

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION, PARKS AND LEISURE COMMITTEE MEETING AGENDA
TUESDAY, FEBRUARY 7, 2023 @ 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/89245096892>

Or join by phone: 855 703 8985 (Toll Free)

Webinar ID: 892 4509 6892

TIME	SUBJECT	PAGE	LEAD	ACTION
4:00pm	Calling to Order		Chair	
	Adoption of Agenda			
	Recommendation: THAT the agenda for the February 7, 2023, Township of Wellington North Recreation, Parks, and Leisure Committee meeting be accepted and passed.		Chair	Resolution
	Disclosure of Pecuniary Interest			
			Chair	
4:05pm	Deputation			
	Kyle Ferguson, Vice President, Mount Forest Minor Hockey Association Recommendation: THAT the Recreation, Parks and Leisure Committee receive for information the deputation from the Mount Forest Minor Hockey Association.	001	Chair	Resolution
4:25pm	Minutes of Previous Meeting – November 8, 2022, approved at Council on December 5, 2022			
	Recommendation: THAT the Recreation, Parks and Leisure Committee receive for information the minutes of the November 8, 2022, Committee Meeting.	003	Chair	Resolution
4:30pm	Business Arising From Minutes			

4:30pm	Ad Hoc Committee Updates			
			Chair	
4:40pm	Reports			
	<p>OPS 2023-004 Winter Storm Event</p> <p>Recommendation:</p> <p>THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2023- 004 being a report on the outcomes of the winter storm event of December 22 – December 25, 2022.</p>	011	CRC/RSM	Resolution
	<p>OPS 2023-006 Terms of Reference Recreation, Parks, and Leisure Standing Committee of Council</p> <p>Recommendation:</p> <p>THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2023- 006 being a report on amendments recommended to the Terms of Reference (TOR) for the Committee;</p> <p>AND FURTHER THAT Committee recommend the Council of the Township of Wellington North approve the following changes to the TOR for the Committee:</p> <ul style="list-style-type: none"> - Meetings will be typically scheduled for 4pm of the first Tuesday of the month, except for January and August, or at the call of the Chair; and - Meetings will be held in person or remotely. <p>AND FURTHER THAT Committee recommend Council direct staff to update the TOR accordingly.</p>	013	DOO	Resolution
	<p>OPS 2023-005 Recreation Master Plan Update</p> <p>Recommendation:</p> <p>THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2023- 005 being a report on updates to the Recreation Master Plan.</p>	025	DOO	Resolution

5:40pm	Items for Consideration			
5:45pm	Roundtable			
	Unauthorized Vehicles using Trailways and Parks (Verbal)	040	DOO	
	Wellington North Walking Track Sponsorship (Verbal)		CRC	
	Ice Extension (Verbal)		RSM	
	Community Garden Newsletter	041	DOO	
	Mount Forest Pool Concepts	043	DOO	
6:00pm	Adjournment			
	<p>Recommendation:</p> <p>THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of February 7, 2023, be adjourned at p.m.</p>		Chair	Resolution



WELLINGTON NORTH

SEMPER PORRO

DEPUTATION REQUEST FORM

For all deputation requests, please complete this form and submit no later than 12:00 noon on the Tuesday preceding the 2:00pm Council Meeting, 12:00 noon on Wednesday preceding the 7:00pm Council Meeting, or five business days in advance of a Committee Meeting.

Name of Deputation(s)			
Attending as an Individual		Representing a Group/Business/Organization	
Name of Group/Business/Organization:			
Address:			
Email:		Phone:	
Meeting Type:	Council	Committee (Includes Ad Hoc)	Meeting Date:
SUBJECT MATTER:			
Provide Description:			
Recommendation/Request of Council:			
(What action would you like the Township of Wellington North to take with respect to your matter)			

Estimated Municipal Financial Impact:	CAPITAL \$	ANNUAL OPERATING \$
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Other Details:

Signature: _____ Date: _____
 Electronic Signature Accepted

Please submit to:

Karren Wallace, Director Legislative Services/Clerk

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

Email kwallace@wellington-north.com | Phone 519-848-3620 Ext 4227 | Fax 519-848-3228

All deputation form requests and submissions and information therein will be circulated publicly on the Council or Committee Agenda. Electronic presentations not circulated via email in advance of the meeting cannot be presented on Wellington North electronic equipment via USB keys. A deputation is limited to a maximum of ten (10) minutes unless an extension of no more than a further five (5) minutes is approved by resolution of Council. The number of deputations will be limited to three (3) at any meeting of Council. **Council or Committee, may in their discretion, refuse to hear any deputation.**

Notice of Collection/Use/Disclosure: All information submitted in support of meetings of Council/Committee/Planning deliberations/ is collected in accordance with the Municipal Act, 2001, s. 8 and 239 (1) and may be used in deliberations, and disclosed in full, including email, telephone numbers, names and addresses on agendas and to persons requesting access to records of Council/Committee/Planning Committee. All information submitted to the municipality is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's office (519) 848-3620.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
RECREATION, PARKS AND LEISURE COMMITTEE MEETING MINUTES
TUESDAY, NOVEMBER 8, 2022 @ 4:00 P.M.
VIA WEB CONFERENCING**

Committee Members Present:

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

Regrets:**Staff Members Present:**

- Brooke Lambert, Chief Administrative Officer
- Matthew Aston, Director of Operations
- Mandy Jones, Interim Manager, Programming and Community Engagement
- Tom Bowden, Recreation Services Manager
- Tasha Grafos, Community Recreation Coordinator
- Jessica Turnbull, Administrative Support

Guests:

- Chris McIntosh, Arthur Agricultural Society
- Gerald & Mary Townsend, Arthur Agricultural Society
- Patrick Heeremans, Damascus Rink Dads

Calling to Order
Chair McCabe called the meeting to order at 4:00 p.m.
Adoption of Agenda
RESOLUTION RPL 2022-054 Moved by Member Yake Seconded by Member Milne THAT the agenda for the November 8, 2022 Township of Wellington North Recreation, Parks and Leisure Committee meeting be accepted and passed. CARRIED
Disclosure of Pecuniary Interest
None
Deputation
Arthur Agricultural Society – Barn Repairs and Renovation Options RESOLUTION RPL 2022-055 Moved by Member Yake Seconded by Member Milne THAT the Recreation, Parks and Leisure Committee receive for information the deputation from the Arthur Agricultural Society.

CARRIED

Mr. McIntosh, Treasurer and Board member of the Arthur Agricultural Society, spoke to the history of the Agricultural Society. The barn that sits on the fairgrounds is about 50 years old and has structural issues that need to be addressed. The Agricultural Society has formed a committee which has completed some preliminary options such as repairing the building, renovating the building, and replacing the building, etc. They are looking to receive suggestions and direction from the Township.

Member Milne inquired about the nature of the structural issues. Mr. McIntosh explained that the barn is a pole barn structure that sits on the wettest spot of the ground, causing the posts to rot off at the ground. The fence was replaced about 5 years ago due to the same issue, rotting posts.

Chair McCabe asked what the organization is looking to do along with the posts such as building out, building up, or putting concrete in. Mr. McIntosh explained the costs have drastically increased and they are researching options such as installing bracing, jacking up the building, lifting the building and building a bigger barn. These options all range from \$40,00-\$120,000.

The DOO stated that if compliant with zoning by-laws, the existing footprint of the barn could be expanded.

Mr. McIntosh clarified the building could not be expanded to the west end as it is too close to the curling club. However, there is room to expand to the northeast or southwest.

Member Yake asked if the best scenario would be to build a new facility rather than rehabilitate the old one. Mr. McIntosh stated that he felt a larger facility would be more conducive to their needs, perhaps adding a showring for 4H, but cost is a consideration. A larger barn could be beneficial for the Township, if we could work together on a larger multipurpose barn.

The CAO suggested a site visit with key staff to look at the needs and timing to assist with recommendations.

Damascus Community Centre – Update

No Representative present.

RESOLUTION RPL 2022-056

Moved by Member Yake

Seconded by Member Milne

THAT the Recreation, Parks and Leisure Committee receive the schedule A and B from the Damascus Hall Community Group;

AND FURTHER THAT the Committee recommend the Council of the Township of Wellington North approve the Damascus Hall Agreement.

CARRIED

Damascus Outdoor Ice Rink

RESOLUTION RPL 2022-057

Moved by Member Milne

Seconded by Member Yake

THAT the Recreation, Parks and Leisure Committee receive for information the deputation regarding the Damascus Outdoor Ice Rink.

CARRIED

The Damascus Rink Dads are looking to utilize the Damascus Hall Pavilion as an outdoor ice rink.

Chair McCabe stated that if this outdoor rink was agreed upon, the agreement would parallel that of the Arthur Optimists outdoor ice rink agreement. Chair McCabe added that as the rink would be on Township property, it could not be classified as a private rink, it would have to be available to everyone. Mr. Heeremans stated that they would keep the rink open to anyone wishing to use it. In terms of boards around the rink, the group is looking to this Committee to suggest the best option.

The DOO advised the use of the rink will need to be coordinated with the Damascus Hall rentals. The DOO suggested the RSM work with the group on the details. It was brought to Mr. Heeremans' attention that the water supply hose at the facility is quite small, he indicated that they would be bringing a water truck on site for the initial flood.

Chair McCabe explained there is no lighting at the pavilion which would not enable skating there in the evenings. Mr. Heeremans explained no lighting at night is beneficial as they do not want a lot of activity at night.

Committee is supportive and recommends that Mr. Heeremans meet with the RSM on site to discuss details of the rink.

Minutes of Previous Meeting – September 6, 2022, approved at Council on September 12, 2022

RESOLUTION RPL 2022-058

Moved by Member Yake

Seconded by Member Milne

THAT the Recreation, Parks and Leisure Committee receive for information the minutes of the September 6, 2022 Committee Meeting.

CARRIED

Business Arising From Minutes

None

Ad Hoc Committee Updates

Mount Forest Aquatics Ad Hoc Advisory Committee Meeting of September 13, 2022

There was a meeting scheduled but quorum was not achieved, date of next meeting is unknown at this time.

Reports

RPL 2022-019 Swim Pass Program

Schedule A: Swim Pass One-Page Explanation Sheet

RESOLUTION RPL 2022-059

Moved by Member Milne

Seconded by Member Yake

THAT the Recreation, Parks and Leisure Committee receive for information report RPL 2022-019 being a report on the swim pass program.

CARRIED

Mount Forest's outdoor pool was closed this summer. A subsidy program was offered for transportation from Mount Forest to the Arthur pool. There were only 7 families that participated, with \$1200 in travel costs reimbursed to these families.

RPL 2022-022 Arena Programming

Schedule A: Memorandum of Understanding Arthur and Mount Forest Pickleball Groups

RESOLUTION RPL 2022-060

Moved by Member Yake

Seconded by Member Milne

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022-022 being a report on Arena Programming.

AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend Council of the Township of Wellington North approve the Memorandum of Understanding with the Arthur and Mount Forest Pickleball Groups.

CARRIED

The IMPCE discussed fall and winter programming offered at both Arthur and Mount Forest facilities, including public skating, older adult skating, parent and tot skating, and stick and puck. Public skating times have been extended to all elementary PD Days, winter break, and March break. A thank you was expressed to all community sponsors of public skating, who provide an opportunity for people to enjoy public skating free of charge. Other indoor activities include pickleball, walking, and coffee hour in Arthur. Community partners offer shuffleboard, organized walking groups, and exercise groups.

The RSM spoke to the Memorandum of Understanding for pickleball groups; pickleball is offered as a Wellington North program, with requirements from both the pickleball group and the Township to operate in Township facilities. The original

agreement has been modified to allow the Memorandum of Understanding to become more longstanding, accommodating the needs of both groups.

The IMPCE brought to the committee's attention a customer concern regarding the cost and availability of indoor walking in Arthur; primarily related to the cost associated with the number of available days.

RPL 2022-020 2023 Rates and Fees Amendment

Schedule A: 2023 Recreation Rates and Fees Amended

RESOLUTION RPL 2022-061

Moved by Member Yake

Seconded by Member Milne

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022-020 being a report on the amended 2023 Recreation Rates and Fees;

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

CARRIED

Member Milne questioned if there was a consistent percentage applied to increases of fees, and the process staff used to arrive at these new figures. The IMPCE explained that the report shows amendments to rates that were already set last fall to reflect the operating practices that are in place at this time. When the rates and fees were set in 2022, the attempt was to apply a 3.5% increase overall to support a 2% cost of living and 1.5% for recreation software with online payment system.

RPL 2022-021 2024 Rates and Fees

RESOLUTION RPL 2022-062

Moved by Member Yake

Seconded by Member Milne

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022-021 being a report on the 2024 Recreation Rates & Fees;

AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North approve the 2024 Recreation Rates and Fees.

CARRIED

The 2024 fees are 1.81% overall increase and can be amended in the future.

RPL 2022-023 Cancellation and Refund Policy Update

Schedule A: Recreation Programs Cancellation and Refund Policy

RESOLUTION RPL 2022-063

Moved by Member Yake

Seconded by Member Milne

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022-023 being a report on updating the Recreation Programs Cancellation and Refund Policy;

AND FURTHER THAT the Recreation, Parks and Leisure Committee recommend the Council of the Township of Wellington North approve the Recreation Programs Cancellation and Refund Policy as updated.

CARRIED

The IMPCE stated the policy was created in 2019 in conjunction with the introduction of the summer day camp program. The existing policy being used does not accurately reflect the current procedures related to cancellations and refunds.

This updated policy is recognizing a softer approach for refunds, understanding the need to withdraw children due to illness or other circumstances and that we do often have a waiting list.

RPL 2022-024 Summer Programs

RESOLUTION RPL 2022-064

Moved by Member Milne

Seconded by Member Yake

THAT the Recreation, Parks and Leisure Committee receive for information report RPL 2022-024 being a report on summer programs.

CARRIED

The IMPCE discussed the Aquatics and Summer Camp programming outcomes, costs, successes, and challenges experienced in 2022.

Chair McCabe asked about the Bronze Medallion certification and next to become a lifeguard. The IMPCE explained that once someone turns 13, they can take the bronze medallion course, then at 14 they can take the bronze cross Course, and at 15 they can take the National Lifesaving Pool Course and the Swim Instructors Course, however they cannot work as a lifeguard until the age of 16. Chair McCabe expressed that offering the program at a lower cost is a good initiative to encourage new aquatics staff to join the Wellington North team.

IMPCE spoke to the committee about the success of hosting the Mount Forest Day Camp out of the curling club rather than our Mount Forest & District Sports Complex. This opened space up for rental and allowed the children to be close enough to visit amenities such as the library and splashpad. Currently, Arthur Day Camp is exploring using the curling club there in 2023, allowing the Arthur and Area Community Centre to be fully open for facility rentals over the summer.

IMPCE addressed the County fee subsidy program, introduced in 2019 and carried over every year until either party terminates the agreement. Unfortunately, as the Wellington North Day Camp Program is only operational for 8 weeks per year, the administration costs associated are too high. The Township has sent a letter of termination to the County to cancel the program for 2023. The Township will now direct families that may need support to Children's Foundation, Free to Grow,

<p>Canadian Mental Health Association, Family & Children’s Services, or the Canadian Jump Start program.</p>
<p>RPL 2022-025 Splash Pad Use RESOLUTION RPL 2022-065 Moved by Member Yake Seconded by Member Milne THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2022-025 being a water volume comparison for the Mount Forest and Arthur splash pads. CARRIED The RSM reviewed the water usage for 2020, 2021, and 2022 for both the Arthur and Mount Forest splash pads. Water usage in Mount Forest decreased in 2022, likely this was due to increased usage for the opening year of the splashpad. Member Milne was appreciative of the report and questioned the hydro and water expenses and whether the used water went to the sewer system or stormwater system. The RSM confirmed the water goes to the stormwater drainage and that the costs are for hydro and water access at the splashpad.</p>
<p>Items for Consideration</p>
<p>None.</p>
<p>Roundtable</p>
<p>Community Garden Update The DOO stated that Elsa Mann and her group have a way forward and there is a community event at the end of the month. She is hopeful that some members of council will attend. The DOO explained that they had a grant opportunity prior to March and have secured some land. They are looking to do a kickoff later this month with a partner in the community. Member Milne added that the community garden in Dundalk has been very popular and well received.</p>
<p>Spanky’s BBQ Concessions Update The RSM spoke to the Concession stands in both Arthur and Mount Forest, where Spanky’s has signed a year-long agreement to operate the concession stands in both facilities. They are trying new ideas; expanded hours, unique menu items, and social media marketing. The hope is that everything will continue to go well and we can look to a long-term contract.</p>
<p>Staffing Challenges Update The RSM explained that on Oct 17th a staff member called in sick and unfortunately this resulted in a closure of the Arthur arena. The department is in better shape now as two new part-time employees have been hired and are looking for hire 2 - 3 more arena attendants.</p>

Arthur Arena Roof Project

The DOO discussed the project has come in more expensive than anticipated – Staff have looked at getting a repair done that will buy some time. The repair is \$15,000 and the roof will be a capital project of approximately \$1,000,000. This is raised for the committee's awareness, as we need to address this issue.

Welcome Community Recreation Coordinator

Tasha Grafos is the new Community Recreation Coordinator while Mandy Jones, Interim Manager, Programming and Community Engagement, is on leave until January 2024.

Adjournment

RESOLUTION RPL 2022-066

Moved by Member Yake
Seconded by Member Milne

THAT the Township of Wellington North Recreation, Parks and Leisure Committee meeting of November 8, 2022 be adjourned at 5:33 p.m.

CARRIED



Staff Report

To: Chair and Members of the Recreation, Parks and Leisure Committee Meeting
February 7, 2023.

From: Tasha Grafos, Community Recreation Coordinator
Tom Bowden, Recreation Services Manager

Subject: OPS 2023-004 Winter Storm Event

RECOMMENDATION

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2023-004 being a report on the outcomes of the winter storm event of December 22 – December 25, 2022.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

BACKGROUND

On December 20, 2022, Wellington North CAO announced the closure of the Municipal Office in Kenilworth on Thursday December 22 and Friday December 23, 2022, in anticipation of the approaching severe winter storm.

In consideration of this announcement and the forecast, Recreation staff made the decision on the morning of Thursday December 22nd to cancel the Holiday Morning Camp that was scheduled for Friday December 23, 2022.

As weather deteriorated on December 23, there were cancellations of ice time for our minor sports groups and private ice rentals. These cancellations extended into December 24th.

As the result of multiple road closures, travel warnings, and severe winter conditions, both the Mount Forest & District Sports Complex and the Arthur & Area Community Centre opened their doors to become warming centres on December 23, 2022.

In Arthur, there were three stranded travellers, one arrived at approximately 7:30pm on December 23rd and spent the night in the arena, two more travellers arrived on the 24th, one in the morning, the other in the afternoon. When warming centres closed at 3:00pm on December 24th, the stranded people were hosted by a local volunteer.

The warming centre in Mount Forest was not used.

When the centres closed, there were notices posted to notify anyone that may need shelter to contact the local volunteers who were hosting anyone who needed assistance.

Recreation staff were vigilant in monitoring weather conditions and took appropriate actions to ensure that community and staff were safe. Any employees that do not live in Mount Forest or

Arthur, respectively, were asked not to travel to work, instead only "in-town" employees staffed the facilities.

FINANCIAL CONSIDERATIONS

Due to weather **ice cancellations:**

Friday December 23 = 733.75

Saturday December 24 = 1030.63

TOTAL \$1764.38

Day Camp Refunds

Arthur 25 x \$25 = \$625.00

Mount Forest 8 x \$25.00 = \$200.00

TOTAL \$825.00

ATTACHMENTS

NA

STRATEGIC PLAN 2019 - 2022

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

Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency

Partnerships

Municipal Infrastructure

Alignment and Integration

Prepared By: Tasha Grafos, Community Recreation Coordinator

Tasha Grafos

Recommended By: Matthew Aston, Director of Operations

Matthew Aston



Staff Report

To: Chair and Members of the Recreation, Parks and Leisure Committee Meeting February 7, 2023.

From: Tasha Grafos, Community Recreation Coordinator

Subject: OPS 2023-006 RPL Amendment to Terms of Reference Recreation, Parks, and Leisure Standing Committee of Council

RECOMMENDATION

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2023-006 being a report on amendments recommended to the Terms of Reference (TOR) for the Committee;

AND FURTHER THAT Committee recommend the Council of the Township of Wellington North approve the following changes to the TOR for the Committee:

- Meetings will be typically scheduled for 4pm of the first Tuesday of the month, except for January and August, or at the call of the Chair; and
- Meetings will be held in person or remotely.

AND FURTHER THAT Committee recommend Council direct staff to update the TOR accordingly.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

By-Law 014-20, Schedule A

BACKGROUND

The Terms of Reference (TOR) for this committee states in Schedule A, Wellington North By-Law 014-20, that the TOR automatically renewed as of December 31, 2022 for a period of four years.

The Terms of Reference currently state:

“The Recreation, Parks and Leisure Committee will meet ten times per calendar year, observing a winter and summer break (no meeting in January and August). Meetings are scheduled the first Tuesday of the month from 8:30a.m. – 10:30a.m., at a Wellington North facility. Additional meetings will be at the call of the Chair.

Formal Agendas and Minutes will be posted on the Township website.

The Committee will conduct its meetings in public, in an accessible location.”

It is recommended that this wording should be changed to reflect current and possible future meeting options to:

“The Recreation, Parks and Leisure Committee will meet ten times per calendar year, observing a winter and summer break (no meeting in January and August). Typically, these meetings will be scheduled for 4pm on the first Tuesday of the month, at the call of the chair. Additional meetings will be at the call of the Chair. These publicly accessible meetings can be virtual, in person at an accessible Wellington North facility, or in a hybrid format, a combination of in person and virtual.

Formal Agendas and Minutes will be posted on the Township website.”

FINANCIAL CONSIDERATIONS

NA

ATTACHMENTS

Schedule A – By-Law # 014-20

STRATEGIC PLAN 2019 - 2022

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

Yes No N/A

Which priority does this report support?

Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

Prepared By:	Tasha Grafos, Community Recreation Coordinator	<i>Tasha Grafos</i>
Recommended By:	Matthew Aston, Director of Operations	<i>Matthew Aston</i>

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH**

BY-LAW NUMBER 014-20

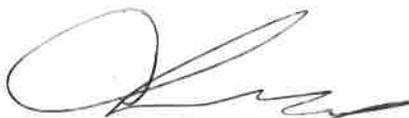
**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN
AGREEMENT BETWEEN THE CORPORATION OF THE
TOWNSHIP OF SOUTHGATE AND THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH**

WHEREAS The Corporation of the Township of Wellington North and the Township of Southgate, wish to enter into an agreement for the Mount Forest and District Sports Complex.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH ENACTS AS FOLLOWS:**

1. That the Corporation of the Township of Wellington North enter into an agreement for the Mount Forest and District Sports Complex with the Township of Southgate in substantially the same form as the agreement attached hereto as Schedule "A".
2. That the Mayor and the Clerk of the Corporation of the Township of Wellington North are hereby authorized and directed to execute the said agreement and all other documentation required on behalf of the Corporation.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 27TH DAY OF JANUARY, 2020.**



ANDREW LENNOX, MAYOR



KARREN WALLACE CLERK

THIS AGREEMENT made in duplicate this ____ day of January 2020

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
(hereinafter called "Wellington North") of the FIRST PART

And

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE
(hereinafter called "Southgate") of the SECOND PART

WHEREAS the Council of Wellington North has established the Mount Forest and District Sports Complex (hereinafter called "the Facility") at 850 Princess Street, Mount Forest which, in part, provides recreational services for residents of Southgate;

AND WHEREAS the Council of Wellington North has established a Recreation Department to provide for the operation, maintenance and management of said facility;

AND WHEREAS the Facility is comprised of different sized rooms intended for use on a rental basis by individuals and organizations for social and business gatherings and a Facility providing an ice surface to be used for different "ice oriented" activities including related dressing rooms, a seating area, and a reception lobby;

AND WHEREAS Southgate wishes to provide financial assistance to Wellington North for only the operations of the "ice oriented" part of the Facility;

AND WHEREAS each of the Parties hereto wish to clarify its obligations to the other Party with respect to these matters and to identify more particularly the powers of the Wellington North Recreation Department in relation to the management of this Facility;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants of each Party, the one with the other, the Parties hereto covenant and agree and follows:

1. The Recreation Department of Wellington North under the direction of the Director of Operations (hereinafter called the "director") will provide direction for the management of the Mount Forest and District Sports Complex and the programs offered therein (hereinafter called the "Facility") on behalf of Wellington North.

2. The Director, or designate, will report in writing to the Recreation, Parks & Leisure Committee of Wellington North on the operation of the Facility. The report will include financial information and general information with respect to the operations of the facility including information on events being held, major maintenance and repairs, seasonal operations, etc.
3. The Director, or designate, will provide a financial report described in paragraph 2, as it relates to only "ice oriented" activities at the Facility, to the Council of Southgate April 30th, September 30th and a yearend final financial report.
4. Periodically report to Recreation, Parks & Leisure Committee on net annual revenue, operating and capital costs, including grants, for which Southgate is providing assistance, which includes year-round "ice oriented" or "ice surface" activities at the Facility.
5. An amount of \$24,802.00 and increased annually by the annual change in the Consumer Price Index will be paid to the Township of Wellington North by the Township of Southgate on an annual basis payable:
 - a. 50% on February 1st each year
 - b. 25% on September 1st each year, and
 - c. The balance on Southgate's receipt of the "ice-oriented" year-end financial report.
6. This amount will be increased annually by the annual change in the Consumer Price Index as of October of the Previous year.
7. This is a 5-year agreement starting January 1, 2020 and terminating on December 31, 2024.
8. Southgate, as part of this agreement, shall appoint one person to represent the municipality on the Wellington North Recreation, Parks & Leisure Committee, as per the Committee's Terms of Reference included in this agreement as "Schedule A".

[The remainder of this page intentionally left blank.]

IN WITNESS WHEREOF each of the parties hereto affixed its corporate seal as attested to by the proper officers duly authorized in that behalf.

THE CORPORATION OF THE TOWNSHIP
OF WELLINGTON NORTH

Andrew Lennox, Mayor

Karren Wallace, Clerk

THE CORPORATION OF THE TOWNSHIP
OF SOUTHGATE

John Woodbury, Mayor

Dave Milliner, Deputy Clerk

Schedule A
to the Wellington North-Southgate Recreation Agreement

TERMS OF REFERENCE
RECREATION, PARKS AND LEISURE
Standing Committee of Council

RECREATION VISION STATEMENT

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

ROLE/PURPOSE

The Recreation, Parks and Leisure Committee will serve as an advisory body to the Council of the Township of Wellington North:

- Provide strategic direction and recommendations with a focus on long-term planning on matters related to parks and recreation, including policy development, community partnerships, programming, and capital matters;
- Actively promote, encourage and support the use of local parks and recreational assets, as well as support the Recreation Master Plan's guiding principles and recommendations;
- Provide a forum for citizens to raise ideas or concerns regarding recreation, parks and leisure, as well as actively engage community groups in advocacy, coordination and collaborations;
- Advise Council of issues/concerns raised by taxpayers or staff that may affect the overall success of the department;
- Be the lead on design and layout approvals of new recreation assets i.e. pools, parks, playgrounds and the surrounding landscaping;
- Create a healthy community by providing opportunities for physical activities for all ages through programs and utilization of township assets;
- Recommend to Council the establishment of ad hoc committees where necessary to address project-specific items; and
- Report annually to Council on their accomplishments and future work plans.

TERM

This Terms of Reference is effective immediately, expiring on December 31, 2022, as the initial term, with automatic renewal for four-year terms unless otherwise specified. Committee members will typically serve four-year terms; however, membership is at the pleasure of their respective Township Councils. Before automatic renewal of this Terms of Reference, the Committee will review and propose any appropriate amendments in its Terms of Reference and membership, requiring Council approval of amendments.

COMMITTEE COMPOSITION/STRUCTURE

The Committee shall be comprised of the following:

- Two (2) Township of Wellington North Council representatives
- One (1) Township of Southgate Council representative
- Township of Wellington North Mayor (ex-officio)
- Four (4) municipal staff representatives (non-voting)
 - Director of Operations
 - Manager of Recreation Services
 - Community Recreation Coordinator
 - Clerk, Deputy Clerk or designate

Alternate Council Member Representative: Council may appoint an alternate Council Member Representative to attend meetings when the other Council member is unable to attend. The alternate can only have voting rights in the absence of the other member.

Additional representatives may also be invited to join the Recreation, Parks and Leisure Committee or attend specific meetings as an expert resource to support discussion/decision making.

The Committee will appoint from its voting members, a chairperson, to chair the meetings of the Committee.

The Committee will conduct meetings consistent with the Committee's Procedural By-law.

INDIVIDUAL ROLES OF COMMITTEE MEMBERS

Committee members will represent the greater community.

Individual Committee members will:

- Strive to attend all scheduled meetings and advise in advance when unable to attend (to determine if there is going to be a quorum);
- Participate fully in the exchange of information and identification of issues of relevance to stakeholders;
- Consider ideas and issues raised and provide strategic guidance and input;
- Consider organizational implications and impacts of issues;
- Understand the strategic implications and outcomes of initiatives being pursued;
- Provide resources to the work of the group as necessary and appropriate (i.e., time, expertise, and information);
- Seek input from, and relay information to respective partners;
- Be genuinely interested in the initiatives and the outcomes being pursued;
- Perform their duties in a manner that maintains and enhances public confidence in the integrity, objectivity and impartiality of the Township;

- Adhere to the Municipal Conflict of Interest Act and clearly identify any items of pecuniary interest before they are discussed and refrain from discussing and voting on same;
- Not benefit from the use of information acquired during the course of official duties that is not generally available to the public;
- Be professional, courteous and respectful with other members, Council, staff and the general public. In doing so will not publicly criticize Elected Officials, staff or other members and respect the decisions of Committee and Council;
- Maintain confidentiality when necessary, and ensure personal information controlled by the Township is used or disclosed in compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
- Understand the Committee's relationship to Council;
- Prepare for meetings by reading agendas and any background information supplied and by actively participating in the discussion and decision-making process;
- Respect that actions taken and/or recommendations shall reflect the majority view of the committee.

A Committee member shall be deemed to have resigned their appointment if they are absent from 3 consecutive meetings without the prior consent of the Committee or unless they are absent for health reasons, in which case the continuation of their appointment shall be determined by Council

The success of the Recreation, Parks & Leisure Committee in achieving the noted objectives will be through partnership and collaboration.

RESPONSIBILITIES OF THE CHAIR

The Chair holds the following responsibilities:

- Conduct meetings consistent with the Committee's Procedural By-law;
- Facilitate the meeting by identifying the order of proceedings and speakers according to the published agenda;
- Maintain decorum and ensure fairness and accountability;
- Assist recording clerk when possible or when requested;
- Responsible for the preparation of the agenda;
- Represent the views of the committee and not personal views;
- Preside at all meetings of the Committee;
- Recess a meeting at any time for not more than 10 minutes;
- Adjourn the meeting when business is concluded;
- Adjourn the meeting, without question, in the case of grave disorder arising during the meeting.

If the Chair is absent for two (2) consecutive meetings through illness or otherwise, the committee may appoint an Acting Chair or a new Chair, as deemed appropriate. While presiding the Acting Chair shall have all the powers of the Chair.

RESPONSIBILITIES OF WELLINGTON NORTH MUNICIPAL STAFF REPRESENTATIVES

- Chief Administrative Officer (CAO) – Overall responsibility for the staff and operations of the Township. Provides strategic guidance on long-term planning initiatives to Committee and Council as well as overall leadership and direction. CAO approves all reports for Committee.
- Director of Operations – Overall responsibility for Roads, Water and Recreation services. Provides strategic guidance on long-term planning initiatives to Committee and Council as well as leadership and direction to the Recreation Management Team. Provides support to the Committee Chair and prepares reports for the Committee as required.
- Manager, Recreation Services – Manager has overall responsibility for recreation services operations including facility and park operations in partnership with Coordinator. Manager ensures appropriate information related to operations and capital is provided to the committee. Provides support to the Committee Chair and determines what other recreation staff should attend committee meetings. Prepares reports for the Committee as required.
- Community Recreation Coordinator – Coordinator has overall responsibility for recreational programs including aquatics in partnership with Manager. Coordinator takes a leadership role as it relates to gathering information required for agendas, coordinating delegations/deputations to committee, consults with the Committee Chair on meeting scheduling and agenda content. Provides support to the Committee Chair and prepares reports for the Committee as required.
- Clerk, Deputy Clerk or designate – Clerk provides administrative support in preparation and circulation of agenda, completes meeting minutes and ensure follow-up on staff direction or committee recommendations. Clerk posts agendas, minutes and meeting dates/times to the Township’s website and ensures Committee procedures and practices are in compliance with the Committee’s procedural by-law.

AUTHORITY

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

The committee shall be deemed to be a Committee of Council and shall adhere to any policies and procedures as provided for under the Municipal Act, 2001, as amended and the Township’s Procedure By-law, and any other applicable

legislation. Where there is conflict between these Terms of Reference, the Municipal Act, 2001 or any other Act or Regulation governing the Committee, the Act shall prevail.

BUDGET

The Committee is not authorized to expend or commit municipal funds to the recommendation. Decisions made at Committee will be presented as a recommendation to the Council of the Township of Wellington North.

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

REPORTING

The Committee shall report directly to Council under the signature of the Chair or designate. Meeting minutes are brought to Council for approval following the Committee meeting. The Committee may appear before Council as a delegation to present their final recommendation.

It is anticipated the Committee Chair will speak to Committee minutes at the Council meeting they are presented at.

MEETINGS

The Recreation, Parks and Leisure Committee will meet ten times per calendar year, observing a winter and summer break (no meeting in January and August). Meetings are scheduled the first Tuesday of the month from 8:30a.m. – 10:30a.m., at a Wellington North facility. Additional meetings will be at the call of the Chair.

Formal Agendas and Minutes will be posted on the Township website.

The Committee will conduct its meetings in public, in an accessible location.

GUIDING PRINCIPLES

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

1. Opportunities for All: Foster community and individual wellbeing through accessible and inclusive leisure opportunities for people of all ages and abilities.
2. Meaningful Engagement & Communication: Effectively share information and involve residents in decisions impacting their community.
3. Working Together to Achieve Shared Goals: Engage and support volunteers and community partners in the coordinated delivery of initiatives that enhance public access to needed services and facilities.

4. Responsive Facilities, Parks & Trails: Provide a range of thoughtfully designed amenities that respond to demonstrated needs, with a view toward maximizing public access, utilization and sustainability.
5. Customer-Focused Services: Demonstrate accountability by upholding consistently high standards in customer service, programs and policies, and maintenance practices.
6. Commitment Toward Financial Sustainability: Provide value through the efficient use of resources, balanced application of user fees, integrated decision-making and pursuit of non-municipal funding sources.

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WELLINGTON NORTH
SEMPER PORRO

Staff Report

To: Chair and Members of the Recreation, Parks and Leisure Committee Meeting
February 7, 2023.

From: Tasha Grafos, Community Recreation Coordinator
Tom Bowden, Recreation Services Manager

Subject: OPS 2023-005 RPL Recreation Master Plan Update

RECOMMENDATION

THAT the Recreation, Parks and Leisure Committee receive for information Report RPL 2023-005 being a report on updates to the Recreation Master Plan.

PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

RPL 2021-016 Recreation Master Plan Update

Recreation Master Plan 2018

BACKGROUND

In 2018 the Township approved a Recreation Master Plan. The attached recommendations were made as part of this plan and included is a status update for those recommendations.

FINANCIAL CONSIDERATIONS

NA

ATTACHMENTS

Schedule A – Recommendations from Recreation Master Plan Chart

STRATEGIC PLAN 2019 - 2022

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

Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency
 Municipal Infrastructure

Partnerships
 Alignment and Integration

Prepared By:	Tasha Grafos, Community Recreation Coordinator Tom Bowden, Recreation Services Manager	<i>Tasha Grafos</i> <i>Tom Bowden</i>
Recommended By:	Matthew Aston, Director of Operations	<i>Matthew Aston</i>

<p>1. Adopt a municipal service delivery role that reflects the Master Plan’s guiding principles, with a primary focus on providing and maintaining core municipal assets, coordinating community-wide events and facilitating programming through a community development approach.</p>	<p>High</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> • Updated compressor plant in Mount Forest • Improved drainage at the Fair Grounds, Bill Moody, Campbell deVore, and Hutchison Parks • Updated surface material to Wood Fibar at the Roy Grant and Bill Moody Parks • New equipment at Hutchison Park • Donald Red Clay Diamond installation and dug-out shelters • Rehabilitation of the OptiMrs Playground and Pavilion • Safety netting installed near Brent Barnes Memorial Skate Park • New ice resurfer in Mount Forest • Concession booths in Mount Forest and Arthur are now rented to an outside vendor • Generator installed in Mount Forest
<p>2. Review policies and procedures at least once every five years, with legislative and regulatory requirements reviewed more frequently.</p>	<p>High</p>	<p>Ongoing</p>	<p>Ongoing</p>
<p>3. Employ a community development approach to service delivery. The Township should focus on building capacity within local organizations and becoming involved in the direct provision of targeted services only where suitable community partners do not exist.</p>	<p>High</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> • Mount Forest Aquatics Ad-Hoc Advisory Committee are currently working on fundraising activities for new Aquatics Facility in Mount Forest. Demand for Township involvement in these sort of initiatives remains high. • Working relationships strengthened with Minor Hockey Associations, Figure Skating, Ringette, Minor Baseball, Mount Forest Soccer, Arthur Optimists, Mount Forest Lions, and Mount Forest Seniors Group, and Seniors’ Centre for Excellence

4. Collect registration data annually from all organizations that use Township parks and facilities and monitor facility utilization to assist in tracking trends, changing demands and allocation.	Medium	Ongoing	<ul style="list-style-type: none"> • Implementation of PerfectMind/Xplor Recreation Software allows for more accurate tracking and a consolidated view of bookings
5. Create a volunteer recognition and awards program to celebrate outstanding achievements and contributions to recreation services in the Township and lend support to volunteer information networks where possible.	Medium	Short-term	<ul style="list-style-type: none"> • Kay Ayres awarded Senior of the Year (2022) • Volunteer Appreciation events held on May 5, 2022, and September 23, 2022 • Upcoming Volunteer events planned for 2023
6. Work with community organizations (e.g., Youth Action Council, etc.) to maximize existing facilities through no to low-cost informal, unstructured activities and inclusive programming for children, teens and seniors.	High	Ongoing	<ul style="list-style-type: none"> • Programming has increased: Mom/Tot & Older Adult Skating, Public Skating, Walking, Pickleball, Stick & Puck. • The introduction of walk in ice and arena floor rental at reduced rates • Community Group programming continues to grow: Bingo, Shuffleboard, Seniors' cards and social gatherings.
7. Assess the viability of offering March Break and/or summer camps for children.	Medium	Short-term	Complete.
8. Support and seek opportunities to enhance community events that promote social cohesion, community pride and increase awareness of local traditions and talents, including initiatives that animate parks and open spaces	Medium	Ongoing	<ul style="list-style-type: none"> • Christmas Tree lighting, memorial trees, grand openings of parks and facilities, Fireworks festival, movie nights. • Working with the Grants & Donations program to deliver services to the Fireworks Festival, LMH Foundation Gala, LMH Foundation Little Black Dress Affair, Optimists Canada Day Celebrations, Lions Craft Show, Hayden's Hope Foundation Fundraising Tournament and Event.

9. Encourage greater coordination and expansion of seniors' activities in Mount Forest.	High	Ongoing	<ul style="list-style-type: none"> • Increased walking track hours • Introduction of Pickleball • Bereavement Walking Group with Hospice Wellington • Continued partnership with Seniors' Centre for Excellence and Mount Forest Family Health Team.
10. Maintain and publicly promote an inventory of local recreation and culture programs and events through the Leisure Calendar and other vehicles.	Medium	Ongoing	<ul style="list-style-type: none"> • Updated website and social media • Discontinued
11. Seek strategic partnerships that are consistent with the Township's objective of accessing additional resources when pursuing projects that respond to demonstrated needs.	High	Ongoing	<p>Ongoing</p> <ul style="list-style-type: none"> • Township staff regularly engage in conversations with neighbouring municipalities, recreation service providers, and childcare providers seeking opportunities
12. Promote local programs, events and spaces by working collaboratively with community organizations (e.g., schools, service clubs, community groups, sports associations, public library, etc.).	High	Ongoing	Ongoing.
13. Continue to distribute the annual Leisure Calendar and seek opportunities to improve the Township's online community calendar.	Medium	Ongoing	Dissolved with updated website.
14. Hold regular forums with community groups, organizations and the public to provide the ability to network and discuss issues and opportunities related to recreational service delivery, community needs, marketing, promotion and communication.	High	Ongoing	<ul style="list-style-type: none"> • Hosted public meeting for Mount Forest Pool Concept in March 2022 • Increased accessibility to RPL Committee meetings through online option for viewing.
15. Use the Recreation Master Plan as a resource in developing the Township's annual budget, long-term capital forecast and Development Charges Background Study.	High	Ongoing	Ongoing.

16. Use the Township's Community Development Fund to guide municipal involvement and fundraising requirements for community-initiated projects.	High	Ongoing	Obsolete. Centre Wellington Community Foundation has been established.
17. Continue to seek alternative funding sources (e.g., fundraising, cost sharing agreements, sponsorships, grants, etc.) to address outstanding capital and operating requirements. The full implementation of this Plan may require increases to the Township's budget if funding cannot be offset by other sources.	High	Ongoing	Ongoing. Introduction of Walking Track Sponsorship, advertising on ball diamond fencing, and ice resurfacers.
18. Ensure that parks and recreation infrastructure is properly considered through the Township's asset management planning. Advance planning is required for major capital projects.	High	Ongoing	Ongoing. Recreation assets will be included in the next update of the Township's asset management plan.
19. Update rates and fees (including categories and associated policies) on a regular basis to provide a reasonable balance between true costs and public benefits.	Medium	Ongoing	<ul style="list-style-type: none"> • Fees and charges by-law for recreation services updated annually and 1-year in advance • Ongoing
20. Create a Community Recreation Coordinator position to act as a liaison between parks and recreation stakeholders and the Township, enhance communication and implement the Recreation Master Plan	High	Short-term	Complete
21. Regularly assess the staff complement in relation to current and projected service levels, including a review of the use of part-time staff.	High	Ongoing	<ul style="list-style-type: none"> • Recreation is becoming an increasingly more important component to the local community • Continued attention to this recommendation is critical to ensure resources meet expected level of service

22. Develop a succession plan to proactively plan for retirements and employee transition.	High	Short-term	Ongoing.
23. Develop a staff training and development plan to articulate the skills and competencies needed to deliver on the Departmental objectives and set out an annual training program.	High	Short-term	Ongoing.
24. Reconstitute the Recreation & Culture Committee as an advisory body of Council. Develop a terms of reference that confirms the Committee's mandate and guides the selection of members, which should include lay appointees from across the Township. Reference should be made to the best practices identified in the Recreation Master Plan.	High	Short-term	Complete
25. Ensure alignment between the Recreation Master Plan and Municipal Cultural Plan through the ongoing work of the Wellington North Cultural Roundtable and Recreation & Culture Committee.	Medium	Ongoing	Ongoing. Community Recreation Coordinator attends Cultural Roundtable meeting, periodically, to keep current with discussion and ensure Township recreation team is available to support.
26. Undertake a "refresh" of the arena component of the Arthur & Area Community Centre, including replacement of the ice slab and other lifecycle requirements.	High	Short-term	Ongoing. Ice slab redone in spring 2021 Roof next step
27. Create an ice allocation policy to develop a fair and transparent process for allocating ice time based on registration and accepted standards of play. The policy should include a requirement for annual ice scheduling meetings.	High	Short-term	Policy developed; meetings occur with user groups during the summer months.

28. Monitor ice usage, demand and the regional supply of arenas. Assess long-term ice needs (beyond 2031) and facility replacement strategies through the next Master Plan Update (or sooner if indications of accelerated demand or deteriorating condition).	Lower	Longer-term	Ongoing.
29. Encourage usage of arenas year-round, including summer events, activities and floor sports planned by the Township, community partners and stakeholders	Medium	Ongoing	<ul style="list-style-type: none"> • Addition of Pickleball year round program • Year round walking • Indoor baseball practices • Ongoing
30. Encourage the community use of schools (e.g., gymnasiums) for active recreation and sports.	High	Ongoing	Ongoing
31. Maintain management agreements and annual reporting requirements to ensure that existing community-operated facilities remain financially viable and sustainable, well managed, safe and accessible, and responsive to local needs.	High	Ongoing	Ongoing.
32. Support initiatives to enhance access to existing facilities for the growing senior's population in Mount Forest. Dedicated space is not recommended, rather opportunities to maximize existing facilities should be sought.	High	Ongoing	Increased older adult programming Ongoing
33. Further explore the potential to relocate the Arthur Seniors' Centre to the upper hall at the Arthur & Area Community Centre, with consideration to long-term needs and a cost-benefit analysis.	High	Short-term	<ul style="list-style-type: none"> • Meetings have been held between the Township and Arthur Seniors to discuss options. • Outstanding

34. Evaluate opportunities to accommodate arts and cultural activities and events within the Township's parks and recreation system through features such as portable stages, amphitheatres and support amenities.	Medium	Ongoing	Local Radio Station rents facility for musical performances Outdoor movies in partnership Ongoing
35. Develop a splash pad in Mount Forest, potentially at Bill Moody Lions Playground / King Street Fairgrounds Park, with the assistance of community fundraising. Ensure the provision of appropriate support amenities, such as benches, shade and pathway/sidewalk connections.	High	Short-term	Complete (2019)
36. Replace the Lion Roy Grant Pool with a new outdoor pool in Mount Forest, potentially at Campbell deVore Park / Mount Forest & District Sports Complex, with the assistance of community fundraising.	High	Short-term	<ul style="list-style-type: none"> • Mount Forest Outdoor Pool and Aquatics Centre design was moved forward; public meeting was held in March 2022 to solicit input • Current estimate for project is \$5.3 million
37. Strive to provide playgrounds within 500-metres of new residential areas within urban centres. Playground locations should be unobstructed by pedestrian barriers (e.g., highways, rail lines and waterways) and be connected to surrounding residential areas (e.g., sidewalks, walkways and trails).	Medium	Ongoing	<ul style="list-style-type: none"> • Ongoing
38. Establish a playground replacement program, with a short-term focus on playgrounds in Campbell deVore Park (including the pathway) and Birmingham Street Lions Park (including flood control measures). Regular inspections may identify other capital priorities or preventative maintenance requirements. Playgrounds should be designed to comply with AODA requirements and be welcoming and accessible to all families, including the phase-	High	Short-term	<ul style="list-style-type: none"> • OptiMrs Grand Opening June 2022 • Campbell deVore rehabilitated (2022) • Accessible play surfaced added to Roy Grant • Mount Forest Fairgrounds improvements • Red clay diamond, Donald Diamond, replaced the Optimist diamond in Mount Forest • New swings in Hutchison Park • New players benches at Cork Street Diamond

out of sand surface materials in favour of engineered wood fibre.			
39. Develop one youth ball diamond at the Arthur Community Centre and Fairgrounds Park in the short-term.	High	Short-term	Complete (2018)
40. Develop two lit ball diamonds at a future park site in Mount Forest to accommodate longer-term needs.	Medium	Longer-term	Outstanding (No land)
41. Relocate the batting cage at Campbell deVore Park to Mount Forest Fairgrounds to support the Optimist diamond.	Lower	Short-term	Complete (2020)
42. Develop an itemized list of repairs, upgrades and improvements for Arthur Community Centre and Fairgrounds Park including (but not limited to) lifecycle replacement of the pavilion/washrooms and ball diamond lighting, fencing and/or netting.	High	Short-term	Completed with grant application
43. Develop one full size soccer field at a future park site in Mount Forest to accommodate longer-term needs.	Medium	Longer-term	Soccer club is declining On hold
44. Consider the development of multi-use courts (tennis, pickleball, basketball and/or ball hockey) within future park development.	Medium	Ongoing	Ongoing
45. Develop a skate park in Arthur in the short-term, with the assistance of community fundraising. Site selection and design should comply with municipal standards and youth should be engaged in the design process.	High	Short-term	Complete (2022) Partnership with Arthur Lions
46. Consider the installation of pavilions within future community parks and open space parks.	Medium	Ongoing	Ongoing

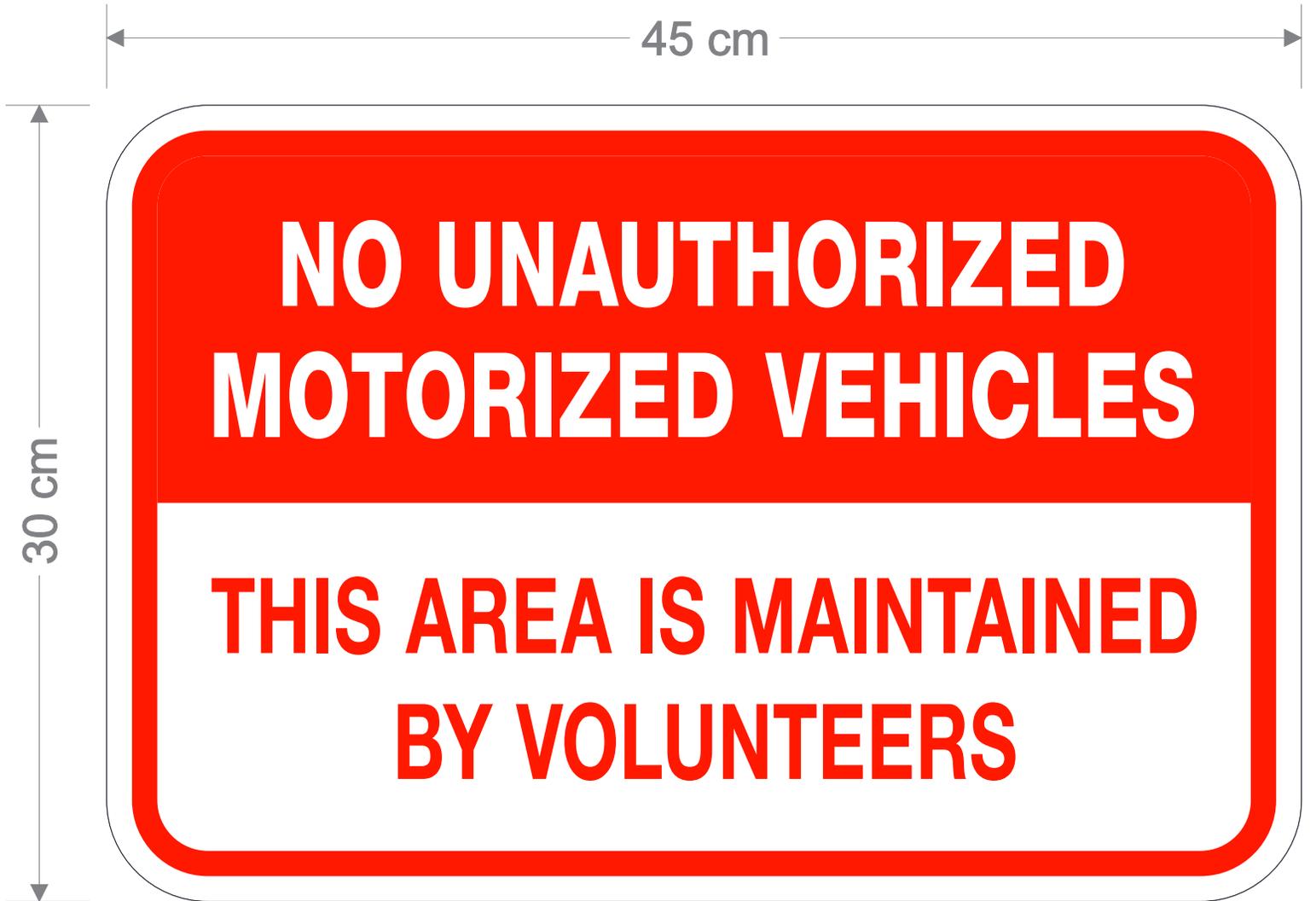
47. Begin planning to create an off-leash park as a trial project. This will require: (a) a site evaluation exercise to consider appropriate site characteristics, compatibility and impacts, and design; and (b) identification of an organization to sponsor the park and oversee its management.	Lower	Medium-term	<ul style="list-style-type: none"> • Ongoing • Possible 2025 project
48. Utilize the Township's Community Initiated Project Guidelines to evaluate municipal participation in partnerships or unsolicited proposals involving facilities not specifically identified in this Master Plan.	High	Ongoing	Ongoing
49. Utilize the Master Plan's parkland classification hierarchy to guide the development or redevelopment of parks and open spaces according to park type, size, service level and the amenities that they provide.	Medium	Ongoing	Outstanding. No parkland available
50. Strive to achieve a minimum municipal parkland service level of 2.75 hectares per 1,000 residents, which would require an additional 13.8 hectares of parkland by 2031 to meet current and future needs. To maintain a walkable park system, the Township should strive to provide a neighbourhood or community park within 500-metres of all residential areas in urban centres, unobstructed by pedestrian barriers (e.g., highways, rail lines and waterways) and connected to surrounding residential areas (e.g., sidewalks, walkways and trails).	High	Ongoing	Ongoing for Municipal Planning
51. Secure additional parkland (a minimum of 6 hectares) for sports fields in Mount Forest, either through a park expansion or establishment of a new community park.	Medium	Medium-term	<ul style="list-style-type: none"> • Outstanding
52. Establish a strategy for long-term parkland acquisition, consisting of neighbourhood park development in new subdivisions (through parkland dedication) and community park	High	Short-term	Ongoing

expansion/development (through a variety of means).			
53. Maximize parkland dedication and cash-in-lieu through as per the provisions of the County Official Plan and Planning Act.	High	Ongoing	Increased cash-in-lieu from \$1,000 to \$4,000 (2023) Ongoing
54. Regularly review the Township's fixed rate (per unit) for cash-in-lieu to ensure that it reflects market conditions and current levels of service. Until such time as the Township meets its parkland provision target, cash-in-lieu should be used primarily for future parkland acquisitions, rather than park development.	Medium	Ongoing	Increased cash-in-lieu from \$1,000 to \$4,000 (2023) Ongoing
55. Ensure that parkland conveyed to the Township is suitable for its intended use. Avoid developing or accepting neighbourhood park parcels of less than 0.5 hectares in size unless the Township has determined that there is a need to fill a gap in parkland and other options are inadequate. Accepting undevelopable Open Space lands (e.g., storm water management ponds, woodlots, valley lands, floodplains, hazard lands, etc.) as part of the parkland dedication requirement is also strongly discouraged (the Township may assume these lands through voluntary dedication or easement if appropriate).	High	Ongoing	Ongoing
56. Where necessary, employ alternative acquisition tools to enhance future parkland opportunities to serve current and future residents.	Lower	Ongoing	Township staff will be seeking capital budget in order to purchase additional land for parkland / recreation services in the future Outstanding

57. Maintain a commitment to accessibility, safety and comfort for all ages and abilities within the Township's parks system through compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and Crime Prevention Through Environmental Design (CPTED) principles. Greater commitment should be given to the provision of support amenities (such as washrooms, shade, benches/seating areas, bike racks, etc.) and seamless connectivity within the parks, open space and trails system.	High	Ongoing	<ul style="list-style-type: none"> • Playground surfaces being upgraded to accessible FIBAR. • Ongoing
58. Review park maintenance and operational service levels on a regular basis to ensure that they reflect community needs and effective operating practices.	High	Ongoing	Ongoing
59. Promote opportunities for unstructured play, passive recreation, and naturalization efforts within the Township's parks system, where appropriate.	Medium	Ongoing	Increased marketing for trailways Playground rehabilitation are certified to current standards Ongoing
60. Consider parkland renewal and redevelopment projects in the Township's long-term capital plan to address aging infrastructure and future potential. Examples include playground replacement, support structures and amenities (e.g., benches, washrooms, etc.), park and sport field fencing, parking lots, tree canopy, etc.	High	Ongoing	<ul style="list-style-type: none"> • Ongoing • Cork Street Playground and new structures at Hutchison Park.
61. Work with landowners and the business community to identify a long-term plan for the Arthur Community Park property (and Marvin Howe Trail) on Wellington Road 109, with consideration given to gateway and open space features.	Lower	Short-term	Park was retired.
62. Establish consistent and high-quality signage at all municipal facilities, parks and along trail heads to enhance branding and wayfinding.	Medium	Medium-term	Complete

63. Assign high priority to the creation and promotion of trail and active transportation routes, as guided by the Wellington County Active Transportation Master Plan, ongoing public input, and opportunities created by the development approvals process.	High	Ongoing	Ongoing
64. Evaluate future trail development and connections through the use of existing corridors (e.g., abandoned rail lines, unopened road allowances, utility corridors, etc.) and the land development process, including trails in new subdivisions (e.g., through dedication).	High	Ongoing	Ongoing
65. Where gaps exist in the trails system, consider the installation of sidewalks and/or on-road signed routes to connect pedestrians and/or cyclists to trail networks and destinations (e.g., Campbell deVore Park), where appropriate.	High	Ongoing	Ongoing
66. Seek connections between communities, municipalities and regional trail networks (e.g., Arthur to Damascus, Grand Valley, Elora-Cataract Trail, etc.). Coordinate with the Conservation Authority, County and adjacent municipalities for any projects that may extend beyond the Township.	Lower	Ongoing	• Outstanding
67. Pursue the development of looped trails, including the renewal of the Marvin Howe Trail and connection to the River Trail in Arthur.	High	Ongoing	<ul style="list-style-type: none"> • Marvin Howe Trail was retired in 2020 • Arthur River Trail connection with Well Street (ongoing)
68. Continue to emphasize the proper design, construction and maintenance of the trail network. Utilize the design standards and guidelines in applicable provincial regulations as well as the County's Active Transportation Plan for all trail construction projects.	High	Ongoing	Ongoing

69. Maintain Trail Committees and engage them on a regular basis to confirm trail routes, phasing options, and maintenance requirements and responsibilities, recognizing that opportunities and priorities may change over time. Consult with the public and community stakeholders in advance of any trail development projects.	High	Ongoing	<ul style="list-style-type: none"> • Trail committees dissolved. • Outstanding due to lack of volunteers
70. Formalize agreements with private landowners that own property containing public trails.	High	Ongoing	Township has put considerable efforts to enter agreement with private landowners that own property containing public trails or, in the absence of obtaining such agreements, have signed them as "private property".
71. Work with the County and other partners to develop and distribute mapping and promotional material (in both hard copy and electronic versions, including the Leisure Calendar) on trail and active transportation routes in the Township. All future trails should include appropriate signage to delineate the network and enhance wayfinding for users	High	Ongoing	<ul style="list-style-type: none"> • Ongoing
72. Implement a system for the regular implementation, monitoring and review of the Master Plan.	High	Ongoing	Ongoing
73. Reconfirm the direction, priorities and accomplishments of the Master Plan in 2023.	High	Medium-term	Complete.
74. Undertake a comprehensive review and update of the Master Plan no later than 2028.	High	Longer-term	Ongoing



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**APPROVAL
REQUIRED** ✓

I HAVE REVIEWED THE ABOVE SPECIFICATIONS AND HEREBY FULLY UNDERSTAND THE CONTENT OF THE WORK TO BE PERFORMED AND APPROVE THIS PROJECT TO BEGIN"

I HAVE READ AND AGREE TO ALL TERMS. INITIAL _____

Customer Name: _____
(Please Print)

Customer Signature: _____ Date: _____

Newsletter

January 2023



Thank you!

To all of you who were able to be part of our Community Conversation on November 30th... Thank you! We had a great turn out and as a result, gathered a big list of ideas over the course of two jam-packed hours. For those of you who were unable to attend, here are the highlights of the event.

- Approximately 50 community members and representatives of various organizations attended.
- The Mount Forest Family Health Team initiated this project but over time will pass the reigns to a Community Garden Leadership Committee (CGLC).
- \$1500 was awarded by [Our Food Future](#) to begin the planning process.
- The garden is located in the area of Sligo and Foster Streets, donated by Alan Sharpe for a minimum of 3 years.
- Grant applications, partnerships and volunteer recruitment is well underway
- The Community Garden Leadership Committee will host a follow up meeting for the community in February Watch for announcements about our next meeting on [Facebook](#), or [add your email to the mailing list](#)

February is Planning Month

The Community Garden Leadership Committee (CGLC) is meeting in February to begin laying out the processes of how the garden will operate. Thank you to those of you who kindly stepped up to bring your skills to this very important task. Just like gardening, laying a good foundation for this project will be important for the success and longevity of all the activities of the Mount Forest Community Garden.



Membership

Are you, your family, group or organization interested in growing a garden in 2023? The Community Garden Leadership Committee is now gathering names. Knowing how much interest is out there will help us with the planning process.

Call or email: 519-321-1181 emann@mountforestfht.com to express your interest.

NOTE: actual applications for Membership will be made available at a later time.





Future site of the Mount Forest Community Garden.

Education

Area schools and students, will have opportunities to get involved with the garden project this spring, over the summer months and in September when school resumes.

Want to learn how your class can be involved? Watch Facebook and our website for more information as it becomes available.



Funding & support provided by:



Information Sharing

Community projects succeed best when there is good communication. We welcome your help in spreading the word about the garden and refer those that want to be involved in some way!

Also, we are seeking a few volunteers to help us with online information sharing, including capturing the project in pictures as it develops. If you are interested in helping us by taking pictures, updating social media, researching gardening ideas etc, let us know!

This might be a good volunteer opportunity for a student in need of community hours, or really...anyone with an interest in contributing to this project.



**MOUNT FOREST
FAMILY HEALTH
TEAM**

"Growing into a healthy, rural community."

The Mount Forest Community Garden is an initiative of the Mount Forest Family Health Team.



