p>The Committee discussed the criteria to be included in the Request for Proposal (RFP). During previous discussions it was felt that the BMX track is a nice to have item. The BMX wasn't the focus of the delegation. The BMX can utilize the skateboard and pump track. They don't necessarily require a separate BMX track. BMX tracks are heavily dependent upon</p>

weather and maintenance to be successful. Initially it was a BMX and skateboard park, thinking they would have multiple purposes. The BMX bikes will use the same tools as the skateboards and scooters. Feedback from a neighboring BMX track indicated a dirt track was not well used and is hard to maintain. The question has now become do we invest all the money in those items and if we want a BMX track, we can add that down the line, or do we include it now. If the BMX track is pulled the focus will be on a more elaborate skateboard and pump track.

An RFP will be issued with a budget number and list of the criteria to be included. Council endorsed that the Lions would work with a supplier as it relates to the cement pad. That portion would be outside of the scope. There are provisions in the RFP addressing the cement pad specifically. The issue with in kind work is that the supplier wants to have some level of control because we hold them accountable for warranty, meeting specs, etc.

The Committee directed that references to the BMX track be removed from the RFP.

- Scoring

The evaluation process was reviewed. Evaluation weighs heavily on cost, design and schedule. This is typical of what has been done on previous projects. The Committee shared no concerns with the scoring.

RESOLUTION ABSP 2021-15

Moved: Glen Cheyne

Seconded: Councillor McCabe

THAT the BMX/Skateboard Park Ad-Hoc Advisory Committee recommend to the Recreation, Parks and Leisure Committee the following appointments to the Skate Park RFP Evaluation Committee:

- *Al Rawlins*
- *Glen Cheyne*
- *Jack Baker*
- *Lisa Hern*
- *A municipal staff member*

CARRIED

- Layout / Location(s)

Proposed layouts and locations were reviewed by the Committee. Originally the BMX track was to be among the trees. It was agreed not to use that area for the pump track or skatepark; but to reserve that area for a potential dirt track in the future. The trees will provide a buffer between the park area and the public.

The horseshoe pits have become a topic of conversation. Initially we discussed removing the volleyball pit because it wasn't being utilized and possibly moving the horseshoe pits. Things have changed and the volleyball pit is being used regularly in the summer months, and in early project conversations, the Optimist Club expressed their desire for the horseshoe pits to remain. If we remove the horseshoe pits from where they currently are to accommodate the skatepark, the Optimist Club may request the horseshoe pits are moved elsewhere. Concerns with a triangular shape in Option 3 were raised as it was previously thought the preference was a rectangular shape. It was suggested as long as the area is big enough the triangular shape would work. Concern was expressed in regards to moving the horseshoe pits and it was decided to involve Optimist Club members in this regard. Councillor McCabe will organize a meeting with the Optimist Club. Wayne and Glen will also attend.

- Cost

The project budget is \$180,000.00 plus HST with a provisional budget of \$20,000.00. Fundraising activities are ongoing. The cost of the concrete pad is in addition to this budget.

Incorporation of Arthur 150th Celebration

It is the intent to have the opening of the skate park be part of the Arthur 150th Incorporation celebration, along with the Optimist Club Canada Day celebrations and a sidewalk sales event. It is hoped this will be a community celebration and involve service clubs and churches similar to past events.

OTHER BUSINESS

No other business.

NEXT MEETING

Wednesday, October 27 at 9:00 a.m.

ADJOURNMENT

RESOLUTION ABSP 2021-16

Moved: Councillor McCabe

Seconded: Jack Baker

THAT the Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee meeting of October 19, 2021 be adjourned at 8:33 pm.

CARRIED

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
ARTHUR BMX/SKATEBOARD PARK AD-HOC ADVISORY COMMITTEE
SPECIAL MEETING MINUTES
WEDNESDAY, OCTOBER 27, 2021 @ 9:00 AM
VIA ELECTRONIC MEETING**

Committee Members Present:

- Lisa Hern, Councillor, Chair
- Steve McCabe, Councillor, Member
- Wayne Horton, Lions Member
- Glen Cheyne, Lions Member
- Al Rawlins, Lions Member
- Jack Baker, Youth Member

Staff Members Present:

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

CALLING TO ORDER
Councillor Hern called the meeting to order
ADOPTION OF AGENDA
RESOLUTION ABSP 2021-17 Moved: Wayne Horton Seconded: Al Rawlins <i>THAT the agenda for the October 27, 2021 Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee be accepted and passed.</i>
DISCLOSURE OF PECUNIARY INTEREST
No pecuniary interest disclosed
MINUTES OF PREVIOUS MEETING
N/A
DELEGATION
None.
ITEMS FOR CONSIDERATION
Review of Location Councillor McCabe and Lions Club member Glen Cheyne met with members of the Optimist Club at the site to discuss the configuration of the site to include the skate park and pump track along with the horseshoe pits and volleyball court. A reconfiguration of the area involving moving the volleyball court and horseshoe pits was discussed. Concern was expressed regarding leaving room for the inclusion of a

BMX track in future. The possibility of moving the volleyball court to another location on site was discussed, but it was felt staff input was required.

Councillor Hern, Councillor McCabe, Glen Cheyne, Al Rawlins, Wayne Horton, Jack Baker, Mike Givens, and Matthew Aston will meet at the site at 5:00 p.m. today and will measure the site and stake it off to get an idea of how everything can be accommodated.

NEXT MEETING

Thursday, October 28, 2021 at 3:00 p.m.

ADJOURNMENT

RESOLUTION ABSP 2021-18

Moved: Glen Cheyne

Seconded: Al Rawlins

THAT the Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee meeting of October 27, 2021, be adjourned at 9:35 a.m.

CARRIED

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
ARTHUR BMX/SKATEBOARD PARK AD-HOC ADVISORY COMMITTEE
SPECIAL MEETING MINUTES
THURSDAY, OCTOBER 28, 2021 @ 3:00 PM
VIA ELECTRONIC MEETING**

Committee Members Present:

- Lisa Hern, Councillor, Chair
- Steve McCabe, Councillor, Member
- Glen Cheyne, Lions Member
- Al Rawlins, Lions Member

Committee Members Absent:

- Wayne Horton, Lions Member
- Jack Baker, Youth Member

Staff Members Present:

- Matthew Aston, Director of Operations
- Mandy Jones, Community Recreation Coordinator
- Tom Bowden, Recreation Services Manager
- Catherine Conrad, Deputy Clerk

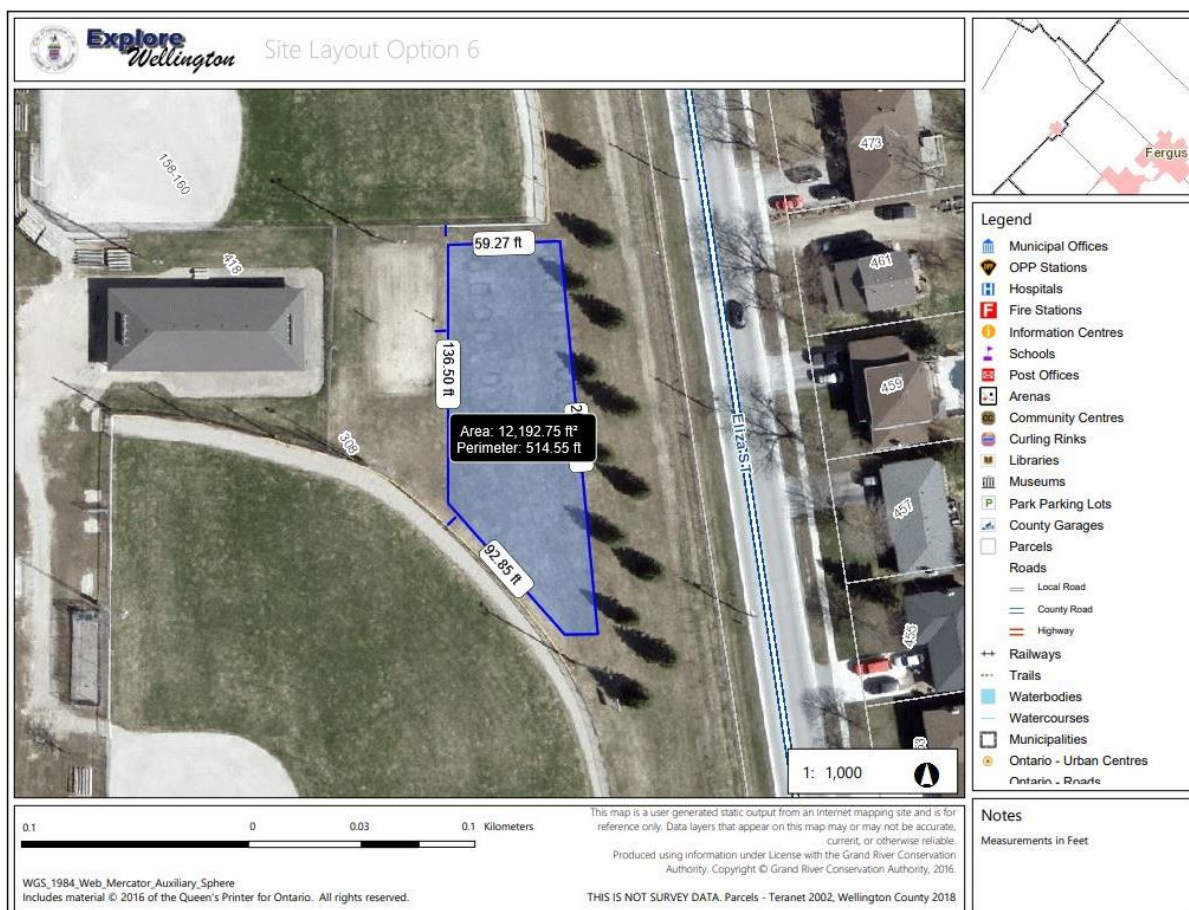
CALLING TO ORDER
Chair Hern called the meeting to order at 3:00 p.m.
ADOPTION OF AGENDA
RESOLUTION ABSP 2021-19 Moved: Glen Cheyne Seconded: Al Rawlins <i>THAT the agenda for the October 28, 2021 Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee Special Meeting be accepted and passed.</i> CARRIED
DISCLOSURE OF PECUIARY INTEREST
ITEMS FOR CONSIDERATION
Councillor McCabe provided opening comments. He reminded Committee that the purpose of the meeting was to agree on a space for the BMX Skateboard Park and that no one in attendance is a designer, so there should be no pre-mindset of what it needs to look like or what it would or could look like. That is not the job of the Committee, nor our expertise. Any issues should be directed to Councillor Hern or Councillor McCabe, not to staff. Councillor McCabe asked that the Committee work together bearing the community and the users of this facility in mind - not ourselves. This is a great project, being named after Brent Barnes - a great person and community leader, let's keep that in mind as we discuss the potential this will have. Everyone that has been a part of this - all along the way - are all doing this for the right and good reasons....it boils down to

figuring out the area that will be used, then we need to let the designers come back to us - with their professional designs which is their job, for us to decide which best suits.

Review of Location

The Committee discussed the site layout options presented in the agenda along with another site layout "Option 6", shown as an image below.

Committee felt this area would provide enough space for the skateboard park and pump track, while still allowing the bid takers to be creative in their approach to use of space. The area proposed is approximately 12,192ft². This location also allows for a minimum 10' set-back from the ball diamond fencing and existing volleyball court. The Committee discussed the site visit and configuration of various components. There was a discussion regarding the horseshoe pits and potentially relocating the volleyball court to another part of the property. Space will be needed for donor benches and stones.



RESOLUTION ABSP 2021-20

Moved: Al Rawlins

Seconded: Steve McCabe

THAT the Arthur BMX Skateboard Park Ad Hoc Advisory Committee, recommend the Recreation, Parks, and Leisure Committee (RPL), recommend the Council of the Township of Wellington North, dedicate the presented lands at 308 Tucker Street, Site Layout Option 6, be included within the Township's RFP for the Brent Barnes Memorial Skatepark;

AND FURTHER THAT Committee, recommend RPL, recommend Council, direct staff to investigate an alternate location / configuration for the existing horseshoe pits at 308 Tucker Street, as required, to accommodate the Brent Barnes Memorial Skatepark.

CARRIED

NEXT MEETING

TBD

ADJOURNMENT

RESOLUTION ABSP 2021-21

Moved: Al Rawlins

Seconded: Glen Cheyne

THAT the Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee Special Meeting of October 28, 2021 be adjourned at 3:32 p.m.

CARRIED



RFP 2021-011

Brent Barnes Memorial Skatepark
308 Tucker St., Arthur ON N0G1A0

DRAFT

Closing Date: January 18, 2022
Time: 12:00 p.m. (noon)

Contact: Matthew Aston, Director of Operations
519.848.3620 x 4250
maston@wellington-north.com

Sealed proposals, in envelope clearly marked as to contents, will be received by the Township of Wellington North, 7490 sideroad 7W., Kenilworth ON N0G 2E0 up to, but no later than 12:00 p.m. (noon) on Tuesday, January 18, 2022. There will not be a public opening for this tender.

LOWEST OR ANY PROPOSAL NOT NECESSARILY ACCEPTED

TOWNSHIP OF WELLINGTON NORTH
GENERAL CONDITIONS

COMMUNICATIONS

Bidder note: All queries must be requested no later than eight (8) business days prior to closing in order that the Township will have time to respond and send any required responses to all vendors as an addendum.

Questions related to the requirements, or the intent of the proposed work is to be directed in writing to:

Matthew Aston
Director of Operations
Township of Wellington North
7490 Sideroad 7 W.,
Kenilworth ON, N0G 2E0
maston@wellington-north.com
519.848.3620 x 4250

RECEIPT OF SUBMISSIONS

The Township will not accept submissions to this proposal by fax or e-mail. You MUST provide on copy marked as ORIGINAL that contains all original signatures

WITHDRAWAL

The Township reserves the right to withdraw at its discretion this proposal at any time and shall not be liable for any expense, cost, loss or damage incurred or suffered by any Bidder as a result of such withdrawal.

TIME OPEN FOR ACCEPTANCE

This Proposal is irrevocable and is to continue open for acceptance by the Township for a period of sixty (60) calendar days after the date and time set for submission of proposal. The Township may at any time within the above sixty (60) calendar day period accept this proposal, whether or not any other proposal has been previously been accepted.

AWARD

The Township will review all proposals and will be the sole judge of the merit of each proposal submitted.

IN CASE OF DISPUTE

In case of dispute as to whether or not an item or service quoted or delivered meets requirements or the provisions of the RFP, the Township or an individual acting on behalf of the Township, shall make the final determination as to interpretation and the decision of the Township shall be final and binding on both parties.

REJECTION OF PROPOSALS

The Township reserves the right to reject any, or any part of, or all proposals and also reserves the right to award a contract to other than the Bidder submitting the lowest total fees.

The Township will not consider proposals unless properly made out on the Form of Proposal furnished by the Township.

Proposals presented to the Township after the designated closing time on the due date will not be considered regardless of the circumstances, and regardless of the postal cancellation date that may be imprinted on them.

RESPONSE COSTS

All work related to this RFP and materials supplied by bidders and any oral presentations to this RFP will be without cost to the Township.

VARIATION OF PROPOSAL PRICES

No variation in the schedule of rates or total fees will be permitted after a sealed proposal has been submitted, except in the instance of variation due solely to an increase or decrease in the rate of eligible taxes, beyond the control of the Bidder, occurring after the time and date of submission of the proposal.

An increase or a decrease in the rate of eligible taxes, under these circumstances, shall alter the price of the proposal, but only to the extent of the tax increase or decrease.

RIGHT TO NEGOTIATE

After the contract has been awarded to the successful respondent, The Township of Wellington North reserves the right to negotiate minor changes, amendments or modifications to the respondent's submission, without offering the other respondents the opportunity to amend the submissions.

SERVICES REQUIRED

The Bidders are deemed to have familiarized themselves with the requirements of the Township as well as the specific requirements of the project. The Bidder shall not claim any misunderstanding of the project requirements.

AUTHORIZATION

All proposal documents shall be fully filled out and signed by the appropriate responsible office of the Bidder's organization. Failure to comply may result in disqualification of your proposal.

TREATMENT OF INFORMATION

The information submitted in response to this Request will be treated in accordance with the relevant provisions of the Municipal Freedom of Information and Protection of Privacy Act. The information collected will be used solely for the purposes stated in this Request. Any information submitted by a bidder that is to be considered confidential must be clearly marked as such.

The bidder does, by the submission of a Proposal, accept that the information contained in it will be treated in accordance with the process set out in this section of the RFP.

OWNERSHIP OF SUBMISSION MATERIAL

The Bidder, in consideration of the right to bid being extended and by responding, releases all rights to the proposal documents, which, on acceptance by the Township, become the property of the Township.

COMPLY WITH LAWS

The successful Bidder shall comply with all applicable statutes, laws, by-laws, regulations, ordinances, notices and orders whether Federal, Provincial, Municipal or otherwise, at any time in effect during the currency of this contract, and all rules and requirements of the Police and Fire departments, or other governmental authorities, and procure all C.S.A. approvals, if required. The successful Bidder shall obtain and pay for all necessary permits and licenses and shall not do or suffer to be done anything in violation of any such laws, ordinances, rules or requirements. If the attention of the successful Bidder is called to any such violation on the part of the successful Bidder, or of any person employed or engaged by the successful Bidder, the successful Bidder shall immediately desist from and correct such violation.

TOWNSHIP PROCUREMENT POLICY

Procurement will be consistent with the latest revision of Township's Purchasing & Procurement Policy # 003-18.

NON-ASSIGNMENT

Neither this contract nor any work to be performed under this contract or any part there of may be assigned by the contractor without the prior written consent of the Township. Such written consent however shall not under any circumstances relieve the contractor of its liabilities and obligations under this contract and shall be within the sole and unfettered discretion of the Township.

VERBAL INSTRUCTION OR SUGGESTION

The Township will assume no responsibility for verbal instruction or suggestion. All official correspondence in regard to the requirements must be directed to and will be issued by the Township in the form of an Addendum.

TOWNSHIP OF WELLINGTON NORTH
CONTRACTUAL REQUIREMENTS

INDEMNITY

The successful Bidder shall indemnify and save harmless the Township, its officials, officers, employees and agents against and from all actions, causes of action, interest, claims, demands, costs, damages, expenses including defence costs or loss which the Township may bear, suffer, incur, become liable for or be put to by reason of any damage to property or injury or death to persons by reason of, arising out of or in consequence of breach, violation of non-performance by the successful Bidder of any provision of this agreement, or by reason of or arising out of the use of the premises or in connection with the work covered by this contract, or by reason of or arising out of any act, neglect or default or omission by the successful Bidder or of any of its agents or employees or any other person or persons, in, on, or about the premises.

WORKPLACE SAFETY & INSURANCE BOARD CERTIFICATE

The successful Bidder will be required to submit an original Certificate of Good Standing from the Ontario Workplace Safety & Insurance Board on request by the Township and shall provide additional certificates as often as is deemed necessary by the Township during the term of the contract to ensure continued good standing with the Workplace Safety & Insurance Board.

LICENSES, PERMITS, LOCATES AND APPROVALS

The successful Bidder shall, at his own expense, be responsible for obtaining, maintaining and keeping available for inspection and copying all Provincial, Municipal and any other licenses, permits, or approvals, necessary to permit them, their employees or company to carry out the requirements of this agreement

INSURANCE

In connection with this indemnification by the respondent, the respondent agrees to purchase and maintain in force at its expense, including the payment of all deductibles, a policy of Professional Liability Insurance, acceptable to the Township in the amount of not less than FIVE MILLION DOLLARS (\$5,000,000.00)

TOWNSHIP OF WELLINGTON NORTH PROPOSAL REQUIREMENTS

It is the intent of the municipality to provide through this process, a Skatepark which is proven to be a functional and durable offering including diverse play functions to a diverse user group including age and ability. Consideration to reduced maintenance, increase durability and reduced opportunities for vandalism and application of graffiti will be important evaluation criteria.

The successful proponent will have to prepare all the necessary documentation in order to construct a Skatepark including but not limited to any required building permits.

The property at 308 Tucker Street is in the hub for recreational activity in Arthur, located on the former fairgrounds, the property now features the Arthur Arena and Community Centre, Outdoor Pool, Splash Pad, three baseball diamonds, two pavilions, playground, and a curling club. Ample parking and well-maintained sidewalks provide ease of access to the property. Up to three different design proposals will be accepted for review and consideration.

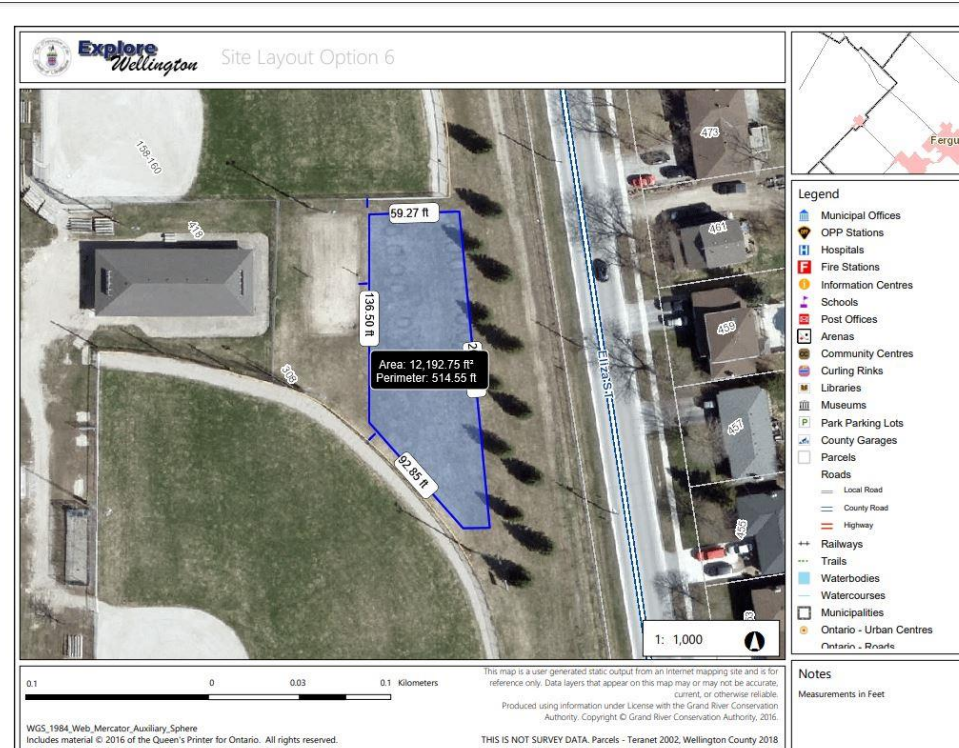
Equipment Theme

Proposed Skatepark designs provided should contain features for preschool aged children (2 to 5 years), elementary school aged children (5 to 12 years) and young adults (13+ years).

Design Criteria

Construction disturbance should be minimized and contained to the area of the installation. The supplier will be responsible for reinstatement of all area disturbed beyond the area of the base and perimeter as a result of construction utilizing sod.

Site Layout Option 6



Hardware/Materials

All hardware should be vandal-resistant with stainless steel nuts and bolts with square frame, no tubular.

Existing Conditions

The proposed location is grassed recreation field.

Base Material, Drainage and Protective Surfacing

With respect to the Skatepark, the successful proponent will be required to provide the Township with a specification for the required base material and concrete slab as soon as possible following award of the project. This should include any necessary drainage provisions. Township will coordinate the installation of the specified concrete slab including the placement of the specified base materials prior to May 1, 2022, at which time the site will be turned over to the successful proponent.

With respect to the Pump Track, the successful proponent will be required complete all required site works necessary to complete the project including but not limited to excavation of the existing site, placement of base material and drainage provisions.

The total area designated for the equipment has a maximum area available of ~12,192ft². Township reserves the right to have its Engineer review site conditions at any point before, during or after the process to ensure acceptable compaction, material quality, etc.

Ramps

The supplier will provide a minimum 1.8 m (6 foot) accessible opening in order to accommodate accessibility to the concrete slab

C.S.A. Guidelines

All proposals submitted will certify by way of written confirmation from the company president or other appropriate authority to bind the company that the entire proposal and installation conforms to C.S.A. guidelines. In this proposal, C.S.A. guidelines refer to C.S.A. Z614-14, A National Standard of Canada Children's Play spaces and Equipment document and subsequent amendments. Adherence of this requirement will be reviewed at the completion of the installation by inspection by a third-party inspector at a cost incurred by the supplier. The Township of Wellington North reserves the right to impose their interpretation of the standards in case of dispute and require modification or replacement of components where in its opinion does not meet the CSA Standards.

Graphic and Plan View Requirements for Playground Design

All suppliers submitting proposals will be required to illustrate their proposed Skatepark facilities and accessory components. This will include a plan view and a three-dimension drawing clearly indicating all BMX functions and features and showing their location within the base area. The size and configuration of the base should be indicated and dimensioned to allow site layout. The plan should clearly identify all play and enhanced accessibility features. Dimensions and height of all platforms, decks, ramps, fun boxes, access features or other components should be given. Three dimensional drawings should indicate a recommended colour scheme for the play structure and accessory components.

Eligibility

Bidders are welcome to submit alternatives that they feel meets the intent of the proposal for consideration. But consideration remains at the sole discretion of the municipality.

Budget

Project Budget = \$180,000.00 + HST

Provisional Budget* = \$20,000 + HST

Fundraising activities remain ongoing for this project and, with that in mind, Township would ask proponents give consideration to additional provisional equipment/features in the amount of \$20,000 + HST that may or may not be awarded as part of this project.

Scope Summary:

- Provide Skatepark and Pump Track design and layout (maximum of three)
- Prepare and provide any design drawings that may be necessary in order to obtain a building permit (as required) including, at a minimum, a site plan
- Provide concrete slab specification
- Excavate and removal of excess material for skatepark (by others)
- Excavate and removal of excess material for Pump Track
- Install concrete slab (by others)
- Preparation of site, base materials and drainage, for Pump Track
- Supply, delivery and installation of equipment
- Site rehabilitation of disturbed areas including sod
- Provide operations and maintenance manual
- Third party testing and inspection

Minimum equipment:

- Minimum of two Quarter pipes – min. height of five feet
- Half pipe – min. height of five feet
- Grinding rails
- Minimum of two fun boxes
- Pump track
- Square metal rails
- Continuous welds, no tack welds

Accessibility

All proposals shall provide a high degree of accessibility. To this end, alternatives could be ramps, transfer point, over sized decks or accessories accessible to those with limited mobility.

Warranty

Written description of warranty on all items supplied including all base materials will accompany all proposals.

Completion Date

Bidders will specify supply and installation date on form of proposal subject to future negotiation. All prices will be held firm to installation date. The Township is looking for a Spring 2022 installation date with a mandatory completion date of June 15, 2022.

TOWNSHIP OF WELLINGTON NORTH
PROPOSAL EVALUATION

Qualification Criteria

Proponents must have a proven record of construction skateparks in Ontario with a minimum of six (6) Ontario municipal installations.

Proponents must submit a list of a minimum of three (3) Municipal references from Southwestern Ontario that would be similar to the Township of Wellington North requirements. Please provide name of Municipality and the physical address and date of the installation. Please also include name, position and direct contact information of Municipal representative that could best speak to the installation and maintenance of the product. Please do not provide contact info for purchasing department.

The Township will make choices for its Playground Equipment needs based upon the best value, and the selection criteria outlined in the following section.

Evaluation of Proposals

Selection of the successful proponent will be based on which Proponent has provided a proposal the Township determines, at its sole discretion, to be the most beneficial based on the criteria listed below. All proposals will be evaluated for completeness and suitability of the project and such other criteria as may be determined by the Township.

All proposals will be evaluated by an evaluation committee that may include members of Township Council, members of Township's Recreation, Parks and Leisure Committee, members of the Township Arthur BMX Skateboard Park Ad-Hoc Advisory Committee and/or Township staff. Project award will be consistent with the Township's Purchasing & Procurement Policy # 003-18.

Proponents must have regard for the following:

1. Proven, successful experience in providing quality Playground Equipment of type and design consistent with intended use.
2. The responsiveness of the Proposal to all RFP requirements.
3. The degree to which the design of the equipment incorporated features advantageous to the Park and the community.
4. Ease of serviceability and maintenance requirements for the finished product.
5. Anticipated schedule for completion and delivery of the finished product.
6. Materials used and construction methods employed to produce the finished product.
7. Warranty information
8. History of your company
9. Acceptability of reference checks
10. Cost

The following will be used to evaluate each proposal at the sole discretion of the Township:

Characteristic	Points
Adherence to the RFP Document	5
Proposed Design	25
Experience / History / References	10

Ease of Serviceability / Maintenance / Warranty	10
Schedule	20
Cost	30
Total	100

The Township may invite one or more firms to make a presentation to Council, committee, or staff. Such a meeting may take place via an electronic meeting platform (i.e. Zoom) or at the Township of Wellington North Administration Office in Kenilworth with the transportation to and from the meeting for the supplier's representative(s) shall be at the expense of the supplier. Bidder must be prepared to provide a sample of their work and or product demonstrations and answer questions during the interview. Selected Bidder(s) will be notified at least 5 business days in advance.

TOWNSHIP OF WELLINGTON NORTH
RFP 2020-011 BRENT BARNES MEMORIAL SKATEPARK

FORM OF PROPOSAL

Skatepark Equipment Proposal Pricing

To deliver on the scope of the RFP:

Price, excluding HST: \$ _____

HST: \$ _____

Total Installed Price for Skatepark Equipment \$ _____

Skatepark Equipment Provisional Proposal Pricing

To deliver on the scope of the Provisional RFP:

Price, excluding HST: \$ _____

HST: \$ _____

Total Installed Price Provisional Skatepark Equipment \$ _____

TOWNSHIP OF WELLINGTON NORTH
RFP 2020-011 BRENT BARNES MEMORIAL SKATEPARK

The bidder declares that this proposal is made without any connection, comparison of figures or arrangement with or knowledge of any other Corporation, Firm or Person submitting a quote for the same purchase.

The bidder agrees that this quote will remain open for acceptance and the prices herein quoted will remain firm and unchanged for a period of 60 days after the opening of quotes and the Township of Wellington North may at any time within this period accept this proposal whether any other proposal has been previously accepted or not.

The bidder agrees to complete delivery of the Township order, if awarded, to the premises of the Township of Wellington North and to complete all other work incidental to the execution of this contract within calendar days from the date of notification of the acceptance of the quote.

The bidder has attached hereto all relevant information, literature, detailed specifications, and other information relevant to the design/supply and install being offered in order to enable the Township of Wellington North to properly evaluate this proposal.

Dated at _____ this _____ day of _____ 2021.

Name of Corporation/Firm or Individual Quoting (Print)

Name of Authorized Signing Officer (Print)

Signature of Authorized Signing Officer

Address

Telephone Number Cell Phone Number

Email address



Staff Report

To: Chair and Members of the Recreation, Parks and Leisure Committee Meeting of November 2, 2021

From: Matthew Aston, Director of Operations

Subject: 2021-019 2022 Recreation Rates and Fees Amended

RECOMMENDATION

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2021-019 being a report on the 2022 Recreation Rates & Fees;

AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North approve the 2022 Recreation Rates & Fees as amended.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

By-Law 016-21-2022

BACKGROUND

Staff are recommending the proposed 2022 Recreation Rates and Fees be amended as attached. Additional information on individual changes within the by-law are highlighted below.

Set-up (rentals under 2 hours)

In the past, the township had a three-hour minimum requirement for all hall rentals. In place of this requirement, a flat fee of \$20.00, would be charged. This flat fee would be applicable only to hall rentals under two-hours.

Extra Clean-up if required (per hour)

If additional clean-up is required by township staff following a rental, this fee would be charged on a per hour basis.

Mount Forest South Green Space

This area is located south of the Mount Forest and District Sports Complex. In 2021, this space was used for the Demolition Derby. The addition of this fee recognizes the use of space and formalizes a rental fee.

Local User Group Fee

Addition of "once per month" to provide additional clarification.

Local Minor Ball Practice (per session/1.5 hours)

This fee is new in 2022 and provides clarification between baseball games and practices. In addition, as the service level for a practice is comparable to a soccer game, this fee reflects that price.

Bronze Cross and Bronze Medallion

Due to the national lifeguard shortage, and local staffing constraints, these fees were reduced by \$50.00 each as a strategy to entice more individuals to continue with the lifeguarding program. This further reduces cost as a barrier to becoming a lifeguard.

FINANCIAL CONSIDERATIONS

ATTACHMENTS

2022 Recreation Rates and Fees

STRATEGIC PLAN 2019 – 2022

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

Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

Prepared By:	Mandy Jones, Community Recreation Coordinator	<i>Mandy Jones</i>
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Recommended By:	Mike Givens, Chief Administrative Officer	<i>Mike Givens</i>
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	2022	Effective
Large Hall & Auditorium		
Stag & Doe	\$885.00	1-Jan-22
Prime Rental (Friday to Sunday)	\$675.00	1-Jan-22
Wedding Set-up (Friday 8:30am - 4:30pm)	\$162.00	1-Jan-22
Non-Prime (Monday to Thursday)	\$375.00	1-Jan-22
Tournament Rates (Minor Sports)	\$275.00	1-Jan-22
Hourly Rate	\$62.00	1-Jan-22
Set-up on all rentals under 2 hours (per event)	\$20.00	1-Jan-22
Extra Clean-up if required (per hour)	\$50.00	1-Jan-22
Holiday Premium (per hour)	\$20.00	1-Jan-22
Music Tarriffs (based on capacity)		1-Jan-22

Small Halls & Meeting Rooms		
Conn Community Pavilion (daily)	\$100.00	1-Jan-22
Damascus Community Hall (daily)	\$100.00	1-Jan-22
Arthur Upper Leisure Hall (daily)	\$240.00	1-Jan-22
Mount Forest Upper Leisure Hall (daily)	\$240.00	1-Jan-22
Mount Forest Plume Room (daily)	\$240.00	1-Jan-22
Mount Forest Lower Leisure Hall (daily)	\$240.00	1-Jan-22
Mount Forest Meeting Room (daily)	\$240.00	1-Jan-22
Hourly Rate	\$36.00	1-Jan-22
Set-up on all rentals under 2 hours (per event)	\$20.00	1-Jan-22
Extra Clean-up if required (per hour)	\$50.00	1-Jan-22
Holiday Premium (per hour)	\$20.00	1-Jan-22
Music Tarriffs (based on capacity)		1-Jan-22

Special Rates		
Mount Forest South Greenspace (daily)	\$240.00	1-Jan-22
Lions Club Bingo (per event)	\$191.00	1-Jan-22
Blood Donor Clinic (per event)	\$191.00	1-Jan-22
Seniors Proqramming (per hour)	\$19.00	1-Jan-22
Mount Forest Family Health Team (per hour)	\$23.00	1-Jan-22
Local User Group Meetings (one per month)	\$0.00	1-Jan-22

Arena Floor (Summer)		
Minor Sports (per hour)	\$54.50	1-Jan-22
Local Sports Adult (per hour)	\$66.00	1-Jan-22
Non-Resident Sports Adult (per hour)	\$76.00	1-Jan-22
Non-Prime Sports (per hour): Monday to Thursday 8:00am - 3:00pm	\$42.00	1-Jan-22
Prime Event Rental (daily): Friday to Sunday	\$675.00	1-Jan-22
Non Prime Event Rental (daily): Monday to Thursday	\$375.00	1-Jan-22

Arena Floor Ice (Winter)		
Minor Sports (per hour)	\$118.75	30-Jun-22
Local Adults (per hour)	\$140.00	30-Jun-22
Non Prime (per hour): Monday to Thursday 7:00am - 3:00pm	\$118.75	30-Jun-22
Open/Available: Same Day Booking (per hour)	\$60.00	30-Jun-22
School Skating Rate (per hour)	\$60.00	30-Jun-22
Non Resident (per hour)	\$159.00	30-Jun-22
Mount Forest Summer Ice: Prior to Labour Day (per hour)	\$173.00	30-Jun-22

	2022	Effective
Ball Diamond		
Local Minor Ball: Practice (per session/1.5 hours)	\$31.00	1-Jan-22
Local Minor Ball Game: no lights (per game/1.5 hours)	\$41.00	1-Jan-22
Local Minor Ball Tournament: Serviced (daily, per diamond)	\$234.00	1-Jan-22
Local Minor Ball Tournament: Not Serviced (daily, per diamond)	\$160.00	1-Jan-22
Adult Ball Game: no lights (per game/1.5 hours)	\$51.00	1-Jan-22
Adult Ball Tournament: Serviced (daily, per diamond)	\$264.00	1-Jan-22
Adult Ball Tournament: Not Serviced (daily, per diamond)	\$190.00	1-Jan-22
Lights (per game/1.5 hours)	\$16.00	1-Jan-22
Soccer Fields		
Per Game: no lights (1.5 hours)	\$31.00	1-Jan-22
Seasonal Rate for Minor Soccer	\$6,993.00	1-Jan-22
Local Minor Soccer Tournament - not serviced (daily)	\$160.00	1-Jan-22
Lights (per game)	\$16.00	1-Jan-22
Pavilions		
Mount Forest Cork Street Pavilion (daily)	\$240.00	1-Jan-22
Arthur Optimist Pavilion (daily)	\$240.00	1-Jan-22
Hourly	\$36.00	1-Jan-22
Camping: Special Events Only (per site/per day)	\$36.00	1-Jan-22
Storage		
Outdoor	\$265.00	1-Jan-22
Interior storage	\$334.00	1-Jan-22
Jr. C Club Room	\$657.00	1-Jan-22
Corkage		
7oz Plastic Cup	\$0.14	1-Jan-22
14 oz Plastic Cup	\$0.19	1-Jan-22
Bag of ice	\$3.75	1-Jan-22
2L Bottle of Pop	\$3.75	1-Jan-22
Wrist bands	\$0.29	1-Jan-22
Sponsorship and Advertising		
Public Skating (per event)	\$150.00	1-Jan-22
Public Swimming (per event)	\$150.00	1-Jan-22
Baseball diamond (3.5' x 6')	\$395.00	1-Jan-22
Mount Forest Walking Track (3.5' x 6')	\$395.00	1-Jan-22
Arthur Wall Advertisement (3.5' x 6')	\$395.00	1-Jan-22
Single Board Advertisement (4' x 8')	\$395.00	1-Jan-22
One time lexan Fee	\$300.00	1-Jan-22

	2022	Effective
Skating and Walking Track General Admission (no tax)		
1 visit - Individual Skating	\$3.00	30-Jun-22
1 visit - Family Skate: up to 5 members same house	\$10.00	30-Jun-22
1 visit - Stick & Puck	\$5.00	30-Jun-22
10 visit - Individual Skating	\$25.00	30-Jun-22
10 visit - Family Skate: up to 5 members same house	\$100.00	30-Jun-22
10 visit - Stick & Puck	\$50.00	30-Jun-22
1 visit Walking Track	\$3.00	30-Jun-22
Monthly Pass Walking Track	\$20.00	30-Jun-22

Pool General Admissions (no tax)		
Infants and toddlers (under 2)	\$0.00	1-Jan-22
1 visit - Individual	\$4.00	1-Jan-22
1 visit - Family: up to 5 members same house	\$15.00	1-Jan-22
1 visit - Aquafit	\$6.00	1-Jan-22
Season Pass - Individual	\$100.00	1-Jan-22
Season Pass - Family: up to 5 members same house	\$250.00	1-Jan-22
Season Pass - Aquafit	\$45.00	1-Jan-22
Swim Team	\$72.00	1-Jan-22

Swimming lessons (no tax)		
Parent & Tot 1,2,3	\$70.00	1-Jan-22
Preschool A, B, C	\$80.00	1-Jan-22
Beginner	\$80.00	1-Jan-22
Swimmer 1 - 4	\$80.00	1-Jan-22
Swimmer 5 - 10	\$85.00	1-Jan-22
Bronze Medallion	\$150.00	1-Jan-22
Bronze Cross	\$150.00	1-Jan-22
1/2 hour Private (1 lesson)	\$25.00	1-Jan-22
1/2 hour Private (5 lessons)	\$120.00	1-Jan-22
1/2 hour Private (10 lessons)	\$220.00	1-Jan-22
1/2 hour Semi-Private (5 lessons)	\$100.00	1-Jan-22
1/2 hour Semi-Private (10 lessons)	\$180.00	1-Jan-22

Pool Rentals		
Pool Rental (1 hour, 0-25 people, 2 Guards)	\$120.00	1-Jan-22
Pool Rental (1 hour, 26+ people, 3 Guards)	\$150.00	1-Jan-22
Pool rental School rate (1 hour, 3 guards)	\$90.00	1-Jan-22

Day Camp (no tax)		
Weekly Rate (5 days)	\$155.00	1-Jan-22
Weekly Rate (4 days)	\$124.00	1-Jan-22



Staff Report

To: Chair and Members of the Recreation, Parks and Leisure Committee Meeting of November 2, 2021

From: Matthew Aston, Director of Operations

Subject: 2021-020 2023 Recreation Rates and Fees

RECOMMENDATION

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2021-020 being a report on the 2023 Recreation Rates & Fees;

AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North approve the 2023 Recreation Rates & Fees.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

BACKGROUND

The proposed 2023 Recreation Rates and Fees reflect an average 1.92% overall increase.

1.39% increase	Halls and Auditoriums
1.44% increase	Special User Rates
1.93% increase	Arena Floor (summer)
1.21% increase	Arena Ice (winter)
3.09% increase	Baseball & Soccer
2.22% increase	Pavilions
1.89% increase	Storage
2.67% increase	Corkage
0.00% increase	Sponsorship & Advertising
0.00% increase	General Admission Skating
1.67% increase	General Admissions Pool
3.82% increase	Summer Programs (Day Camp and Lessons)
3.61% increase	Pool Rentals

The Township of Wellington North Rates and Fees were compared with Minto, Mapleton, Centre Wellington, West Grey and Southgate. Rates that were increased over 2% are highlighted below.

Large Hall: Non-Prime Rental (Monday to Thursday)

Increased \$10 (3.64%) from \$275 to \$285, this represents a \$300 discount from a prime rental.

Large Hall: Tournament Rates (Minor Sports)

Increased \$10 (2.67%) from \$375 to \$385, this represents a \$400 discount from a prime rental.

Small Hall: Hourly Rate

Increased \$1 (2.78%) from \$36 to \$37. This rate is the same as the per hour pavilion rental.

Seniors Programming

Increased \$0.50 (2.63%) from \$19 to \$19.50.

Arena Floor (Summer): Minor Sports

Increased \$2.50 (4.59%) from \$54.50 to \$57.00. This fee is \$10 less than adult floor rentals and \$20 less than non-resident adult floor rental.

Arena Floor (Summer): Non-Prime Event Rental

Increased \$10 (2.67%) from \$375 to \$385, this represents a \$400 discount from a prime rental.

Arena Floor (Winter): Local Adult

Increased \$3 (2.14%) from \$140 to \$143.

Arena Floor (Winter): Non-Resident

Increased \$4 (2.52%) from \$159 to \$163.

Ball Diamond: Local Minor Ball Practice

Increased \$1 (3.23%) from \$31 to \$32. This is the same fee as a soccer game, due to similar level of service.

Ball Diamond: Local Minor Ball Game no lights

Increased \$1 (2.44%) from \$41 to \$42.

Ball Diamond: Minor Tournament Not Serviced

Increased \$8 (5%) from \$160 to \$168. This represents a \$70 discount from a serviced tournament.

Ball Diamond: Adult Tournament Not Serviced

Increased \$8 (4.21%) from \$190 to \$198. This represents a \$70 discount from a serviced tournament.

Ball Diamond / Soccer Fields: Lights

Increased \$0.50 (3.13%) from \$16 to \$16.50.

Soccer Fields: Local Minor Game

Increased \$1 (3.23%) from \$31 to \$32. This is the same fee as a baseball practice, due to similar level of service.

Soccer Fields: Minor Tournament Not Serviced

Increased \$8 (5%) from \$160 to \$168. This reflects the same fee as a Minor Baseball Tournament.

Pavilions: Hourly Rate

Increased \$1 (2.78%) from \$36 to \$37. This rate is the same as the per hour small hall rental.

Corkage: Bag of ice
Increased \$0.25 (6.67%) from \$3.75 to \$4.00.

Corkage: 2L Bottle of Pop
Increased \$0.25 (6.67%) from \$3.75 to \$4.00.

Pool General Admission: Individual
Increased \$10 (10%) from \$100 to \$110.

Swimming Lessons: 5 Private
Increased \$5 (4.17%) from \$120 to \$125.

Swimming Lessons: 10 Private
Increased \$5 (2.27%) from \$220 to \$225.

Swimming Lessons: 5 Semi-Private
Increased \$5 (5%) from \$100 to \$105.

Swimming Lessons: 10 Semi-Private
Increased \$5 (2.78%) from \$180 to \$185.

Pool Rental: 1 Hour 0-25 People
Increased \$5 (4.17%) from \$120 to \$125. To align with neighbouring municipalities.

Pool Rental: 1 Hour 26+ People
Increased \$10 (6.67%) from \$150 to \$160. To align with neighbouring municipalities.

Day Camp: Weekly Fee
Increased \$10 (6.45%) from \$155 to \$165. To support the recovery of costs associated with offering the program, online payment options and to align with neighbouring municipalities.

FINANCIAL CONSIDERATIONS

The proposed 2023 Recreation Rates and Fees reflect an average 1.92% overall increase.

ATTACHMENTS

2023 Recreation Rates and Fees

STRATEGIC PLAN 2019 – 2022

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

Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency

Partnerships

Municipal Infrastructure

Alignment and Integration

Prepared By:

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

Matthew Aston

Mandy Jones

Tom Bowden

Recommended By:

Mike Givens, Chief Administrative Officer

Mike Givens

	2023	Effective
Large Hall & Auditorium		
Stag & Doe	\$885.00	1-Jan-23
Prime Rental (Friday to Sunday)	\$685.00	1-Jan-23
Wedding Set-up (Friday 8:30am - 4:30pm)	\$165.00	1-Jan-23
Non-Prime (Monday to Thursday)	\$385.00	1-Jan-23
Tournament Rates (Minor Sports)	\$285.00	1-Jan-23
Hourly Rate	\$63.00	1-Jan-23
Set-up on all rentals under 2 hours (per event)	\$20.00	1-Jan-23
Extra Clean-up if required (per hour)	\$50.00	1-Jan-23
Holiday Premium (per hour)	\$20.00	1-Jan-23
Music Tarriffs (based on capacity)		1-Jan-23

Small Halls & Meeting Rooms		
Conn Community Pavilion (daily)	\$100.00	1-Jan-23
Damascus Community Hall (daily)	\$100.00	1-Jan-23
Arthur Upper Leisure Hall (daily)	\$244.00	1-Jan-23
Mount Forest Upper Leisure Hall (daily)	\$244.00	1-Jan-23
Mount Forest Plume Room (daily)	\$244.00	1-Jan-23
Mount Forest Lower Leisure Hall (daily)	\$244.00	1-Jan-23
Mount Forest Meeting Room (daily)	\$244.00	1-Jan-23
Hourly Rate	\$37.00	1-Jan-23
Set-up on all rentals under 2 hours (per event)	\$20.00	1-Jan-23
Extra Clean-up if required (per hour)	\$50.00	1-Jan-23
Holiday Premium (per hour)	\$20.00	1-Jan-23
Music Tarriffs (based on capacity)		1-Jan-23

Special Rates		
Mount Forest South Greenspace (daily)	\$244.00	1-Jan-23
Lions Club Bingo (per event)	\$194.00	1-Jan-23
Blood Donor Clinic (per event)	\$194.00	1-Jan-23
Seniors Proqramming (per hour)	\$19.50	1-Jan-23
Mount Forest Family Health Team (per hour)	\$23.00	1-Jan-23
Local User Group Meetings (one per month)	\$0.00	1-Jan-23

Arena Floor (Summer)		
Minor Sports (per hour)	\$57.00	1-Jan-23
Local Sports Adult (per hour)	\$67.00	1-Jan-23
Non-Resident Sports Adult (per hour)	\$77.00	1-Jan-23
Non-Prime Sports (per hour): Monday to Thursday 8:00am - 3:00pm	\$42.00	1-Jan-23
Prime Event Rental (daily): Friday to Sunday	\$685.00	1-Jan-23
Non Prime Event Rental (daily): Monday to Thursday	\$385.00	1-Jan-23

Arena Floor Ice (Winter)		
Minor Sports (per hour)	\$121.00	30-Jun-23
Local Adults (per hour)	\$143.00	30-Jun-23
Non Prime (per hour): Monday to Thursday 7:00am - 3:00pm	\$121.00	30-Jun-23
Open/Available: Same Day Booking (per hour)	\$60.00	30-Jun-23
School Skating Rate (per hour)	\$60.00	30-Jun-23
Non Resident (per hour)	\$163.00	30-Jun-23
Mount Forest Summer Ice: Prior to Labour Day (per hour)	\$173.00	30-Jun-23

	2023	Effective
Ball Diamond		
Local Minor Ball: Practice (per session/1.5 hours)	\$32.00	1-Jan-23
Local Minor Ball Game: no lights (per game/1.5 hours)	\$42.00	1-Jan-23
Local Minor Ball Tournament: Serviced (daily, per diamond)	\$238.00	1-Jan-23
Local Minor Ball Tournament: Not Serviced (daily, per diamond)	\$168.00	1-Jan-23
Adult Ball Game: no lights (per game/1.5 hours)	\$52.00	1-Jan-23
Adult Ball Tournament: Serviced (daily, per diamond)	\$268.00	1-Jan-23
Adult Ball Tournament: Not Serviced (daily, per diamond)	\$198.00	1-Jan-23
Lights (per game/1.5 hours)	\$16.50	1-Jan-23

Soccer Fields		
Per Game: no lights (1.5 hours)	\$32.00	1-Jan-23
Seasonal Rate for Minor Soccer	\$7,132.86	1-Jan-23
Local Minor Soccer Tournament - not serviced (daily)	\$168.00	1-Jan-23
Lights (per game)	\$16.50	1-Jan-23

Pavilions		
Mount Forest Cork Street Pavilion (daily)	\$244.00	1-Jan-23
Arthur Optimist Pavilion (daily)	\$244.00	1-Jan-23
Hourly	\$37.00	1-Jan-23
Camping: Special Events Only (per site/per day)	\$37.00	1-Jan-23

Storage		
Outdoor	\$270.00	1-Jan-23
Interior storage	\$340.00	1-Jan-23
Jr. C Club Room	\$670.00	1-Jan-23

Corkage		
7oz Plastic Cup	\$0.14	1-Jan-23
14 oz Plastic Cup	\$0.19	1-Jan-23
Bag of ice	\$4.00	1-Jan-23
2L Bottle of Pop	\$4.00	1-Jan-23
Wrist bands	\$0.29	1-Jan-23

Sponsorship and Advertising		
Public Skating (per event)	\$150.00	1-Jan-23
Public Swimming (per event)	\$150.00	1-Jan-23
Baseball diamond (3.5' x 6')	\$395.00	1-Jan-23
Mount Forest Walking Track (3.5' x 6')	\$395.00	1-Jan-23
Arthur Wall Advertisement (3.5' x 6')	\$395.00	1-Jan-23
Single Board Advertisement (4' x 8')	\$395.00	1-Jan-23
One time lexan Fee	\$300.00	1-Jan-23

	2023	Effective
Skating and Walking Track General Admission (no tax)		
1 visit - Individual Skating	\$3.00	30-Jun-23
1 visit - Family Skate: up to 5 members same house	\$10.00	30-Jun-23
1 visit - Stick & Puck	\$5.00	30-Jun-23
10 visit - Individual Skating	\$25.00	30-Jun-23
10 visit - Family Skate: up to 5 members same house	\$100.00	30-Jun-23
10 visit - Stick & Puck	\$45.00	30-Jun-23
Season Pass - Individual Skating	\$90.00	30-Jun-23
Season Pass - Family: up to 5 members same house	\$200.00	30-Jun-23
Season Pass - Stick & Puck	\$75.00	30-Jun-23
1 visit Walking Track	\$3.00	30-Jun-23
Monthly Pass Walking Track	\$20.00	30-Jun-23

Pool General Admissions (no tax)		
Infants and toddlers (under 2)	\$0.00	1-Jan-23
1 visit - Individual	\$4.00	1-Jan-23
1 visit - Family: up to 5 members same house	\$15.00	1-Jan-23
1 visit - Aquafit	\$6.00	1-Jan-23
Season Pass - Individual	\$110.00	1-Jan-23
Season Pass - Family: up to 5 members same house	\$250.00	1-Jan-23
Season Pass - Aquafit	\$45.00	1-Jan-23
Swim Team	\$72.00	1-Jan-23

Swimming lessons (no tax)		
Parent & Tot 1,2,3	\$70.00	1-Jan-23
Preschool A, B, C	\$80.00	1-Jan-23
Beginner	\$80.00	1-Jan-23
Swimmer 1 - 4	\$80.00	1-Jan-23
Swimmer 5 - 10	\$85.00	1-Jan-23
Bronze Medallion	\$150.00	1-Jan-23
Bronze Cross	\$150.00	1-Jan-23
1/2 hour Private (1 lesson)	\$25.00	1-Jan-23
1/2 hour Private (5 lessons)	\$125.00	1-Jan-23
1/2 hour Private (10 lessons)	\$225.00	1-Jan-23
1/2 hour Semi-Private (5 lessons)	\$105.00	1-Jan-23
1/2 hour Semi-Private (10 lessons)	\$185.00	1-Jan-23

Pool Rentals		
Pool Rental (1 hour, 0-25 people, 2 Guards)	\$125.00	1-Jan-23
Pool Rental (1 hour, 26+ people, 3 Guards)	\$160.00	1-Jan-23
Pool rental School rate (1 hour, 3 guards)	\$90.00	1-Jan-23

Day Camp (no tax)		
Weekly Rate (5 days)	\$165.00	1-Jan-23
Weekly Rate (4 days)	\$132.00	1-Jan-23



Staff Report

To: Chair and Members of the Recreation, Parks and Leisure Committee Meeting of November 2, 2021

From: Mandy Jones, Community Recreation Coordinator

Subject: RPL 2021-017 Summer Programs

RECOMMENDATION

THAT the Recreation, Parks and Leisure Committee receive for information report RPL 2021-017 being a report on summer programs;

AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North endorse a \$4,000 training budget increase to support costs associated with Lifeguard Certifications.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

RPL 2021-007 Summer Programs

BACKGROUND

The Township of Wellington North opened registration for summer programs on April 1, 2021. To ensure the safety and wellbeing of participants and staff, the township followed provincial guidelines and reduced capacity for both summer day camp and aquatics programming.

AQUATICS

The Arthur Pool was open from June 21 to August 27, 2021 and the Mount Forest Pool was open from July 12 to August 28, 2021. The Mount Forest Pool was delayed in opening due to the liner in the shallow end needing to be replaced. The Arthur Pool received Ontario Trillium Foundation funding (\$18,200) to renovate the space in response to COVID-19; these renovations included the installation of two outdoor showers, an emergency exit on the deck and a new desk with sneezeguard.

Swimming Lessons

To limit the risk of exposure at the aquatic's facilities, the Township offered semi-private and private lessons, instead of the typical group lesson format. This change allowed for participants to create their own "bubble" groups of up to four participants for semi-private lessons. In total, the Township provided lessons to 141 children and youth over the course of the summer.

	Enrollment			
	Arthur		Mount Forest	
	Private	Semi-Private	Private	Semi-Private
Classes	24	28	26	19
Participants	24	52	26	39

Swim passes:

Due to uncertainty with the pool operations, the Township moved away from issuing family and individual swim passes as an individual may not have received the full benefit of a swim pass if the pool needed to close, or entry was refused based on capacity limits. Instead, the lifeguard team kept track of individuals through contact tracing and maintained a log of when individuals or families met the dollar value of a pass (Families 17 visits or \$250.00/ Individuals 25 visits or \$100.00).

Pool Admissions:

	Admissions	
	Arthur	Mount Forest
Child (age 0 – 2)	54	44
Individual (age 3+)	1,263	1,148
Family	598	375
Aquafit	27	40
Passes	329	339
TOTAL number of users	2,271	1,946

Challenges:

The COVID-19 facility protocols generated added challenges for the lifeguard team. These included, additional screening requirements, reduced capacities, added cleaning protocols and teaching lessons from the deck.

Due to staffing constraints, the programming in 2021 was marginally reduced and modified. These changes were put in place to meet the required COVID-19 protocols while providing valuable programming to the community. Unfortunately, even with these modifications to the schedule, the staffing shortage impacted the morale of the lifeguard team. It is important to note that while the township experienced negative impacts due to a staffing shortage, we are not unique as many other communities have been required to reduce program offerings as well.

In a media release dated July 1, 2021, the Lifesaving Society Canada communicated they are adopting 15 years as the minimum age prerequisite (previously 16) for certification as a Swim Instructor, Lifesaving Instructor, or National Lifeguard. **“The change was a first step in addressing chronic staff shortages in the aquatics industry.”** (Lifesaving Society 2020 Annual Report Ontario, p. 11) This change means more candidates can participate in the certification training they need for employment earlier than ever and it means employers can tap into a larger talent pool too and begin staff recruitment efforts earlier.

To meet the Lifesaving Society’s National efforts, we are looking to address the local lifeguard shortage by recommending the following approach. This will have an approximate impact on the annual operating budget of \$4,000.

1. **Retain:** As a way to retain current lifeguards, staff recommend that the Township cover 100% of the cost to recertify lifeguards; National Lifeguard and Swim Instructor.
2. **Recruit:** As a way to recruit new lifeguards, staff recommend that the township cover 50% of the cost to certify a new lifeguard (National Lifeguard) and 50% of the cost to certify a swim lesson instructor (Swim Instructor). Training would be organized through the Township and there would be a contractual agreement for individuals hired. This would mean the township can begin marketing the employment opportunities earlier and hire non-certified individuals.
3. **Succession:** As a way to build-in succession planning for lifeguards, we have lowered the cost of the Bronze Medallion and Bronze Cross programs. This further compliments the steps taken by the Lifesaving Society Canada as age and cost were two contributing factors to individuals not becoming lifeguards.

SUMMER DAY CAMP

The summer day camp program was operated from the Arthur Community Centre Upper Leisure Hall and the Mount Forest & District Sports Complex Plume Room from July 5 through August 27, 2021. To accommodate physical distancing in the rooms, the camp was limited to 22 registrants per week. A few weeks over the summer the Camp exceed the 22-participant maximum capacity.

COVID-19

To ensure compliance with the Chief Medical Officer of Health guidelines for day camp programs, participants and their siblings were sent home if they displayed any symptoms of COVID-19 and directed to go for a test. Refunds were issued for the duration of their quarantine/absence. In some instances, families made the decision to keep their child(ren) home for the full 14-day isolation period instead of going for a test. Most weeks saw a waitlist of participants and staff tried to reach out to fill any vacancies.

Enrollment:

Session	Dates	Enrollment	
		Arthur	Mount Forest
Session 2:	July 5 – 9	17	22
Session 3:	July 12 – 16	22	24
Session 4:	July 19 – 23	20	22
Session 5:	July 26 – 30	22	22
Session 6:	August 3 – 6*	23	22
Session 7:	August 9 – 13	22	23
Session 8:	August 16 – 20	22	22
Session 9:	August 23 – 27	23	23

*Four-day week

Challenges:

The Mount Forest and District Sports Complex is a great facility for the program; however, it offers limited activities for children due to its location. The distance to the pool, splash pad and lack of sidewalks creates a challenge to expanding program offering. As such, staff reached out to the Mount Forest Curling Club to see if the township could rent the space from June to

August in 2022. This location change would allow for campers to access the pool, splash pad and other outdoor amenities such as the soccer field, baseball diamond, track, pavilion and playground. In addition, the new location would allow for day trips to the library and local businesses. The cost to exclusively rent the Curling Club is \$650.00 per month. This would allow staff to use the clubroom and floor exclusively from June to August without impact on other user groups. This would also mean that the program would not need to worry about other renters coming in on weekends or evenings for the entire duration of the program. Staff intend to submit a 2022 operations budget consistent with the discussion within this report.

The floor at the curling club will not be available to sports but can be used for other activities such as parachute, circle and tag games.

FINANCIAL CONSIDERATIONS

2021 Canada Summer Jobs Funding

Canada Summer Jobs Funding was provided for nine Day Camp positions and three Aquatics positions in 2021.

Pools = \$8,981.00

Day Camp = \$26,941.00

Pool Revenue and Expenses

Current as of September 30, 2021

The Canada Summer Jobs Grant is not reflected in the table below.

Arthur Pool			Mount Forest Pool		
	Budget	Actual		Budget	Actual
Revenue	\$28,250.00	\$19,537.00	Revenue	\$42,300.00	\$17,730.00
Expenses	-\$87,157.00	-\$71,807.00	Expenses	-\$98,375	-\$100,399.00
TOTAL	-\$58,907.00	-\$52,270.00	TOTAL	-\$56,075	-\$82,669.00

There was an additional expense of approximately \$30,000 in the operating budget for Mount Forest that is associated with replacing the liner in the shallow end at the Mount Forest Pool.

Summer Day Camp Revenue and Expenses

Current as of September 30, 2021

The Canada Summer Jobs Grant is not reflected in the table below.

Arthur Day Camp			Mount Forest Day Camp		
	Budget	Actual		Budget	Actual
Revenue	\$23,188.00	\$23,160.00	Revenue	\$23,188.00	\$24,321.00
Expenses	-\$30,490.00	-\$35,622.00	Expenses	-\$28,636.00	-\$33,280.00
TOTAL	-\$7,302.00	-\$12,462.00	TOTAL	-\$5,448.00	-\$8,959.00

2022 Retain, Recruit, Succession

This approach will have an impact on the operating budget of approximately \$4,000.

- **Retain:** recertification cost is between \$100 - \$200 per individual, depending on location
- **Recruit:** certification cost is between \$300 - \$350 per individual, depending on location
- **Succession:** reduce fee for Bronze Medallion and Bronze Cross programs, from \$200 to \$150.

ATTACHMENTS**STRATEGIC PLAN 2019 – 2022**

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

Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

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

Recommended By: Michael Givens, Chief Administrative Officer *Michael Givens*



Township of Wellington North

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

October 14, 2021

ARTHUR SENIORS CENTRE

Attention: Centre Membership

Subject: Continued Facility Closure until December 31, 2021

Dear Centre Membership,

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

Following recent conversations with members of your executive, we are now recommending that all bookings and programming within the Arthur Seniors Centre facility be cancelled until December 31, 2021, at the earliest. This continued closure is largely a result of the typical programming that is offered at this facility, playing cards, which is close contact by nature. This new recommendation will supersede our letter authored on August 23, 2021. We understand the financial impact this will have on the organization and the Township will continue to honour the waiver of fees for facility rental.

We hope you find this a reasonable request and look forward to working with you soon. Township remains open to working with your community group to open this facility again as soon as practicable.

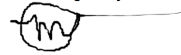
Please do not hesitate to contact Mandy Jones, 519-848-3620 x4342 or either of us at our contact information below.

Sincerely,

DocuSigned by:

396328952C8B40F...

Steve McCabe
Chair, Recreation, Parks & Leisure
smccabe@wellington-north.ca

DocuSigned by:

CB35083B9520442...

Matthew Aston, C.E.T., LET, MBA
Director of Operations
maston@wellington-north.com

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



Township of Wellington North

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

October 14, 2021

DAMASCUS COMMUNITY HALL

Attention: Board of Directors

Subject: Continued Facility Limited Closure

Dear Board of Directors,

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

Township understands that the Damascus Hall is now taking some bookings for the fall season at the facility. In order to enforce Ontario Regulation 364/20 and local public health rules, which require those entering the hall to provide proof of vaccination and photo identification, Township is hiring security to attend any bookings by the Damascus Hall.

Township would ask that any bookings of the Damascus Hall be communicated to the Township using centralbookings@wellington-north.com, so that arrangements for security can be made. We would ask that Township is provided at least one week notice in order to make this arrangement and that notice include date and duration of booked event. Please note that there may be times when the security company is unable to attend an event due to unforeseen circumstances. In the event this happens, we will try to notify you as soon as possible.

In addition to the double vaccination requirements, the Damascus Community Hall is required to ensure that facility renters maintain a contact tracing log for their event and that all attendees are actively screened upon entry. We request this information remain on file by the renter for a minimum of 14 days following an event.

To further support the Damascus Hall, the township has provided spray disinfectant for surfaces. Please connect with staff when additional supplies are required.

This new recommendation will supersede our letter authored on July 26, 2021.

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

Please do not hesitate to contact Mandy Jones, 519-848-3620 x4342 or either of us at our contact information below if you would like to discuss this letter or future provincial or local public health guidelines further.




Township of Wellington North

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


Sincerely,

DocuSigned by:


396328952C8B40F...

Steve McCabe
Chair, Recreation, Parks & Leisure
smccabe@wellington-north.ca

DocuSigned by:


CB35083B9520442...

Matthew Aston, C.E.T., LET, MBA
Director of Operations
maston@wellington-north.com

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