

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
RECREATION, PARKS AND LEISURE COMMITTEE MEETING AGENDA  
TUESDAY, DECEMBER 7, 2021 @ 4:00 P.M.  
VIA WEB CONFERENCING**

**HOW TO JOIN**

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://us02web.zoom.us/j/89269391172>

Or join by phone:

Canada: 1 855 703 8985 (Toll Free)

Webinar ID: 892 6939 1172

TIME	SUBJECT	PAGE	LEAD	ACTION
4:00 pm	<b>Calling to Order</b>		Chair	
	<b>Adoption of Agenda</b>			
	Recommendation: <i>THAT the agenda for the November 2, 2021 Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed.</i>		Chair	Resolution
	<b>Disclosure of Pecuniary Interest</b>		Chair	
	<b>Minutes of Previous Meeting – November 2, 2021 (approved by Council on November 8, 2021)</b>	001	Chair	
4:05 pm	<b>Report</b>			
	CAO 2021-008 Fundraising Committee Guidelines	008		
	Charitable Donation Receipt Policy	011		
	Canada Revenue Agency GST/HST and Municipalities <a href="https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4049/gst-hst-information-municipalities.html#P182_11227">https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4049/gst-hst-information-municipalities.html#P182_11227</a> Document is 104 pages; this is the excerpt from the link provided above:  “GST/HST and municipalities In this guide, we outline the rules and administrative guidelines that apply to municipalities to help you comply with the GST/HST legislation. We have included information on how to register for the GST/HST and claim input tax credits (ITCs) and rebates, as well as information on property and services that are exempt from the GST/HST when supplied by municipalities.		Director of Finance	Resolution

	<p>If you are a GST/HST registrant, see Guide RC4022, General Information for GST/HST Registrants. It has general information on charging, collecting, and remitting the GST/HST.”</p> <p>Recommendation:            THAT Council of the Township of Wellington North receive Report CAO 2021-008 being a report on Fundraising Committee Guidelines;</p> <p>AND FURTHER THAT Recreation, Parks &amp; Leisure Committee endorse the implementation of the fundraising committee guidelines as laid out in this report.</p>			
4:20 pm	<b>Business Arising From Minutes</b>			
	<p>RPL 2021-021 Review of 2021 Splashpad Water Volume</p> <p>Recommendation:            THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2021- 021 being a water volume comparison for the Mount Forest and Arthur splash pads.</p>	014	RSM	Resolution
	<b>Deputation</b>			
	None			
4:30 pm	<b>Ad Hoc Committee Updates</b>			
	<p>Mount Forest Aquatics Ad-Hoc Advisory Committee meeting of November 9, 2021</p> <p>Recommendation:            THAT the Recreation, Parks and Leisure Committee receive for information the minutes of the November 9, 2021, Mount Forest Aquatics Ad-Hoc Advisory Committee Meeting.</p>	016	Director of Operations	Resolution
4:35 pm	<b>Reports</b>			
	<p>RPL 2021-022 Concept Design for Pool</p> <p>Schedule A – Meeting Minutes from November 24, 2021</p> <p>Schedule B – Design Principles</p> <p>Recommendation:</p>	<p>021</p> <p>023</p> <p>024</p>	Director of Operations	Resolution

	<p>THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2021-022 being a report on the public consultation for the concept design for the new Mount Forest Outdoor Pool and Aquatics Facility;</p> <p>AND FURTHER THAT Committee recommend the Council of Wellington North direct staff to implement the public consultation program detailed within this report with the aim for Committee to approve a preferred design concept at the May RPL Meeting.</p>			
	<p>RPL 2021-023 Cash-in-Lieu of Parkland</p> <p>Schedule A</p> <p>Schedule B</p> <p>Recommendation: THAT the Recreation, Parks and Leisure Committee receive Report RPL 2021-023 being a report on cash-in-lieu of parkland on new development;</p> <p>AND FURTHER THAT Committee recommend the Council of the Township of Wellington North direct staff to amend the fees and charges by-law to include a “cash in lieu of parkland” fee of \$7,500;</p> <p>AND FURTHER THAT Committee recommend Council direct staff to bring a by-law to require the conveyance of land for park or other public recreational purposes, as a condition of the development or redevelopment of land, in the Township of Wellington North to a future meeting of Council;</p> <p>AND FURTHER THAT Committee recommend Council authorize the Mayor and Clerk to sign the by-law.</p>	<p>025</p> <p>029</p> <p>035</p>	<p>Director of Operations</p>	<p>Resolution</p>
	<p>RPL 2021-025 Hours of Operation – Outdoor Parks and Trails Policy</p> <p>Schedule A – Draft Hours of Operation – Outdoor Parks and Trails</p> <p>Schedule B – By-Law #46-99</p>	<p>037</p> <p>039</p> <p>041</p>	<p>RSM</p>	<p>Resolution</p>

	<p>Recommendation:            THAT the Recreation, Parks and Leisure Committee receive Report RPL 2021-025 being a report on the Hours of Operation-Outdoor Parks and Trails Policy;</p> <p>AND FURTHER THAT Committee recommend the Council of the Township of Wellington North direct staff to bring a by-law to a future meeting of Council to adopt this policy;</p> <p>AND FURTHER THAT Committee recommend Council direct staff to bring a by-law to amend By-law 046-99 to establish certain rules and regulations regarding the maintenance, operations and management of all parklands;</p> <p>AND FURTHER THAT the Committee recommend that Council authorize the Mayor and Clerk to sign the by-laws.</p>			
	<p>Year in Review 2021 Slideshow</p> <p>Recommendation:            THAT the Recreation, Parks and Leisure Committee receive for information the year in review 2021 presentation.</p>	049	CRC	Resolution
5:40 pm	<b>Items for Consideration</b>			
5:40 pm	<b>Roundtable</b>			
	Children’s Holiday Morning Program		CRC	
5:45 pm	<b>Closed Session</b>			
	<p>The meeting is closed pursuant to Section 239 (2) of the Municipal Act, 2001, specifically</p> <p>(a) the security of the property of the municipality or local board;</p> <p>(b) personal matters about an identifiable individual, including municipal or local board employees;</p> <p>Recommendation:            THAT the Recreation, Parks and Leisure Committee go into a meeting at ____:____ p.m. that is closed to the</p>		Chair	Resolution

	<p>public under Section 239 (2) of the Municipal Act, 2001, specifically</p> <p>(a) the security of the property of the municipality or local board;</p> <p>(b) personal matters about an identifiable individual, including municipal or local board employees;</p> <p>1. REPORTS</p> <p>a) Report RPL 2021-024 being a report on Concession Booths</p> <p>b) Report RPL 2021-026 being a report on the Arthur Seniors Centre</p> <p>2. RISE AND REPORT FROM CLOSED MEETING SESSION</p> <p>Recommendation: THAT the Recreation, Parks and Leisure Committee rise from a closed meeting session at ____:____ p.m.</p> <p>Recommendation: THAT the Recreation, Parks and Leisure Committee receive Report RPL 2021-024 being a report on Concession Booths; AND FURTHER THAT Council approve the confidential direction to staff. AND FURTHER THAT staff be directed to include the approved recommendation in the open RPL minutes.</p> <p>Recommendation: THAT the Recreation, Parks and Leisure Committee receive Report RPL 2021-026 being a report on the Arthur Seniors Centre; AND FURTHER THAT Council approve the confidential direction to staff. AND FURTHER THAT staff be directed to include the approved recommendation in the open RPL minutes.</p>			
6:15 pm	<b>Adjournment</b>			
	<p>Recommendation: <i>THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of December 7, 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, NOVEMBER 2, 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

**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

<b>Calling to Order</b>
Chair McCabe called the meeting to order at 4:00 p.m.
<b>Adoption of Agenda</b>
RESOLUTION RPL 2021-061 Moved by Member Milne Seconded by Member Yake  <i>THAT the agenda for the November 2, 2021, Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed.</i>  CARRIED
<b>Disclosure of Pecuniary Interest</b>
None
<b>Minutes of Previous Meeting – October 5, 2021 (approved by Council on October 12, 2021)</b>
<b>Business Arising From Minutes</b>
None
<b>Deputation</b>
None
<b>Ad Hoc Committee Updates</b>
Arthur BMX Skateboard Park Ad Hoc Advisory Committee meeting of October 19, 2021

RESOLUTION RPL 2021-062

Moved by Member Yake  
Seconded by Member Milne

*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;*

*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:*

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

**CARRIED**

Director of Operations explained that the focus of the project and RFP would now be the skatepark and pump track components. The BMX area may be added to the project at a later date as the group would rather concentrate funds on what they can do well. The final budget is \$180,000 + HST with a provisional budget of \$20,000 + HST. The \$180,000 is what the Lions have raised to-date. The \$20,000 is still be fundraised and will be used towards additional items in the park.

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

RESOLUTION RPL 2021-063

Moved by Member Milne  
Seconded by Member Yake

*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.*

**CARRIED**

Director of Operations said that this meeting was to discuss potential locations for skatepark and pump track, however there was no decision made about the location.

Arthur BMX Skateboard Park Ad Hoc Advisory Committee Special meeting of October 28, 2021

RESOLUTION RPL 2021-064

Moved by Member Yake  
Seconded by Member Milne

*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; 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;*

*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**

Director of Operations stated that the Arthur BMX Skateboard Park Ad Hoc Advisory Committee have chosen a location for the park, this decision was based on the discussions at previous meetings. Proceeding with the area recommended will mean that it is likely the horseshoe pits will have to be relocated. Once the group receives proposals for the design, it will become clear how the layout will affect other amenities in this area. Currently there are 8 horseshoe pits, the Optimist Club would like to see 6 pits remain.

Member Milne suggested that the proposed area appears to be very congested.

Chair McCabe stated that safety nets will be installed along the first baseline of Diamond B as well as the outfield of Diamond A. This safety netting will protect the Skatepark from stray balls.

Director of Operations stated that the area in the image may not all be used, but will be offered to the designers, so that they can best decide how the land is utilized for the concept.

CAO offered that having the park in a well-used area was beneficial to the Township.

**Reports**

RFP 2021-011 Brent Barnes Memorial Skatepark

RESOLUTION RPL 2021-065

Moved by Member Milne

Seconded by Member Yake

*THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North endorse the scope of work as presented.*

**CARRIED**

Director of Operations explained the minimum equipment listed in the RFP was from a list supplied by students who participated in the September meeting of the Arthur

BMX Skateboard Park Ad Hoc Advisory Committee, on what they would like to see in the park.

The RFP outlines the \$180,000 budget with the additional \$20,000 provisional items. It also includes information regarding the concrete pad and that it is the responsibility of the Lions Club to pour based on specifications provided by the successful proponent. This RFP reflects discussions that have happened with the ad hoc committee over the past 4 – 6 weeks.

RPL 2021-019 2022 Recreation Rates and Fees Amended

RESOLUTION RPL 2021-066

Moved by Member Yake

Seconded by Member Milne

*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.*

**CARRIED**

Director of Operations explained that this would be an amendment to the 2022 recreation fees by-law, which was put in place a year in advance. When staff were reviewing the 2023 rates and fees, it was decided that some housekeeping needed to be done for the 2022 rates as well. These changes include charging a set-up fee, additional clean-up as well as lowering the fees for Bronze Medallion and Bronze Cross as a way to hopefully draw more people to the course, which in turn could provide us with more lifeguards in the future.

RPL 2021-020 2023 Recreation Rates and Fees

RESOLUTION RPL 2021-067

Moved by Member Yake

Seconded by Member Milne

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

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

**CARRIED**

Director of Operations stated that the report clarifies any changes that are over the 2% increase threshold.

RPL 2021-017 Summer Programs

RESOLUTION RPL 2021-068

Moved by Member Milne

Seconded by Member Yake

*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.*

**CARRIED**

Community Recreation Coordinator explained that an aquatics staff shortage affected the programming of the pools and that the staff shortage was not unique to Wellington North. The Lifesaving Society is lowering the age of a lifeguard to 15 years of age. The Township is proposing three methodologies to encourage and retain lifeguards in Wellington North; retain, recruit and succession.

CRC described the changes to the summer day camp program due to COVID-19 restrictions.

The location of the Mount Forest day camp program provides limited program offerings due to location and lack of sidewalks. The Township has approached the Mount Forest Curling Club to rent their space exclusively from June to August at a cost of \$650 a month. Moving the camp to this location would allow participants to use the Splash pad, swimming pool, and the Bill Moody Playground, walking to these locations safely on sidewalks.

Member Milne questioned the summer Splash Pad usage.

Manager of Recreation Services has offered to get statistics for the next meeting, in terms of volume of water that was used. It is not possible to track the number of people using this amenity.

Member Yake expressed concern about having to move the Mount Forest day camp to a location not owned by the Township.

Director of Operations clarified that this would be temporary location and once the area of Princess Street is developed, with the new pool and upgrades to the Campbell De Vore Park, the camp would move back the Mount Forest & District Sports Complex.

Donald Softball Diamond Update (verbal)

RESOLUTION RPL 2021-069

Moved by Member Yake  
Seconded by Member Milne

*THAT the Recreation, Parks and Leisure Committee receive for information the verbal report on the Donald Softball Diamond.*

**CARRIED**

Recreation Services Manager provided an update on the progress of the Donald Softball Diamond project. Reeves Construction have been to the location to do the drainage on the infield but have not yet tied into the storm sewer, they are planning to do that this week, weather permitting. Modern Fencing has removed the old fencing from the infield and have new posts in place. They have also moved the player benches up the line a bit. The clay has been delivered by Marco Clay, they are now waiting for the clay to dry out, so they can install the clay on the diamond, hopefully by the end of the week. After this is complete, Modern Fencing will install the remainder of the fence, with the exception of the upper fence by home plate, they are worried about the wetness of the ground and the weight of the fence. This could move the poles, so they are considering doing this portion of the fence in the Spring.

**Items for Consideration**

Correspondence with Arthur Seniors Centre and Damascus Community Hall – October 14, 2021

RESOLUTION RPL 2021-070

Moved by Member Milne  
Seconded by Member Yake

*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.*

**CARRIED**

Director of Operations stated that these letters are different than what was discussed at the last meeting of this committee. When speaking with the Arthur Seniors group, the executive expressed a desire to keep the hall closed until December 30<sup>th</sup> and continue to have the Township waive the fees until that time.

When Damascus does rent the hall, the Township hires security to verify proof of vaccination.

**Roundtable**

Member Yake nothing to report.

Member Milne asked about a meeting invite to the Mount Forest Ad Hoc Aquatic meeting. CRC clarified that the invitation was sent in error.

Chair McCabe nothing to report.

Director of Operations spoke of the architect that has been engaged to start the conceptual plan for the new Mount Forest pool. There will be a meeting next week which will signal the kick-off for this project. Last week, an electrical company was into the Mount Forest & District Sports Complex to increase the size of the concrete pad which will house the emergency generator at that location. These are both ongoing projects.

CRC explained that the majority of the wayfinding signage is now installed in Mount Forest and Arthur, with a special thanks to the Roads Department for their support.

### **Adjournment**

RESOLUTION RPL 2021-071

Moved by Member Yake

Seconded by Member Milne

*THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of November 2, 2021, be adjourned at 4:52 p.m.*

**CARRIED**



**WELLINGTON NORTH**  
SEMPER PORRO

## Staff Report

**To:** Recreation, Parks & Leisure Committee Meeting of December 7, 2021

**From:** Director of Finance, Director of Operations, Deputy Treasurer, Community Recreation Co-Ordinator & CAO

**Subject:** CAO 2021-008 Fundraising Committee Guidelines

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive Report CAO 2021-008 being a report on Fundraising Committee Guidelines;

**AND FURTHER THAT** Recreation, Parks & Leisure Committee endorse the implementation of the fundraising committee guidelines as laid out in this report.

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

Charitable Donations Receipt Policy 01.17 Resolution 2017-009

### BACKGROUND

Township council has tasked volunteer committees with raising funds for recreation enhancements. We have a pro-active group of volunteers looking to raise funds for a new outdoor pool in Mount Forest and they have many creative ideas around fundraising. In some instances, these fundraising committees do not have the financial structure or autonomy of service clubs like a Lions Club. In these instances, fundraising becomes even more challenging.

Staff have met and discussed implementing guidelines that afford these fundraising focused committees the autonomy they have been requesting, while ensuring that the accountability required when dealing with public projects and public funds remain in place.

## ***Fundraising Guidelines***

### Bank Account

- Township facilitates creation of bank account (chequing), with defined signing authorities;
- Monthly statements submitted to township or township has access to account or both;
- Bank statement becomes part of agenda for fundraising committee meetings;
- Committee may pursue other methods of receiving donations. i.e., e-transfers;
- Committee will have access to funds more easily for things like a \$100 float to sell goods at a craft event as an example;
- Committee purchases made through committee bank account;
- Committee purchases will still be subject to Harmonized Sales Tax (HST) however, may be eligible to claim Input Tax Credits (ITC) upon reconciliation and in compliance with Canada Revenue Agency (CRA). Once all books and records are reconciled by township staff, the value of the credit will be transferred to the committee.

### Charitable Donation Receipts

- Committee will be subject to the Township's Charitable Donations Receipt Policy;
- Receipts in excess of \$250.00 must be co-signed by Township i.e., Township Treasurer or Deputy Treasurer;
- Committee to designate two members that can issue receipts;
- Receipts cannot be issued until funds have been received;
- Triple donation receipt book issued to designated committee members.
  - One receipt for donor,
  - One receipt for committee,
  - One receipt for township;
- [Charities](#) must keep a copy of all receipts they issue for at least two years from the end of the calendar year the donations were made in;
- Donations that involve establishing fair market value, in kind, or net against cost of items (stones, benches, etc.) must involve consultation with Township;
- Donations that involve naming rights or use of Township property must involve consultation with Township;
- Once project is complete / commissioned, donations are no longer eligible for charitable donation receipts, and receipt books must be returned to the Township.

### Reporting/Record Keeping

- Fundraising committee appoints their own treasurer;
- Committee treasurer reconciles bank statement to the donations for submission to Township finance department on a periodic basis with applicable donation receipts provided for retention by Township;

- Committee treasurer to prepare Income Statement for regular review at Committee meetings;
- Committee establish inventory tracking system in consultation with Township;
- Committees are subject to audit scrutiny (both internal staff, and external);
- Books & records – detailed books and records must be maintained – retention of vendor invoices, and deposit records – 7 years;

### FINANCIAL CONSIDERATIONS

To date, no specific fundraising dollar goal has been established for the committee. Council direction is that outdoor pool “enhancements” are to be fundraised for. It is anticipated that once the design concept for the outdoor pool has been confirmed, then a value associated with the enhancements will be established.

It is expected that the current staff compliment can support the increased administration required to support these fundraising committees. This is subject to change as the number of projects undertaken increase.

### ATTACHMENTS

<..\..\ADMINISTRATION\11 Policies\POLICIES\Charitable Donations Receipt Policy.pdf>

[https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4049/gst-hst-information-municipalities.html#P182\\_11227](https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4049/gst-hst-information-municipalities.html#P182_11227)

### 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

The above guidelines are reflective of the Townships commitment to partner with community volunteers to enhance or add services and facilities that the community has identified as important. It is hoped that the guidelines enable fundraising committees to raise dollars using modern techniques while attaining accountability measures that are essential to maintaining the public trust.

**Prepared By:** Michael Givens, CAO

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



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011

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## CHARITABLE DONATIONS RECEIPT POLICY

<b>DEPARTMENT</b>	FINANCE	<b>POLICY NUMBER</b>	01.17
<b>EFFECTIVE DATE</b>	JANUARY 1, 2017	<b>LEGISLATIVE AUTHORITY</b>	Canada Revenue Agency (CRA)
<b>APPROVED BY:</b>	RESOLUTION 2017-009		

**Policy Statement:** The Township of Wellington North will issue official donation receipts that qualify as charitable donations. If requested, the Township will issue official receipts to donors for eligible donations with a net cash value or net fair market value of \$25 or more.

**Purpose:** The policy formalizes the charitable donations receipts program, including accounting for donations of cash or in-kind made to the Township.

This policy also outlines the standards for evaluating donations in accordance with Canada Revenue Agency (CRA) guidelines.

This policy will serve as the foundation for standard operating procedures for issuing official charitable donation receipts (official receipts) to donors for income tax purposes.

**Scope:** The policy applies to all departments within the Township of Wellington North; to all agreements between the Township and organizations and individuals that contribute either financial or in-kind to the Township's operations, programs, services or facilities.

### Definitions:

**Charitable donations** – voluntary transfers of tangible property, including cash.

**Donations in-kind** – tangible property, other than cash, that are eligible donations.

**Fair Market Value (or Valuation)** – The highest dollar value that a property would bring in an open and unrestricted market, between the willing buyer and the willing seller who are acting independently of each other. The fair market value of a property does not include taxes paid;

taxes are costs incurred by the purchaser.

**Net Amount of Donation** – The fair market value of the donation less any advantage/benefit received or to be received as a result of the donation.

**Non-Qualifying Donations** – donations that cannot be acknowledged with official donation receipts for income tax purposes, in accordance with CRA guidelines.

**Policy Guidelines:**

To be eligible for an official receipt, the donation has to:

- Be made payable to the Township of Wellington North, and
- Be in cash or in-kind; and
- Be voluntary; and
- Be supportive of Township's mandate or beneficial to the community of the Township of Wellington North;

Donations in-kind may be accepted only after the following has been assessed:

- Compliance with Township by-laws and/or policies
- Compliance with the laws, conventions and treaties of the other levels of government
- Consistency with the Township's priorities, mandates and strategic and business plans
- Associated risks (e.g. financial risks, political risk, health and safety issues)
- Condition of the donation
- Value of the donation
- Usefulness of the donation to the Township
- Cost/benefit analysis, if determined by the Treasurer to be necessary, would consider installation, storage, maintenance, renewal, replacement and relevant costs;

Written valuation of donations in-kind, done within the last 6 months, shall be submitted with the requests for official receipt and is to meet the following requirements:

- \$1,000 or less:
  - appraisal by knowledgeable internal staff; plus
  - valuation from online auction and shopping website
- Over \$1,000:
  - external appraisal by an independent and arm's length competent individual is required;
  - responsibility and costs associated with obtaining a qualified appraisal shall be borne by the donor.

Authority for acceptance or denial of donations in-kind with appraised value of:

- Under \$5,000 – Department Head and Treasurer
- Under \$25,000 – Senior Management Team
- \$25,000 and more – requires a written agreement of the value of the donation developed in advance by the Department Head of the lead department in consultation with the Township Solicitor and approved by Council

Non-Qualifying Donations that cannot be acknowledged with official receipts for income tax purposes, in accordance with CRA guidelines:

- Intangibles such as services, time, skills, effort;
- Donations that are given to the Township intended as a flow through to a specified recipient who does not have charitable organization status;
- Donations of business marketing products such as supplies and merchandise;
- Sponsorship in the form of cash, goods or services toward an event, project, program or corporate asset, in return for commercial benefit (i.e. logo placement or presenting sponsorship). The intent of a sponsorship is to enhance the image and marketing opportunities of the sponsor in its target market and/or the community. Sponsorships are reciprocal arrangements benefiting both parties. Usually the cost to the sponsor is categorized as a business expense.

### References:

Under Income Tax Act, 1985, the Corporation of the Township of Wellington North is classified as a “qualified donee” for charitable donations, and as such is afforded the same privileges as a charitable organization without a registered charity number.

According to sections 110.1 (1) (a) and 118.1 (1) of the Income Tax Act, Canadian municipalities are permitted to issue receipts for charitable donations. These donations may come in the form of cash or in-kind.

<b>Roles:</b>	
<b>Accountability:</b>	Treasurer
<b>Signing Authority:</b>	<p>Donations up to \$10,000 – Deputy Treasurer to sign official donation receipts on behalf of the Corporation of the Township of Wellington North with Treasurer as backup.</p> <p>Donations over \$10,000 – Treasurer to sign official donation receipts on behalf of the Corporation of the Township of Wellington North with Chief Administration Officer as backup.</p>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Treasurer – for maintaining the Charitable Donations Receipt Policy and related standard operating procedures, communication of policy and procedures to departmental staff, advising staff on eligibility of charitable donations and review donation accounts analysis prepared by staff.</li> <li>• Deputy Treasurer – responsible for issuing official donation receipts in compliance with the CRA guidelines and maintaining records according to CRA requirements.</li> <li>• Departmental staff accepting donations – responsible for compliance with the Charitable Donations Receipt Policy and any related standard operating procedures; ensuring process has been followed; in-kind donations are properly assessed; donation accounts are reconciled; and official donation receipt requests are accompanied by necessary documentation with proof of valuation.</li> </ul>



## Staff Report

**To:** Chair and Members of the Recreation, Parks and Leisure Committee Meeting  
December 7, 2022

**From:** Tom Bowden, Recreation Service Manager

**Subject:** RPL 2021-021 Review of 2021 Splashpad Water Volume

### RECOMMENDATION

**THAT** the Recreation, Parks and Leisure Committee receive for information Report RPL 2021-021 being a water volume comparison for the Mount Forest and Arthur splash pads.

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

RPL – 2021-017 Summer Programs

### BACKGROUND

At the November 2, 2021 Recreation, Parks and Leisure Committee meeting, Report RPL 2021-017 being a report of summer programs was presented to Committee. Following the presentation of the report, Member Milne requested a report on the usage of the Splash Pads, including a financial and water usage break-down.

The following two figures identify the volume of water that was used in both Arthur and Mount Forest in 2020 and 2021.

Figure 1 – Mount Forest Water Usage Volume

Mount Forest Splashpad Water Volume (Cubic Metres)			
2021		2020*	
June	2,928	June	1,375
July	2,427	July	4,295
August	2,834	August	2,714
September	596	September	790
Total	8,785		9,174

Figure 2 – Arthur Water Usage Volume

Arthur Splashpad			
Water Volume (Cubic Metres)			
2021		2020*	
June	1,541	June	755
July	1,482	July	1,400
August	1,601	August	919
September	358	September	34
Total	4,982		3,108
*- Opened late due to COVID			

It is important to note that every cycle of the splash pad uses approximately 2 cubic metres of water. In 2021, the activator was engaged approximately 4,390 times in Mount Forest and 2,490 in Arthur.

In 2020, the splash pads were opened in mid-June due to COVID restrictions, resulting in lower usage for that month.

### FINANCIAL CONSIDERATIONS

#### Hydro & Water Expense

	2020	2021
Mount Forest Splashpad	\$43,570	\$40,685
Arthur Splashpad	\$14,864	\$23,789

### ATTACHMENTS

### STRATEGIC PLAN 2019 - 2022

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

Yes       No       N/A

Which priority does this report support?

Modernization and Efficiency       Partnerships  
 Municipal Infrastructure       Alignment and Integration

<b>Prepared By:</b>	Tom Bowden, Recreational Service Manager	<i>Tom Bowden</i>
<b>Recommended By:</b>	Michael Givens, Chief Administrative Officer	<i>Michael Givens</i>

THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES  
NOVEMBER 9, 2021 @ 7:00 P.M.  
VIA ELECTRONIC MEETING

Committee Members Present:

Sherry Burke, Councillor, Chairperson  
Jayme Hewson, Public Member  
Larissa Lamont, Public Member  
Shelley Weber, Public Member  
Jessica McFarlane, Public Member

Committee Members Absent:

Laurie Doney, Public Member  
Al Leach, Lions Member  
Vern Job, Lions Member  
Ray Tout, Lions Member

Staff Present:

Mandy Jones, Community Recreation Coordinator  
Mike Givens, CAO  
Tasha Grafos, Administrative Support

Guest:

Steve McCabe, Councillor,  
Chairperson of Recreation Parks Leisure Committee

**CALLING THE MEETING TO ORDER**

Chair Burke called the meeting to order at 7:08 p.m.

**ADOPTION OF THE AGENDA**

RESOLUTION: MFA 2021-029

Moved: Member McFarlane

Seconded: Member Lamont

*THAT the agenda for the Special meeting of November 9, 2021, Township of Wellington North Mount Forest Aquatic Ad-Hoc Advisory Committee meeting be accepted and passed.*

CARRIED

**DISLCOSURE OF PECUNIARY INTEREST**

No pecuniary interest declared.

**MINUTES OF PREVIOUS MEETING – September 20, 2021**

Accepted by Recreation, Parks and Leisure Committee on October 5, 2021.

Accepted by Council on October 12, 2021.

**BUSINESS ARISING FROM THE MINUTES**

October 12, 2021, Council Meeting Minutes

Council directed Chair McCabe of the Recreation, Parks and Leisure Committee to ensure that Councillor Burke, as Chair of the Mount Forest Aquatics Ad-Hoc Advisory Committee, be invited

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THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES  
NOVEMBER 9, 2021 @ 7:00 P.M.  
VIA ELECTRONIC MEETING

to attend a Deputation at the Council meetings of Southgate and West Grey to request financial contributions to the pool project.

RESOLUTION: 2021-326

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North direct the Recreation, Parks and Leisure Committee Chair to request to appear as a deputation at a future Council meeting of the Township of Southgate and Municipality of West Grey to request that Southgate and West Grey Councils 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, as recommended by the Recreation, Parks and Leisure Committee.

CARRIED

Chair Burke relayed to Committee that member Job wanted to ask that we include a delegation to present to the Lions Club. The Lions have not solidified with the Committee or Township the dollar amount they are going to donate towards the pool.

Chair Burke suggested that when we are approaching Southgate, West Grey, and securing an amount from the Lions Club, that corporate sponsorship should also be considered. The committee should decide which sponsors to reach out to.

Member Hewson asked for clarification about Southgate and West Grey sponsorship of the project, asking if they would have input into the design of the pool.

Chair Burke explained that they would be invited to participate in the public consultation meetings, where their thoughts could be heard about the design. This project differs from the splashpad project in that the Township will be seeking public engagement on design ideas. This committee will have to fundraise for any additional features the committee would like to see added to the conceptual design. The conceptual design will be the basic pool. The architects may add some ideas for additional features that we may want to consider.

Community Recreation Coordinator verified that Chair Burke's explanation of the design process was correct. The public consultation meetings will be for the public to provide input on the conceptual design and this is where West Grey and Southgate would be involved.

Member McFarlane questioned if the architects could provide pricing for additional features.

Member Lamont further questioned if there was a catalogue of sorts available from the firm to see what additional equipment is available to add.

Community Recreation Coordinator explained there will be a meeting with the architects on site, to show them the location of the pool. They then can assess the land to better help them visualize how the layout will work. They will then present conceptual designs and hold meetings for public engagement. The Lions club would be involved with the public consultation as well.

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THE CORPORATION OF THE  
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MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MINUTES  
NOVEMBER 9, 2021 @ 7:00 P.M.  
VIA ELECTRONIC MEETING

**ITEMS FOR CONSIDERATION**

1. Merchandise and Promotional Material

Member Lamont provided an inventory update, telling the committee that reordering t-shirts and ordering fall and Christmas items has been difficult. The merchant that was previously used is not able to turnaround an order for this committee until the new year.

There were no merchandise sales made at the 88.7 The River Golf Tournament.

Member Lamont told the committee that Earthly Basics Co was donating proceeds from their garland gnome workshop and sales of the gnomes.

There was a discussion concerning the low inventory of merchandise and this committee agreed they would not take part in the November 13<sup>th</sup> Mount Forest Agricultural Craft Show. It was agreed that the committee would take some time to prepare and be a part of the upcoming Ladies Night in Mount Forest on November 18<sup>th</sup>. Chair Burke stated she would approach Marty Young at Young's Home Hardware to see if the group could have a table within the store. The committee wants to prepare a brochure that will include project details on one side (location of the pool, timeline, etc.) and a product listing on the reverse side.

Guest Councillor Steve McCabe joined the meeting at 7:30pm.

The committee discussed a quote received from Hometown Apparel. The quote stated that they provided an "at cost" quote for product and then would split the profits of sales with the committee. The committee agreed that this was not the way they would like to purchase merchandise. Member Lamont will reach out to the company and ask that they provide a cost per item and not be involved with the profits of the merchandise sales.

Chair Burke expressed the need for the committee to begin logging all financial activity and inventory into a financial ledger. This will remain a standing item on the agenda moving forward.

Councillor McCabe asked what the bank account balance was.

Chair Burke answered that nothing has been spent, \$1480 has been given to the township to hold in trust for the committee.

Member Lamont asked if the Township could provide a float to the committee for events, so they are not using personal money for this.

Community Recreation Coordinator stated this could be accommodated by the Township. The committee asked for a float of \$80 - \$100 made up of \$5s and \$10s.

Member Hewson expressed that being able to accept email transfers would be beneficial to this group.

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THE CORPORATION OF THE  
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CAO stated that the Township would work with this committee to be able to accept e-transfers, however, there needs to be a better capture of a financial ledger and inventory before this can happen.

## 2. Brainstorm Future Fundraising Ideas – 2022 Program Timeline

Member Lamont wants to host a Colour Run fundraiser. A date has not been selected for the event. They have connected with Trish Walton who ran the Youth Action Council Colour Run a few years ago and they have begun seeking quotes for the powder paint.

Another idea that was suggested is hosting a Drive In “date night” similar to what Hanover did but partnering with Deb Hewson’s Cheez N More Charcuterie.

Member Weber would like to start a Bubbles & Suds fundraiser for the group. This is a wine and beer tasting festival. Another idea is a money wall, where envelopes are chosen and indicate the donation the person will make.

Member McFarlane would like to see a schedule for 2022 that lays out an event every other month. She suggested a You’ve Been Flocked fundraiser. This involves a flock of pink plastic flamingos being placed in someone’s yard with a note saying they have been flocked. They then pay to have the flamingoes removed. Insurance can be purchased as well, to ensure you don’t get flamingoes on your lawn. The price to purchase 20 flamingoes is approximately \$225. An idea to generate exposure and community involvement.

Member Weber also suggested working with schools to do a Dance-A-Thon type fundraiser.

Chair Burke suggested that 88.7 The River would likely be willing to partner again for a Radio-A-Thon.

The committee agreed that if involving schools, all local schools should be invited, including Egremont Community School in Southgate.

To explore the Hanover Date Night idea, it was agreed that Chair Burke or Councillor McCabe would ask April Marshall about the event that was held previously.

Chair Burke asked that the group start to make plans and get quotes for their ideas. Shelley for Bubbles & Suds and Larissa and Jayme for the Colour Run (pick a date) and Date Night. There is a need to meet with the Lions to coordinate events so that there is no interference between the groups.

### **ROUNDTABLE**

Member Weber suggested introducing events to coincide with Mother’s Day and Father’s Day and being prepared to be a part of the Fireworks Festival.

Member Lamont asked if these meetings would continue in Zoom or be in person.

THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH  
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Chair Burke said that she was unsure at this time. Council meetings are remaining virtual until the end of 2021.

**ADJOURNMENT**

RESOLUTION: MFA 2021-030

Moved: Member Weber

Seconded: Member Hewson

*THAT the Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee Special meeting of November 9, 2021, be adjourned at 8:26 p.m.*

CARRIED

**NEXT MEETING**

TBD



## Staff Report

**To:** Chair and Members of the Recreation, Parks and Leisure Committee Meeting of December 7, 2021

**From:** Matthew Aston, Director of Operations  
Mandy Jones, Community Recreation Coordinator

**Subject:** Report OPS 2021-022 Public Consultation for Concept Design for New Mount Forest Outdoor Pool and Aquatics Facility

### RECOMMENDATION

**THAT** the Recreation, Parks and Leisure Committee receive for information Report RPL 2021-022 being a report on the public consultation for the concept design for the new Mount Forest Outdoor Pool and Aquatics Facility;

**AND FURTHER THAT** Committee recommend the Council of Wellington North direct staff to implement the public consultation program detailed within this report with the aim for Committee to approve a preferred design concept at the May RPL Meeting.

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

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

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

### BACKGROUND

Township recently issued RFP 2021-008 for the conceptual design for the new Mount Forest Outdoor Pool and Aquatics Facility. The successful firm was Architects Tillmann Ruth Robinson Inc. (ATRR).

Township staff have had an initial meeting with ATRR with a subsequent meeting planned for December 9, 2021. The tentative schedule for public consultation has been discussed as following:

Mid-January – Meeting with ATRR to discuss three draft design concepts. Meeting will be attended by Township staff, RPL Chair and Aquatics Ad-Hoc Advisory Committee Chair.

February RPL – ATRR to present concept design at RPL. This will be the first showing of the three design concepts.

Mid-February – Special meeting of RPL Committee to be called to specifically deal with reviewing the three concept designs at a public forum and solicit feedback. It is preferred that this meeting will be an in-person meeting, if public health guidance at that time will allow it,

where RPL Chair and Mount Forest Aquatics Ad-Hoc Advisory Chair will have opening remarks followed by ATRR presenting the three conceptual designs and taking feedback and questions. Plan would be for members of the Mount Forest Aquatics Ad-Hoc Advisory Committee, Mount Forest Lion's, Southgate Township Council and West Grey Township Council be invited to this meeting.

March to mid-April – Township will promote public comment on the three conceptual designs in order to inform RPLs decision on the preferred conceptual design at May RPL.

Some additional considerations for committee's input:

1. Does the proposed schedule seem reasonable?
2. Does committee wish for the conceptual design presentation to occur for any other committee, community group or at Township Council?

### FINANCIAL CONSIDERATIONS

Additional Onsite Meeting = \$1,200 plus applicable

Additional Remote Meeting = \$450 plus applicable

### ATTACHMENTS

Schedule A – Meeting Minutes from November 24, 2021

Schedule B – Design Principles

### STRATEGIC PLAN 2019 – 2022

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

Yes                       No                       N/A

Which priority does this report support?

Modernization and Efficiency                       Partnerships  
 Municipal Infrastructure                                       Alignment and Integration

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

# Meeting Minutes

No: 1

Date: November 24, 2021

Project No. 2476-21



Project:	2476-21 Wellington Outdoor Pool Feasibility Study		
Attendees:	Scott Robinson Matt Aston Mandy Jones Tom Bowden	aTRR Township of Wellington-North Township of Wellington-North Township of Wellington-North	<a href="mailto:scott.robinson@attr.ca">scott.robinson@attr.ca</a> <a href="mailto:maston@wellington-north.com">maston@wellington-north.com</a> <a href="mailto:mjones@wellington-north.com">mjones@wellington-north.com</a> <a href="mailto:tbowden@wellington-north.com">tbowden@wellington-north.com</a>
Copies To:	All present		

These minutes are considered to be accurate and complete unless architects Tillmann Ruth Robinson inc. is otherwise notified in writing within ten days of receipt of these minutes.

No.		ACTION
1.1	A kick-off meeting was held to introduce key personnel for this project and to discuss budget, program and schedule.	Record
1.2	The overall schedule was reviewed and the actual start date of the project was a few weeks late. However, the end deliverable date is still achievable.	Record
1.3	Scott identified that the initial budget is likely not sufficient for the proposed program. He estimates construction costs of approximately \$5M. Further Order of Magnitude costing will be provided as the design options are finalized.	aTRR
1.4	Further to Scott's site visit on November 10, 2021, Site analysis is still on going and will be completed prior next meeting.	aTRR
1.5	Program Options were discussed. Scott will summarize 3 different scenarios for the group to approve prior to beginning this concept design.	aTRR
1.6	Overall vision of the project was discussed with all present. Along with the notion of the new project contributing to a new Recreational Hub, the pool and amenities will also need to be accessible, inclusive and efficient. Scott will summarize these ideas into a set of Design Principles to be shared with the group.	aTRR
1.7	Matt will engage a surveyor to complete the topographical information of the proposed site.	TWN
1.8	Next meeting: December 9, 2021- 10:00am (TBC)	All

Project No. 2453-21  
Date: November 24, 2021

### Township of Wellington-North – Outdoor Pool Facility Design Principles

1. To create a true Destination Hub that provides new synergies and possibilities with the existing adjacent amenities.
2. To provide a wide range of programming opportunities and leisure options for the community, regardless of age, gender or ability.
3. To ensure welcoming, safe, accessible and exciting experience for all.
4. An operationally efficient, durable facility that is fiscally responsibly today but ready for the future.



## Staff Report

**To:** Chair and Members of the Recreation, Parks and Leisure Committee Meeting of December 7, 2021

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

**Subject:** 2021-023 Cash-in-Lieu of Parkland

### RECOMMENDATION

**THAT** the Recreation, Parks and Leisure Committee receive Report RPL 2021-023 being a report on cash-in-lieu of parkland on new development;

**AND FURTHER THAT** Committee recommend the Council of the Township of Wellington North direct staff to amend the fees and charges by-law to include a “cash in lieu of parkland” fee of \$7,500;

**AND FURTHER THAT** Committee recommend Council direct staff to bring a by-law to require the conveyance of land for park or other public recreational purposes, as a condition of the development or redevelopment of land, in the Township of Wellington North to a future meeting of Council;

**AND FURTHER THAT** Committee recommend Council authorize the Mayor and Clerk to sign the by-law.

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

NA

### BACKGROUND

#### ***Legislative Authority***

Parkland conveyance authority comes from Planning Act, Section 42, which pertains to parkland conveyances associated with development and redevelopment, and Sections 51.1 and 53, which pertain to parkland requirements as a condition of plan of subdivision approval and consent, respectively.

#### ***Land Conveyance***

The Planning Act establishes parameters around conveyances for park or other public recreational purposes, as follows:

- Not exceeding 2% of land area in the case of commercial, agricultural or industrial development.

- Not exceeding 5% of land area, in the case of all other types of development, including residential development.
- For residential purposes, the Act permits municipalities to utilize an alternative requirement of conveyance for park or other public recreational purposes based on a maximum rate of 1 hectare for every 300 dwelling units, subject to the inclusion of enabling policies within the approved local Official Plan. All three parkland conveyance rates are identified as maximums in the Planning Act.

### ***Cash-in-Lieu and Land Valuation***

Municipalities may also accept payment of cash-in-lieu of a parkland conveyance. Where cash-in-lieu of land conveyance is accepted, land values are to be determined based on the following criteria:

- As per Section 42 (6.4), which applies to land development and redevelopment, land values are to be determined based on the value on the day before the first building permit is issued.
- As per Section 51.1 (4) and 53 (12), which apply to subdivision developments and consents, respectively, the land value is to be determined based on the value on the day before the approval of the draft plan of subdivision or provisioned consent, as the case may be.

Township currently charges \$1,000 **per lot** as cash-in-lieu of parkland dedication for new development. Customers have the option of paying this amount in lieu of dedicating five percent of their land, if deemed acceptable by the Township, for the purpose of parkland, and in the absence of getting an appraisal of their property in order to determine five percent value of their property.

I understand the \$1,000 per lot has been the current rate in Wellington North for approximately ten years, before that time there were two years when it was \$750 per lot, and prior to that it had been \$500 per lot for many years.

These fees are established in Schedule F of the Township's fees and charges by-law and collected to fund activities to maintain and develop existing parks and recreation assets.

As lots become smaller and multiple dwelling units are located on lots, parks and recreation services provided by the Township become more important to residents of the community. As the current fee charged for this item has not been reviewed for several years, Township staff thought it important to bring this item before committee as it represents an alternate funding source to tax levy increase.

In speaking with the Township's Economic Development team, it is felt the average cost of a serviced lot in Wellington North is between \$150,000 and \$200,000. If the five percent of land value method is used with the lower range of this average lot cost to determine an appropriate cash-in-lieu amount the Township could reasonably request an amount of \$7,500 per lot.

Therefore, this report recommends Committee make recommendation to Council to:

1. Direct staff to implement a by-law related to parkland dedication to make the process more clear; and
2. Implement a cash-in-lieu of parkland rate of \$7,500.

The trigger for parkland dedication will continue to be a land division process like consent application, draft plans of subdivision or condominium, part lot control, or other similar approval through land division. It had initially been hoped by staff when drafting this report that development of a “dwelling unit” could be the trigger for parkland dedication, however, at this time staff feel that is not possible.

### FINANCIAL CONSIDERATIONS

The following chart shows approximate amounts collected during the past three years as “cash-in-lieu” of parkland, rounded to the nearest thousand, and provided for discussion purposes.

Cash-in-Lieu of Parkland	
2018	\$15,000
2019	\$32,000
2020	\$38,000

If the recommendations contained within this report were adopted the chart above, assuming the same development activity seen in 2018, 2019 and 2020, would look as follows:

Cash-in-Lieu of Parkland	
2018	\$112,500
2019	\$240,000
2020	\$285,000

These additional dollars could be used to fund annual operating projects related to parks and recreation services like trail/development and expansion, regular playground surface replacements, and other enhancements to our existing amenities/facilities.

Here are some comparable cash-in-lieu of parkland rates of other local municipalities for your reference and discussion.

PARKLAND DEDICATION FEE COMPARISONS	2021 FEE per LOT
Centre Wellington - Residential Rural	\$1,656.00
Centre Wellington - Residential Urban	\$3,302.00
Guelph Eramosa - Commercial	2% of the value of the land
Guelph Eramosa - Garden Suites	\$383.00
Guelph Eramosa - Industrial	2% of the value of the land
Guelph Eramosa - Residential	\$8,225.00
Guelph Eramosa - Residential & Institutional	5% of the value of the land
Mapleton	\$1,400.00
Town of Minto	\$500.00
Township of Southgate	\$543.00
West Grey - Any new Residential Lot	\$500.00
West Grey - New Developments	5% Cash in Lieu of land value for all new developments

<b>ATTACHMENTS</b>
--------------------

Schedule A – Draft by-law to require the conveyance of land for park or other public recreational purposes, as a condition of the development or redevelopment of land, in the Township of Wellington North

Schedule B – Draft FAQ Sheet

<b>STRATEGIC PLAN 2019 – 2022</b>
-----------------------------------

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

Yes                       No                       N/A

Which priority does this report support?

Modernization and Efficiency                       Partnerships  
 Municipal Infrastructure                                       Alignment and Integration

<b>Prepared By:</b>	Matthew Aston, Director of Operations	<i>Matthew Aston</i>
<b>Recommended By:</b>	Mike Givens, Chief Administrative Officer	<i>Mike Givens</i>

# THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

## BY-LAW NUMBER

### BEING A BY-LAW TO REQUIRE THE CONVEYANCE OF LAND FOR PARK OR OTHER PUBLIC RECREATIONAL PURPOSES, AS A CONDITION OF THE DEVELOPMENT OR REDEVELOPMENT OF LAND IN THE TOWNSHIP OF WELLINGTON NORTH

**WHEREAS** sections 42, 51.1 and 53 of the Planning Act, R.S.O. 1990 provide that the Council of a local municipality may by By-law require that land be conveyed to the municipality for park or other public recreational purposes as a condition of development or redevelopment or the subdivision of lands;

**AND WHEREAS** sections 42(6) and 51.1(3) of the Planning Act, R.S.O. 1990 provide that the Council of a local municipality may require the payment of money in lieu of accepting a conveyance;

**NOW THEREFORE** the Council of the Corporation of the Township of Wellington North enacts as follows:

#### 1. Definitions

- 1.1 **Township** means the Township of Wellington North
- 1.2 **Council** means the Council of the Township.
- 1.3 **Development** means the construction, erection, or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure.
- 1.4 **Environmental Features** means land of the natural environment, including but not limited to:
- Significant or otherwise deemed important habitat of endangered species or threatened species;
  - Fish habitat;
  - Wetlands;
  - Life Science Areas of Natural and Scientific Interest;
  - Significant or otherwise deemed important valleylands;
  - Significant or otherwise deemed important woodlands;
  - Significant or otherwise deemed important wildlife habitat;
  - Sand barrens, savannahs and tallgrass prairies;
  - Alvars;
  - Permanent and intermittent streams;
  - Lakes (and their littoral zones);
  - Lands designated or zoned for environmental protection;
  - Environmentally Significant Discharge Areas and Environmentally Significant Recharge Areas; and
  - Regional Recharge Areas.
- 1.5 **Gross Land Area** means the total area of all lands that are the subject of a development or redevelopment application.
- 1.6 **Mixed-Use** means the use of land, buildings or structures intended and designed to contain both residential and non-residential uses within the same building or on discrete portions of the same site.
- 1.7 **Net Land Area** means the Gross Land Area minus the area of any Environmental Features and associated buffers within the Gross Land Area that are being conveyed to the Township, or other public authority, at no cost.

- 1.8 **Redevelopment** means the removal of a building or structure from land, the further development of the land, or the substantial renovation of a building or structure and a change in the use or density of the use in connection therewith.

## 2. Areas and Uses to which this By-law is Applicable

- 2.1 This By-law shall apply to all lands within the Township of Wellington North.

## 3. Parkland Dedication Requirements

- 3.1 As a condition of development or redevelopment of land anywhere in the Township, the conveyance of land for park purposes shall be required as follows:

### 3.2 Residential and Institutional Uses

- 3.2.1 Residential Development or Redevelopment shall convey parkland at a rate of five percent (5%) of the Net Land Area.
- 3.2.2 Residential Redevelopments that increase the number of lots shall provide for a dedication based on the number of new lots and the applicable rate set out in the Township's Fee By-law.
- 3.2.3 Institutional Development or Redevelopment shall convey parkland at a rate of five percent (5%) of the Net Land Area.
- 3.2.4 For Redevelopment, addition, expansion, or extension of an existing Institutional Development, and where parkland was previously conveyed or cash-in-lieu of parkland was previously paid, the required conveyance of land shall be determined by applying the rate in Section 3.2.3 prorated proportionally to the additional Building Floor Area as a percentage of the total Building Floor Area of the development.
- 3.2.5 In the case of the conversion of land originally used for Commercial or Industrial purposes to Residential or Institutional purposes, parkland shall be conveyed as per the applicable rates in Section 3 of this By-law (or Appendix 'A') minus any parkland previously conveyed or cash-in-lieu of parkland previously paid.
- 3.2.6 Notwithstanding Subsection 3.2.4, for additions, expansions or extensions of an existing Institutional development that represent less than 50% of the existing building floor area, no parkland dedication shall be required
- 3.2.7 In the case of the development of unopened road allowances, parkland shall be required in accordance with Section 3.2.1, 3.2.2 or 3.2.3, as applicable.

### 3.3 Commercial or Industrial Uses

- 3.3.1 Commercial or Industrial Development or Redevelopment shall convey parkland at a rate of two percent (2%) of the Net Land Area. For the purposes of this By-law, Agricultural uses shall be considered Industrial uses and shall be subject to the provisions that apply to Industrial uses.
- 3.3.1.1 Notwithstanding Section 3.3.1, where a new agricultural lot is created, the Township shall require parkland at a rate of two percent (2%) of the Net Land Area, or the applicable rate for new Residential Lot Creation in accordance with the Township's Fees and Charges By-law, whichever is less.
- 3.3.2 For Redevelopment, addition, expansion, or extension of an existing Commercial or Industrial Development, and where parkland was previously conveyed or cash-in-lieu of parkland previously paid, the required conveyance of land shall be determined by applying the rate in Section 3

prorated proportionally to the additional Building Floor Area as a percentage of the total Building Floor Area of the development.

- 3.3.3 In the case of the conversion of land originally used for Residential or Institutional purposes to Commercial or Industrial purposes, parkland shall be conveyed as per Section 3.3 of this By-law minus any parkland previously conveyed or cash-in-lieu previously paid.
- 3.3.4 Notwithstanding Subsection 3.3.2, for additions, expansions or extensions of an existing Commercial or Industrial development that represent less than 50% of the existing building floor area, no parkland dedication shall be required.
- 3.3.4 In the case of surplus farm dwellings and lot line adjustments where no new lot is created, parkland shall not be required in accordance with Section 3.3.1
- 3.3.5 In the case of the development of unopened road allowances, parkland shall be required in accordance with Section 3.3.1

### **3.4 Mixed-Use**

- 3.4.1 In the case of a Mixed-Use Development or Redevelopment, the residential component of the conveyance shall be determined in accordance with Section 3.2 of this By-law. The commercial component of the conveyance shall be determined in accordance with Section 3.3 of this By-law. Both rates will be based on the Net Land Area prorated proportionally to the Building Floor Area allocated to each use.

## **4. Condition of Land for Conveyance**

- 4.1 Lands conveyed to the Township for park or other recreational purposes shall be conveyed in a condition satisfactory to the Township, free and clear of all encumbrances unless otherwise agreed to by the Township, meeting minimum standards in terms of drainage, grading and site conditions.
- 4.2 The Township will not consider any land that has been or is to be conveyed to the Township for stormwater management facilities, for flood plain or conservation purposes, for highways, roadways, walkways, servicing or other non-parkland purpose, as contributing towards the required parkland dedication.
- 4.3 The Township retains the right not to accept the conveyance of any land that is considered by the Township to be unsuitable for park or other public recreation purposes and without restricting the generality of the foregoing, land having any of the following features:
- 4.3.1 Environmental Features;
- 4.3.2 Hazardous or flood prone lands;
- 4.3.3 Steep or unstable slopes;
- 4.3.4 Where the location and configuration of the lands are constrained or undesirable as determined by the Township;
- 4.3.5 Any lands having unsuitable or unstable soil conditions;
- 4.3.6 Utility rights-of-way or easements, including but not limited to hydro, gas, cable and telecommunications;
- 4.3.7 Lands that are contaminated or are suspected of being contaminated;
- 4.3.8 Any land containing an easement, encumbrance, or right-of-use that limits or restricts the Township's use of the land; or
- 4.3.9 Lands that are within or form part of a stormwater management facility.

- 4.4 Where it has been determined by the Township that the lands to be conveyed have been physically disturbed by the dumping of debris, unconsolidated fill or other refuse, or by stripping the topsoil or by any other means or works, the owner shall be responsible for restoring the land to a condition satisfactory to the Township before the Township accepts such lands.
- 4.5 Any legal or administrative costs associated with the conveyance of land as per this By-law shall be the responsibility of the transferor.

## **5. Cash-in-Lieu of Parkland**

- 5.1 At the discretion of the Director of Operations or his/her designate, a payment of money, in lieu of the conveyance of some or all of the land for park purposes referred to in Section 3, may be required equal to the value of the lands otherwise required to be conveyed.
- 5.2 Without restricting any right of the Township, cash-in-lieu of land for park purposes may be generally considered:
  - 5.2.1 Where there is no land that is either usable or functional on the site for parkland or recreational purposes, as determined by the Township;
  - 5.2.2 Where the required land dedication fails to provide an area of suitable shape, size or location for public parkland, as determined by the Township;
  - 5.2.3 Where the required dedication of land would render the remainder of the site unusable or impractical for development or redevelopment, as determined by the Township;
  - 5.2.4 Where the Township has identified land in a preferred location that is to be acquired by the Township;
  - 5.2.5 Where the area being developed or redeveloped is already well served by existing park and recreational facilities, as determined by the Township.

## **6. Previous Parkland Dedication or Cash-in-lieu Payment**

- 6.1 In determining the amount of land required to be conveyed or the cash-in-lieu equivalent pursuant to Sections 3 and 5, the amount shall be reduced by any previous parkland conveyance or cash-in-lieu payment made to the Township.
- 6.2 For Residential Development or Redevelopment, including the residential component of Mixed-Use Developments, the amount owing shall be reduced by a percentage equal to the number of lots that existed on the site at the time of previous parkland conveyance or cash-in-lieu payment divided by the number of lots in the new Development or Redevelopment.
- 6.3 For Institutional, Commercial and Industrial Development or Redevelopment, including components of Mixed-Use Developments, the amount owing shall be reduced by a percentage equal to the gross floor area that existed on the site at the time of previous parkland conveyance or cash-in-lieu payment divided by the gross floor area of the new Development or Redevelopment.

## **7. Valuation**

- 7.1 Where the payment of cash-in-lieu of parkland conveyance is required, the value of the payment shall be in accordance with the rates set out in the Township's appropriate Fee and Charges By-law. If an owner or applicant wishes to dispute the Township's rate, they may obtain, at their

own cost, an appraisal from an accredited real-estate appraiser. The Township may accept the alternate appraisal or negotiate a mutually acceptable compromise.

- 7.2 The rates set out in the Township's Fee By-law shall be adjusted from time to time, by the Township. Such periodic updates shall occur at intervals not exceeding five years.

## **8. Timing**

- 8.1 Title for the land to be conveyed or the payment of cash-in-lieu thereof for any development or redevelopment under Section 42 of the Planning Act, R.S.O. 1990, as amended, shall be received by the Township prior to the issuance of any building permit for the proposed development or redevelopment.
- 8.2 Title for the land to be conveyed or the payment of cash-in-lieu thereof shall be received by the Township in accordance with the conditions of approval of a plan of subdivision pursuant to Section 51 of the Planning Act, R.S.O. 1990, as amended or the conditions of provisional consent pursuant Section 53 of the Planning Act, R.S.O. 1990, as amended.

## **9. Exemptions**

- 9.1 No conveyance of land or payment of cash-in-lieu of such conveyance is required in the case of development or redevelopment of:
- 9.1.1 A building that was accidentally damaged or demolished by fire or other natural causes and where:
- 9.1.1.1 The building is repaired or replaced and re-occupied before the expiry of two years; and
- 9.1.1.2 The building continues to be used for the same purpose after it is repaired, replaced or rebuilt.
- 9.1.2 Council may opt to exempt Federal, Provincial or Municipal development from the requirements for parkland dedication.
- 9.1.3 Other uses as determined by Council upon the request of the applicant.

## **10. Effective Date of Applications**

- 10.1 The provisions of the By-law shall take effect and will apply in regard to applications which:
- 10.1.1 Have not been deemed complete by the Township, Chief Building Official or the County of Wellington prior to the enactment of this By-law, in the case of consent, subdivision or building permit applications;
- 10.1.2 Have not been given final approval by the Township prior to the enactment of this By-law, in the case of Site Plan applications;
- 10.1.3 Are submitted after the enactment of this By-law;
- 10.1.4 The Township will honour development agreements that were executed prior to the passing of this By-law, with respect to parkland dedication requirements provided the development does not change from that which is described in the agreement.

**11. Administration**

11.1 The administration of this By-law and the determination of the application of this By-law shall be made by the Township's Director of Parks and Recreation or his/her designate.

**12. By-law Repeals**

12.1 None

**13. Implementation**

13.1 This By-law shall come into force and effect on the date of its passage.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 11TH DAY OF JANUARY, 2021.**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**



## 2021 Parkland Dedication - Lot Creation

### What is Parkland Dedication?

Parkland dedication is one of the ways that the Township secures additions to its park system. The dedication of parkland is a requirement under the Planning Act and allows the Township to ensure that its park system grows along with the community. Like many municipalities in southern Ontario, the Township has seen a significant increase in land values, such that the flat rates previously collected are not reflective of up-to-date land values. Given the increase in land values over the past five to ten years, if the Township did not update its Parkland Dedication By-law, it would have been difficult for the Township to accumulate sufficient funds to acquire new parkland for its residents and pay the going market rate.

There are two types of parkland dedication – the dedication of physical land or the payment of money in lieu of dedicating lands (often referred to as cash-in-lieu of parkland).

### When is Parkland Dedication Required?

Parkland dedication is required when new development is proposed that:

- Creates a new lot (e.g. severance) or lots (e.g. plan of subdivision)
- Converts a commercial or industrial use to a residential or institutional use

### What Land is Acceptable as Parkland?

Generally land that is suitable for park purposes. The land should be free and clear of all encumbrances (e.g. easements, rights-of-way) and meet minimum standards in terms of drainage, grading and site conditions. It should not contain sensitive environmental features or be part of a stormwater management facility. The Township determines whether to accept land or require the payment of cash-in-lieu of parkland.

### How Much Parkland is Required to be Dedicated?

For Residential and Institutional uses, 5% of the land

For Commercial, Industrial and Agricultural uses, 2% of the land

**How Much Cash-In-Lieu of Parkland is Required in 2021?**

- For new Residential Lots – \$7,500 per lot/unit
- For new Commercial, Industrial or Agricultural Lots, 2% of the value of the land as determined by an independent accredited real estate appraiser
- For new lot creation, parkland dedication/cash-in-lieu is typically required as a condition of the severance application and would be required to be dedicated/paid before the new lot could be created.

**When Do I Pay Cash-in-Lieu of Parkland**

Prior to clearing all Township conditions on consent application, draft plans of subdivision or condominium, part lot control, or other applicable approval, cash-in-lieu of Parkland must be paid.



## Staff Report

**To:** Chair and Members of the Recreation, Parks and Leisure Committee Meeting of December 7, 2021

**From:** Tom Bowden, Manager, Recreation Services

**Subject:** Report OPS 2021-025 being a report on the Hours of Operation-Outdoor Parks and Trails Policy

### RECOMMENDATION

**THAT** the Recreation, Parks and Leisure Committee receive Report RPL 2021-025 being a report on the Hours of Operation-Outdoor Parks and Trails Policy;

**AND FURTHER THAT** Committee recommend the Council of the Township of Wellington North direct staff to bring a by-law to a future meeting of Council to adopt this policy;

**AND FURTHER THAT** Committee recommend Council direct staff to bring a by-law to amend By-law 046-99 to establish certain rules and regulations regarding the maintenance, operations and management of all parklands;

**AND FURTHER THAT** the Committee recommend that Council authorize the Mayor and Clerk to sign the by-laws.

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

Recreation and Culture Committee of December 10, 2019:

RESOLUTION REC 2019-046

THAT the Recreation and Culture Committee of the Township of Wellington North receive for information Report RAC 2019-022 being a report on the proposed hours of operation for the Mount Forest Splash Pad;

AND FURTHER THAT the Committee recommends to the Council of the Township of Wellington North that the Mount Forest and Arthur Splash Pads be opened to the public for June 1, 2020 from 10am – 8 pm daily and remain open until the 30th day of September 2020;

AND FURTHER THAT the Committee recommends to Council that the above 2020 scheduled hours of operation remains in effect for subsequent years unless revised by the Council of the Township of Wellington North

Recreation, Parks and Leisure Committee of October 5, 2021:

RESOLUTION RPL 2021-057

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

### BACKGROUND

Township owns and operates many outdoor parks and trails. Over the years the “hours of operation” rules for each outdoor park and trail has developed as specified in by-law, resolutions and past practice.

The aim of this report is two-fold: establish an outdoor parks and trails policy and update by-law #46-99. The policy can serve as a singular document that contains “hour of operation” and “level of service” related to outdoor parks and trails. Furthermore, when new outdoor parks and trails are developed the policy can simply be amended. The update to by-law #46-99 will include provisions that allow enforcement and penalty, which currently do not exist.

### FINANCIAL CONSIDERATIONS

Accepting the recommendation contained within this report has no financial impact as staff's intent with the new policy and updated by-law was to simply reflect current practice. Changes to the details within the draft policy or by-law may have financial impacts.

### ATTACHMENTS

Schedule A – Draft Hours of Operation – Outdoor Parks and Trails

Schedule B – By-Law #46-99

### STRATEGIC PLAN 2019 – 2022

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

Yes                       No                       N/A

Which priority does this report support?

Modernization and Efficiency                       Partnerships  
 Municipal Infrastructure                                       Alignment and Integration

<b>Prepared By:</b>	Matthew Aston, Director of Operations Tom Bowden, Manager, Recreation Services	<i>Matthew Aston</i> <i>Tom Bowden</i>
<b>Recommended By:</b>	Mike Givens, Chief Administrative Officer	<i>Mike Givens</i>

<b>HOURS OF OPERATION - OUTDOOR PARKS AND TRAILS POLICY</b>		
	<b>DEPARTMENT:</b> Recreation	<b>POLICY NUMBER:</b> XX-XX
	<b>EFFECTIVE DATE:</b> December 13, 2021	<b>LEGISLATIVE AUTHORITY</b>
	<b>APPROVED BY:</b>	

### Vision and Goals

The aim of this policy is to define when outdoor parks and trails, owned by the Township, are open and closed.

This will further give guidance and direction to staff for inspections and maintenance of Township owned Parks and Trails

The approved schedule will be posted on the Township of Wellington North website and be included in any further promotional materials distributed by the Municipality.

### Parks

Parks are open daily from 8 a.m. to 11 p.m. During the period May 1 to October 31, portable toilets and trash receptacles are provided at park locations. During the period November 1 to April 30, portable toilets and trash receptacles are removed or otherwise made inaccessible.

Lion's Park Arthur            333 Smith Street  
Opti-MRS Park                158 Domville Street

Conn Park                      0015 Wood Street

Bill Moody Park              326 Wellington Street  
Hutchison Park              495 Queen Street  
Campbell deVore Park      851 Princess Street  
Murphy Park                  185 Murphy Street  
Angus Smith Park            710 Martin Street  
Pool Park                      393 Parkside Drive

### Trails

Trails are open daily from dusk to dawn. During the period May 1 to October 30, trash receptacles are provided on the trail system. During the period November 1 to April 30, trails are open but not inspected.

River Trail	(333 Smith Street)
West Luther	(491 Eliza Street)
Saugeen Trail	(Mount Forest & District Sports Complex)
South Wetlands Trail	(Murphy's Park)
North Wetlands Trail	(North Water / Peel Street)

### Splashpads

Splashpads are open daily from 10:00AM to 8:00PM during the period June 1 to September 30, trash receptacles and portable toilets are provided at the splashpads when open.

Arthur Splashpad	158 Domville Street
Mount Forest Splashpad	326 Wellington Street

DRAFT

# THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

## BY-LAW 46-99

**Being a By-law of the Corporation of the Township of Wellington North to establish certain rules and regulations regarding the maintenance, operations and management of all parkland.**

**WHEREAS** the Council of the Corporation of the Township of Wellington North may establish rules and regulations for the parks under the control and management of the municipality;

**AND WHEREAS** the Corporation is the owner of parklands throughout the Municipality. (hereinafter called "the parks")

**AND WHEREAS** the Public Parks Act, Chapter P.46, Section 2.(1), R.S.O. 1990, as amended, states that: "The parks, avenues, boulevards and drives, and approaches thereto, and streets connecting the same, shall be open to the public free of all charges, subject to the by-laws, rules and regulations which councils are authorized to pass and make as a result of the provisions of Section 207, paragraph 52 of the Municipal Act.

**NOW THEREFORE** the Corporation of the Township of Wellington North ENACTS as follows:

### 1. GENERAL PROVISIONS

- a) **Damage to Person or Personal Property Prohibited**  
No person shall cause injury to any other person or his/her personal property in the parks.
- b) **Damage to Park Property Prohibited**  
No person shall damage any property of whatsoever nature and kind in the parks.
- c) **Destruction of Trees, Shrubs, or Fixtures Prohibited**  
Without in any way limit the generality of section 1(b), no person shall injure, hurt, deface, tear or destroy any ornamental or shade tree, shrub, plant, flower, flower bed or any stature, fountain, case or fixture, ornament or utility in the parks.
- d) **Waste Disposal in Receptacles Prohibited**  
No person shall leave any waste of whatsoever nature and kind including bottles, breakable containers, ashes, and garbage, in the parks except when same has been deposited by such person in waste receptacles placed in the parks for such purpose.
- e) **Amplifying System Operation**  
No person shall operate any amplifying system or loud speaker in the parks without permission from approval authority.
- f) **Motorized Vehicles or Non Motorized Vehicles**  
No person shall operate any motorized vehicles, or any other non-motorized conveyances such as skateboards, bicycles or in line skates, unless in areas designated for such activities.

## 2. PERIODS OF OPERATION

- a) Summer Daytime Hours – 8 a.m. – 11 p.m.  
During any period of operation when parks are open to the public, the hours of operation shall be 8 a.m. to 11 p.m.
- b) Park Closed Night Time Permission  
No person shall enter, be or remain in the parks without the prior written permission during all or any part of the hours of 11 p.m. of one day to 8 a.m. of the next day.

## 3. PERMITS

- a) Written Permit Required  
No person shall in any area of the parks do any of the things set out below without first receiving a written permit.
  - i) Performance of art, etc. for reward prohibited  
No person shall without a permit perform for reward any art, skill or service.
  - ii) Pavement, Sidewalk, Grass, Flower Bed Digging up  
No person shall without a permit dig or tear up any pavement, roadway, sidewalk, crosswalk, footpath, pedestrian way, grass plot or flower bed.
  - iii) Coin Operated Machines operation  
No person shall without a permit place or maintain any coin operated machine or game of whatsoever nature and kind on or in the parks.
  - iv) Structures Erection/Construction  
No person shall without a permit erect, construct, build or cause to be erected, constructed or built, any structure of any nature and kind whatsoever and without in any way limiting the generality of the foregoing, “structure”, includes, “tents”, “shelters”, “fences”, and “buildings”.
  - v) Permits-Granted-Terms-Conditions-Discretionary  
In granting a permit or permits to do any matter or matters set out above the Council may set such terms and conditions respecting the issuance of the permit.
  - vi) Permit-Authorization-areas-Terms-Designated  
Should a person receive a permit to do any one or more of the matters set out above, then such person shall do such matter or matters only:
    - a) in those areas designated for the carrying on of such matter or matters; and
    - b) in accordance with any terms or conditions set on the issuance of the permit.

## 4. AUTHORITY

- a) Enforcement Officials Designated  
The O.P.P., the Municipal By-law Enforcement Officer of the Township, or any of their designates are hereby authorized and requested to enforce this By-law.
- b) Failure to Leave Park When Requested Prohibited  
Every person, when requested to do so by any person mentioned above, who is engaged in enforcing the provisions of this By-law, shall leave the

park or recreational area concerned and his/her failure to do so, is hereby deemed to be a contravention of this by-law.

**5. ENFORCEMENT**

- a) **Fine for Contravention**  
Every person who contravenes any of the provisions of this By-law is guilty of an offence and shall, upon conviction thereof, forfeit and pay a penalty of not more than five thousand dollars (\$5,000), exclusive of costs and every such fine is recoverable under the Provincial Offences Act.
- 6. If any section of this By-law if for any reason held to be invalid, the remaining sections shall remain in effect until repealed.
- 7. If any provisions of this By-law are in conflict with other previous by-laws, the provisions of this By-law shall prevail.
- 8. When applicable in the By-law, reference to the singular shall include plural, and reference to the masculine shall include feminine.
- 9. That this By-law shall come into force and effect upon the final passage thereof.

**READ A FIRST AND SECOND TIME THIS 14 DAY OF JUNE , 1999.**

Donald Kerr  
MAYOR

H. J. Leman  
ADMINISTRATOR CLERK

**READ A THIRD TIME AND FINALLY PASSED AND SEALED THIS 14 DAY OF JUNE , 1999.**

Donald Kerr  
MAYOR

H. J. Leman  
ADMINISTRATOR CLERK

# A LOOK BACK AT 2021

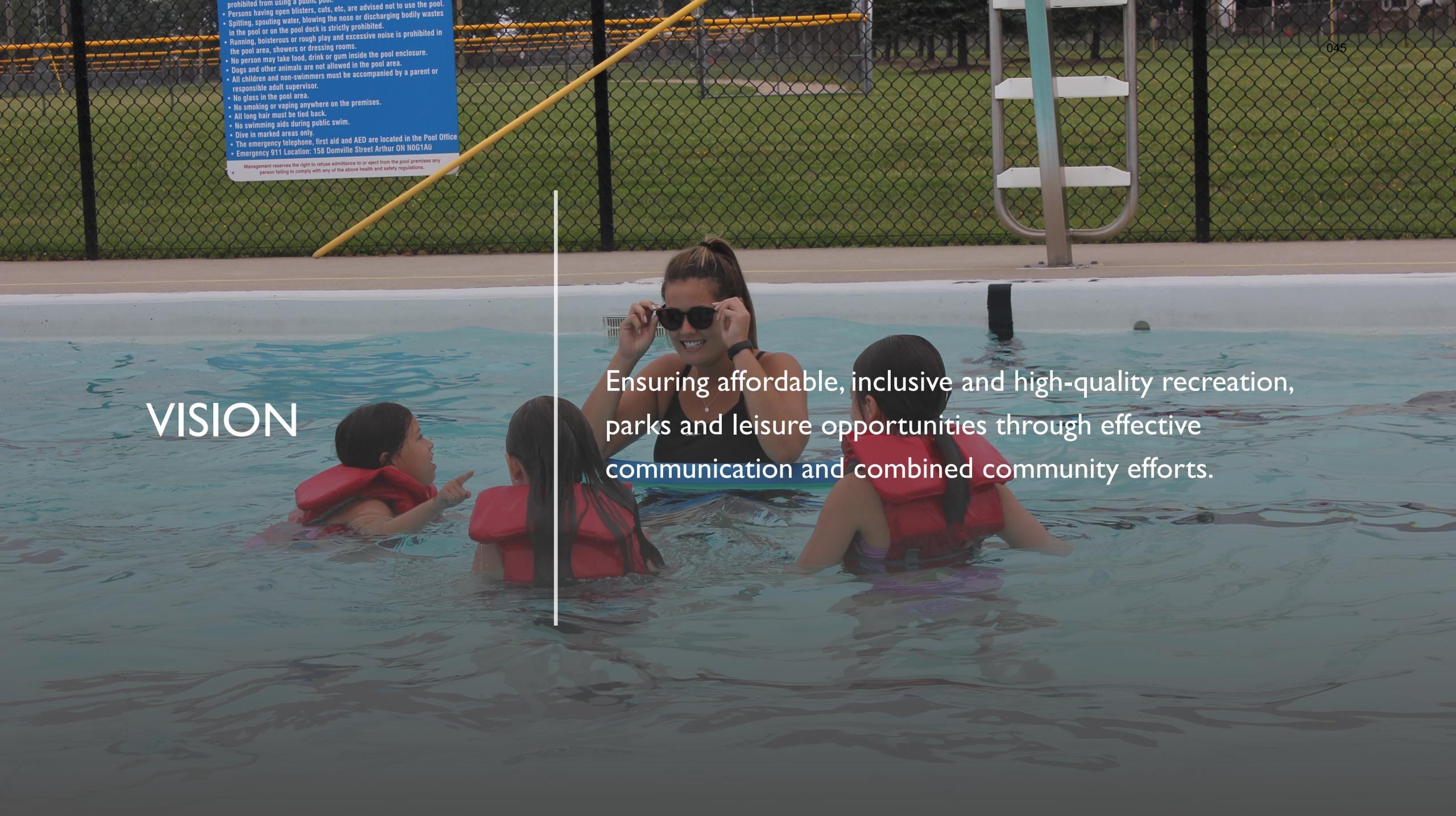
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WELLINGTON NORTH RECREATION – OPERATIONS DEPARTMENT

- prohibited from using a public pool.
  - Persons having open blisters, cuts, etc. are advised not to use the pool.
  - Spitting, spouting water, blowing the nose or discharging bodily wastes in the pool or on the pool deck is strictly prohibited.
  - Running, boisterous or rough play and excessive noise is prohibited in the pool area, showers or dressing rooms.
  - No person may take food, drink or gum inside the pool enclosure.
  - Dogs and other animals are not allowed in the pool area.
  - All children and non-swimmers must be accompanied by a parent or responsible adult supervisor.
  - No glass in the pool area.
  - No smoking or vaping anywhere on the premises.
  - All long hair must be tied back.
  - No swimming aids during public swim.
  - Dive in marked areas only.
  - The emergency telephone, first aid and AED are located in the Pool Office
  - Emergency 911 Location: 158 Domville Street Arthur ON N0G1A0
- Management reserves the right to refuse admittance to or eject from the pool premises any person failing to comply with any of the above health and safety regulations.

# VISION

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



# GUIDING PRINCIPLES



Opportunities for All



Meaningful Engagement & Communication



Working Together to Achieve Shared Goals



Responsive Facilities, Parks & Trails



Customer-Focused Services



Commitment Toward Financial Sustainability



# THE NUMBERS

## MEETINGS, REGISTRATIONS, PAYMENTS

---

- **11** Recreation, Parks & Leisure Committee Meetings
- **8** Mount Forest Ad Hoc Aquatic Committee Meetings
- **7** Arthur BMX Skateboard Committee Meetings
- **131** Email Transfers processed (April – Oct)
- **94** Visa/Master Card payments processed (April – Oct)

**ARTHUR FACILITY  
RENTALS  
JANUARY –  
OCTOBER 31, 2021**

- **94 Arthur Ice rentals**
- **6 Arthur Arena Floor rentals**
- **39 Arthur Auditorium rentals**
- **74 Arthur Upper Leisure Hall rentals**
- **3 Damascus Hall rentals**
- **1 Conn Pavilion rentals**

**MOUNT  
FOREST  
FACILITY  
RENTALS  
JANUARY –  
OCTOBER 31,  
2021**

- **165 Mount Forest Ice rentals**
- **4 Mount Forest Floor rentals**
- **38 Mount Forest Auditorium rentals**
- **30 Mount Forest Lower Leisure Hall rentals**
- **59 Mount Forest Plume Room rentals**
- **3 Mount Forest Upper Leisure Hall rentals**
- **64 Meeting Room Rentals  
(Local user groups)**

**ARTHUR SPORTS  
FIELD RENTALS  
JANUARY –  
OCTOBER 31, 2021**

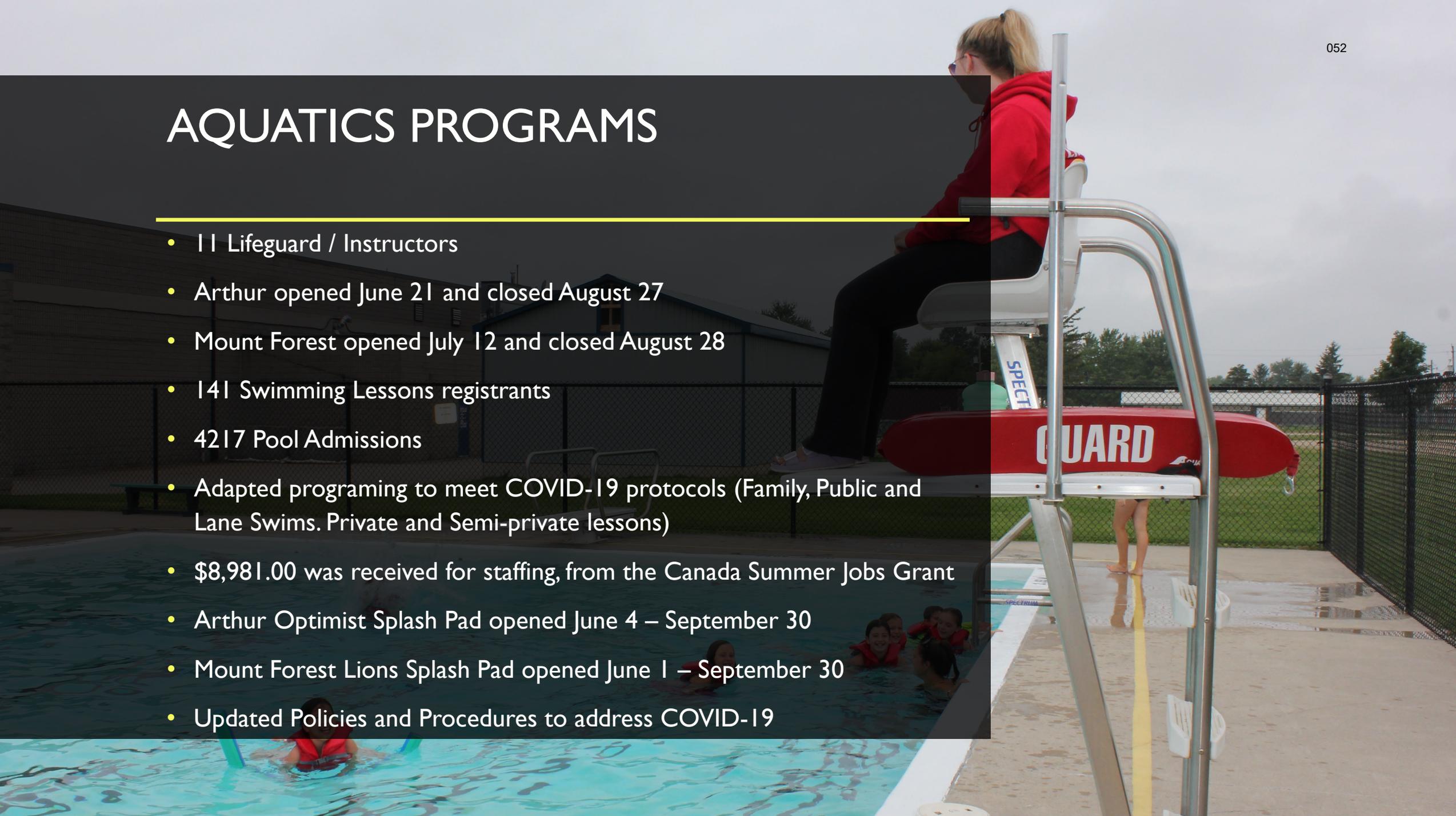
- **13 Arthur Optimist Pavilion rentals**
- **45 Arthur Baseball Diamond A - games**
- **44 Arthur Baseball Diamond B - games**
- **9 Arthur Baseball Diamond C Junior - games**
- **3 Arthur Pool rentals**

**MOUNT  
FOREST SPORTS  
FIELD RENTALS  
JANUARY –  
OCTOBER 31,  
2021**

- **6 Cork Street Pavilion rentals**
- **41 Mount Forest Baseball Cork Street Diamond - games**
- **24 Mount Forest Baseball Kinsmen Diamond - games**
- **33 Mount Forest Donald Softball Diamond - games**
- **2 Mount Forest Pool rentals**
- **72 Mount Forest Soccer Fields (Dempsey, Welsh, Fairgrounds)**
- **1 South End Green Space – Demolition Derby**

# AQUATICS PROGRAMS

- 11 Lifeguard / Instructors
- Arthur opened June 21 and closed August 27
- Mount Forest opened July 12 and closed August 28
- 141 Swimming Lessons registrants
- 4217 Pool Admissions
- Adapted programming to meet COVID-19 protocols (Family, Public and Lane Swims. Private and Semi-private lessons)
- \$8,981.00 was received for staffing, from the Canada Summer Jobs Grant
- Arthur Optimist Splash Pad opened June 4 – September 30
- Mount Forest Lions Splash Pad opened June 1 – September 30
- Updated Policies and Procedures to address COVID-19



# AQUATICS FACILITY

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- Partial Liner Repair in the shallow end of the Mount Forest Lion Roy Grant Pool
- New Diving Board for Mount Forest
- New Diving Board and base for Arthur
- Pool Technology Enhancements (wifi, laptops, printers, emails)
- Purchased New Vacuums for the Pools
- Received an OTF Grant (\$18,200) for the installation of two outdoor showers, an emergency exit gate and a new desk with sneeze guard
- Purchased new lifejackets for Mount Forest



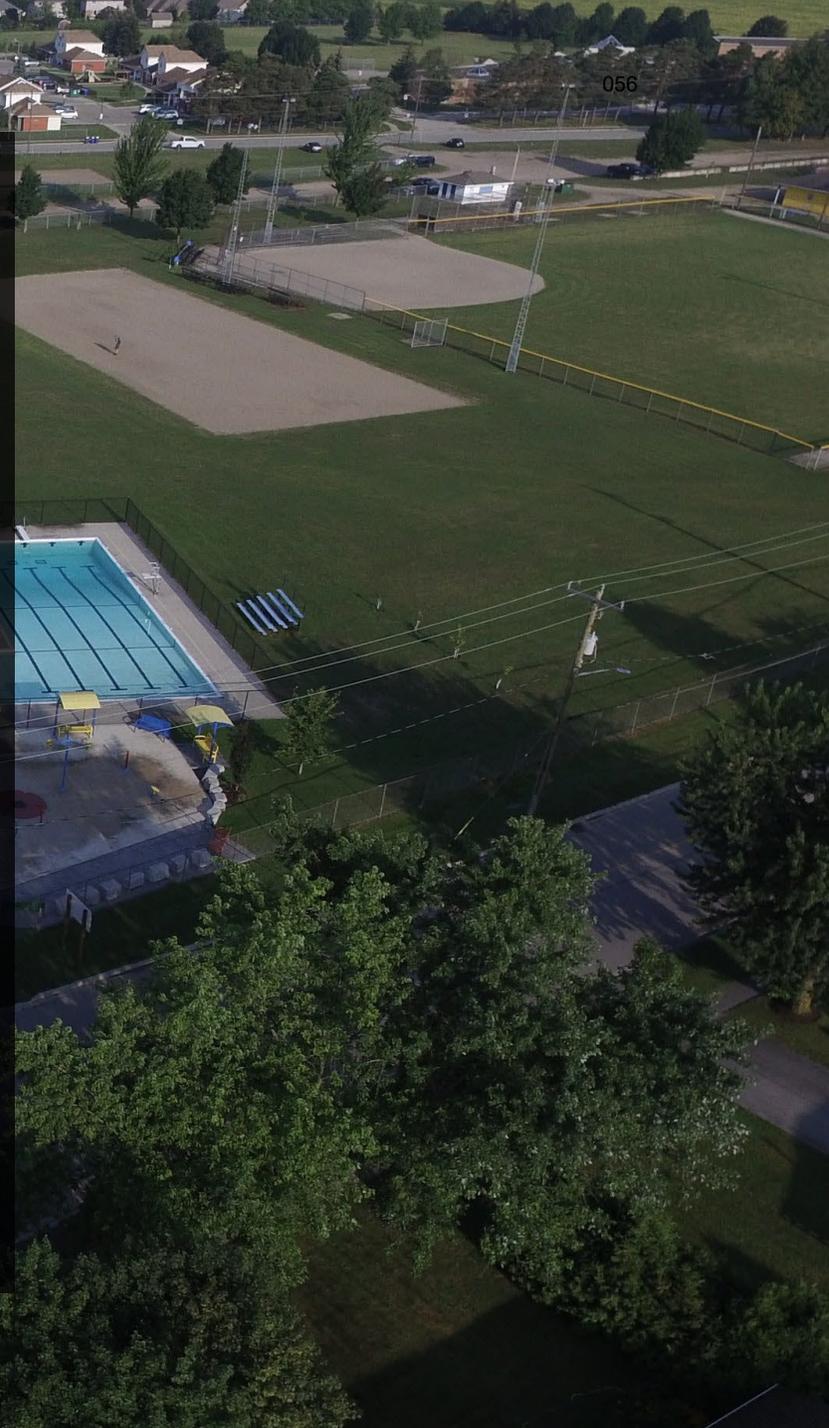


# FACILITY PROGRAMS

- Stick and Puck Program Arthur on Thursdays 4:00pm – 5:00pm
- Public Skating
  - Arthur Fridays 4:30pm – 6:00pm & Sundays noon – 1:30pm
  - Mount Forest Saturdays noon – 1:30pm
- Indoor Walking
  - Arthur: Mondays, Wednesdays & Fridays 10:00am – noon; arm exercises Wednesdays 10:10am – 10:40am  
Coffee/Tea 11:00am – noon;
  - Mount Forest: Mondays, Wednesdays & Fridays 9:00am – noon;  
Coffee/Tea 11:00am – noon Wednesdays
- Responsive to community need, offering Public Skating on PD Days and during the winter holidays
- Pickleball League Wednesdays 2:00pm – 4:00pm and 6:30pm – 8:30pm (privately run, township supported)
- Children's Holiday Morning Program (December 20, 21, 22 and 23)

# PLAYGROUNDS, PARKS & TRAILS

- Construction of the new Arthur OptiMrs Playground
- Construction of the new Arthur BIA Outdoor Gym
- Drainage and surfacing upgrades at Lion Bill Moody Playground
- Drainage upgrades at Lion Merv Weber Playground/Hutchinson Park
- Friendship swing and two plastic climbers installed at Lion Merv Weber Playground
- Conn Community Playground enhancements
  - Revolution Spinner installed in memory of Dianne Lamont Ferguson (joint purchase)
  - Centipede and Ladybug climbing toys installed, re-purposed from Arthur
- Sand surfacing added to the Arthur Lions Playground
- Murphy Park surfacing upgraded (2020)



# PLAYGROUNDS, PARKS & TRAILS

- Mount Forest Trail Gateway Signage (2020)
- Stone dust installed on the Saugeen Trail (Princess to Cork St.)
- North Trail stone dust installed and grading complete to support better drainage
- WFA Points of Interest signage installed West Luther Rail Trail (5) and Saugeen Trail (3)
- New pedestrian bridge at the Well Street entrance of the River Trail in Arthur – volunteer driven, township supported
- Bridge repairs in Mount Forest at Angus Smith Park
- Bridge repairs on the West Luther Rail Trail (Clark Bridge) (2021/2022)



Wellington North



MOUNT FOREST

An informational sign titled 'Environmental Farm Plan' with a green border. It features a header 'Our farm has an environmental farm plan' and a sub-header 'Environmental Farm Plans'. The main text describes the program's goals and benefits. A section titled 'Farming and wildlife' includes a photograph of a herd of black and white cows. At the bottom, the WFA logo is displayed with the text 'WELLINGTON FEDERATION OF AGRICULTURE' and 'www.wfafa.on.ca'. A small note at the bottom right states: 'Sign provided by the Wellington County Federation of Agriculture with funding assistance from CRA's Proud to Lead and Farm Credit Canada. To learn more about food and farming in Ontario, visit www.RealDirtsofFarming.ca'.

# FACILITIES - ARTHUR

- Floor Rehabilitation: ice piping, floor replacement including boards and glass
- Upgrades to the Upper Leisure Hall and Kitchen
  - fully painted, installation of wifi and a new 65” Smart TV
- Dressing rooms painted
- Upgrades to the Auditorium bathroom
  - Ladies three sinks installed; Mens two sinks installed
  - Fully painted
- Purchased a floor scrubber
- Technology Enhancements – laptops for arena staff, PerfectMind access
- Responded to constantly changing rules for COVID

# FACILITIES – MOUNT FOREST

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- Plume Room fully painted
- Dressing room doors painted
- New Compressor Computer Upgrade at Mount Forest Arena
- New Energy Control System at Mount Forest Arena
- Purchased a floor scrubber
- Technology Enhancements – laptops for arena staff, PerfectMind access
- HVAC and dehumidification System (2021/2022)
- Lobby lighting upgraded to LED's
- Responded to constantly changing rules for COVID

# OUTDOOR RECREATION ENHANCEMENTS

- Hydro poles installed on Ball Diamond B in Arthur for future installation of safety netting
- Donald Softball Diamond (formerly the Optimist Baseball Diamond) upgraded with infield drainage, fencing, and red clay.
- Fence Capping on all baseball diamonds (2020)
- Re-established the infields and warning tracks with stone dust on all baseball diamonds
- Additional stone dust added to the fairgrounds walking track
- Park Bench installed at Hutchinson Park
- New Picnic tables at the Conn Community Pavilion

# 2021 SPECIAL PROJECTS

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- Recreation Wayfinding Signage designed and installed
- Launched PerfectMind ending the use of CLASS recreation software
- Began accepting credit card payments for program and facility rentals
- Conn Community Pavilion Signage
- Renewal of the Mount Forest Agricultural Society Agreement
- Renewal of the Township of Southgate Agreement (2020)
- Supported the transition of use of space for tenants at the old Mount Forest Town Hall
- Developed the Lynes Blacksmith Shop website (2020/2021)

# 2021 SPECIAL PROJECTS

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- Township Website Redevelopment Project
- New Horizons Program - Seniors helping Seniors through technology and modernization
- Volunteer Engagement 6-part Webinar Series (PIN)
- Volunteer Appreciation Lunch
- Furnace replacement at the Lynes Blacksmith Shop and Damascus Hall
- Engineer Building Reports  
(Damascus, Arthur Seniors Centre, two Trail bridges)



# 2021 RFP / RFQ'S FINANCIAL SUPPORT & GRANTS

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- RFP Arthur OptiMrs Playground
- RFP Mount Forest & District Sports Complex Generator
- RFP Concept Design for the Mount Forest Outdoor Pool
- RFP Brent Barnes Memorial Skatepark
- RFQ Clay infield, fencing, drainage – Donald Softball Diamond
- \$18,200 Ontario Trillium Foundation, Arthur & Area Aquatic Centre
- \$36,273.00 Canada Summer Jobs, Summer Program Staff
- \$5,987.00 Canada Summer Jobs, Summer Facilities Staff
- \$100,000.00 Donald Family, Donald Softball Diamond Mount Forest
- \$6,500.00 Spaces program with County
- \$10,000.00 County of Wellington Accessibility Grant – Arthur OptiMrs Playground

# LOOKING AHEAD TO 2022

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- ICIP Application submitted for the Arthur & Area Community Centre
- Creation and distribution of the Recreation Leisure Guide
- Research and implementation of PerfectMind membership cards and scanners for programs
- Brent Barnes Memorial Skatepark Design and Installation
- Completion of the Conceptual Design for the new Mount Forest Outdoor Pool
- Volunteer Engagement Program
  - Two Mayor's breakfasts, one volunteer appreciation lunch, one volunteer appreciation dinner, monthly volunteer segment on 88.7 The River

# RECREATION TEAM VISION & VALUES

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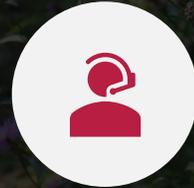
Safe Trusting  
Space



Open  
Communication



Teamwork



Customer  
Centric Service

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# QUESTIONS & COMMENTS