



Recreation Committee
Tuesday, November 1, 2016
5:00 p.m.
Council Chambers, Aberfoyle

AGENDA

≠ - Denotes Recommendation

1. Call meeting to order
2. Disclosure of Pecuniary Interest
3. Report REC-2016-010 – ORC Pad Committee Recommendations
4. Adjournment
5. Next Meeting – November 15, 2016



REPORT REC-2016-010

TO: Mayor and Members of Council

FROM: Karen Landry, CAO/Clerk on behalf of the ORC Pad Committee

MEETING DATE: November 9, 2016

SUBJECT: ORC Pad Committee Recommendations
Our File: R06REC

RECOMMENDATIONS

That Report REC-2016-010 ORC Pad Committee Recommendations be received; and

That Council directs staff to:

- seek business sponsorship for the Christmas Holiday Public Skate
- work with the website service provider to create a banner on the website that links and creates awareness of the ORC scheduling calendar

That the 2017 User Fee By-law establish a non-prime rate for ice of \$55.00/hour exclusive of taxes; and

That the following schedule of hours of operation for the Ice Pad be implemented as a pilot for the 2016 to 2018 ice seasons:

Monday to Friday 10:00 am to 10:00 pm
Saturday and Sunday 10:00 am to 7:00 pm*

*subject to league bookings

That staff develop a free skate and shinny schedule, upon league scheduling being confirmed no later than November 14, 2016; and

That the Township facilitate the rental of seasonal league bookings only during this pilot program; and

That the Family Day Weekend continue to be made available for the purpose of a Community Event rental; and

That upon completion of the 2017/2018 season, that staff report back to Council on the results of the pilot program; and

That the timing of the replacement of the ice resurfacer be deferred to 2019, to coincide with the report on the results of the pilot program being considered by Council in Spring 2018; and

That the proposed 2017 Budget for Account 01-0015-2600 be reduced by \$11,000.00; and

That the proposed 2017 Budget for Account Numbers 01-0080-4001, 01-0080-4101, and 01-0080-4103 be reduced by \$1,160, \$105, and \$35 respectively.

DISCUSSION

Background

Council at its meeting held on January 6, 2016 passed Resolution 2016-009 which states:

“WHEREAS the Optimist Recreation Centre hereinafter referred to as the ORC was constructed in 2010/2011; and

WHEREAS the revenue and expenses for the ORC rink over the past few years have been:

		2013	2014	2015 (to Nov 30)
Revenues				
01-0015-2600	Ice Rental - Prime	\$97,956	\$37,848	\$34,088
01-0015-2700	Ice Rental - Non-Prime		\$2,002	\$1,613
01-0015-2800	Arena Summer Rentals		\$21,855	\$17,306
01-0015-2900	Gymnasium Rental		\$12,020	\$12,546
	Other Revenues		\$1,894	\$1,997
Total Revenues		\$97,956	\$75,969	\$67,551
Total Expenses		\$162,452	\$181,576	\$133,336
Net Expenditures		\$64,496	\$105,607	\$65,785

WHEREAS the capacity to install and retain ice is impacted by weather conditions; and

WHEREAS it is prudent for a municipality to review established service levels and explore new opportunities to optimize the functionality of its facilities;

NOW THEREFORE BE IT RESOLVED that an ad-hoc Committee of Council hereinafter referred to as ORCP (ORC Pad) Committee be established for the purpose of:

1. Analyzing and evaluating the past and present data related to revenue, expenses and user fees for the ice pad;
2. Current service level delivery for the ice pad both on and off season, and methods of the delivery of those services;
3. Explore new opportunities for optimizing the use of the ice pad including options to extend the ice season and the feasibility of other pad sporting activities; and

That the ORCP bring forward its recommendations for comment to the Recreation and Parks Committee prior to submitting its report and recommendations to Council for consideration; and

That the ORCP be composed of the following members:

- 2 Members of Council (with 1 member being appointed as Chair)
- 1 Member of the Recreation and Parks Committee
- Director of Public Works and Parks
- CAO/Clerk and/or Director of Finance

The Committee held meetings on the following dates:

March 2, 2016
April 13, 2016

March 16, 2016
August 30, 2016

March 30, 2016
October 27, 2016

The minutes have been attached as Schedule A.

The Recreation Committee reviewed this Report at its meeting held November 1, 2016 and provided the following comments:

XXX

Purpose

The purpose of this report is to provide Council with a summary of the recommendations by the ORC Pad Committee and to seek Council direction on the recommendations.

Screening and Curtains

Upon review of the research and documentation submitted to the Committee by the Optimist, the Committee does not recommend the Township proceed with the installation of curtains at the ORC.

The Committee expressed the following concerns regarding the option of installation of curtains to alleviate ice quality challenges:

- Costs and unknown on-going costs
- Aesthetics
- Unknown maintenance obligations
- Unknown impact on improving the situation

Promotion and Marketing

The Committee recommends that staff resources be dedicated to:

- seek business sponsorship for the Christmas Holiday Public Skate
- work with the website service provider to create a banner on the website that links and creates awareness of the scheduling calendar

Currently, the Township utilizes the message board sign in the following capacity:

- Promoting booking of our facilities
- Library activities
- Community activities, such as Santa Claus Parade, Optimist Club activities, Canada Day celebrations
- YMCA Camps
- Township announcements
- Specific rental requests

User Fees

The Committee upon review of the prime and non-prime rate for ice recommends a reduction in the non-prime rate from \$78.00/hour to \$55.00/hour exclusive of taxes.

Free Skate – Schedule

Taking into consideration the input received at the April 13, 2016 Committee meeting from staff and volunteers it is recommended that the free skate hours be increased for the 2016 to 2018 seasons.

Staff upon confirming the league scheduling requirements will develop an expanded free skate schedule that will remain in effect for the 2016 to 2018 seasons.

Shinny – Schedule

Taking into consideration the input received at the April 13, 2016 Committee meeting from staff and volunteers, it is recommended that the shinny hours be increased for the 2016 to 2018 seasons.

Staff upon confirming the league scheduling requirements will develop an expanded shinny schedule that will remain in effect for the 2016 to 2018 seasons.

Seasonal League Bookings

That the Township facilitate the rental of seasonal league bookings (annual weekly rentals) only during this pilot program.

Recreation Coordinator Position

The Committee considered the recommendation to add a full-time Recreation Coordinator to the organization to promote and implement programming for the Township.

The Committee supports as outlined in the Recreation and Parks Master Plan that the Township not take on a direct programming role. An excerpt from the Recreation and Parks Master Plan regarding programming is attached as Schedule B.

Ice Resurfacers

The Committee supports the replacement of the existing ice resurfer with a smaller electric model and recommends seeking community funding opportunities.

The Committee recommends that the timing of the replacement of the ice resurfer be deferred to 2019, to coincide with the report on the results of the pilot program being considered by Council in Spring 2018. The pilot program does not require the Township to meet the same service level for ice quality due to different requirements and demands associated with the proposed pilot program.

FINANCIAL IMPLICATIONS

Revenue

It is anticipated this proposed pilot program will result in a loss of revenue of approximately \$11,000.00 annually as outlined below:

Revenue – Ice Pad – 12 week season (2015/2016)	\$36,400
League Rental Income – 13.5 hours X \$155.00 X 12 weeks	\$25,110
Potential Lost Revenue Account No. 01-0015-2600	\$11,290

Expenses

Hours for the ORC

The current hours of operation (April to November) are:

Monday to Thursday	9:00 am to 10:00 pm
Friday	9:00 am to 5:00 pm
Saturday	8:00 am to 5:00 pm
Sunday	9:00 am to 6:00 pm

The current hours of operation for the ice season (December to March) are:

Monday to Sunday	9:00 am to 10:00 pm
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It is recommended that the following schedule of hours of operation for the ice season be implemented as a pilot for the 2016 to 2018 ice seasons:

Monday to Friday	10:00 am to 10:00 pm
Saturday and Sunday	10:00 am to 7:00 pm*

***subject to league bookings**

It is anticipated that the proposed changes in the hours of operation during the ice season will result in expense savings of approximately \$1,300 as outlined below:

PT Wages - 01-0080-4001 - 12 week season * 8 hours/ week * wage/hr	\$1,160
PT Wage Related Expenses – 01-0080-4001 - (9.18% CPP, EI, EHT)	\$105
PT WSIB – 01-0080-4103 – (3.02%)	\$35
Total Expense Savings	\$1,300

Customer Service Representative

Outlined below are the current primary job responsibilities for the Customer Service Representative:

- Build and maintain master schedules for the Township's indoor and outdoor recreation facilities, including special events (ORC – Gym and Pad, PCC – Alf Hales, Archie MacRobbie, Kitchen, Ball Diamonds)
- Prepare and review annual/seasonal rental agreements; ensuring accuracy of dates, times, locations and client information.
- Create and maintain a complete inventory listing of all Township wide rental facilities and their amenities; ensuring records are accurate and up to date.
- Coordinate facility bookings including maintenance of files, correspondence, receive payments and issue receipts, monthly reporting, daily cash balance reports, facility usage reports, account receivables tracking, daily reconciliation for deposits and issuing of permits.
- Respond to general inquiries at the Township's counter and over the phone. e.g. accept applications and process payments including tax payments.
- Coordinate and administer the special events approval process and issue permits.
- Coordinate special events on behalf of the Township e.g. Staff Appreciation Night, Staff BBQ, Awards, etc
- Conduct research on Parks and Recreation related policies and procedures
- Provide administrative and legislative support to the various committees of Council including assembly and disbursement of agendas, draft motions and minutes within required timeframes, schedule and coordinate delegations and preparation and scheduling of meeting rooms. (Recreation)
- Update and maintain Township's digital signage board and applicable content on the website.
- Provide administrative support to the administration department.

The implementation of the above program will result in a decrease in the number of bookings for the ice pad.

In December 2015, the Township automated the administration of facility bookings into Keystone's Facility Scheduler Module. This module facilitates the processing and reconciliation of payments for facility bookings. The implementation and use of this module was a recommendation in the Township's 2015 Audit Management Letter. Keystone also provides the Township with the ability to produce statistics regarding the utilization of the PCC and ORC including the gym and rink. Please note, at this time, when producing these reports, statistics include open gym and free skate times. The

statistics below have been adjusted to exclude open gym, free skate times and use by Whistlestop, Playgroup and YMCA.

Below is a summary of the number of bookings for each facility for the period of December 2015 to October 19, 2016:

ORC – Gym	338	34 percent
ORC - Pad	124	12 percent
ORC – Ice	186	18 percent
PCC - AH, AM and Kitchen	358	36 percent
TOTAL	1006	100 percent

Further, a manual calculation was completed to determine the ratio of Ice Rentals (one-time rentals* versus league rentals). Of the approximate 186 seasonal ice rentals, 69% are one-time rentals.

***One-time rentals can include a rental by an individual multiple times but excludes league rentals**

Based on the above, there would be an approximate 69% reduction in the number of ice rentals, but an overall reduction in bookings of 12%. With rentals being comprised of approximately 70% of the job responsibilities, this equates to a reduction of 4.2 hours/week.

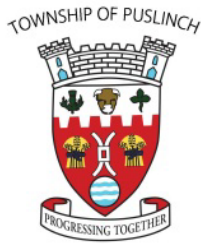
While there is a reduction of approximately 4.2 hours/week in staff resourcing needs for processing bookings for one-time ice rentals, it is recommended that this additional capacity be considered during the review of the administrative needs for the corporation.

APPLICABLE LEGISLATION AND REQUIREMENTS

None.

ATTACHMENTS

Schedule A	March 2, 2016
	March 16, 2016
	March 30, 2016
	April 13, 2016
	August 30, 2016
	October 27, 2016
Schedule B	Excerpt from Recreation and Parks Master Plan



MINUTES

MEMBERS PRESENT

Councillor Roth, Chair
Councillor Stokley
Kevin Johnson

TOWNSHIP STAFF

Don Creed, Director of Public Works and Parks
Karen Landry, CAO/Clerk

1. CALL TO ORDER

Karen Landry, CAO/Clerk called the meeting to order at 10:30 a.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. REGULAR BUSINESS

1. Appointment of Chair

Councillor Roth was appointed as Chair and assumed the role of Chair.

2. Future Meeting Dates

The Committee set the following meeting dates and times:

March 16, 2016 at 1:00 p.m.

March 30, 2016 at 1:00 p.m.

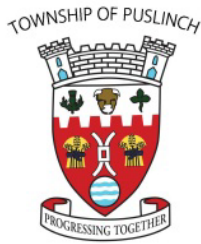
April 13, 2016 at 1:00 p.m.

April 27, 2016 at 1:00 p.m.

3. Determination of Agenda Items

The Committee requested that the following background information be provided for their review at the next meeting:

- Booking Data and Scheduling
- When ice is installed and removed
 - Temperature ranges



- Volume of bookings by Groups and Organizations versus Individuals
- Staff coverage
 - Volunteers versus staff
 - Summer and winter
- What is Prime Time and Non-Prime Time
- User Fees
 - Prime versus Non-Prime
- What time is provided for Shinny and Sticks and Pucks
 - Participation rates
- Staff feedback on nature of complaints received
- Statistics of combined Gym and Ice Rental

The Committee noted the following as future agenda items:

- Natural Rink versus Refrigeration
- Options to improve ice quality and extend the season
- Condensation issues during off ice season
- Other uses for the pad surface
- Equipment needs
- Promotion of the ORC
 - Sports Organizations
- Programming
- Staff resourcing and budget implications

4. ADJOURNMENT

The meeting adjourned at 11:21 a.m.

5. NEXT MEETING

Wednesday, March 16, 2016 at 1:00 p.m. in the Council Chambers.



MINUTES

MEMBERS PRESENT

Councillor Roth, Chair
Councillor Stokley
Kevin Johnson

TOWNSHIP STAFF

Don Creed, Director of Public Works and Parks
Karen Landry, CAO/Clerk

1. CALL TO ORDER

Councillor Roth called the meeting to order at 1:00 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. APPROVAL OF MINUTES

Moved by: Councillor Stokley Seconded by: Kevin Johnson

That the ORCP Ad-hoc Committee minutes dated March 2, 2016 are hereby adopted.

CARRIED

4. REGULAR BUSINESS

1. Background Information

Members of the committee reviewed the background information provided with the agenda package and discussed the following:

- League Play usage is predominantly 18 years or older
- Game On is a primary user of the pad in the winter and summer
- When contemplating multiple booking discounts consideration needs to be given to the impacts on other facilities
- Donation Box
- Hourly expenses for prime-time versus non-prime time



2. Determination of Agenda Items

The Committee requested that the following background information be provided for their review at the next meeting:

- Booking Data and Scheduling for ice pad from the spring to fall
- Cost estimates for screening/curtains of pad to protect it from the weather elements
- Sticks and Pucks – proposed revised schedule for review
- User Fees
 - Non-Prime Time Ice Pad and Summer Pad Fees in other municipalities
- Cause for decrease in revenue for summer rentals between 2014 and 2015
- What account is the revenue for the YMCA Camp and the Farmers' Market allocated to the and respective amount

The Committee requested staff to Invite staff that are involved with the operations of the ORC and the volunteers to a meeting to provide input

Committee members will seek out contact information for seniors sports organizations that may be interested in utilizing the ice pad during non-prime time hours or during the off ice season.

The items noted below are matters to be considered at a future meeting:

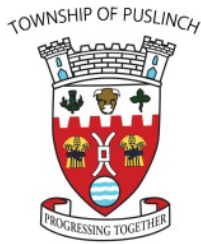
- Promotion of the ORC (Ice and Pad)
 - Sports Organizations
 - Direct marketing to organized leagues for seniors including hockey during non-prime times and future potential for early morning rentals
 - Minor hockey practice market
- Public Open House ?

5. **ADJOURNMENT**

The meeting adjourned at 2:25 p.m.

6. **NEXT MEETING**

Wednesday, March 30, 2016 at 1:00 p.m. in the Council Chambers.



MINUTES

MEMBERS PRESENT

Councillor Roth, Chair
Councillor Stokley
Kevin Johnson

TOWNSHIP STAFF

Don Creed, Director of Public Works and Parks
Karen Landry, CAO/Clerk

1. CALL TO ORDER

Councillor Roth called the meeting to order at 1:00 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. APPROVAL OF MINUTES

Moved by: Councillor Stokley Seconded by: Kevin Johnson

That the ORCP Ad-hoc Committee minutes dated March 16, 2016 are hereby adopted.

CARRIED

4. REGULAR BUSINESS

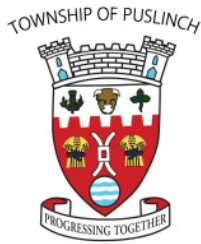
1. Booking Data and Schedule for Pad – Off-Ice Season

Members of the committee reviewed the booking data and schedule for the pad.

Staff were requested to obtain information:

- on the size of the arena in Minto;
- the nature of Minto's summer bookings;
- procedures followed by Minto for operating \$5 per person shinny
- Guelph's non-prime single skater rate

Staff were requested to use the banner on the Township's website to create greater awareness regarding the calendar.



2. Proposed Revised Schedule – Sticks and Pucks

The Committee reviewed the proposed revised schedule for sticks and pucks and were supportive of the proposed change.

3. User Fees – Information from other municipalities (non-prime time and summer)

The Committee reviewed the user fees of other municipalities. The Committee requested additional information as noted under Item 1 above.

The Committee noted that it is considering a non-prime rate for ice of \$55/hour inclusive of taxes. The Committee will revisit this rate after obtaining additional feedback.

4. Revenue – 2014 to 2015 change

The Committee reviewed the revenue information provided.

5. Revenue – Account Allocation YMCA and Farmers' Market

The Committee reviewed the revenue information provided.

6. Cost Estimates for Screening/Curtain

Don Creed informed the Committee that he is waiting to obtain cost estimates from Sun North.

7. Staff Input

The Committee reviewed the information provided.

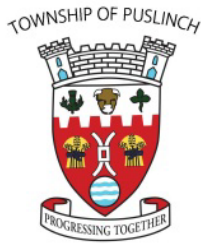
8. Public Open House

After discussion on how to best obtain public input regarding the ORC, Kevin Johnson will prepare a notice for review by the Committee at its next meeting.

9. Next Steps/Future Agenda Items

a. Promotion/Marketing Recommendations

This matter will be discussed further at a future meeting. It was noted that consideration should be given to business sponsorship during Christmas and utilization of the message board sign.



ORCP Ad-hoc Committee Meeting
Wednesday, March 30, 2016
1:00 p.m.
Council Chambers, Aberfoyle

b. Volunteer/Staff Input

It was noted that staff and volunteers will be invited to provide feedback to the Committee at its meeting to be held on April 13, 2016.

c. Final Recommendation Report

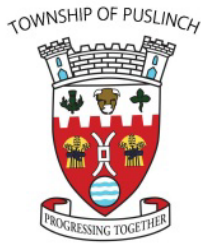
This matter will be discussed at a future meeting.

5. ADJOURNMENT

The meeting adjourned at 2:06 p.m.

6. NEXT MEETING

Wednesday, April 13, 2016 at 1:00 p.m. in the Council Chambers.



MINUTES

MEMBERS PRESENT

Councillor Roth, Chair
Councillor Stokley
Kevin Johnson

TOWNSHIP STAFF

Don Creed, Director of Public Works and Parks
Richard Hoover, Facility Operator
Marissa Herner, Legislative Assistant
Karen Landry, CAO/Clerk

1. CALL TO ORDER

Councillor Roth called the meeting to order at 1:00 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. APPROVAL OF MINUTES

Moved by: Councillor Stokley Seconded by: Kevin Johnson

That the ORCP Ad-hoc Committee minutes dated March 30, 2016 are hereby adopted.

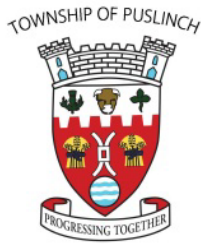
CARRIED

4. REGULAR BUSINESS

1. Volunteer/Staff Input

The Committee received input from the following individuals:

- Richard Hoover, Facility Operator
- Marissa Herner, Legislative Assistant
- Harry Janssen, Optimist
- Elgin Featherston, Optimist
- Ken Williams, Optimist
- June Williams



The following is a summary of the input received:

- Facility needs to be promoted more
- It is difficult to read the electronic sign as the message changes too quickly
- Get back to how the facility operated in the beginning
- Other facilities don't have dead time
- Open up more for Shinny – reference was made to the scheduling at the Buckhorn Sports Pad
- Supervision of Shinny can be challenging for some individuals
- Have schedule visible at the facility
- Scheduling of Shinny should be after 5:00 p.m. to provide sufficient time for students to go home after school and get back to the facility
- Need to go back to Shinny after 6:00 p.m. and beyond
- There needs to be Shinny for Puslinch children under 16
- The focus should not be on rentals
- Need to rent to hockey associations
- Optimist volunteers would prefer to be busier during the time they are volunteering
- Great facility
- Outdoor uniqueness
- Use of Sticks and Pucks and Shinny time is predominantly by individuals who reside outside Puslinch
- Important to be able to deliver what is promoted as inclement weather impacts the quality and availability of the pad in all seasons
- Utilization of the gym is good
- The gym and rink are often rented together for birthday parties
- Need to have structured time for free time skates, shinny and sticks and pucks
- Whatever structured times are put in place they need to remain consistent for the season in order to evaluate utilization – During the week in the evening 2 days Shinny and 3 days free skate
- Offer additional Shinny time in the morning and on weekends

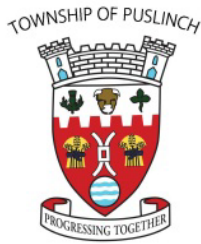
2. Review of Notice Seeking Public Input

The Committee reviewed the notice and Kevin Johnson will work with Marissa Herner to finalize the notice and to post it to the Township's website

3. User Fees Additional Information

Marissa Herner, provided additional information regarding the user fees for Minto and Guelph. Marissa Herner advised that she is waiting to receive additional information from staff at Guelph and Minto and will provide an update at the next meeting.

It was noted that Minto has:



- Two arena pads
- The rinks are enclosed and appear to be standard regulation size
- Summer bookings consist primarily of ball hockey and lacrosse. The website indicates the arena pad surface can be rented for events such as concerts, dances and galas
- Guelph's non-prime time single skater rate is typically utilized where a coach is offering additional time for one-on-one training. The rate is \$30.00 per person per hour to a maximum of 4 people. Bookings are made within a 24 hour period.

4. Cost Estimates for Screening/Curtain

The Committee reviewed the information submitted by Don Creed from Sun-North Systems.

It was determined that members of the committee, staff and members of the optimist will visit sites in southern Ontario where curtains have been installed to discuss with those respective operators the benefits/drawbacks experienced. Further details will also be obtained from optimist members on other vendors who supply this product. The findings will be reported back to the Committee at its next meeting.

It was noted that should the Township proceed to install curtains around the ice pad that a public open house should be held to inform the residents of the project.

5. Next Steps and Future Agenda Items

a. Promotion/Marketing Recommendations

This matter will be discussed further at a future meeting.

b. Final Recommendation Report

This matter will be discussed at a future meeting.

c. Future Meetings

It was determined to provide sufficient time to gather information for the next meeting that the April 27th meeting be rescheduled to May 11, 2016 at 1:00 p.m.

Councillor Stokley requested that discussion regarding a Coordinator Position be added as a future agenda item as previously noted.



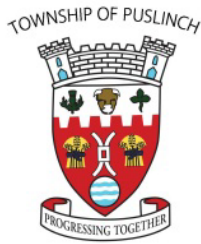
ORCP Ad-hoc Committee Meeting
Wednesday, April 13, 2016
1:00 p.m.
Council Chambers, Aberfoyle

5. ADJOURNMENT

The meeting adjourned at 3:09 p.m.

6. NEXT MEETING

Wednesday, May 11, 2016 at 1:00 p.m. in the Council Chambers.



MINUTES

MEMBERS PRESENT

Councillor Roth, Chair
Kevin Johnson

TOWNSHIP STAFF

Don Creed, Director of Public Works and Parks
Karen Landry, CAO/Clerk

1. CALL TO ORDER

Councillor Roth called the meeting to order at 9:00 a.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. APPROVAL OF MINUTES

Moved by: Councillor Roth

Seconded by: Kevin Johnson

That the ORCP Ad-hoc Committee minutes dated April 13, 2016 are hereby adopted.

CARRIED

4. REGULAR BUSINESS

1. Screening and Curtains – Correspondence from Ken Williams and Elgin Featherston

The Committee reviewed the correspondence from Ken Williams and Elgin Featherston and determined that the proposed use of curtains are not the recommended course of action at this time for the following reasons:

- Costs and unknown on-going costs
- Aesthetics
- Unknown maintenance obligations
- Unknown impact on improving the situation

2. Public Input



The Committee through the online survey received the following input to increase utilization of the ORC pad:

- Arts festival – no charge to the public but charge a fee to each artist/stall
- Music nights – local bands could be featured. The Township could sell tickets to the events
- Community garage sale – people pay a fee to have a table
- Fundraiser tournaments – local sports organizations could run a tournament to raise funds for the facilities and perhaps in partnership with the Township

3. Promotion/Marketing

The Committee requested staff to include in the final recommendation report that staff:

- seek business sponsorship for the free skate opportunities provided during Christmas
- optimization of the message board sign
- work with the website service provider to create a banner on the website that links and creates awareness of the scheduling calendar

4. User Fees

The Committee requested staff to include in the final recommendation report that a non-prime rate for ice of \$55.00/hour inclusive of taxes be implemented.

5. Schedule – Free Skate

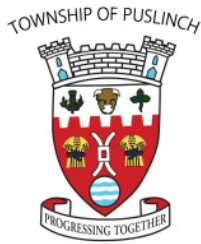
The Committee requested staff to include subject to a further report by staff to the Committee the following free skate schedule:

Senior	Monday to Friday	10:00 am to 11:00 am
Adult	Monday to Friday	12:00 pm to 1:00 pm
Kids/Family	Monday to Friday	3:00 pm to 5:00 pm
Free Skate	Saturday and Sunday	2:00 pm to 4:00 pm
Holiday Public Skate	December 26	Noon to 4:00 pm
	January 1	Noon to 4:00 pm

6. Schedule – Shinny

The Committee requested staff to include subject to a further report by staff to the Committee the following shinny schedule:

Ages 13 to 17	Sunday	5:00 pm to 6:00 pm
Ages 8 to 12	Tuesday	5:00 pm to 6:00 pm



Ages 5 to 7
Adult

Monday
Monday to Friday

5:00 pm to 6:00 pm
11:00 am to noon

7. Coordinator Position

The Committee did not support consideration of an additional recreation coordinator position to promote and implement programming for the Township. The Committee noted the Parks and Recreation Master Plan did not recommend that the Township get involved in programming.

8. Ice Resurfacer

The Committee subject to a further report from staff supported the replacement of the existing ice resurfacer with a smaller electric model and recommended seeking community funding opportunities.

9. Final Recommendation Report

The Committee requested staff to prepare:

- a final recommendation report for the Committee's consideration; and
- a report that proposes the Township:
 - continues to rent the facility during the summer
 - establishes a free skate and shinny schedule that accommodates the seasonal league bookings only
 - outlines any associated cost savings and revenue impacts if the Township were to implement these service changes

10. Future Meetings

The next meeting will be scheduled at the call of the Chair upon completion of the requested reports. Staff will endeavour to have the reports completed for the committee's consideration by the end of September.

5. ADJOURNMENT

The meeting adjourned at 10:41 a.m.

6. NEXT MEETING

Call of the Chair



MINUTES

MEMBERS PRESENT

Councillor Roth, Chair
Kevin Johnson

TOWNSHIP STAFF

Don Creed, Director of Public Works and Parks
Mary Hasan, Director of Finance
Karen Landry, CAO/Clerk

1. CALL TO ORDER

Councillor Roth called the meeting to order at 4:00 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. APPROVAL OF MINUTES

Moved by: Kevin Johnson

Seconded by: Councillor Roth

That the ORCP Ad-hoc Committee minutes dated August 30, 2016 are hereby adopted.

CARRIED

4. REGULAR BUSINESS

1. Draft Report REC-2016-010 – ORC Pad Committee Recommendations

The Committee reviewed the draft report, made revisions and finalized the contents of the report for presentation to the Recreation Committee and Council.

2. Presentation to Recreation Committee and Council

The Committee requested staff to convene a Special Recreation Committee for the purpose of providing them with the report. This will facilitate presentation of the report to Council at its meeting scheduled for November 9, 2016.



ORCP Ad-hoc Committee Meeting
Thursday, October 27, 2016
4:00 p.m.
Council Chambers, Aberfoyle

5. ADJOURNMENT

The meeting adjourned at 4:47 p.m.

6. NEXT MEETING

Not Applicable

- Ongoing staff training and development to provide exceptional customer service, compliance with legislative requirements, etc.; and
- Engaging the community in meaningful dialogue through planning, decision-making, and service delivery processes.

Recommendation

1. Continue to serve as a provider of space for parks and recreation opportunities within Puslinch by offering the community access to core indoor and outdoor facilities (through free use, rental, or other agreement).

6.2 Programming

The Township does not currently have a direct role in programming. Other service providers such as YMCA-YWCA of Guelph and community groups offer these opportunities, while the Township is primarily responsible for facility provision, rentals, and maintenance. This model is typical of most small rural communities, but increasing pressure to maximize facility utilization and improve the financial bottom line provides an opportunity to rationalize the Township's role in program delivery.

Several program providers serving people of all age groups currently exist in the Township and surrounding municipalities. A summary of local organizations and the programs they provide has been compiled and is provided in Section 5.4 and Appendix E of this Master Plan. This inventory represents a good starting point in maintaining an inventory of recreational opportunities available in the Township. It is recommended that the Township continue to improve this inventory in order to maintain an updated portfolio of recreation activities in the area. In addition, through activating the proposed community development role, the Township should have regular contact with various community partners (e.g., YMCA, Wellington-Dufferin-Guelph Public Health / in motion, Wellington County Library, Guelph/Wellington Volunteer Centre, Wellington County Social Services, Guelph Wellington Seniors Association, school boards, etc.) – either collectively (e.g., through committees, working groups, etc.) or individually – to identify potential opportunities for community-led programming and facility rentals, with an emphasis on low cost options for older adults/seniors and children/youth.

In terms of programming, types of offerings vary widely from community to community across the province. The following are the most common categories:

- Special events – typically free and open to all that wish to attend – are the most basic form of programming that is commonly offered amongst the municipal sector. The Township of Puslinch does not directly plan any special events, but does host several that are organized by local groups, such as the Aberfoyle Fall Fair, Winter Classic, and Canada Day.
- Drop-in programming – open times during which free or low cost structured or unstructured activity takes place, often with little instruction and/or direct supervision – is becoming increasingly common as it is responsive to busy schedules and is often accepting of a wide range of skill levels. The Township of

Puslinch offers drop-in times for sports such as “sticks and pucks” and basketball at the ORC.

- Registered programs – those requiring advance sign-up and often led by a paid instructor (paid for partially or fully through a registration fee) – represent the most sophisticated form of programming. Registered programs may be one-time or a series of sessions and typically require a minimum participant threshold in order to run. The Township of Puslinch does not offer any registered programs, although some are managed by community groups that rent municipal facilities. Examples of registered programs offered in other municipalities include swimming and skating lessons, arts and dance classes, summer camps, and a wide range of special interest courses such as computers, photography, cooking, specific sports, and much more.

Depending on the type of programming offered, the development of a municipal program function would come with it the need for additional staff resources, something in short supply in the Township. For example, registered programs for youth and/or older adults would require instructional and clerical support and would likely require ongoing municipal subsidies in order to encourage usage and maintain affordability to the user.

Costs aside, the abundance of quality program opportunities in adjacent urban municipalities (particularly registered programs), combined with options offered by local volunteer organizations (e.g., sports groups, service clubs, etc.) and service providers, suggest that Township residents have reasonable access to a wide variety of program opportunities.

Given this and the level of risk associated with registered programming, we cannot recommend that the Township take on a direct programming role at this time. Instead, where resources and availability allows, additional efforts may be taken to offer a growing complement of drop-in programs or times (particularly at the ORC gymnasium, which has a dedicated staff presence), as well as non-registered special or one-time events. As outlined in the previous section, the Township should also play a stronger role in encouraging and promoting the programs of those community service providers that utilize municipal facilities.

In examining activity demands, it is important to note that the Township's population base is growing (slowly), but also aging. The older adult and senior age groups will become more important markets over time due to the aging baby boomer demographic. Trends suggest that there are a growing number of older adults participating in active recreational activities (e.g., zumba, pole walking, dance, etc.), thereby creating new demands for expanded and emerging activities.

In playing a supporting role in program delivery, the Township must work to facilitate and promote the provision of third-party active living, sport, and community activities in its facilities and parks. One opportunity to do so is through participation in “Guelph in motion”, a regional collaborative developed out of a partnership between Wellington County, Dufferin County, and the City of Guelph that aims to address physical inactivity