

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE MEETING AGENDA
TUESDAY, NOVEMBER 20, 2018 @ 8:30 A.M.
MOUNT FOREST & DISTRICT SPORTS COMPLEX – MEETING ROOM**

TIME	SUBJECT	LEAD	ACTION
8:30 am	Calling to Order	Chair	
	Adoption of Agenda	Chair	Resolution
	Disclosure of Pecuniary Interest	Chair	
	Minutes of Previous Meeting – May 15, 2018 (approved by Council on June 4, 2018)	Chair	
	Business Arising From Minutes	Chair	
	Reports		
8:50 am	Recreation Structure Update – to be tabled at meeting	HR Manager	
	RCC 2018-001 Recreation and Culture Committee Governance	RCC	Resolution
	RCC 2018-002 Wellington North Summer Day Camp Program	RCC	Resolution
	RCC 2018-003 Futuresign Multimedia Displays Inc. Agreement	RCC	Resolution
	Facility Usage Reports	Manager, Recreation Services	
	2018 Capital Budget – to be tabled at meeting	Manager, Recreation Services	
	Trail Enhancements – verbal update	Manager, Recreation Services	
	Presentations		
9:50 am	YMCA – Geoff Vogt, Chief Executive Officer <ul style="list-style-type: none"> • Partnership Opportunity 	CAO	
	Other Business		
10:20 am	Ad Hoc Committee Updates (verbal) <ul style="list-style-type: none"> • Mount Forest Aquatics • Arthur Village Skateboard/BMX • Lynes Blacksmith Shop 	CAO Councillor Hern Councillor Yake	
10:30 am	Roundtable		
10:40 am	Adjournment		Resolution

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE MINUTES
MAY 15, 2018 AT 8:30 A.M.**

The meeting was held in the Meeting Room of the Mount Forest & District Sports Complex.

Committee Members Present:

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

Staff Members Present:

- **Mike Givens, Chief Administrative Officer**
- **Brent Lauber, Director of Operations**
- **Catherine Conrad, Deputy Clerk**
- **Tammy Pringle, Recreation Administrative Support**
- **Tom Bowden, Arthur Facilities Manager**
- **Mark McKenzie, Mount Forest Facilities Manager**

CALLING THE MEETING TO ORDER

Chairperson McCabe called the meeting to order.

PASSING AND ACCEPTANCE OF AGENDA

RESOLUTION REC 2018-009

Moved by: Councillor Yake

Seconded by: Mayor Lennox

THAT the agenda for the May 15, 2018 Recreation & Culture Committee meeting be accepted and passed with Item d deferred by staff, more time needed for information.

CARRIED

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

No declarations of pecuniary interest were declared

MINUTES OF PREVIOUS MEETING

The minutes of the February 6, 2018 Recreation & Culture Committee meeting were received and adopted by Council at the Regular Meeting of Council held on February 12, 2018.

BUSINESS ARISING FROM MINUTES

Letter to Mount Forest Minor Ball, dated February 13, 2018 regarding Outdoor Storage
- Received for information

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE MINUTES
MAY 15, 2018 AT 8:30 A.M.**

REPORTS

a. Recreation Master Plan and Summary of Recommendations

RESOLUTION REC 2018-010

Moved by: Mayor Lennox

Seconded by: Councillor Yake

THAT the Recreation and Culture Committee of the Township of Wellington North receive for information the Recreation Master Plan – Presentation to Council dated May 7, 2018, and the Summary of Recommendations.

CARRIED

b. Recreation Master Plan Action Status Schedule

Key recommended items discussed

- Item 20 - Create a Community Recreation Coordinator position to act as a liaison between parks and recreation stakeholders and the Township, enhance communication and implement the Recreation Master Plan. It was decided to move ahead with this recommendation.
- Item 24 – Reconstitute the Recreation & Culture Committee as an advisory body of Council. Develop a terms of reference that confirms the Committee’s mandate and guides the selection of members, which should include lay appointees from across the Township. Reference should be made to the best practices identified in the Recreation Master Plan. It was decided to defer discussion of this item until after a Community Recreation Coordinator is hired.
- Item 35 – Develop a splash pad in Mount Forest, potentially at Bill Moody Lions Playground/King Street Fairgrounds Par, with the assistance of community fundraising. Ensure the provision of appropriate support amenities, such as benches, shade and pathway/sidewalk connections. The Mount Forest Aquatic Ad-Hoc Advisory Committee has been formed. Council has endorsed the location. Two suppliers have made presentations to the Committee; but, a formal decision has not been made. The Committee has been asked to tie decisions regarding the splash pad with the pool.
- Item 36 – Replace the Lion Roy Grant Pool with a new outdoor pool in Mount Forest, potentially at Campbell deVore Park/Mount Forest & District Sports Complex, with the assistance of community fundraising. A 2020 construction start is being considered for a pool similar to the one in Strathroy. The Mount Forest Aquatic Ad-Hoc Advisory Committee members are trying to arrange a site visit for the pool in Strathroy. The Township would cover the cost of the replacement of the existing pool and fundraising would take place for additions.
- Item 39 – Develop one youth ball diamond at the Arthur Community Centre and Fairgrounds Park in the short-term. It was suggested to locate the new diamond be located in the back corner of the lot. Fencing and the removal of the water and hydro camping box would be the biggest expense. Locates are being obtained. Background work is being done; but, the project hasn’t been approved.

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE MINUTES
MAY 15, 2018 AT 8:30 A.M.**

- Item 45 – Develop a skate park in Arthur in the short-term, with the assistance of community fundraising. Site selection and design should comply with municipal standards and youth should be engaged in the design process. Consultation took place with the Arthur Lions Club and a preferred location has been determined. Signage for that location is being discussed. It was suggested that this item become a standing item on the agenda. The Township will work with the Committee with appropriate communication and information being shared.

c. Arthur Village Splash Pad Financial Recap

RESOLUTION REC 2018-011

Moved by: Councillor Yake

Seconded by: Mayor Lennox

THAT the Recreation and Culture Committee of the Township of Wellington North receive for information the report prepared by Adam McNabb, Director of Finance & Treasury, dated May 15, 2018, regarding the Arthur Village Splashpad Wrap-up.

CARRIED

The Committee directed the Chair to contact representatives of the Arthur Optimist Club to review the report and obtain feedback on the project at their next meeting.

d. On Ice Safety Policy - DEFERRED

e. Mount Forest Roof Repair

Mark MacKenzie reported that 3 roof drains had been repaired. The leak around the condenser has not been repaired.

f. Arthur Community Centre damage/repair status

Vandalism at the pavilion damaged picnic table, roof, fence and electrical. The Optimist club sign was ripped off the wall and the plexiglass was smashed. The picnic tables, electrical and roof have been fixed. The Optimist Club will update their sign before replacing it.

Various ways to deter vandalism were discussed.

g. Year Round Park Access

The current policy is that outdoor furniture is removed for the winter. There has been a request for year round access to playgrounds. Due to maintenance issues and liability it was decided not to change the policy.

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE MINUTES
MAY 15, 2018 AT 8:30 A.M.**

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

The responsibility for “block” ice time commitments is outlined in Item 7 of the Permit Terms and Conditions for Ice Rentals. A separate contract should be used for ice time beyond the March 15th time frame. Currently there isn’t a cancellation policy regarding bookings for those rentals. Time that is booked is often cancelled without the group having to provide specific notice or pay.

Direction was given to staff to bring a report back to Committee regarding an ice allocation policy.

i. Sports Field Lights and Complex Card Table Sales

- Referred back to staff

j. Ice Plant – Cimco to start end of May

The upgrades to the ice plant system will be completed in the next week.

k. Dumpster Pricing Comparison

- Referred back to staff

l. Facility Usage Reports:

- Mount Forest Sports Complex:
 - February 1, 2017 – April 30, 2017
 - February 1, 2018 – April 30, 2018
- Arthur Community Centre
 - February 1, 2017 – April 30, 2017
 - February 1, 2018 – April 30, 2018

RESOLUTION REC 2018-012

Moved by: Mayor Lennox

Seconded by: Councillor Dobreen

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

- February 1, 2017 – April 30, 2017
- February 1, 2018 – April 30, 2018

CARRIED

OTHER BUSINESS

Facility Managers Updates

- Mount Forest, Mark MacKenzie
 - Working on a draft trail agreement for landowners of private land that the trails cross. CAO Givens added that this is more of a notice and will not registered on title.
 - The Wellington North Youth Action Council is hosting their Race Against Youth Homelessness: Color Race on Saturday, May 19 Arthur

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
RECREATION & CULTURE COMMITTEE MINUTES
MAY 15, 2018 AT 8:30 A.M.**

- Arthur, Tom Bowden
 - Parks have been cleaned.
 - Splash pad will de-winterized within the week

Tammy Pringle, Recreation Administrative Support, commented that it was noted in the minutes of the last meeting that the mission statement provided in the Recreation Master Plan will be promoted in the facilities. She had drafted posters for display.

Brent Lauber, Director of Operations, requested that Committee members review the Recreation Coordinator Job Description and provide comments. Feedback will be compiled before proceeding with the process.

NEXT MEETING

Next meeting to be held at the Mount Forest Sports Complex on July 10, 2018 at 8:30 a.m.

ADJOURNMENT

RESOLUTION REC 2018-013

Moved by: Councillor Dobreen

Seconded by: Mayor Lennox

THAT the Recreation and Culture Committee meeting of May 15, 2018 be adjourned at 10:59 a.m.

CARRIED



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**TO: RECREATION AND CULTURE COMMITTEE
MEETING OF NOVEMBER 20, 2018**

FROM: MANDY JONES, COMMUNITY RECREATION COORDINATOR

**SUBJECT: REPORT RCC 2018-001 RECREATION AND CULTURE
COMMITTEE GOVERNANCE**

RECOMMENDATION

THAT Report RCC 2018-001 being a report on the proposed Recreation and Culture Committee governance be received for information.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Recreation Master Plan, April 2018

BACKGROUND

The current Recreation and Culture Committee mandate is:

- Generally act as an advisory committee to the Director of Recreation.
- Provide input to the Director of Recreation related to budget preparation.
- Review existing practices and policies of the department and when appropriate, make recommendations to improve the delivery of services to the public.
- Advise the Director of Recreation of issues concerns raised by taxpayers or staff that may affect the overall success of the department.

Meeting Frequency: 6 meetings annually, more frequent meetings would occur at the call of the chair. Timing of meetings should be established to coincide with budget preparation or establishment of new fees and policies.

In April 2018, the Council of the Township of Wellington North approved the Recreation Master Plan. This is a working document, created to guide the decision-making process related to recreation, parks and cultural facilities and services. The Recreation Master Plan identifies the reconstitution of the Recreation and Culture Committee as a “high priority” in the “short term”, found under **Recommendation 24:** *Reconstitute the Recreation and Culture Committee as an advisory body of Council. Develop a Terms of Reference that confirms the Committee’s mandate and guides the selection of members, which should include lay appointees from across the Township.*

In addition, the Recreation Master Plan identifies the following as supportive recommendations to the reconstitution of the Recreation and Culture Committee:

Recommendation 6: *Work with community organizations (e.g., Youth Action Council, etc.) to maximize existing facilities through no to low-cost informal, unstructured activities and inclusive programming for children, teens and seniors.*

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

Recommendation 14: *Hold regular forums with community groups, organizations and the public to provide the ability to network and discuss issues and opportunities related to recreational service delivery, community needs, marketing, promotion and communication.*

Recommendation 25: *Ensure alignment between the Recreation Master Plan and Municipal Cultural Plan through the ongoing work of the Wellington North Cultural Roundtable and Recreation and Culture Committee.*

A Terms of Reference is required to guide the reconstitution of the committee, which should include community representation, improve transparency and convenience, and generally evaluate the profile of the Committee as an advisory-body for the Township and community. Lay appointees must include a cross-section of residents that demonstrate a strong commitment to the Terms of Reference; ideal candidates would possess relevant technical and professional expertise as well as strong advocacy, communication and organizational skills.

The draft Terms of Reference was created through the inclusion of the best practices identified in the Recreation Master Plan, attached as Appendix “A”.

FINANCIAL CONSIDERATIONS

n/a

STRATEGIC PLAN

Do the report's recommendations advance the Strategy's implementation?

X Yes

No

N/A

Which pillars does this report support?

Community Growth Plan

Community Service Review

Human Resource Plan

Corporate Communication Plan

Brand and Identity

Positive Healthy Work Environment

X Strategic Partnerships

PREPARED BY:

RECOMMENDED BY:

Mandy Jones

Mike Givens

Mandy Jones
Community Recreation Coordinator

Michael Givens
CAO

Terms of Reference

Recreation and Culture Committee

Recreation Vision Statement

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

Role/Purpose

The Recreation and Culture Committee will serve as an advisory body to Council.

- Providing advice, information and recommendations on matters related to parks and recreation, including policy development, community partnerships, programming, and capital matters referred to the Committee by Council from time to time;
- Actively promote, encourage and support the use of local parks and recreation assets, as well as support the Recreation Master Plan's guiding principles and recommendations;
- Provide a forum for citizens to raise concerns or ideas regarding parks and recreation, as well as actively engage community groups in advocacy, coordination and collaborations;
- Advise the Council of issues/concerns raised by taxpayers or staff that may affect the overall success of the department.
- Establish sub-committees where necessary to address project-specific items; and
- Report annually to Council on their accomplishments and future work plans.

Term

This Terms of Reference is effective for the duration of the term of Council, from December 2018 through to December 2022.

Committee composition/structure

The Committee shall be comprised of the following:

- Two (2) Township of Wellington North Council representatives
- One (1) Southgate Council representative
- Six (6) public representatives (appointed by Council):
 - Mount Forest Agricultural Society
 - Arthur Agricultural Society
 - Mount Forest Service Club
 - Arthur Service Club
 - Mount Forest Minor Sports Organization
 - Arthur Minor Sports Organization
- Three (3) municipal staff representatives (non-voting)
- Two (2) youth representatives (non-voting)

Recreation or other Township staff may be asked to attend meetings as needed to support discussion/decision making.

Additional representatives may be invited to join the Recreation and Culture Committee or attend specific meetings as an expert resource. The Recreation and Culture Committee may establish other sub-groups as necessary.

The Committee will appoint from its members a chair person to chair the meetings of the Committee and a secretary to record the actions of the Committee.

Quorum for meetings is 50% of the membership plus one.

Duration of Service

The members of the Recreation and Culture Committee will serve for an initial term of two years and, before that term is over, the Committee will review and propose any appropriate amendments in its mandate and membership. Committee membership terms may be extended by an additional two-years. Efforts will be made to ensure ongoing continuity of Committee membership into the future.

Individual Roles of Committee Members

Committee members will represent the greater community, as opposed to representing their respective organizations.

Individual Committee members will:

- Regularly attend Recreation and Culture Committee meetings
- Participate fully in the exchange of information and identification of issues of relevance to participants
- Consider ideas and issues raised and provide strategic guidance and input
- Consider organizational implications and impacts of issues under consideration
- Understand the strategic implications and outcomes of initiatives being pursued
- Provide resources to the work of the group as necessary and appropriate (i.e., time, expertise, and information)
- Seek input from, and relay information to respective partners
- Be genuinely interested in the initiatives and the outcomes being pursued

The success of the Recreation and Culture Committee in achieving the noted objectives will be through partnership and collaboration.

Authority

The Committee shall serve as an advisory body to Council, making recommendations to the Council of the Township of Wellington North on options regarding Recreation and Culture.

Budget

The Committee is not authorized to expend or commit municipal funds to the recommendation.

All Committee members are volunteer and will receive no remuneration for their time, outside of municipal employees.

Reporting

The Committee shall report directly to Council under the signature of the Chair or designate and reports and communications are directed to Council through the Chief Administrative Officer (CAO) or designate. The Committee may appear before Council as a delegation to present their final recommendation.

Meetings

The Recreation and Culture Committee will meet monthly, the **third Tuesday** of each month from **8:30a.m. – 10:00a.m.**, at the **Municipal Office in Kenilworth**. Additional meetings will be at the call of the Chair.

Formal Agendas and Minutes will be posted online.

Guiding Principles

The guiding principles articulate the core beliefs, values and overall direction that the Township of Wellington North and its partners should strive to achieve over time.

1. **Opportunities for All:** Foster community and individual wellbeing through accessible and inclusive leisure opportunities for people of all ages and abilities.
2. **Meaningful Engagement & Communication:** Effectively share information and involve residents in decisions impacting their community.
3. **Working Together to Achieve Shared Goals:** Engage and support volunteers and community partners in the coordinated delivery of initiatives that enhance public access to needed services and facilities.
4. **Responsive Facilities, Parks & Trails:** Provide a range of thoughtfully-designed amenities that respond to demonstrated needs, with a view toward maximizing public access, utilization and sustainability.
5. **Customer-Focused Services:** Demonstrate accountability by upholding consistently high standards in customer service, programs and policies, and maintenance practices.
6. **Commitment Toward Financial Sustainability:** Provide value through the efficient use of resources, balanced application of user fees, integrated decision-making and pursuit of non-municipal funding sources.



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**TO: RECREATION AND CULTURE COMMITTEE
MEETING OF NOVEMBER 20, 2018**

FROM: MANDY JONES, COMMUNITY RECREATION COORDINATOR

**SUBJECT: REPORT RCC 2018-002 WELLINGTON NORTH SUMMER DAY
CAMP PROGRAM**

RECOMMENDATION

THAT Report RCC 2018-002 being a report on a proposed Wellington North Summer Day Camp program be received for information;

AND FURTHER THAT the Recreation and Culture Committee recommend to the Council of the Corporation of the Township of Wellington North to proceed with the development and implementation of a Summer Day Camp Program in both Arthur and Mount Forest in 2019.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Recreation Master Plan, April 2018

BACKGROUND

In April 2018, the Council of the Township of Wellington North approved the Recreation Master Plan. This is a working document, created to guide the decision-making process related to recreation, parks and cultural facilities and services. The Recreation Master Plan identifies offering a summer day camp program as a “medium priority” in the “short term”, found under **Recommendation 7: assess the viability of offering March Break and/or summer camps for children.**

In addition, the Recreation Master Plan identifies the following as supportive recommendations to offering a summer day camp program:

Recommendation 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.)*

Recommendation 29: *Encourage usage of arenas year-round, including summer events, activities and floor sports planned by the Township, community partners and stakeholders.*

The proposed Township of Wellington North Day Camp Program was created through the inclusion of best practices identified by neighbouring municipalities.

- Length of Program:** 8 weeks, beginning the first week of July through to the second last week in August.
- Hours of Operation:** Day Camp Program to operate from 9:00am – 4:00pm
Drop-off between 8:00am – 9:00am
Pick-up between 4:00pm – 5:00pm
- Ages:** 5-11
- Staff to Camper Ratio:** 1:8
- Food:** Campers responsible for bringing their lunch and snacks.
- Partnerships:** Further explore partnership opportunities with the SU Sports Camp in Arthur, which runs the first week in July at the Arthur Community Centre.
Further explore the sharing of resources and staffing with the Town of Minto Adventure Camp Program.
- Certification:** Become an accredited HIGH FIVE Organization. HIGH FIVE's accredited designation serves as the benchmark for excellence in children's recreation and sport programming. This is the standard for organizations committed to focusing on healthy development of children and providing programs with the highest recognized levels of quality and safety.
- Support for Families:** Work with the County of Wellington to receive a Purchase of Service Agreement Fee Subsidy. This will provide financial support to eligible families to access licensed child care.
- Staff Training:** Ensure all staff members receive “Camps on TRACKS” and HIGH FIVE training.
- Volunteers:** Day Camp volunteers will be enrolled in the “Leader in Training program”, a program to develop the skills and abilities of young leaders. If in High School, the volunteer hours contributed to the Day Camp Program will count towards the Ontario Secondary

School Diploma (OSSD) 40-hour community involvement requirement.

In order to gauge community interest levels, a draft survey has been created using survey monkey <https://www.surveymonkey.com/r/Wndaycamp>. If approved by Committee, the survey will be placed on the municipal website and on social media outlets to gather feedback from the community.

FINANCIAL CONSIDERATIONS

The proposed budget is created on a break-even basis and includes costs associated with staffing as well as minor ancillary costs pertaining to marketing, promotions, supplies and mileage. The proposed budget does not include facility rental fees. The proposed budget does not include possible grant income opportunities for staff.

Proposed Camper Registration Fees:

\$32.00	Daily rate
\$140.00	Weekly rate (\$28.00/day)
\$125.00	Weekly rate for 2 or more children (\$25.00/day)

Pre-registration and pre-payment are required to participate in the Day Camp Program, a minimum of 24 hours in advance. This will ensure the Township meets the appropriate staff to camper ratio of 1:8, ensuring camper safety and minimize staffing costs where possible.

Proposed Expenses: Staffing + Miscellaneous

Staffing Expenses				
	Rate/hour	hr/week	Weekly Pay + 15% (WSIB,EI, CPP, Vacation)	Notes
Supervisor	\$19.00	40	\$874.00	
Arthur Leader	\$16.00	40	\$736.00	
Mount Forest Leader	\$16.00	40	\$736.00	
Arthur Staff	\$14.00	40	\$644.00	
Mount Forest Staff	\$14.00	40	\$644.00	
Casual Staff	\$14.00	40	\$644.00	* Up to 40 hours/week -pending registration numbers
Casual Staff	\$14.00	40	\$644.00	* Up to 40 hours/week -pending registration numbers
Arthur Volunteer				Leaders in Training (LIT)
Arthur Volunteer				Leaders in Training (LIT)
Mount Forest Volunteer				Leaders in Training (LIT)
Mount Forest Volunteer				Leaders in Training (LIT)
	Weekly Wage Total		\$4,922.00	
	8 Week Summer Wage Total		\$39,376.00	
Miscellaneous Expenses				
Promotional Items	\$300.00			
Materials	\$300.00			
Training	\$300.00			
Misc Expense	\$300.00			
Mileage for Supervisor	\$800.00			
Total	\$2,000.00			
TOTAL PROGRAM EXPENSES	\$41,376.00			
Weekly cost for the Program	\$5,172.00			
Weekly cost/camp	\$2,586.00			
Daily cost/camp	\$517.20			

Daily Registrations Required to Break Even

	Daily # of Children
Number of daily registrants/ camp required to break-even at \$25.00 registration fee (weekly rate 2+ children \$125/5 = \$25.00)	20.69
Number of daily registrants/ camp required to break-even at \$28.00 registration fee (weekly rate \$140/5 = \$28.00)	18.47
Number of daily registrants/ camp required to break-even at \$32.00 registration fee (daily rate)	16.16
Average number of campers required Per camp per day to break-even (all registration fees)	18.44

Do the report's recommendations advance the Strategy's implementation?

X Yes

No

N/A

Which pillars does this report support?

Community Growth Plan

Community Service Review

Human Resource Plan

Corporate Communication Plan

Brand and Identity

Positive Healthy Work Environment

X Strategic Partnerships

PREPARED BY:

RECOMMENDED BY:

Mandy Jones

Mike Givens

Mandy Jones
Community Recreation Coordinator

Michael Givens
CAO



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**TO: RECREATION AND CULTURE COMMITTEE
MEETING OF NOVEMBER 20, 2018**

FROM: MANDY JONES, COMMUNITY RECREATION COORDINATOR

**SUBJECT: REPORT RCC 2018-003 FUTURESIGN MULTIMEDIA DISPLAYS
INC. AGREEMENT**

RECOMMENDATION

THAT Report RCC 2018-003 being a report to enter into an agreement with Futuresign Multimedia Displays Inc be received for information;

AND FURTHER THAT the Recreation and Culture Committee recommend to the Council of the Corporation of the Township of Wellington North that a by-law authorizing the Mayor and Clerk to enter into an agreement with Futuresign Multimedia Displays Inc. providing exclusive lobby advertising rights to Futuresign Multimedia Displays Inc., in exchange for the installation and maintenance of display units within the Township of Wellington North arena facilities for a period of 5 years.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

BY-LAW NUMBER 91-08

BACKGROUND

On October 27, 2008 the Corporation of the Township of Wellington North passed By-law 91-08, being a by-law to authorize the execution of an agreement between Futuresign Multimedia Displays Inc. and the Corporation of the Township of Wellington North.

The original contract term has ended, and a new agreement has been sent for consideration, attached as Schedule "A" to this report.

In exchange for exclusive lobby advertising rights, Futuresign Multimedia Displays Inc. is agreeing to install and maintain the following display units within the Township of Wellington North arena facilities:

- 1 x 4' x 8' Backlit kiosk unit with digital screen in the lobby of the Mount Forest and District Sports Complex. This is new infrastructure. Content will be displayed as follows: left 2/3 municipal content, right 1/3 Futuresign advertising content.
- 1 x 4' x 8' Backlit kiosk unit with scrolling LED in the lobby of the Arthur and Area Community Centre. This is existing infrastructure.

The term of the agreement is five (5) years from the date of installation with an option to renew the service for an additional five (5) year period if mutually agreed to by both parties.

Futuresign will handle all sales and collection of advertising for the displays in accordance with the Canadian Code of Advertising Standards.

FINANCIAL CONSIDERATIONS

Futuresign will remit to the Township a fee of \$1,000.00 plus HST per annum, per display unit.

STRATEGIC PLAN

Do the report's recommendations advance the Strategy's implementation?

X Yes No N/A

Which pillars does this report support?

- | | |
|--|--|
| <input type="checkbox"/> Community Growth Plan | <input type="checkbox"/> Community Service Review |
| <input type="checkbox"/> Human Resource Plan | <input type="checkbox"/> Corporate Communication Plan |
| X Brand and Identity | <input type="checkbox"/> Positive Healthy Work Environment |
| X Strategic Partnerships | |

PREPARED BY:

RECOMMENDED BY:

Mandy Jones

Mike Givens

Mandy Jones
Community Recreation Coordinator

Michael Givens
CAO

LOCATION AGREEMENT

AGREEMENT FOR INSTALLATION OF MEDIA INFRASTRUCTURE

In exchange for exclusive lobby advertising rights, Futuresign Multimedia Displays, Inc. (“Futuresign”), agrees to install and maintain the following display units within The Township of Wellington North arena facilities (hereinafter referred to as “the Township”):

- 1 x 4’x8’ (approximate sizing) Backlit Kiosk Unit with Digital Screen in lobby of the Mount Forest & District Sports Complex (new infrastructure) The Digital Display portion of the unit will display content divided as follows: left 2/3 for Facility/Municipal Content*; right 1/3 for Futuresign Advertising Content.
- 1 x 4’x8’ (approximate sizing) Backlit Kiosk Unit with Scrolling LED in lobby of the Arthur & Area Community Centre (existing infrastructure)

**Note: Content Type (i.e. Community Information, Arena/Changeroom Scheduling, etc.) to be determined in consultation with MOSC.*

The term of this agreement will be for a period of (5) years from date of installation with an option to renew the service for an additional (5) year period if mutually agreed to by both parties. To ensure that excellent customer service is continuously provided to advertising clients, Futuresign will contact the Township 12 months prior to the initial term expiry date to determine if the Municipality wishes to extend for the second five-year term.

Futuresign agrees to handle all of the sales and collection of advertising for the displays in compliance with The Canadian Code of Advertising Standards and all local community advertising requirements. The Township shall inform Futuresign of any specific category of business or particular business entity that it does not wish to have advertising in arena facilities.

Futuresign agrees to bear all costs of production, installation, necessary maintenance and IT to operate the above listed infrastructure for duration of the term, including damaged equipment. The Township will be responsible for any electrical plug outlets, hydro and hard-wired internet, if required. Initially, Futuresign will train the appropriate person(s) designated by the Municipality on how to use all applicable technology. The Township will agree to contact Futuresign immediately should a system go down, lighting go out, or any maintenance issues arise. From time to time during the course of the contract (after the initial installation of the unit) the facility Management/Staff may be asked to assist with remote troubleshooting methods as advised by the Futuresign IT Team, being coached through such requests over the telephone, if required.

Futuresign will hold exclusive digital advertising rights in the lobby of the facilities. Subject signage remains the property of Futuresign Multimedia Displays, Inc. Should the Township terminate the contract at the end of the term, Futuresign will remove all of its infrastructure property within 30 days of the termination date.

For each of the Media Display Units described above, Futuresign will remit to the Township a fee of \$1,000 plus HST per annum. If the Township decides to extend this contract or any successor contract, Futuresign will remit to the Township \$1,000 per annum per display unit for the next five (5) years.

Agreed and accepted this ___ day of October, 2018.

Signature: _____

Signature: _____

Name: _____

Name: _____

Title:

Title:

Per, Futuresign Multimedia Displays Inc.

Per, The Corporation of the Township of Wellington
North



Facility Usage Report - Summary

Printed: 08-Nov-18, 08:44 AM

User: pringle

Booking Types: Rentals/Courses
 Date from: Saturday, September 01, 2018
 Complex: Arthur & Area Community Centre
 Rental Status: Closed/Firm/Tentative

Date to: Sunday, September 30, 2018
 Facility Option: Complex

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Complex: Arthur & Area Community Centre				
Facility: Arthur Arena Floor	Hours Avail: 570:00			
Exhibition	108:00	\$0.00	\$0.00	\$0.00
Total for Facility: Arthur Arena Floor	108:00	\$0.00	\$0.00	\$0.00
Facility: Arthur Arena Ice	Hours Avail: 570:00			
Hockey	30:15	\$3,355.75	\$0.00	\$3,355.75
Moms, Tots & Seniors Skating	6:00	\$0.00	\$0.00	\$0.00
Public Skating	4:30	\$0.00	\$0.00	\$0.00
Total for Facility: Arthur Arena Ice	40:45	\$3,355.75	\$0.00	\$3,355.75
Facility: Arthur Lower Hall	Hours Avail: 630:00			
Exhibition	108:00	\$0.00	\$0.00	\$0.00
Meeting	3:30	\$0.00	\$0.00	\$0.00
Total for Facility: Arthur Lower Hall	111:30	\$0.00	\$0.00	\$0.00
Facility: Arthur Upper Hall	Hours Avail: 630:00			
Exhibition	45:00	\$0.00	\$0.00	\$0.00
Meeting	2:00	\$0.00	\$0.00	\$0.00
Total for Facility: Arthur Upper Hall	47:00	\$0.00	\$0.00	\$0.00
Facility: Diamond "A"	Hours Avail: 464:00			
Ball - Slow Pitch Male	22:00	\$640.00	\$57.00	\$697.00
Exhibition	108:00	\$0.00	\$0.00	\$0.00
Total for Facility: Diamond "A"	130:00	\$640.00	\$57.00	\$697.00
Facility: Diamond "B"	Hours Avail: 450:00			
Ball - Slow Pitch Male	19:00	\$505.00	\$57.00	\$562.00
Exhibition	108:00	\$0.00	\$0.00	\$0.00
Total for Facility: Diamond "B"	127:00	\$505.00	\$57.00	\$562.00
Facility: Pavillion	Hours Avail: 510:00			
Exhibition	108:00	\$0.00	\$0.00	\$0.00
Total for Facility: Pavillion	108:00	\$0.00	\$0.00	\$0.00
Total for Complex: Arthur & Area Community Centre	672:15	\$4,500.75	\$114.00	\$4,614.75
Report Totals:	672:15	\$4,500.75	\$114.00	\$4,614.75



Facility Usage Report - Summary

Printed: 08-Nov-18, 08:44 AM

User: pringle

Booking Types: Rentals/Courses
 Date from: Saturday, September 01, 2018
 Complex: Mount Forest & District Sports Complex
 Rental Status: Closed/Firm/Tentative

Date to: Sunday, September 30, 2018
 Facility Option: Complex

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Complex: Mount Forest & District Sports Complex				
Facility: Campbell de Vore Ball Diamond		Hours Avail: 450:00		
Ball - Slow Pitch Male	6:00	\$180.00	\$42.00	\$222.00
Ball - Tournament	36:00	\$480.00	\$56.00	\$536.00
Total for Facility: Campbell de Vore Ball Diamond	42:00	\$660.00	\$98.00	\$758.00
Facility: Fairgrounds Kinsmen Diamond		Hours Avail: 450:00		
Ball - Slow Pitch Male	3:00	\$90.00	\$15.00	\$105.00
Ball - Tournament	5:00	\$95.00	\$0.00	\$95.00
Sports Practice	2:30	\$45.00	\$14.00	\$59.00
Total for Facility: Fairgrounds Kinsmen Diamond	10:30	\$230.00	\$29.00	\$259.00
Facility: Fairgrounds Mount Forest		Hours Avail: 720:00		
Exhibition, Outdoor	7:00	\$125.00	\$0.00	\$125.00
Total for Facility: Fairgrounds Mount Forest	7:00	\$125.00	\$0.00	\$125.00
Facility: Fairgrounds Optimist Diamond		Hours Avail: 450:00		
Ball - Slow Pitch Male	3:00	\$90.00	\$15.00	\$105.00
Ball - Tournament	34:00	\$480.00	\$56.00	\$536.00
Total for Facility: Fairgrounds Optimist Diamond	37:00	\$570.00	\$71.00	\$641.00
Facility: MF Arena Ice		Hours Avail: 570:00		
Figure Skating	26:15	\$2,835.00	\$0.00	\$2,835.00
Hockey	172:20	\$18,963.00	\$0.00	\$18,963.00
Moms, Tots & Seniors Skating	7:00	\$0.00	\$0.00	\$0.00
Private Party	1:00	\$108.00	\$0.00	\$108.00
Public Skating	9:00	\$0.00	\$0.00	\$0.00
Ringette	6:00	\$648.00	\$0.00	\$648.00
Seniors Skating	11:00	\$0.00	\$0.00	\$0.00
Total for Facility: MF Arena Ice	232:35	\$22,554.00	\$0.00	\$22,554.00
Facility: MF Community Hall		Hours Avail: 573:30		
Bingo	24:00	\$736.00	\$0.00	\$736.00
Fundraiser	16:00	\$626.00	\$0.00	\$626.00
Meeting	20:30	\$378.50	\$0.00	\$378.50
Private Party	16:00	\$626.00	\$0.00	\$626.00
Total for Facility: MF Community Hall	76:30	\$2,366.50	\$0.00	\$2,366.50

Facility Usage Report - Summary

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Facility: MF Leisure Hall	Hours Avail: 540:00			
Fitness Classes	8:00	\$304.00	\$0.00	\$304.00
Meeting	8:30	\$296.00	\$0.00	\$296.00
Sports Practice	6:00	\$102.00	\$0.00	\$102.00
Trade Show	7:00	\$220.00	\$0.00	\$220.00
Workshops/Seminars	5:00	\$190.00	\$0.00	\$190.00
Total for Facility: MF Leisure Hall	34:30	\$1,112.00	\$0.00	\$1,112.00
Facility: MF Meeting Room	Hours Avail: 480:00			
Lunch Set Up	3:00	\$0.00	\$0.00	\$0.00
Meeting	18:30	\$99.00	\$0.00	\$99.00
Sports Registration	6:00	\$0.00	\$0.00	\$0.00
Total for Facility: MF Meeting Room	27:30	\$99.00	\$0.00	\$99.00
Facility: MF Plume Room	Hours Avail: 530:00			
Blue Line Club	7:00	\$266.00	\$36.80	\$302.80
Fitness Classes	10:30	\$218.52	\$0.00	\$218.52
Meeting	12:00	\$276.88	\$0.00	\$276.88
Total for Facility: MF Plume Room	29:30	\$761.40	\$36.80	\$798.20
Facility: MF Upper Leisure Hall	Hours Avail: 450:00			
Meeting	232:00	\$0.00	\$0.00	\$0.00
Total for Facility: MF Upper Leisure Hall	232:00	\$0.00	\$0.00	\$0.00
Facility: Murphy Park Pavilion	Hours Avail: 420:00			
Picnic (unlicensed)	4:00	\$38.00	\$0.00	\$38.00
Total for Facility: Murphy Park Pavilion	4:00	\$38.00	\$0.00	\$38.00
Total for Complex: Mount Forest & District Sports Complex	733:05	\$28,515.90	\$234.80	\$28,750.70
Report Totals:	733:05	\$28,515.90	\$234.80	\$28,750.70



Facility Usage Report - Summary

Printed: 08-Nov-18, 08:44 AM

User: pringle

Booking Types: Rentals/Courses
 Date from: Monday, October 01, 2018
 Complex: Arthur & Area Community Centre
 Rental Status: Closed/Firm/Tentative

Date to: Wednesday, October 31, 2018
 Facility Option: Complex

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Complex: Arthur & Area Community Centre				
Facility: Arthur Arena Ice	Hours Avail: 589:00			
Figure Skating	18:00	\$1,944.00	\$0.00	\$1,944.00
Hockey	107:30	\$12,149.25	\$0.00	\$12,149.25
Moms, Tots & Seniors Skating	26:00	\$0.00	\$0.00	\$0.00
Public Skating	10:30	\$0.00	\$0.00	\$0.00
Shinny	4:00	\$510.00	\$0.00	\$510.00
Total for Facility: Arthur Arena Ice	166:00	\$14,603.25	\$0.00	\$14,603.25
Facility: Arthur Lower Hall	Hours Avail: 651:00			
Fundraiser	23:00	\$351.00	\$0.00	\$351.00
Meeting	2:00	\$0.00	\$0.00	\$0.00
Set Up/Food Prep	2:00	\$124.00	\$0.00	\$124.00
Wedding/Banquet	16:00	\$626.00	\$113.51	\$739.51
Total for Facility: Arthur Lower Hall	43:00	\$1,101.00	\$113.51	\$1,214.51
Facility: Arthur Upper Hall	Hours Avail: 651:00			
Fitness Classes	9:00	\$342.00	\$0.00	\$342.00
Meeting	1:00	\$0.00	\$0.00	\$0.00
Private Party	2:00	\$76.00	\$0.00	\$76.00
Tournament	12:00	\$204.00	\$0.00	\$204.00
Total for Facility: Arthur Upper Hall	24:00	\$622.00	\$0.00	\$622.00
Total for Complex: Arthur & Area Community Centre	233:00	\$16,326.25	\$113.51	\$16,439.76
Report Totals:	233:00	\$16,326.25	\$113.51	\$16,439.76



Facility Usage Report - Summary

Printed: 08-Nov-18, 08:45 AM

User: pringle

Booking Types: Rentals/Courses
 Date from: Monday, October 01, 2018
 Complex: Mount Forest & District Sports Complex
 Rental Status: Closed/Firm/Tentative

Date to: Wednesday, October 31, 2018
 Facility Option: Complex

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Complex: Mount Forest & District Sports Complex				
Facility: Campbell de Vore Ball Diamond	Hours Avail: 465:00			
Children's Program	6:00	\$0.00	\$0.00	\$0.00
Total for Facility: Campbell de Vore Ball Diamond	6:00	\$0.00	\$0.00	\$0.00
Facility: Campbell de Vore Park Pavillion	Hours Avail: 744:00			
Exhibition, Outdoor	6:00	\$0.00	\$0.00	\$0.00
Total for Facility: Campbell de Vore Park Pavillion	6:00	\$0.00	\$0.00	\$0.00
Facility: CdV Welsh Soccer Field (NW End)	Hours Avail: 496:00			
Sports Practice	6:00	\$0.00	\$0.00	\$0.00
Total for Facility: CdV Welsh Soccer Field (NW End)	6:00	\$0.00	\$0.00	\$0.00
Facility: MF Arena Ice	Hours Avail: 589:00			
Figure Skating	37:40	\$4,068.00	\$0.00	\$4,068.00
Hockey	187:00	\$20,849.25	\$0.00	\$20,849.25
Moms, Tots & Seniors Skating	8:00	\$0.00	\$0.00	\$0.00
Public Skating	6:00	\$0.00	\$0.00	\$0.00
Ringette	8:00	\$864.00	\$0.00	\$864.00
Seniors Skating	13:00	\$0.00	\$0.00	\$0.00
Total for Facility: MF Arena Ice	259:40	\$25,781.25	\$0.00	\$25,781.25
Facility: MF Community Hall	Hours Avail: 591:00			
Bingo	24:00	\$736.00	\$0.00	\$736.00
Fundraiser	27:00	\$1,252.00	\$0.00	\$1,252.00
Meeting	26:30	\$750.50	\$0.00	\$750.50
Seniors Pot Luck	4:30	\$76.50	\$0.00	\$76.50
Set Up/Food Prep	7:30	\$150.00	\$0.00	\$150.00
Stag & Doe	17:00	\$824.00	\$220.98	\$1,044.98
Super BINGO	6:00	\$184.00	\$0.00	\$184.00
Wedding/Banquet	17:00	\$626.00	\$316.82	\$942.82
Workshops/Seminars	5:00	\$310.00	\$0.00	\$310.00
Total for Facility: MF Community Hall	134:30	\$4,909.00	\$537.80	\$5,446.80
Facility: MF Leisure Hall	Hours Avail: 558:00			
Fitness Classes	8:00	\$304.00	\$0.00	\$304.00
Meeting	13:00	\$76.00	\$0.00	\$76.00
Sports Practice	8:00	\$136.00	\$0.00	\$136.00
Workshops/Seminars	12:30	\$372.00	\$0.00	\$372.00
Total for Facility: MF Leisure Hall	41:30	\$888.00	\$0.00	\$888.00
Facility: MF Meeting Room	Hours Avail: 496:00			
Meeting	30:00	\$412.50	\$0.00	\$412.50
Total for Facility: MF Meeting Room	30:00	\$412.50	\$0.00	\$412.50

Facility Usage Report - Summary

	Duration	Fee Amount	Extra Fee Amt.	Total Revenue
Facility: MF Plume Room	Hours Avail: 550:00			
Blue Line Club	7:00	\$266.00	\$26.54	\$292.54
Fitness Classes	16:00	\$332.98	\$0.00	\$332.98
Meeting	9:30	\$232.10	\$0.00	\$232.10
Workshops/Seminars	6:00	\$220.00	\$0.00	\$220.00
Total for Facility: MF Plume Room	38:30	\$1,051.08	\$26.54	\$1,077.62
Facility: MF Upper Leisure Hall	Hours Avail: 465:00			
Meeting	240:00	\$0.00	\$0.00	\$0.00
Total for Facility: MF Upper Leisure Hall	240:00	\$0.00	\$0.00	\$0.00
Facility: MF Walking Track	Hours Avail: 479:00			
Walking	0:45	\$0.00	\$0.00	\$0.00
Total for Facility: MF Walking Track	0:45	\$0.00	\$0.00	\$0.00
Facility: Murphy Park Pavilion	Hours Avail: 434:00			
Set Up/Food Prep	5:00	\$0.00	\$0.00	\$0.00
Walking	5:00	\$0.00	\$0.00	\$0.00
Total for Facility: Murphy Park Pavilion	10:00	\$0.00	\$0.00	\$0.00
Total for Complex: Mount Forest & District Sports Complex	772:55	\$33,041.83	\$564.34	\$33,606.17
Report Totals:	772:55	\$33,041.83	\$564.34	\$33,606.17