

Recreation Committee
Tuesday, March 21, 2017
7:00 p.m.
Council Chambers, Aberfoyle

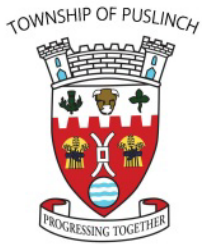
AGENDA

≠ - Denotes Recommendation

1. Call meeting to order
2. Disclosure of Pecuniary Interest
3. Approval of Minutes ≠
 - a) February 21, 2017
4. Delegations/Presentations ≠

None
5. Regular Business ≠
 1. Puslinch Community Newsletter (Provided under separate cover)
 2. Parks Master Plan
 3. Work plan Review
 4. January and February Revenues
 5. Request from Daina Makinson with respect to the Grimsby video.
 6. By-law Council, Committees and Other Appointments - Compensation, Benefits and Expense Policy
6. Closed Meeting

None
7. Adjournment
8. Next meeting – April 18, 2017 at 7:00 p.m. in the Council Chambers



MINUTES

MEMBERS PRESENT

Kevin Johnson, Chair
Margaret Hauwert
Daina Makinson
June Williams (Absent)
Councillor Susan Fielding

TOWNSHIP STAFF

Karen Landry, CAO/Clerk
Don Creed, Director of Public Works and Parks
Nina Lecic, Deputy Clerk
Jessie Beauclaire, Customer Service Representative

OTHERS PRESENT

Councillor Ken Roth

1. CALL TO ORDER

Kevin Johnson called the meeting to order at 7:00 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None

3. APPROVAL OF MINUTES

a. December 20, 2016 – Regular meeting

-Moved by: Daina Makinson Seconded by: Margaret Hauwert **REC-2017-01**

That the Minutes of the Recreation Committee meeting dated December 20, 2016 be adopted.

CARRIED

4. DELEGATIONS/PRESENTATIONS

Linda Killough, YMCA Programs Manager, provided an overview of:

- Proposal for 2017 summer camps
- Overview of changes for 2017, including reduced hours

Moved by: Margaret Hauwert Seconded by: Daina Makinson **REC-2017-02**

That the committee supports the YMCA proposal for the 2017 summer camps, subject to the verification of fees by Township staff.

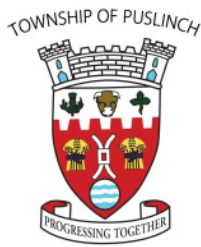
CARRIED

5. REGULAR BUSINESS

1. 2017 Work Plan

The committee discussed the 2017 work plan, and decided that the following would be the top three priorities:

- Pickle ball with the YMCA



- That the committee would be proactive in facilitating the YMCA process (I.e. asking the YMCA to come earlier to prepare camp plans).
- Puslinch Community Newsletter

The committee noted that 2017 Work plan would be discussed in more detail at the next meeting.

2. Proposed Terms of Reference – Confirmation

The committee reviewed the proposed terms of reference.

Moved by: Daina Makinson Seconded by: Councillor Fielding **REC-2017-03**

That the Committee approves the proposed Terms of Reference changes;

And that the proposed Terms of Reference be presented to Council for approval.

CARRIED

The proposed Committee Terms of Reference will be presented to Council together with the Committee's finalized 2017 work plan.

3. Badenoch Renovations Update

Karen Landry, CAO/Clerk provided the Committee with an update with respect to the Badenoch Community Centre and the proposal by Council to the Badenoch Committee.

4. Community Newsletter

The committee discussed the Puslinch Community Newsletter. The committee agreed that the newsletter would be put in a standard format, to be re-evaluated at the next meeting. The Aberfoyle Farmers' Market is to be invited to provide their comments on the newsletter.

5. Communication with User Groups in Relation to Usage of Facilities

The committee discussed a proposal with respect to communication with user groups in relation to usage of facilities. The committee agreed not to further pursue this.

6. December/ January Revenues

The committee reviewed the December/January revenue information. The committee requested that staff advise at the next meeting if revenues are recognized at the time of booking or after the event has occurred.

6. **CLOSED MEETING**

None.

7. **ADJOURNMENT**

The meeting adjourned at 8:27 p.m.

8. **NEXT MEETING**

Tuesday, March 21, 2017 at 7:00 p.m. in the Council Chambers.



REPORT REC-2017-001

TO: Mayor and Members of Council

FROM: Don Creed, Director of Public Works/Parks

MEETING DATE: February 24, 2017

SUBJECT: Service Levels and Recreation and Parks Master Plan Concept Plan and Costing
Our File: R06REC

RECOMMENDATIONS

That Report REC-2017-001- regarding Service Levels and Recreation and Parks Master Plan Concept Plan and Costing be received.

DISCUSSION

Background

In 2014 and 2015, the Township of Puslinch undertook, with the assistance of its consultant Monteith Brown Planning Consultants a project to research, develop and produce a fiscally responsible Master Plan document for recreation, parks, open space and trails including their respective services and facilities.

The Master Plan engaged the community, municipal representatives, and other stakeholders throughout the process to gain an understanding of the broad range of leisure interest and to raise awareness for the Master Plan and the recreation and park opportunities that are available within the Township.

Throughout the body of the Recreation and Parks Master Plan, recommendations were identified at the end of each subsection or topic area.

The Master Plan contained 49 recommendations which have been divided into three (3) categories including:

- Service Delivery;
- Facility Needs; and
- Parks, Open Space.

The Master Plan also included an Implementation Strategy which indicated priority, timing and any considerations including potential operating and capital costs.

On May 20, 2015, Council passed Resolution No. 2015-213, stating that Council:

....adopt in principle the 2015 Township of Puslinch Recreation and Parks Master Plan prepared by Monteith Brown dated May 20, 2015 attached as Schedule "A" to report REC-2015-004; and

That Council consider any recommendations made in the 2015 Township of Puslinch Recreation and Parks Master Plan which contain budget implications during the 2016 Budget process.

On October 2015, Phase 1 of the Park Master Plan was launched (*recommendation No. 32 in the Recreation and Parks Master Plan*). The purpose of Phase 1 of the Puslinch Community Centre Park Master Plan was to more closely examine options for the site informed by public input. The design of the park has changed as new features have been added over time. Designing the expansion provides an ideal opportunity to examine the functionality of the entire park, such as the potential relocation of the playground and/or the re-purposing of the ball diamond to other uses.

The draft concept plans were presented by municipal staff to the Township's Recreation Committee on November 17, 2015 for initial review and based on comments received from the Committee, were revised prior to presentation to the public. On November 26, 2015, a public open house was held at the Optimist Recreation Centre to present the draft concept plans to interested residents and stakeholders. The concept plans and display panels were also posted on the Township's website from late November 2015 to January 31, 2016, during which comments were welcomed by the Township.

The Parks Master Plan (Phase 1) was presented to Council by the Township's Consultant, Monteith Brown Planning Consultants on March 16, 2016. By Council Resolution 2016-115: Council received the presentation from Mr. Steve Langlois, Principal Planner, Monteith Brown Planning Consultants regarding the Puslinch Community Centre Park Master Plan (Phase 1).

On July 21, 2016, Council directed staff to have the consultants prepare, for their consideration, a Concept Plan and costing that:

- Includes a Lit Ball Diamond
- The addition of a 9x9 soccer field
- The addition of a 11x11 soccer field
- Accessible playground area
- Removal of the Horseshoe Pits
- Removal of the cement block building(booth)
- No splash pad
- Tennis courts remaining where they are currently located
- Horse paddock and pull track remaining where they are currently located
- Consideration for the Fall Fair requirements

Purpose

The purpose of this report is to provide Council with the Concept Plan and a summary of approximate cost for the pre-construction and construction of the Concept Plan.

FINANCIAL IMPLICATIONS

As noted in the report.

APPLICABLE LEGISLATION AND REQUIREMENTS

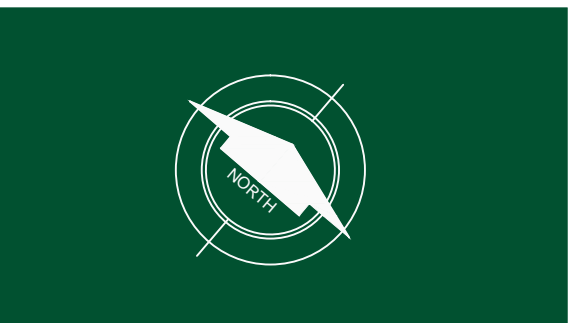
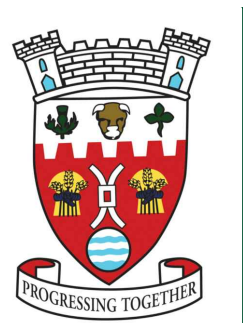
None.

ATTACHMENTS

Schedule A	Concept Plan
Schedule B	Design Development and Tender Documents Costs
Schedule C	Construction Costs of Concept Plan



PUSLINCH PARK
LANDSCAPE MASTER PLAN



Resource Allocation & Cost Summary

Design Development, Tender Documents & Contract Administration Services for Puslinch Community Centre Park

Project Manager / Sr. Landscape Architect Paul Gardner \$145.00/hr	Landscape Architect Chris Baker \$100.00/hr	Keewatin Group (Civil & Mechanical) \$145.00/hr	MJS Consultants Inc. (Electrical) \$125.00/hr	TOTALS
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ITEM	PHASE of WORK	SUB-TASKS & DELIVERABLES	STAFF	STAFF	STAFF	SUB	
1.0	PHASE 1 - SCHEMATIC DESIGN / DESIGN DEVELOPMENT						
		1 Refine Schematic Layout Design	8	16	8		
		2 Prepare Schematic Site Grading & Drainage Drawings	4	8	16		
		3 Prepare Schematic Site Servicing Drawings	4	8	24	16	
		4 Prepare Conceptual Details, Elevations & Sketches	6	16			
		5 Coordination Meeting - Township of Puslinch Project Team	4	4			
		6 Refine Schematic Design Drawings (per Puslinch Comments)	2	8	4	4	
		7 Refine Preliminary Cost Estimates	2	4	2	2	
		8 Refine Conceptual Details, Elevations & Sketches	2	4			
		9 Pre-Consultation with Township of Puslinch Internal Departments	4	4	4	4	
		staff hours	36	72	58	26	
A		Project Manager Landscape Architect	\$ 5,220.00	\$ 7,200.00			\$ 12,420.00
B		Civil & Mechanical Engineer Sub-Consultant			\$ 8,410.00		\$ 8,410.00
C		Electrical Sub-Consultant				\$ 3,250.00	\$ 3,250.00
D		Disbursements					\$ 500.00
							\$ 24,580.00
2.0	PHASE 2 - CONSTRUCTION / TENDER DOCUMENTATION						
		1 Prepare Working Drawing Packages (of approved park design)	40	96	32	36	
		2 Coordination Meeting - Township of Puslinch Project Team	4	4			
		3 Submit 75% Working Drawings for Township of Puslinch Review	4	8			
		4 Revise Working Drawings Based on Puslinch Comments	2	8			
		5 Prepare 90% Working Drawings, Specifications & Bid Form	24	16	8	16	
		6 Prepare Final Cost Estimate	2	4			
		7 Submit to the Township of Puslinch Accessibility Committee	4	4			
		8 Revise Drawing Package Based on Puslinch Comments	2	8			
		9 Coordination Meeting - Township of Puslinch Project Team	4	4	4	4	
		10 Final Tender Documents Printing & Packaging		4			
		staff hours	86	156	44	56	
A		Project Manager Landscape Architect	\$ 12,470.00	\$ 15,600.00			\$ 28,070.00
B		Civil & Mechanical Engineer Sub-Consultant			\$ 6,380.00		\$ 6,380.00
C		Electrical Sub-Consultant				\$ 7,000.00	\$ 7,000.00
D		Disbursements					\$ 500.00
							\$ 41,950.00
3.0	PHASE 3 - TENDERING PHASE						
		1 Submit 100% Construction Documents (2 Weeks Before Tender)		4			
		2 Address Questions During Tender (Prepare Addenda for Issue)	4	4	2	2	
		3 Perform Post Tender Analysis / Value Engineering Exercises	4	2	2	2	
		staff hours	8	10	4	4	
A		Project Manager Landscape Architect	\$ 1,160.00	\$ 1,000.00			\$ 2,160.00
B		Civil & Mechanical Engineer Sub-Consultant			\$ 580.00		\$ 580.00
C		Electrical Sub-Consultant				\$ 500.00	\$ 500.00
D		Disbursements					\$ 150.00
							\$ 3,390.00
4.0	PHASE 4 - CONSTRUCTION / CONTRACT ADMINISTRATION						
		1 Prepare "Issued for Construction" Drawing Set (incl. Addenda)		4			
		2 Coordinate & Hold Pre-Construction Meeting	4	4			
		3 Provide Contract Administration Services During Construction	32	96	24	24	
		4 Certify Substantial Performance & Conduct Warranty Inspections	4	4			
		staff hours	40	108	24	24	
A		Project Manager Landscape Architect	\$ 5,800.00	\$ 10,800.00			\$ 16,600.00
B		Civil & Mechanical Engineer Sub-Consultant			\$ 3,480.00		\$ 3,480.00
C		Electrical Sub-Consultant				\$ 3,000.00	\$ 3,000.00
D		Disbursements					\$ 750.00
							\$ 23,830.00

SUMMARY OF COSTS:

A	Landscape Planning Limited	\$ 59,250.00
B	Keewatin Group - Civil & Mechanical Engineering	\$ 18,850.00
C	MJS Consultants Inc. - Electrical Engineering	\$ 13,750.00
D	Disbursements	\$ 1,900.00
TOTAL PROJECT COST		\$ 93,750.00

ALLOWANCES (to be paid directly by Town of Puslinch)

Topographic Survey	\$ 7,200.00
Geotechnical Testing (Investigations & Construction Testing)	\$ 12,500.00

Puslinch Community Centre Park - Preferred Concept (October 19, 2016)

Order of Magnitude Cost Estimate

Item	Description	Unit	Qty	Unit Rate	Item Total	Section Totals
A Division 1 Requirements: Bonding						
1.0	Bonding	ls		lump sum	\$ 15,000.00	
2.0	Mobilization / Demobilization	ls		lump sum	\$ 10,000.00	
3.0	Site Preparations (Removals / Demolition / Construction Fencing)	ls		lump sum	\$ 20,000.00	
						\$ 45,000.00
B Site Servicing						
1.0 Electrical						
1.0	Electrical Servicing Conductors & Connections	ls	1	\$ 35,000.00	\$ 35,000.00	
2.0	Electrical: Pedestrian Light Poles & Fixtures	e.a.	12	\$ 5,500.00	\$ 66,000.00	
3.0	Electrical: Parking Lot & Road Light Poles & Fixtures	e.a.	10	\$ 7,500.00	\$ 75,000.00	
4.0	Electrical: Light Fixtures in Shade Structures	ea	2	\$ 3,000.00	\$ 6,000.00	
2.0 Storm Drainage Systems						
1.0	CBs / MHs / SWM Pond / LID features	ls	1	\$ 100,000.00	\$ 100,000.00	
						\$ 282,000.00
C Grading Works						
1.0	Rough Grade / Topsoil (Replace, Spread and Fine Grade)	ls	1	\$ 95,000.00	\$ 95,000.00	
						\$ 95,000.00
D Paving / Hard Surfacing						
1.0	Granular Parking Lot	m2	3075	\$ 25.00	\$ 76,875.00	
2.0	Asphalt Walkways	m2	2375	\$ 46.00	\$ 109,250.00	
3.0	Concrete Paving at Activity Hub	m2	460	\$ 85.00	\$ 39,100.00	
4.0	150mm h.t. Concrete Curb (parking lot ends)	lm	225	\$ 100.00	\$ 22,500.00	
5.0	Concrete Bumper Blocks (parking lot)	ea	68	\$ 100.00	\$ 6,800.00	
						\$ 254,525.00
E Sports Facilities Items / Fencing						
1.0	Senior Soccer Field with Lights (incl. goals & end fencing)	e.a.	1	\$ 250,000.00	\$ 250,000.00	
2.0	9v9 Soccer Field (incl. goals)	e.a.	1	\$ 50,000.00	\$ 50,000.00	
3.0	Baseball Diamond with Lights (incl. fencing)	ls	1	\$ 200,000.00	\$ 200,000.00	
4.0	Tractor Pull Area	e.a.	1	\$ 35,000.00	\$ 35,000.00	
5.0	Riding Coral (Horse Paddock)	e.a.	1	\$ 25,000.00	\$ 25,000.00	
						\$ 560,000.00
F Soft Landscape						
1.0	Deciduous Trees (60mm cal.)	e.a.	132	\$ 300.00	\$ 39,600.00	
2.0	Shrub Area Allowance	Allow	1	Allowance	\$ 15,000.00	
3.0	Edge Management Planting (naturalization)	Allow	1	Allowance	\$ 25,000.00	
4.0	Sod	m2	22100	\$ 5.00	\$ 110,500.00	
5.0	Seed	m2	11050	\$ 2.50	\$ 27,625.00	
						\$ 217,725.00
G Site Furnishings						
1.0	Backless Bench (includes concrete pad)	e.a.	12	\$ 2,200.00	\$ 26,400.00	
2.0	Litter Receptacles	e.a.	6	\$ 1,900.00	\$ 11,400.00	
3.0	Recycling Containers	e.a.	6	\$ 1,900.00	\$ 11,400.00	
4.0	Picnic Tables (at Picnic Shelter)	e.a.	6	\$ 4,200.00	\$ 25,200.00	
5.0	Bleachers for Tractor Pull Area	e.a.	4	\$ 7,000.00	\$ 28,000.00	
6.0	Signage (accessible parking lot / roadway / trail)	e.a.	30	\$ 500.00	\$ 15,000.00	
						\$ 117,400.00
H Built Forms						
1.0	Play Area Gazebo	ls	1	\$ 50,000.00	\$ 50,000.00	
2.0	Play Area Gazebo Footings	e.a.	6	\$ 1,500.00	\$ 9,000.00	
3.0	Picnic Shelter	ls	1	\$ 60,000.00	\$ 60,000.00	

Puslinch Community Centre Park - Preferred Concept (October 19, 2016)

Order of Magnitude Cost Estimate

Item	Description	Unit	Qty	Unit Rate	Item Total	Section Totals
4.0	Picnic Shelter Footings	e.a.	6	\$ 1,500.00	\$ 9,000.00	
						\$ 128,000.00
ESTIMATED PARK COST						\$ 1,699,650.00
Permit & Testing Allowance						\$ 25,000.00
5% contingency						\$ 84,982.50
TOTAL ESTIMATED PARK COST						\$ 1,809,632.50

PUSLINCH RECREATION COMMITTEE

2017 WORK PLAN

Committee Name: Puslinch Recreation Committee

Work Plan Period: April, 2017 to December 31, 2017

Committee Objectives:

1. Puslinch Community Newsletter

Main Activity	Provide Details of the main plan, project, programs or services related to these activities	Tell us about any relevant timelines or milestones	Outline of Committee member responsibility	Which objective does this support
Monthly Puslinch Community Newsletter	Creation of a monthly newsletter, to be posted on the Township website.	<ul style="list-style-type: none"> • Finalize the Community newsletter policy • Council approval, including presentation to Council by a Committee Member • Four (4) months prior to the launch of the PCN Program the Recreation Committee will prepare a notice in a form approved by Township staff to advise organizations of the opportunity to be a PCN Program participant. The notice shall include 	<ul style="list-style-type: none"> • Committee as a whole 	There is no specific recommendation regarding this objective in the Recreation Master Plan

		<p>information on where to obtain information, applicant and event criteria, how to apply and the deadline for submitting an application.</p> <ul style="list-style-type: none">• The Recreation Committee shall review the applications and prepare a report to Council recommending approval of the qualified organizations.• Notice inviting organizations to participate in the PCN Program will be given in February and September each year.• Township staff will maintain a list of approved organizations and provide the list to the Recreation Committee.• Two (2) months prior to the launch of the first PCN the Recreation Committee will prepare a notice in a form approved by Township staff to advise the community of the launch of the PCN and how to subscribe.		
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Committee Name: Puslinch Recreation Committee
Work Plan Period: April, 2017 to December 31, 2017
Committee Objectives:
2. Pickle ball

Main Activity	Provide Details of the main plan, project, programs or services related to these activities	Tell us about any relevant timelines or milestones	Which objective does this support
Pickle ball	<ul style="list-style-type: none"> • Staff to liaise with the YMCA • YMCA is to present a proposal to the Committee • Council approval, including a report prepared by staff and a presentation by the YMCA and a committee member • If program gets approved by Council, the YMCA is to come back to Committee and Council after the pilot program has ended to report on the results and success of the program 	<ul style="list-style-type: none"> • May 2017 	Strengthen community partnerships and explore options for enhancing the use of existing municipal facilities for community-lead programs and events.

Committee Name: Puslinch Recreation Committee
Work Plan Period: April, 2017 to December 31, 2017
Committee Objectives:
3. Facilitate YMCA Planning for PD Days, Winter and Summer Camp Programs for Optimization of Creating Community Awareness

Main Activity	Provide Details of the main plan, project, programs or services related to these activities	Tell us about any relevant timelines or milestones	Which objective does this support
Facilitate YMCA Program Planning at the PCC Grounds	<ul style="list-style-type: none"> • Staff is to liaise with the YMCA and to arrange an earlier discussion for camps and PD Days • YMCA to come to the May meeting for the winter camps • YMCA to come to the November meeting for the summer camps 	<ul style="list-style-type: none"> • March 2017 	Strengthen community partnerships and explore options for enhancing the use of existing municipal facilities for community-lead programs and events.

Township of Puslinch

Alf Hales Room Revenue Comparison From JAN 1,2017 To JAN 31,2017

January 2017

Alf Hales Room	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	37.50	0.00	0.00	0.00	0.00	0.00	0.00	37.50
Week 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 3	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
Week 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 5	133.77	78.66	0.00	0.00	0.00	0.00	0.00	212.43

January 2016

Alf Hales Room	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	152.00	152.00
Week 2	0.00	0.00	0.00	0.00	0.00	0.00	127.00	127.00
Week 3	152.00	0.00	0.00	0.00	212.50	0.00	55.40	419.90
Week 4	88.50	0.00	0.00	0.00	0.00	0.00	0.00	88.50
Week 5	77.70	77.70	0.00	0.00	0.00	120.00	126.51	401.91

Total Charges \$1,489.24

Township of Puslinch

Archie MacRobbie Hall Revenue Comparison From JAN 1,2017 To JAN 31,2017

January 2017

Archie MacRobbie Hall	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	411.00	0.00	91.25	91.25	91.25	91.25	648.00	1,424.00
Week 2	0.00	0.00	0.00	0.00	0.00	0.00	952.00	952.00
Week 3	0.00	0.00	0.00	0.00	0.00	0.00	515.00	515.00
Week 4	0.00	0.00	117.00	0.00	0.00	91.25	0.00	208.25
Week 5	217.70	97.40	0.00	0.00	0.00	0.00	0.00	315.10

January 2016

Archie MacRobbie Hall	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 2	0.00	0.00	0.00	0.00	0.00	0.00	533.00	533.00
Week 3	217.70	0.00	220.40	215.00	0.00	0.00	952.00	1,605.10
Week 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 5	465.00	0.00	124.10	0.00	0.00	748.60	533.00	1,870.70

Total Charges	\$7,423.15
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Township of Puslinch
 Kitchen Revenue Comparison From JAN 1,2017 To JAN 31,2017

January 2017

Kitchen	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 2	0.00	0.00	0.00	0.00	130.50	0.00	0.00	130.50
Week 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

January 2016

Kitchen	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 4	0.00	0.00	0.00	0.00	105.00	0.00	0.00	105.00
Week 5	0.00	0.00	0.00	0.00	105.00	0.00	0.00	105.00

Total Charges \$340.50

Township of Puslinch
Gym Revenue Comparison From JAN 1,2017 To JAN 31,2017

January 2016

Gym	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 6	151.31	0.00	0.00	0.00	0.00	0.00	0.00	151.31

January 2017

Gym	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	70.43	89.91	106.16	92.07	92.07	134.32	584.96
Week 2	116.64	58.16	52.00	70.40	68.24	0.00	148.40	513.84
Week 3	136.72	58.16	52.00	67.16	58.16	0.00	226.80	599.00
Week 4	96.48	58.16	52.00	67.16	58.16	6.50	142.32	480.78
Week 5	128.64	58.16	52.00	0.00	0.00	0.00	0.00	238.80

January 2016

Gym	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	188.04	188.04
Week 2	110.04	26.00	0.00	78.00	0.00	68.78	192.57	475.39
Week 3	123.80	53.51	41.27	78.00	41.27	0.00	110.04	447.89
Week 4	160.53	0.00	26.00	78.00	26.00	55.02	105.51	451.06
Week 5	151.31	81.02	26.00	53.51	0.00	0.00	390.00	701.84

Total Charges \$4,832.91

Township of Puslinch
Rink Revenue Comparison From JAN 1,2017 To JAN 31,2017

January 2016

Rink	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 6	1,556.04	0.00	0.00	0.00	0.00	0.00	0.00	1,556.04

January 2017

Rink	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	210.00	0.00	465.00	232.50	0.00	907.50
Week 2	310.00	0.00	365.00	620.00	465.00	232.50	0.00	1,992.50
Week 3	620.00	0.00	365.00	620.00	465.00	232.50	0.00	2,302.50
Week 4	620.00	0.00	365.00	465.00	465.00	232.50	0.00	2,147.50
Week 5	620.00	0.00	365.00	0.00	0.00	0.00	0.00	985.00

January 2016

Rink	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 2	0.00	0.00	0.00	0.00	290.00	758.52	782.55	1,831.07
Week 3	1,180.00	290.00	679.01	776.51	705.04	467.27	1,093.31	5,191.14
Week 4	933.02	0.00	542.50	620.00	546.02	623.52	939.06	4,204.12
Week 5	1,635.05	155.00	544.01	776.51	389.51	899.56	1,565.10	5,964.74

Total Charges \$27,082.11

Township of Puslinch

Alf Hales Room Revenue Comparison From FEB 1,2017 To FEB 28,2017

February 2017

Alf Hales Room	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	81.48	0.00	50.00	131.48
Week 2	0.00	0.00	0.00	0.00	81.48	0.00	0.00	81.48
Week 3	0.00	0.00	0.00	55.32	0.00	0.00	0.00	55.32
Week 4	0.00	0.00	53.70	55.32	0.00	82.50	0.00	191.52
Week 5	81.48	78.66	0.00	0.00	0.00	0.00	0.00	160.14

February 2016

Alf Hales Room	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	77.70	77.70
Week 2	189.50	0.00	0.00	0.00	0.00	0.00	0.00	189.50
Week 3	0.00	0.00	0.00	0.00	0.00	137.50	0.00	137.50
Week 4	202.00	0.00	0.00	0.00	0.00	0.00	52.70	254.70
Week 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Charges \$1,279.34

Township of Puslinch

Archie MacRobbie Hall Revenue Comparison From FEB 1,2017 To FEB 28,2017

February 2017

Archie MacRobbie Hall	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	952.00	952.00
Week 2	0.00	0.00	0.00	0.00	0.00	0.00	1,013.20	1,013.20
Week 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 4	0.00	0.00	0.00	0.00	0.00	402.40	657.80	1,060.20
Week 5	241.00	0.00	117.00	0.00	0.00	0.00	0.00	358.00

February 2016

Archie MacRobbie Hall	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 2	411.00	0.00	0.00	0.00	0.00	0.00	0.00	411.00
Week 3	0.00	0.00	0.00	0.00	308.96	616.00	383.20	1,308.16
Week 4	0.00	0.00	133.20	0.00	0.00	0.00	926.80	1,060.00
Week 5	131.68	0.00	0.00	0.00	0.00	0.00	0.00	131.68

Total Charges \$6,294.24

Township of Puslinch

Rink Revenue Comparison From FEB 1,2017 To FEB 28,2017

February 2017

Rink	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	465.00	465.00	232.50	0.00	1,162.50
Week 2	310.00	0.00	365.00	465.00	465.00	232.50	0.00	1,837.50
Week 3	620.00	0.00	210.00	620.00	465.00	232.50	0.00	2,147.50
Week 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

February 2016

Rink	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	310.00	544.01	0.00	702.53	387.50	1,565.11	3,509.15
Week 2	1,244.53	311.51	544.01	776.51	625.53	700.52	0.00	4,202.61
Week 3	468.02	0.00	542.50	620.00	466.51	351.27	936.04	3,384.34
Week 4	1,246.04	310.00	544.01	620.00	702.53	544.01	1,095.58	5,062.17
Week 5	468.02	0.00	0.00	0.00	0.00	0.00	0.00	468.02

Total Charges \$21,773.79

From: [Karen Landry](#)
To: [Nina Lecic](#)
Subject: FW: Grimsby video
Date: March-14-17 2:35:56 PM

From: Daina Makinson [<mailto:dainamakinson@gmail.com>] **On Behalf Of** Daina Makinson
Sent: Tuesday, March 07, 2017 4:23 PM
To: Karen Landry
Subject: Grimsby video

Hi Karen!

While looking for a restaurant to meet a friend in Grimsby I came across the Grimsby website and this video under play/live/arts. I know we have a number of items already for our goals in 2017 but I wonder if we could have a look at this at our next Rec meeting and discuss if this is a possibility to accomplish for next year. I know a couple of volunteers who might be able to make this happen.

http://www.elocallink.tv/m/v/player.php?pid=Q6xxyz54&fp=canongri15_pla_rev2_iwd

Thanks!

Daina
Happiness. Guaranteed.

Daina Makinson **Certified Photo Organizer**
2015 Guelph Mercury's Readers Choice Awards for Best Organizing Business
Guelph-Wellington Business Enterprise Centre Awards for Outstanding Customer Service and Outstanding Consulting Business

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Referrals are an important part of my business. I look forward to helping your friends and family preserve their precious memories.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 020-2017

Being a by-law to adopt the Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy and to amend By-law No. 016/12 and to amend By-law No. 013/16 and to Repeal By-law No. 014/16.

WHEREAS the *Municipal Act, S.O. 2001, c. 25*, Section 270 (1) as amended, requires a municipality to adopt and maintain policies with respect to certain matters; and

WHEREAS one-third of the remuneration paid to elected members of Council continue to be considered as expenses incidental to the discharge of their duties as members of Council as per the provisions of Section 283 of the *Municipal Act, 2001*; and

WHEREAS Council deems it expedient to adopt a comprehensive policy regarding the Compensation, Benefits and Expenses payable to Council, Committees and Other Appointments.

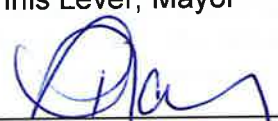
NOW THEREFORE the Council of the Corporation of the Township of Puslinch hereby enacts as follows:

1. That the Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy attached as Schedule A to this By-law is hereby adopted.
2. That Schedule C to By-law No. 16/12 is hereby deleted.
3. That Sections 16, 17, 21 and 22 of By-law No. 013/16 are hereby deleted.
4. That By-law No. 014/16 is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 15th DAY OF MARCH, 2017.



Dennis Lever, Mayor



Karen Landry, CAO/Clerk



**Schedule A
Policy No. 2017-001
Township of Puslinch
Corporate Policy**

Title: Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy

Date: March 1, 2017

Subject: Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy
File No. A09 EXP
File No. C01 REM

Policy Statement:

The Township of Puslinch ("Township") shall provide all Members of Council, Committee Members, and Other Appointments reasonable compensation, benefits (if applicable) and permitted expense reimbursement for carrying out their respective roles and responsibilities.

Scope:

This policy applies to all Members of Council, Committee Members, and other Appointments.

Purpose:

The policy outlined below addresses all financial provisions paid to Members of Council, Committee Members, and other Appointments for the carrying out of their respective roles and responsibilities.

1. Compensation

- 1.1. One-third of the remuneration paid to elected Members of Council continue to be considered as expenses incidental to the discharge of their duties as Members of Council in accordance with the Municipal Act, 2001. All expenses not specifically stated in this policy are considered incidental to the Member of Council's duties and are not reimbursable.
- 1.2. The one-third tax free allowance indicated in Section 1.1 above shall be reviewed at a public meeting at least once during each term of Council as required in the Municipal Act, 2001.
- 1.3. The following compensation amounts shall be adjusted annually by the cost of living increase approved through the budget process for staff for each year:
 - Annual compensation provided to the Mayor and Councillors.
 - Per meeting compensation provided to Committee Chairs and Committee Members (excluding Members of Council).



**Schedule A
Policy No. 2017-001
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- Per call compensation provided to Other Appointments including Poundkeeper, Fence Viewer, Livestock Valuer, and Dog Control Officer.

2. Benefits (applicable to Members of Council, Excluding the Mayor)

2.1. Township Councillors shall be entitled to receive the following benefits which shall be provided, subject to carrier limitations, upon the same terms which are made available to the staff of the Township, including Extended Health Care, Hospital Semi-Private, Dental, Drug, Vision Care, and Out of Province Coverage. These benefits are provided until the end of the month in which the Member of Council attains the age of 70 or upon the date of leaving office.

2.2. The Mayor is covered by the County of Wellington's benefit program.

2.3. When a Member of Council (excluding the Mayor) attains the age of 70, the premium that would be paid by the Township for benefit coverage shall be paid directly to the member of Council for the purpose of obtaining coverage and shall be treated as a taxable benefit.

3. Expenses

3.1. The Township acknowledges and supports that all Members of Council, Committee Members, and Other Appointments incur various expenses when conducting Township business. The Township will reimburse the following permitted expenses:

4. Equipment, Services, and Supplies (applicable to Members of Council)

4.1. At the commencement of each Term of Council, each member of Council will be provided with the equipment, services, and supplies as outlined below:

- A laptop computer with a carrying case, one pointing device (mouse) and Township supported software
- Township email account
- Business cards that meet the Township's approved standards

4.2. Township equipment requiring replacement and/or service must be brought into the Township office.

4.3. The technology equipment/software provided to Council remains the property of the Township and shall be returned to the Township when it is replaced with newer equipment or in the event that the Mayor or Councillor is no longer a Member of Council.



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5. Mileage

- 5.1. Members of Council will be reimbursed for mileage outside the Township boundaries at the Township's approved mileage rate when required to drive their personal vehicle for Township business purposes. A budget for mileage shall be included in the annual budget of Council.
- 5.2. Committee Members and Other Appointments will be reimbursed for mileage at the Township's approved mileage rate when required to drive their personal vehicle for Township business purposes. A budget for mileage shall be included in the annual budget of each Committee or the applicable cost centre.
- 5.3. The following mileage expenses will not be reimbursed:
- Meetings held within the Township's municipal facilities.
 - Attendance at social events (ie. open house, barbeque, fundraiser, awards, ceremonial events, banquets, golf tournaments, etc.)
 - Mileage for Township business conducted within the boundaries of the Township (applicable to Members of Council).
- 5.4. The rate per kilometre will be set as follows:
- An annual review of mileage rates shall be undertaken each year utilizing the Canada Revenue Agency (CRA) per kilometre rates that are set at the end of each year.
 - The mileage reimbursement rate be set at \$0.50 per kilometer unless an adjustment to the rate is approved by Council through a report from the Director of Finance/Treasurer or designate.
- 5.5. Mileage reimbursement shall be calculated at the Township approved rate and the driving distance where possible shall be calculated utilizing an odometer reading, Google Maps or a similar service.
- 5.6. Mileage shall be calculated based on the kilometres from the individual's normal work site, home or alternative location and returning to their normal work site, home or alternative location. For multiple destinations on the same trip, mileage shall be calculated based on the kilometres from one destination to the next destination. Mileage is not reimbursable for the distance travelled from the individual's normal work site to home or vice versa.
- 5.7. When more than one individual is travelling to the same off-work site, it is encouraged that carpooling be utilized whenever possible.



6. Expenses Related to Conference/Seminar/Training Sessions

6.1. Conference, seminar, or training expenses for Members of Council and Committee Members are reimbursable and shall be itemized in the annual budget of Council and the Committee. Members of Council and Committee Members shall present at the time of budget the conference, seminar, or training session each member wishes to attend for the year. When a member attends a conference, seminar or training session, the member is required to provide a written or verbal report at a subsequent Council Meeting regarding the key takeaways from the session(s) attended.

6.2. The reimbursable costs are outlined below:

- Actual cost of registration fees.
- Use of a personal vehicle will be reimbursed at the Township approved mileage rate but should be compared to the cost of economy air fare to determine the most cost effective means of travel.
- Air travel costs will be reimbursed to a maximum of economy air fare. For the purpose of this policy, "economy air fare" shall mean the conference rate air fare (if available) or the economy air fare which was generally available at the time when travel arrangements were made.
- Ground transportation to and from the airport.
- Car rental use will only be reimbursed should there be no other alternative.
- Accommodation shall be paid at a single room rate or at the conference rate for the duration of the event, plus one day travel when appropriate.
- Meals while attending a conference, seminar, or training session will be reimbursed only if they are not included in the registration fees.

6.3. Conference, seminar, or training attendance is limited to Ontario unless otherwise approved by Council.

6.4. Conference, seminar, or training attendance is limited to the following for Members of Council:

- Two (2) municipal conferences per year in Ontario or one (1) outside of Ontario.
- Two (2) municipal training sessions per year in Ontario or one (1) outside of Ontario.
- Conference, seminar, and training sessions must be itemized in the annual budget of Council.

6.5. Conference, seminar, or training attendance must be pre-approved through the budget process by Council for Committee Members.

6.6. Registration, accommodations and travel arrangements are to be made through the appropriate administrative support staff and paid with the Township credit card.



Schedule A
Policy No. 2017-001
Township of Puslinch
Corporate Policy

6.7. Third party billing is not permitted.

7. Other Expenses

7.1. The following are reimbursable expenses (must be supported by original receipts) and shall be included in the annual budget of Council and the Committee:

- Corporate Business Meal * (applicable to Council Members)
- Food or beverage items available to all invitees for Appreciation Night, Beef on a Bun Event, and the Staff Barbeque event.
- Gratuities (within reason and no greater than fifteen percent)
- Parking fees for your vehicle while engaged in Township business
- Taxi, bus and train fares
- 407 ETR trip toll charges. Reimbursement for 407 toll charges will be limited to the trip toll charges and will not include any amounts related to the acquisition of a transponder or related service fees.

* A Corporate Business Meal must be pre-approved by Council. A Corporate Business Meal must show the name of the guest(s) and state the business purpose or reason for the meeting/meal. The guest(s) does not include a Township employee(s) or a Member of Council. A Corporate Business Meal may include a luncheon or dinner event.

7.2. The Township is an inclusive employer and will reimburse accessibility related expenses required to carry out the responsibilities of the job.

8. Expense Approval – General

8.1. An Expense Report (Template form provided by Finance) and a receipt of the actual vendor/business providing the goods/services must be submitted in order for a claim to be processed, unless provided otherwise by this Policy. The receipt must include the date, description of goods/services and breakdown of all costs. A credit card slip for any expense will not be accepted in place of a vendor's receipt.

8.2. The following expenses will not be reimbursed:

- An expense for a spouse or companion
- Alcoholic beverages
- Cost of a fine
- Loss or damage to a vehicle
- Food or beverage items not identified as being permitted in this policy unless an overnight stay is involved
- Telephone calls from a hotel room
- Personal entertainment expenses



Schedule A
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- Dry cleaning or alteration expenses for uniforms/clothing
- Community memberships
- Tickets for social events (ie. open house, barbeque, fundraiser, awards, ceremonial events, banquets, golf tournaments, etc.)

8.3. The above list is a guideline and may not cover all possibilities of non-reimbursable items.

8.4. Where a conference or other event is hosted out of the country, foreign exchange will be paid on actual costs and converted at the exchange rate prevailing at the time the costs were incurred.

8.5. The appropriate signing authority shall be responsible for the approval of requests for payment/reimbursement of eligible expenses subject to completion of the Expense Report and supporting documentation. All payment/reimbursement of eligible expenses are reviewed by the Director of Finance/Treasurer or designate prior to issuing a cheque.

8.6. For the purpose of this policy, the signing authority shall be:

Individual Incurring Expense	Signing Authority
Member of Council	Director of Finance/Treasurer or CAO/Clerk
Committee Member	Deputy Clerk or Designate
Other Appointee	Director of Finance/Treasurer or CAO/Clerk

8.7. An Expense Report is to be submitted to the appropriate signing authority by the 15th of the month following the month in which the expense was incurred. It will be at the discretion of the Director of Finance/Treasurer or designate if expenses submitted after this date will be approved.

9. Accountability

9.1. The following steps set out the action(s) to be taken to resolve a dispute or extraordinary circumstance that may arise regarding reimbursement of expenses:

- The appropriate signing authority shall meet with the Member of Council, Committee Member or Other Appointee and make every reasonable effort to resolve the matter.
- Where a matter cannot be resolved, the Director of Finance/Treasurer or designate shall prepare a report to Council for its consideration.

9.2. The Director of Finance/Treasurer or designate shall report annually the Remuneration and Expenses paid to Members of Council. The Finance Department shall ensure that



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the annual Remuneration and Expense reports and monthly expense reports for Members of Council are posted on the Township website.

9.3. Upon submission of a signed Expense Report including all original receipts, Members of Council, Committee Members and Other Appointees warrant all claims are related to Township business and are eligible in accordance with this policy.

9.4. The Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy will be reviewed every five (5) years in accordance with the Township's policy review schedule.

10. Reference and Related Documents:

10.1. Expense Report Template

From (dd/mm/yy)	To (dd/mm/yy)

Name of Claimant: Surname, First Name

I warrant that I have a valid driver's licence and vehicle insurance coverage.

Claimant's Signature _____

--

Date (DD/MM/YY)

Check if the above is not applicable _____

--

Date (DD/MM/YY)

Approval _____

Business Travel Detail						
Item No.	Date (dd/mm/yy)	Destination/Explanation	Daily Travel (km)	From (Location)	To (Location)	Includes return km (Yes/No)
1						
2						
3						
4						
5						
6						
7						
Total Kilometers			-			
Rate/km			\$ 0.50			
Total Mileage			\$ -			

Business Expense Detail (Attach all original and itemized invoices/receipts)				
Item No.	Date (dd/mm/yy)	Item Description	Total Expenses (including taxes)	General Ledger Account Code
1				
2				
3				
4				
5				
6				
7				
Totals			\$ -	
Total \$ Amount Due			\$ -	