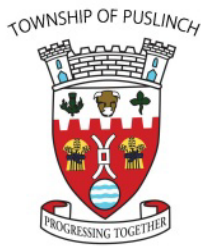


Recreation Committee
Tuesday, June 20, 2017
7:00 p.m.
Council Chambers, Aberfoyle

AGENDA

≠ - Denotes Recommendation

1. Call meeting to order
2. Disclosure of Pecuniary Interest
3. Approval of Minutes ≠
 - a) May 16, 2017
4. Delegations/Presentations ≠
5. Regular Business ≠
 1. Overview of the following Finance Reports:
 - a. FIN-2017-011 - Grant Application Policy – Update
 - b. FIN-2017-012 - Fee Reduction Waivers - Update
Mary Hasan, Director of Finance/Treasurer will be in attendance to answer any questions with respect to the two reports.
 2. Overview of the following Recreation Reports:
 - a. Report REC-2017-006 - Recreation Committee Partnership with the YMCA
 - b. Report REC-2017-007 - 2017 Committee Workplan Review
 - c. Report REC-2017-008 - 2017 Revised Recreation Committee Terms of Reference
 3. Puslinch Community Newsletter
 - a. Determination of Council date for Policy approval
 - b. Letter to Pioneer (Kevin Johnson)
 4. May Revenues
 5. Waste baskets for trails (Daina Makinson)
 6. After hours washroom availability at the Puslinch Community Centre
6. Closed Meeting
7. Adjournment
8. Next meeting – July 18, 2017 at 7:00 p.m. in the Council Chambers



MINUTES

MEMBERS PRESENT

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

TOWNSHIP STAFF

Don Creed, Director of Public Works and Parks
Nina Lecic, Deputy Clerk

OTHERS PRESENT

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. March 21, 2017 – Regular meeting

Moved by: Margaret Hauwert

Seconded by: June Williams **REC-2017-05**

That the Minutes of the Recreation Committee meeting dated March 21, 2017 be adopted.

CARRIED

4. DELEGATIONS/PRESENTATIONS

- a) Linda Killough and Geoff Vogt YMCA with respect to:
- Update on the camps hosted in Puslinch since September 2016 and associated numbers
 - Outline of the camps to be hosted in Puslinch this summer and the current enrollment
 - Pickleball partnerships with the YMCA
 - PD Day camps/Christmas/March Break camps for the 2017/2018 school year
- b) Don Creed, Director of Public Works and Parks with respect to:
- An update on park maintenance activities including installation of ball diamond lights
 - Service Level Review Special Council Meeting June 28, 2017 at 9:00 a.m. with respect to the parks master plan

5. REGULAR BUSINESS

1. Puslinch Community Newsletter

By general consensus, the committee decided that Daina Makinson would be the primary person responsible for the creation and distribution of the newsletter, and that Kevin Johnson would be the secondary person.

Upon finalization, the Newsletter Policy is to be presented to Council, for approval.

2. Follow-up discussion from the YMCA presentation

The committee discussed partnership opportunities for the provision of recreation activities with the YMCA. By general consensus, the committee agreed to delegate a request to Council to



investigate partnership opportunities with the YMCA for the provision of recreational activities.

3. 2017 Work Plan (Update) and other possible jobs for Recreation Committee Members (Margaret)

The Committee discussed the 2017 work plan.

4. March and April Revenues

The Committee reviewed the March and April revenues.

5. Report FIN-2017-022 - First Quarter Financial Report – 2017 Schedule A - Departmental Detail

The Committee reviewed Starr Report FIN-2017-022.

6. Invitation to the Opening of the Wayne Stokley Walking Trail on June 7th, 2017 at 3 p.m.

7. Update on the basketball court in Arkell (June Williams)

6. CLOSED MEETING

None

7. ADJOURNMENT

The Committee adjourned at 9:00 p.m.

8. NEXT MEETING

Tuesday, June 20, 2017 at 7:00 p.m. in the Council Chambers



REPORT FIN-2017-011

TO: Mayor and Members of Council
FROM: Mary Hasan, Director of Finance/Treasurer
MEETING DATE: June 21, 2017
SUBJECT: Grant Application Policy - Update
File No. A09 GRA

RECOMMENDATIONS

That Report FIN-2017-011 regarding the Grant Application Policy - Update be received;
and

That Council directs staff to proceed with holding a Public Meeting on September 5, 2017 at 7:00 pm in the Puslinch Community Centre to obtain public input on the proposed Grant Application Policy as outlined in Schedule A to Report FIN-2017-011;
and

That staff publish notice in the Wellington Advertiser, Puslinch Pioneer, Township website, and provide notice to the interested parties and 2017 grant funding recipients to advise of the Public Meeting; and

That staff report back on the results of the public input received.

DISCUSSION

Purpose

The purpose of this report is to provide Council with a revised Grant Application Policy based on the direction provided by Council at the June 15, 2016 Special Council Meeting. The purpose of this report is to also obtain direction from Council to proceed with holding a public meeting to solicit input on the proposed policy and recommendations.

The purpose of the creation of a policy is to create a fair, equal and transparent process for grant requests from all organizations that provide services that benefit the Township and its residents.

Background

Council at its Special Council Meeting held on December 22, 2014 for the purpose of setting goals and objectives for the 2014 to 2018 Council term included the following item as a goal/objective for their term:

- Development of a Grant Policy for the Spring of 2015 prior to consideration of the 2016 budget.

The Recreation and Parks Master Plan dated May 2015 includes the following recommendations:

- To adopt a community grant system policy (with an annual intake from a set pool of money within the Township's budget) through which community organizations can apply for funds to:
 - Offset start-up funds associated with a group or activity (but not ongoing operational costs);
 - To install, build, renovate or upgrade smaller scale parks or recreation facilities that are needed within the community; and/or
 - To assist with a special program or event that would not otherwise be financially viable but that provides a justifiable social or economic return to the Municipality as a whole.

A public meeting was held on September 17, 2015 to seek input and comments on the proposed Grant Application Policy and Fee Reduction/Waiver Policy.

At the Special Council Meeting held on June 15, 2016, Council directed staff to revise the Grant Application Policy and provide a further report to Council including the following:

- The total amount of grants available to be set at 0.50% of the budget
- The levels of grant amounts be set at \$500 to \$2,999, \$3,000 to \$5,000, and any requests greater than \$5,000 come forward directly to Council for consideration
- County wide organizations to be excluded from the grant program

2017 Grant Allocations

The Township's 2017 grant allocations approved as part of the 2017 budget are outlined in the table below:

Organization	Amount (\$)
Aberfoyle Agricultural Society	\$3,000
Sunrise Therapeutic Riding & Learning Centre	\$2,500
Wellington County Farm and Home Safety Association	\$125
Friends of Mill Creek – Grand River	\$1,250
Puslinch Lake Conservation Association	\$25,000
Community Oriented Policing Centre	\$500
Wellington County Plowmen's Association	\$100
Total	\$32,475

Grant Funding as a Percentage of Taxes Levied:

2017	Puslinch - Total	Puslinch – Excluding Puslinch Lake	Wellington County **	Cambridge	Centre Wellington	Guelph Eramosa
Grant Funding	\$32.5K	\$7.5K	\$601.9K	\$1.6M	\$52K	\$23.8K
Taxes Levied	\$3.5M	\$3.5M	\$91.4M	81.7M	\$11.8M	\$6.4M
%	0.93%	0.21%	0.66%	1.99%	0.44%	0.37%

**** The County of Wellington grant funding amount includes the social services grants given to various organizations but excludes amounts given to hospitals.**

Grant Funding as a Percentage of Taxes Levied Continued:

2017	Guelph	Hamilton	Mapleton	Milton	Minto	Wellington North	Erin
Grant Funding	\$2.0M	\$5.7M	\$15K	\$250K	\$49K	\$55K	\$35.1K
Taxes Levied	\$225M	\$828M	\$6.6M	\$52.4M	\$4.7M	\$7M	\$6.3M
%	0.89 %	0.69%	0.23%	0.48%	1.04%	0.79%	0.56%

The average grant funding as a percentage of taxes levied for the comparator municipalities outlined above is 0.74%.

As directed by Council in the June 15, 2016 Special Council Meeting minutes, it is recommended that the funds available under this program be limited to a maximum of 0.50% of the previous year's taxation levy per calendar year. Therefore, for the 2018 Operating Budget, this amounts to \$17,416.

Other Contributions

In the past, it has been the practise of the Township to provide photocopying services and mailings free of charge on behalf of certain community organizations.

The proposed policy includes the cost of mailings as an eligible grant request. Therefore, it is recommended that the practise of completing mailings for certain community organizations be discontinued in accordance with the Township's agreement with Pitney Bowes.

The proposed policy includes the cost of photocopying as an eligible grant request. Therefore, it is recommended that the practise of providing photocopying services for certain community organizations be discontinued, with the exception of Remembrance Day as the Township is a partner of this event.

In the past, it has been the practise for the Township to pay directly for the advertising costs associated with various special events. The following is proposed:

- The Township provide advertising on the Township's website for qualified applicants hosting community events for the benefit of the Township and its residents.
- The proposed policy includes the cost of advertising as an eligible grant request. Therefore, it is recommended that qualified applicants request reimbursement of advertising costs as part of their annual grant request and directly arrange for the advertisement to be placed in the media.

Implementation Strategy

The recommended implementation strategy for the 2018 budget process is as follows:

- Grant Application Policy be effective for the 2018 budget process
- Township staff to send letters to previous funding recipients in early October of 2017 providing details of the new process and application requirements
- Township to place an advertisement in the local newspaper and the Township website in October regarding the program
- Deadline for submission of the required documentation is 2:00 pm on October 31, 2017
- Summarized information obtained from organizations will be provided to Council in the form of a report as part of the operating budget process

For future years, an advertisement will be included in the local newspaper and Township website regarding the program to invite applicants to apply for funding. The deadline for submission of the required documentation is by 2:00 pm on the last business day of August.

FINANCIAL IMPLICATIONS

The Township maintains a budget for grants in account number 01-0100-4600. The amount approved as part of the 2017 Budget was \$32,475.

As recommended in Schedule A to this report, funds available under the grant program are limited to a maximum of 0.50% of the previous year's taxation levy per calendar year. Based on the tax levy of \$3,483,130 approved in the 2017 budget, this would amount to \$17,416 in grant funds to be provided in 2018.

APPLICABLE LEGISLATION AND REQUIREMENTS

Accountability and Transparency Policy passed through By-law No. 60/08
Section 106 and 107 of the Municipal Act, 2001

ATTACHMENTS

Schedule A: Proposed Grant Application Policy
Schedule B: Proposed Grant Application Form



TITLE: GRANT APPLICATION POLICY
DATE: October 2017
SUBJECT: GRANT APPLICATION POLICY
File No. A09 GRA

1.0 Purpose

To establish a set of guidelines for providing support to not-for-profit organizations and unincorporated community groups that maintain and improve the quality of life for residents of the Township of Puslinch ("Township").

2.0 Organization Eligibility

Organizations applying for grant funding must meet the following eligibility criteria:

- Be in existence for at least one year; and
- have its principal address in the Township; and
- be a not-for-profit organization or an unincorporated community group; and
- offer services that primarily benefit the Township and its residents; and
- demonstrate financial need; and
- be in good financial standing with the Township and not in litigation with the Township; and
- be in compliance with any other Township by-laws and policies.

For the purposes of this policy, Puslinch Minor Sports Organizations and the Aberfoyle Agricultural Society are deemed to meet the eligibility criteria.

The following organizations are not eligible for funding:

- Adult sports organizations ie. Old Timers, Puslinch Kodiak's, Morriston Men's League, The Aberfoyle Dukes
- Groups or organizations of a religious nature.
- County-wide organizations.
- Groups or organizations affiliated with any political party or event.
- Individuals, commercial organizations, and coalitions such as ratepayer associations.

- Hospitals, hospital foundations and hospital auxiliary groups or agencies.
- Educational institutions including universities, colleges, schools and associated auxiliary groups.

3.0 Funding Criteria

The following requests are not eligible for funding:

- Donations to charitable causes.
- Travel or accommodations, uniforms, personal equipment, banquets, entertainment.
- Attendance at conferences, workshops or seminars.
- Personnel costs.
- Insurance and accounting costs.
- Food and beverages
- Office equipment, furniture, and supplies
- Retroactive costs for purposes which have already occurred.
- Funding of prior year deficits.
- Political campaigns, parties or events.

4.0 Criteria

The following criteria will be used to evaluate grant applications submitted to the Township:

- Demonstrates collaboration, positive community engagement and civic pride
- Promotes volunteerism, participation and leadership development
- Fosters a healthy, safe and active community
- Fiscal and overall accountability
- Responsiveness to existing community need

5.0 Categories of Funding

Category 1 – Donation (funds requested - \$500 to \$2,999)

Grants for organizations that are community-based and fairly represent both their own interest and those of the community in which they serve. Services, programs and activities must demonstrate a benefit to the Township and its residents.

Category 2 – Sponsor or Contributor (funds requested - \$3,000 to \$5,000)

Grants for organizations for the purpose of a community event or program that benefits the Township and its residents. Examples include the Santa Claus Parade, Aberfoyle Fall Fair, Canada Day, and Family Day.

Category 3 – Project Funder (funds requested – greater than \$5,000)

Grants for organizations for special purposes and/or projects for an activity deemed to be of significant value to the Township and its residents.

6.0 Annual Application Requirements

- The grant application form must be completed in full with all requested information attached. Only complete and accurate proposals will be forwarded under a staff report to Council for consideration at the Operating Budget meeting.
- An organization applying for multiple grants must complete an application form for each separate funding request.
- Organizations requesting grants of greater than \$5,000 (Category 3) are required to present their requests to Council during the budget process.
- A copy of the most current budget.
- A copy of the most current financial statements.

7.0 Initial Application Requirements

- A copy of the letters patent or articles of incorporation, if applicable.
- A copy of its Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable.
- A copy of mandate, constitution and by-laws, as applicable.

The completed grant application form and supporting documentation must be submitted to the attention of the Finance Department by 2:00 pm on the last business day of August.

The Corporation of the Township of Puslinch
7404 Wellington Road 34
Puslinch, ON, N0B 2J0
Attention: Grant Application Program

8.0 Conditions of Funding

- Grant funding assistance may not be used for purposes other than the purposes described in the application.
- Recipients awarded a grant of greater than \$5,000 are required to submit an annual report. The annual report must include a financial statement and/or receipts and outline how the funding was utilized and how it contributed to the overall goals and objectives of the organization. The annual report must also be presented to Council.
- Adherence to all applicable municipal by-laws, policies and procedures is required.
- Organizations will not be considered for future grant funding until all required reports are received by the Township's Finance Department. Any grant recipient that does not comply with the requirements may not receive future grant funding.

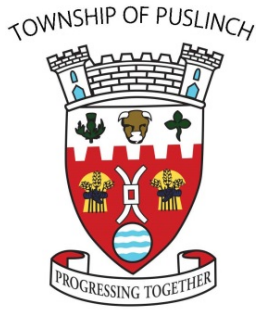
9.0 Approval – Budget

A report will be prepared by the Finance Department as part of the annual budget process outlining the summarized information obtained from organizations requesting grant funding.

Funds available under this program are limited to a maximum of 0.50% of the previous year's taxation levy per calendar year. The granting of financial assistance in any year is not to be regarded as a commitment by the Township to continue such assistance in future years.

10.0 Attachments

- Grant Application Form



Township of Puslinch
7404 Wellington Road 34
Puslinch, ON, N0B 2J0
T: (519) 763 – 1226
F: (519) 763 – 5846
www.puslinch.ca

Schedule B to Report FIN-2017-011 - Grant Application Form

Applicant Information:

Organization Name: _____

Contact Name and Position: _____

Organization Mailing Address: _____

Town/City/Province: _____

Postal Code: _____

Email Address: _____

Website: _____

Telephone Number: _____

Questionnaire:

Grant amount applied for: _____

Organization's Goals and Objectives related to the Grant Request:

Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed.

Please provide a narrative description explaining how the Township’s approval of grant funding would enable your organization to sustain or provide additional support to the community.

If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project?

Please provide a list of board of directors and/or executive officers (if further space is needed, please re-print this page and continue the list):

Name: _____ **Position:** _____

Name: _____ **Position:** _____

Name: _____ **Position:** _____

Please Check Appropriate Boxes:

Choose one category of funds requested:

- Category 1: Donation (funds requested - \$500 to \$2,999)
- Category 2: Sponsor or Contributor (funds requested - \$3,000 to \$5,000)
- Category 3: Project Funder (funds requested – greater than \$5,000)

- Grant application form completed in full **(mandatory)**
- Delegation scheduled to present request to Council during the budget process **(for Category 3 applications only)**
- A copy of the most current budget **(mandatory)**
- A copy of the most current financial statements **(mandatory)**
- If your organization was a successful applicant in a previous year, the annual reporting requirements have been submitted in accordance with Section 8 of the Township Grant Application Policy **(mandatory for previous funds received of greater than \$5,000)**
- The applicant has reviewed the Grant Application Policy, the Terms and Conditions, and has signed the application **(mandatory)**

Submission of the following items is required for the initial application only:

- A copy of letters patent or articles of incorporation, if applicable
- A copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable
- A copy of mandate, constitution and by-laws, as applicable

Terms and Conditions:

- The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes.
- The applicant will inform the Township if the project is delayed or changed substantially for any reason.

- Funds received are to be used as described in this application.
- All applicable municipal by-laws, policies and procedures will be adhered to.

I agree to the terms and conditions outlined above. I have reviewed the Grant Application Policy. The information given in support of this application is true, correct and complete in every respect. I acknowledge that the contents of this application will be discussed in an open Council forum. I declare that _____ is

 “name of organization”
 in good standing with the Township and other government bodies.

 Signature of Applicant

 Date of Application

 Position on Executive

The last day for filing an application is by 2:00 pm on the last business day of August.

For Office use only:

Date and Time Received: _____

Received by: _____

Amount Approved: _____

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing this application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk’s office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk’s office for assistance.



REPORT FIN-2017-012

TO: Mayor and Members of Council
FROM: Mary Hasan, Director of Finance/Treasurer
MEETING DATE: June 21, 2017
SUBJECT: Fee Reduction/Waivers - Update
File No. A09 FEE

RECOMMENDATIONS

That Report FIN-2017-012 regarding the Fee Reductions/Waivers – Update be received; and

That Council directs staff to proceed with holding a Public Meeting on September 5, 2017 at 7:00 pm in the Puslinch Community Centre to obtain public input on the proposed fee reductions/waivers as outlined in Report FIN-2017-012; and

That staff publish notice in the Wellington Advertiser, Puslinch Pioneer, Township website, and provide notice to the interested parties to advise of the Public Meeting; and

That staff forward this report to the Recreation Committee for comments; and

That staff report back on the results of the public input received.

DISCUSSION

Purpose

The purpose of this report is to provide Council with an update on proposed fee reductions/waivers to be incorporated in the User Fee By-law based on the direction provided by Council at the June 15, 2016 Special Council Meeting. The purpose of this report is to also obtain direction from Council to proceed with holding a public meeting to solicit input on the proposed policy and recommendations.

The purpose of the creation of a policy is to create a fair, equal and transparent process for fee reductions and waivers for all organizations that provide services that benefit the Township and its residents. The proposed policy achieves the above by:

- Ensuring awareness, consistency, and fairness for eligible organizations with regards to the manner fee reductions/waivers are treated.
- Effective utilization of staff resources and the Township's operating software.
- Consistent application of fee reductions to all eligible organizations in recognition of the benefit they provide to the Township and its residents.
- Evaluating and considering municipal best practises.

Background

Council at its Special Council Meeting held on December 22, 2014 for the purpose of setting goals and objectives for the 2014 to 2018 Council term included the following item as a goal/objective for their term:

- Development of a policy regarding the use of Township facilities by community groups for the Spring of 2015 prior to consideration of the 2016 budget.

The Recreation and Parks Master Plan dated May 2015 includes the following recommendation:

- To establish a policy to address special requests for fee waivers in an equitable and transparent manner. (ie. each affiliated community organization may receive one two-hour room rental free each year for an annual meeting).

A public meeting was held on September 17, 2015 to seek input and comments on the proposed Grant Application Policy and Fee Reduction/Waiver Policy.

At the Special Council Meeting held on June 15, 2016, Council directed staff to revise the Fee Reduction/Waiver Policy and provide a further report to Council including the following:

- No fee waivers during prime-time rentals **
- A 75% reduction during non-prime time rentals for community groups **
- Information on opportunity revenue, savings and costs
- A definition of community groups with their head office in the Township and to provide services primarily in Puslinch and to include non-incorporated groups, churches, and the Aberfoyle Agricultural Society
- No fee waivers for church services
- One complimentary room rental for one Annual General Meeting
- Exempting the following events from facility rental fees – the Fall Fair, Santa Clause Parade, Canada Day, Family Day and Remembrance Day

***See Schedule D for definition of prime-time and non-prime time rentals for the ice and the hall*

Comparator Municipalities Surveyed

Township staff analyzed the full fees and reduced fees of a sample of comparator municipalities. This information is outlined in Schedule A to Report FIN-2017-012. The comparator municipalities include several municipalities that are similar to the Township in terms of size and proximity.

Schedule B to Report FIN-2017-012 outlines the following:

- 2018 Township full rate
- Comparator municipality average rate
- Comparator municipality average reduced rate
- 2018 Township Option A reduced rates (see below for summary of Option A)
- 2018 Township Option B reduced rates (see below for summary of Option B)

Option A

Option A is in line with the comparator municipalities surveyed. Also, based on the analysis performed in Schedule B, on average, the Township's fees are approximately 51% lower than the comparator municipalities surveyed.

Summarized below are the proposed details of Option A:

- 50% reduced rate for all rentals (both prime and non-prime), with the exception of meeting room rentals
- 75% reduced rate for meeting room rentals
- Reduced rates not offered to adult sports leagues
- Qualified organizations are eligible to obtain one complimentary two-hour room rental for one meeting during non-prime times in the meeting room.

Option B

Option B is in line with Council's recommendations from the June 15, 2016 Special Council Meeting with the exception of the following:

Council recommended one complimentary room rental for one Annual General Meeting. A majority of the organizations who have received in-kind bookings in the past do not hold Annual General Meetings. It is recommended that the policy specify the following in order to be fair and provide consistent treatment to all eligible organizations:

- Qualified organizations are eligible to obtain one complimentary two-hour room rental for one meeting during non-prime times in the meeting room.

Summarized below are the proposed details of Option B:

- 75% reduced rate during non-prime time rentals

- No fee waivers or reductions during prime time rentals
- 75% reduced rate also offered to adult baseball leagues
- Qualified organizations are eligible to obtain one complimentary two-hour room rental for one meeting during non-prime times in the meeting room.

Payment Terms

At the June 7, 2017 Council Meeting, Council referred the Aberfoyle Potters' Market request to staff to consider as part of this Report.

Council through the 2017 User Fee By-law No. 2016-087 approved obtaining full payment at the time of booking for Puslinch Community Centre rentals and that a refund of 80 percent be provided where 30 days' notice of cancellation is given.

It is recommended that the User Fee by-law incorporate the following payment terms to be applicable to all rentals:

- One-time bookings – Payment is required within seven days of contract creation.
- Recurring bookings throughout the year – Payment is required on a quarterly basis. The first payment is required within seven days of contract creation. Future payments are required quarterly prior to the scheduled rentals.
- Recurring seasonal bookings – Payment is required in two instalments. The first payment is required within seven days of contract creation. The second payment is required halfway through the season.

Sports Facility User Fees

Puslinch Baseball Leagues (Puslinch Minor Baseball*)

Sports facility user fees are currently collected from Township baseball leagues at a rate of \$10 per resident and \$25 per non-resident. Fees collected are not based on usage.

The comparator municipalities surveyed offer a reduced rate for minor sports leagues only. The practise in the Township in the past has been to allow all Township baseball leagues to benefit from the per registrant fees noted above.

Township staff recommend that Township minor baseball leagues pay a reduced rate based on usage and that these organizations be transitioned to the Township's booking and facility contract process in accordance with the proposed User Fee By-law.

Township staff recommend that the adult baseball leagues that previously paid on a per resident and per non-resident basis obtain the reduced rate for 2018 only and that these leagues pay the rental fees based on usage at the full rate effective January 1, 2019. The comparator municipalities surveyed do not offer reduced rates for adult sports leagues.

The financial implications associated with fees based on usage rather than registrants is outlined in Schedule C to Report FIN-2017-012 and summarized below for the Puslinch baseball leagues:

Name of Organization	Reduced Rate Applicable?	2017 Roster Fees	Option A Fees – Net of HST	Option A Impact – Net of HST	Option B Fees – Net of HST	Option B Impact – Net of HST
Old Timers	2018 Only	\$175	\$1,652	\$1,477	\$413	\$238
Puslinch Kodiaks	2018 Only	\$265	\$2,122	\$1,857	\$530	\$265
Morrison Men's League	2018 Only	\$255	\$842	\$587	\$210	\$(45)
The Aberfoyle Dukes	2018 Only	\$320	\$1,163	\$843	\$291	\$(29)
* Puslinch Minor Baseball	Yes	\$1,625	\$1,714	\$89	\$857	\$(768)
Total		\$2,640	\$7,492	\$4,852	\$2,301	\$(339)

*** Puslinch Minor Soccer Club**

Sports facility user fees are currently collected from the Puslinch Minor Soccer Club (PMSC) at a rate of \$12 per resident and \$30 per non-resident. Fees collected are not based on usage. The higher registrant rates charged to PMSC in comparison to baseball relates to the Township's recovery of the costs of the maintenance of the Calvary Baptist Church (CBC) fields in Arkell.

The Township entered into an agreement dated December 17, 2015 with the CBC and PMSC for a two year term, with a one year renewal option. As indicated in Schedule A to the Agreement, the costs to maintain the soccer fields are outlined below:

- CBC fields in Arkell - \$12,231
- Puslinch Community Centre fields - \$3,347
- Badenoch Community Centre fields - \$6,386

It is recommended that the Township renew the agreement for an additional year based on the same terms and conditions. It is recommended that effective January 1, 2019, the Township no longer maintain non-owned Township property (CBC fields in Arkell) and that the PMSC enter into a new agreement directly with the CBC.

The comparator municipalities surveyed offer a reduced rate for minor sports leagues only. Therefore, Township staff recommend that eligible Township minor soccer leagues pay a reduced rate based on usage and transition these organizations to the Township's booking and facility contract process in accordance with the proposed User Fee By-law.

The financial implications associated with fees based on usage rather than registrants is outlined in Schedule C to Report FIN-2017-012 and summarized below for the PMSC:

2017 Roster Fees	Option A Fees – Net of HST	Option A Impact – Net of HST	Option B Fees – Net of HST	Option B Impact – Net of HST
\$11,868	\$5,895	\$(5,973)	\$2,948	\$(8,921)

The fees calculated above are based on the usage outlined in PMSC’s schedule as of June 14, 2017.

The Township currently does not obtain user fees for rental of the soccer fields from other users. The only fees received are the sports facility user fees collected from PMSC as outlined above. It is recommended that the Township develop a soccer user fee based on the average fees of the comparator municipalities. The full rates recommended are \$30 per hour (net of HST) and \$264 per day (net of HST).

Puslinch Tennis Club

Sports facility user fees are currently collected from the Puslinch Tennis Club at a rate of \$10 per resident and \$25 per non-resident. Fees collected are not based on usage.

At the October 12, 2016 Capital Budget meeting, Council directed staff to bring forward a use/cost sharing agreement with the Puslinch Tennis Club in 2019 that would outline responsibilities for court care and maintenance, as well as cost sharing. Therefore, it is recommended that a revised rate based on usage/cost sharing be established in 2019 for the Puslinch Tennis Club.

Upper Grand District School Board

The practise in the past has been for the Aberfoyle Public School to utilize the Township’s facilities for a nominal consideration. The Township’s agreement with the Wellington County Board of Education (now known as the Upper Grand District School Board) dated the 2nd day of December 1996 expired. The Township’s insurers recommend that the Township work with the Upper Grand District School Board to develop a new agreement for the use of Township facilities. Therefore, it is recommended that the Township initiate discussions for the entering into a reciprocal facility use agreement with the Upper Grand District School Board.

Organizations Under Separate Agreement – Nominal Consideration

The following organizations have a separate agreement with the Township for the use of facilities for a nominal consideration. It is recommended that these organizations be transitioned to the Township’s booking and facility contract process in accordance with the proposed reduced rates as outlined in Schedule B to Report FIN-2017-012 effective for usage commencing September 2018. It is also recommended that future facility use agreements not be entered into and usage be facilitated through a facility rental contract

with special terms and conditions relevant to the organization being incorporated in the facility rental contract.

*** Whistle Stop Co-operative Pre-school**

The Township entered into a facility use agreement with Whistle Stop Co-operative Pre-School Inc. (the School) on July 20, 2016 for the period of September 12, 2016 to June 23, 2017. The first agreement was entered into on August 5, 1987 and the agreement is renewed annually. The Township has not collected user fees from The School in the past.

The financial implications associated with a reduced rate based on usage is outlined in Schedule C to Report FIN-2017-012 and summarized below:

2017 User Fees Collected (Net of HST)	Option A Fees – Net of HST	Option A Impact – Net of HST	Option B Fees – Net of HST	Option B Impact – Net of HST
\$0	\$3,153	\$3,153	\$3,641	\$3,641

Guelph Community Health Centre

The Township entered into a facility use agreement with the Guelph Community Health Centre (Playgroup) on July 28, 2016 for the period of September 6, 2016 to June 27, 2017. The oldest agreement noted on file was entered into on August 4, 2004 and the agreement is renewed annually. The Township has not collected user fees from Playgroup in the past.

The financial implications associated with a reduced rate based on usage is outlined in Schedule C to Report FIN-2017-012 and summarized below:

2017 User Fees Collected (Net of HST)	Option A Fees – Net of HST	Option A Impact – Net of HST	Option B Fees – Net of HST	Option B Impact – Net of HST
\$0	\$822	\$822	\$822	\$822

Organizations Under Separate Agreement – Negotiated Rates

The following organizations have a separate agreement with the Township for the use of facilities at negotiated rates. It is recommended that these organizations be transitioned to the Township’s booking and facility contract process in accordance with the proposed reduced rates as outlined in Schedule B to Report FIN-2017-012. It is also recommended that future facility use agreements not be entered into and usage be facilitated through a facility rental contract with special terms and conditions relevant to the organization being incorporated in the facility rental contract.

YMCA-YWCA of Guelph

The Township entered into a facility use agreement with the YMCA-YWCA of Guelph (YMCA) on April 5, 2017 for the period of July 17, 2017 to September 1, 2017. The Township renews its agreement with the YMCA annually.

The financial implications associated with a reduced rate based on usage is outlined in Schedule C to Report FIN-2017-012 and summarized below:

2017 User Fees Collected (Net of HST)	Option A Fees – Net of HST	Option A Impact – Net of HST	Option B Fees – Net of HST	Option B Impact – Net of HST
\$3,071	\$6,221	\$3,149	\$4,940	\$1,869

Please note that the YMCA paid a total fee of \$5,011.24 (net of HST) in 2015 and 2016. The fees in 2015 and 2016 included full usage of the hall, arena, gymnasium, and soccer pitch during the five week period.

The 2017 rental fees were calculated based on a 75% reduced rate on all facility rentals (including prime-time rentals of the hall). The fees in 2017 included specific usage each week of the hall, arena, gymnasium and soccer pitch during the five week period.

* Aberfoyle Farmers' Market

The Township entered into a facility use agreement with the Aberfoyle Farmers' Market Association (the Market) on April 19, 2017 for a period of four years.

The financial implications associated with a reduced rate based on usage is outlined in Schedule C to Report FIN-2017-012 and summarized below:

2017 User Fees Collected (Net of HST)	Option A Fees – Net of HST	Option A Impact – Net of HST	Option B Fees – Net of HST	Option B Impact – Net of HST
\$3,734	\$5,693	\$1,958	\$2,846	\$(888)

* Puslinch Historical Society

The Township originally entered into a lease agreement with the County of Wellington (County) on September 15, 2010 to lease out space to the Puslinch Historical Society (PHS). The Township pays the County on a quarterly basis for the rent and for a portion of the operating costs associated with the lease. The term of the agreement is to 2016/2017 and can be extended annually thereafter for an additional five one-year

terms, as required. The amounts paid by the Township were \$4,886 in 2016 and \$4,674 in 2015.

Township staff recommend that the Township's agreement with the County for the PHS library lease be reviewed in 2019.

** Please note, the organizations indicated above with an * are eligible to submit a grant application in accordance with the proposed Grant Application Policy outlined in Report FIN-2017-011.*

In-Kind Bookings Analysis – Based on 2014 Usage

On January 28, 2015 Council passed Council Resolution 2015-043 which indicated the following:

That Report FIN-2015-06 regarding In-Kind Bookings and Contributions be received; and

That the community groups identified in Report FIN-2015-06 be provided gratuitous use of the rooms in 2015 based on 2014 usage of the Puslinch Community Centre and Optimist Recreation Centre; and

That Staff report back to Council on the development of a policy regarding the use of Township facilities by community groups and associated fees prior to consideration of the 2016 budget.

Township staff recommend that the community groups identified in Report FIN-2015-06 be transitioned to the Township's booking and facility contract process in accordance with the proposed reduced rates as outlined in Schedule B to Report FIN-2017-012.

The financial implications associated with a reduced rate based on 2014 usage is outlined in Schedule C to Report FIN-2017-012 and summarized below by organization:

Name of Organization	2017 User Fees Collected (Net of HST)	Option A Fees – Net of HST	Option A Impact – Net of HST	Option B Fees – Net of HST	Option B Impact – Net of HST
Optimist Club of Puslinch	\$0	\$6,157	\$6,157	\$9,224	\$9,224
Seniors' Euchre Club	\$0	\$281	\$281	\$281	\$281
Mill Creek Subwatershed Community Liaison	\$0	\$191	\$191	\$191	\$191
Friends of Mill Creek	\$0	\$197	\$197	\$156	\$156
Community Oriented Policing	\$0	\$115	\$115	\$115	\$115
Morrison United Church	\$0	\$712	\$712	\$356	\$356
Junior Garden Club	\$0	\$205	\$205	\$112	\$112

Name of Organization	2017 User Fees Collected (Net of HST)	Option A Fees – Net of HST	Option A Impact – Net of HST	Option B Fees – Net of HST	Option B Impact – Net of HST
Aberfoyle Agricultural Society	\$0	\$393	\$393	\$300	\$300
Puslinch Minor Soccer Club	\$0	\$375	\$375	\$271	\$271
Total	\$0	\$8,626	\$8,626	\$11,005	\$11,005

Recommended Changes to Proposed User Fee By-law Rates

Schedule D to Report FIN-2017-012 includes an excerpt of the proposed 2018 User Fees and Charges By-law schedules for Parks, Optimist Recreation Centre and Puslinch Community Centre.

Summarized below are the changes in rates (net of HST) in 2018:

- A soccer field rental fee of \$30 per hour has been incorporated based on the comparator municipalities surveyed.
- A soccer field rental fee of \$264 per day has been incorporated based on the comparator municipalities surveyed.
- A security deposit of \$50 for baseball equipment and lights has been incorporated as a key is provided to Township approved leagues for use of this equipment.
- A security deposit of \$50 has been incorporated for picnic shelter rentals as a key is provided to a renter for use of the washrooms.
- Previous user fee by-law incorporated a rate of \$219 per 4 hour rental at the hall and a rate of \$46.54 per hour after 4 hours during non-prime times.
 - The proposed 2018 user fee by-law has a per hour rate of \$54.75 with a minimum of a 3 hour booking during non-prime times.
- Previous user fee by-law incorporated a daily rental fee of \$364 for a Sunday rental. This fee is very similar to the daily rental fee of \$372 for Monday to Thursday rentals.
 - The proposed 2018 user fee by-law has a daily fee of \$372 for Monday to Thursday and Sunday rentals.
- A new fee has been incorporated based on renter requests:
 - Hall – Set-up Fee of \$54.75 per hour – Set-up is after 5:00 p.m. on Friday only and must include a Saturday rental. This service is only available if the hall is not booked 7 days prior to the event date.
- Previous user fee by-law incorporated a rate of \$107 per 4 hour rental for the use of the kitchen and a rate of \$25.50 per hour after 4 hours during non-prime times.
 - The proposed 2018 user fee by-law has a per hour rate of \$26.75 with a minimum of a 3 hour booking during non-prime times.
- Previous user fee by-law incorporated a rate of \$117 per 7 hours and \$20.40 per hour after seven hours for bartender services.

- The proposed 2018 user fee by-law has a flat rate of \$127.20 for bartender services.
- The proposed 2018 user fee by-law does not include rates for the fountain pop package as the equipment in the Puslinch Community Centre for providing this service is no longer equipment that the vendor can supply to.
- Previous user fee by-law incorporated a rate of \$32.64 for two lines per week and a rate of \$64.26 for four lines per week for the use of the electronic sign.
 - The proposed 2018 user fee by-law has a flat weekly rate of \$32.64 for the use of the electronic sign.

Recommended Additions to Proposed User Fee By-law Clauses

Organization Eligibility

Organizations applying for a reduced rate must meet the following eligibility criteria:

- Be in existence for at least one year; and
- have its principal address in the Township; and
- be a not-for-profit organization or an unincorporated community group; and
- offer services that primarily benefit the Township and its residents; and
- be in good financial standing with the Township and not in litigation with the Township; and
- be in compliance with any other Township by-laws and policies.

For the purposes of this policy, Puslinch Minor Sports Organizations, Puslinch Religious Organizations, Guelph Community Health Centre (The Playgroup), YMCA/YWCA of Guelph, and the Aberfoyle Agricultural Society are deemed to meet the eligibility criteria.

The following organizations are not eligible for a reduced rate:

- Adult sports organizations ie. Old Timers, Puslinch Kodiak's, Morriston Men's League, The Aberfoyle Dukes.
- County-wide organizations.
- Groups or organizations affiliated with any political party or event.
- Individuals, commercial organizations, and coalitions such as ratepayer associations.
- Hospitals, hospital foundations and hospital auxiliary groups or agencies.
- Educational institutions including universities, colleges, schools and associated auxiliary groups.

The following requests are not eligible for a fee reduction or waiver:

- Religious services
- Licences, development charges, building permits, inspections, insurance

Other Fee Reduction/Fee Waiver Policy Details:

- Eligible organizations can obtain one complimentary two-hour room rental for one meeting during non-prime times in the Meeting Room.
- Rental fees are exempt for the Fall Fair, Santa Clause Parade, Canada Day, Family Day and Remembrance Day.
- Usage of Township property must comply with the Township's requirements including necessary insurance, permits and approvals within the required timelines.

The following information will be required to review an organization's eligibility:

- A copy of the letters patent or articles of incorporation, if applicable.
- A copy of its Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the organization's status and terms of registration, if applicable.
- A copy of mandate, constitution and by-laws, as applicable.

Payment Terms

- One-time bookings – Payment is required within seven days of contract creation.
- Recurring bookings throughout the year – Payment is required on a quarterly basis. The first payment is required within seven days of contract creation. Future payments are required quarterly prior to the scheduled rentals.
- Recurring seasonal bookings – Payment is required in two instalments. The first payment is required within seven days of contract creation. The second payment is required halfway through the season.

Implementation Strategy

The implementation strategy is as follows:

It is recommended that the reduced rates for eligible organizations be effective January 1, 2018. The proposed User Fee By-law for 2018 will address the recommendations outlined in this report including organization eligibility and other pertinent details.

FINANCIAL IMPLICATIONS

The 2014 actual in-kind bookings and contributions amounted to \$49,355 as outlined in Report FIN-2015-06.

Schedule C to Report FIN-2017-012 outlines the total impact related to the proposed reduced rate fee structure of \$16,587 (net of HST) for Option A. This impact excludes the savings for organizations for a complimentary two-hour room rental for one meeting during non-prime times in the meeting room.

Schedule C to Report FIN-2017-012 outlines the total impact related to the proposed reduced rate fee structure of \$7,190 (net of HST) for Option B. This impact excludes the savings for organizations for a complimentary two-hour room rental for one meeting during non-prime times in the meeting room.

The financial impact for both Option A and Option B for the Township for no longer maintaining the Arkell fields is approximately \$12,231.

APPLICABLE LEGISLATION AND REQUIREMENTS

Accountability and Transparency Policy passed through By-law No. 60/08

Section 106 and 107 of the Municipal Act, 2001

ATTACHMENTS

Schedule A: Comparator Municipality Data - Fee Reductions

Schedule B: 2018 Proposed Reduced Rate Percentages

Schedule C: Impact of New Fee Structure - Various Organizations

Schedule D: Excerpt from Proposed 2018 User Fees and Charges By-law Schedules for Parks, Optimist Recreation Centre and Puslinch Community Centre

**Comparator Municipality Data
Schedule A to Report FIN-2017-012**

Description	Unit	Puslinch - 2017 - (net of HST)	Cambridge (net of HST)	Reduced Rate	Comments	Centre Wellington (net of HST)	Reduced Rate	Comments	Guelph Eramosa	Reduced Rate	Comments
Gymnasium											
<i>Hourly</i>	Hourly	\$ 30.00	\$ 39.50			\$ 38.07		Elora Gym - Average of Prime and Non-Prime	N/A		
<i>Reduced Rate</i>	Hourly	N/A	N/A			N/A			N/A		
Ice Rental											
<i>Regular Prime Time</i>	Hourly	\$ 158.00	\$ 254.52		Adults, leagues, skating parties	\$ 173.22			N/A		
<i>Reduced Prime Time</i>	Hourly	N/A	\$ 139.49	45.2%	Youth, minor sports, students	\$ 121.57	29.8%	Minor Sports Rate	N/A		
<i>Regular Non-Prime Time</i>	Hourly	\$ 55.00	\$ 152.68		Adults, leagues, skating parties	\$ 97.49			N/A		
<i>Reduced Non-Prime Time</i>	Hourly	N/A	\$ 95.45	37.5%	Youth, minor sports, students	\$ 68.66	29.6%	Minor Sports Rate	N/A		
Arena Floor											
<i>Arena Floor</i>	Hourly	\$ 66.00	\$ 64.65		Adults	\$ 53.60		Prime and Non-Prime Rate (average)	N/A		
<i>Reduced Rate</i>	Hourly	N/A	\$ 35.19	45.6%	Community Groups - Non Profit (pre-scheduled weekly users)				N/A		
<i>Tournament</i>	Per Day	N/A	N/A			\$ 302.64		Minor Sports Rate	N/A		
Hall Rentals											
<i>Hourly</i>	Hourly	N/A	N/A			\$ 38.07		Elora Community Centre - (cap - 250) - Avg of Prime and Non-Prime	N/A		
<i>Reduced Rate</i>	Hourly	N/A	N/A			N/A					
<i>Non-Prime (Mon. to Thurs. and Sunday)</i>	Full Day	\$ 372.00	\$ 374.92		Preston Hall (cap - 175)	N/A		Elora Community Centre - (cap - 250)	\$ 388.31		
<i>Reduced Rate</i>	Full Day	N/A	N/A		Preston Hall (cap - 175)	N/A		Elora Community Centre - (cap - 250)	N/A		
<i>Prime (Friday and Saturday Rentals)</i>	Full Day	\$ 488.00	\$ 437.60		Preston Hall (cap - 175)	\$ 608.06		Elora Community Centre - (cap - 250)	\$ 610.19		
<i>Reduced Rate</i>	Full Day	N/A	N/A		Preston Hall (cap - 175)	N/A		Elora Community Centre - (cap - 250)	N/A		
<i>Use of Kitchen Facilities - Non-Prime</i>	Per Hour	\$ 26.75	N/A			\$ 8.20		Per 8 hours (max)	\$ 34.67		Non Prime - per 8 hours

**Comparator Municipality Data
Schedule A to Report FIN-2017-012**

Description	Unit	Puslinch - 2017 - (net of HST)	Cambridge (net of HST)	Reduced Rate	Comments	Centre Wellington (net of HST)	Reduced Rate	Comments	Guelph Eramosa	Reduced Rate	Comments
<i>Use of Kitchen Facilities - Non-Prime</i>	Per Day	\$ 107.00	N/A			\$ 65.56			\$ 277.36		
<i>Licensed Events Using Patio</i>	Flat Rate	\$ 56.00	N/A			N/A			N/A		
Meeting Room											
<i>Hourly Rate</i>	Hourly	\$ 25.50	\$ 24.46			\$ 33.12			\$ 36.27		
<i>Reduced Rate</i>	Hourly	N/A	\$ 79.28	73.0%	Community Group - One Regular Monthly Meeting maximum of 2 hours (One-Time Holding Fee)	\$ -	100.0%	Non Profit - Maximum 2 hour meeting and one (1) per month	N/A		
Ball Diamonds											
<i>Ball Diamonds - No Lights</i>	Hourly	\$ 20.40	\$ 21.98		Major Field - Average of Non-City Adult and Adult Resident Group	\$ 24.75		Per Game (2 hour)	\$ 39.24		
<i>Reduced Rate</i>		N/A	\$ 7.54	65.7%	Youth Resident Group	\$ 18.01	27.3%	Per Game (2 hour)	\$ 23.44	40.3%	
<i>Ball Diamonds - Lights</i>	Hourly	\$ 30.60	\$ 28.25		Premium Field - Average of Non-City Adult and Adult Resident Group	\$ 33.11		Per Game (2 hour)	\$ 51.95		
<i>Reduced Rate</i>		N/A	\$ 9.74	65.5%		\$ 22.97	30.6%	Per Game (2 hour)	\$ 32.32	37.8%	
<i>Ball Diamonds - Per Day</i>	Per Day	\$ 153.00	N/A	N/A		\$ 272.93			\$ 230.86		
<i>Minor Sports</i>	Per Day	N/A	N/A			N/A			\$ 82.82	64.1%	
<i>Sports Facility User Fees - Baseball and Tennis</i>	Per Resident	\$ 10.00	N/A			N/A			N/A		
<i>Sports Facility User Fees - Baseball and Tennis</i>	Per Non-Resident	\$ 25.00	N/A			N/A			N/A		
Picnic Shelter											

**Comparator Municipality Data
Schedule A to Report FIN-2017-012**

Description	Unit	Puslinch - 2017 - (net of HST)	Cambridge (net of HST)	Reduced Rate	Comments	Centre Wellington (net of HST)	Reduced Rate	Comments	Guelph Eramosa	Reduced Rate	Comments
<i>Picnic Shelter</i>	Hourly	\$ 20.00	\$ 23.74		up to 100 people	no reserv.			\$ 110.94		
<i>Picnic Shelter</i>	Full Day Rental	\$ 80.00	N/A			no reserv.			N/A		
Soccer Rentals											
<i>Sports Facility User Fees</i>	Per Resident	\$ 12.00	N/A			N/A			N/A		
<i>Sports Facility User Fees</i>	Per Non-Resident	\$ 30.00	N/A			N/A			N/A		
<i>Soccer Field</i>	Per Year	N/A	N/A			\$ 1,476.66		Full Size Field - Provide schedule and book them into the specific field for the days scheduled.	N/A		
<i>Special Events</i>	Per Day	N/A	N/A			\$ 181.95		Full Size Field	346.28		Adult Sports
<i>Affiliated Minor</i>	Per Day	N/A	N/A			\$ 140.15	23.0%		140.83	59.3%	
<i>Adult Sports</i>	Per Hour	N/A	\$ 21.98		Major Field - Average of Non-City Adult and Adult Resident Group	N/A			\$ 46.17		
<i>Affiliated Minor</i>	Per Hour	N/A	\$ 7.54	65.7%	Major Field	N/A			\$ 25.35	45.1%	
Advertising											
<i>Sign</i>	Flat Rate	\$ 32.64	N/A	N/A		\$ 67.57			N/A		
<i>Reduced Rate</i>	Flat Rate	N/A	N/A	N/A		N/A			N/A		
<i>Rink Board</i>	Flat Rate	\$ 350.00	\$ 5,000.00			\$ 475.27			N/A		
<i>Reduced Rate</i>	Flat Rate	N/A	N/A			N/A			N/A		
<i>Ball Diamond</i>	Flat Rate	\$ 175.00	N/A			N/A			N/A		

**Comparator Municipality Data
Schedule A to Report FIN-2017-012**

Description	Unit	Puslinch - 2017 - (net of HST)	Guelph	Reduced Rate	Comments	Hamilton	Reduced Rate	Comments	Mapleton	Reduced Rate	Comments	Milton	Reduced Rate	Comments
Gymnasium														
Hourly	Hourly	\$ 30.00	\$ 50.00		Evergreen Seniors' Centre Gym/Auditorium	\$ 62.42			N/A			\$49.52		Half Gym
Reduced Rate	Hourly	N/A	\$ 26.25	47.5%	see above	\$ 17.69	71.7%	Community	N/A			\$32.18	35.0%	Affiliate
Ice Rental														
Regular Prime Time	Hourly	\$ 158.00	\$ 257.23			\$ 267.67			\$ 103.32			\$ 241.33		
Reduced Prime Time	Hourly	N/A	\$ 135.05	47.5%	Approved youth groups	\$ 144.66	46.0%	Subsidized Affiliated Rate	\$ 91.15	11.8%	Minor Sports	\$ 181.00	25.0%	Affiliated Youth
Regular Non-Prime Time	Hourly	\$ 55.00	\$ 135.04			\$ 200.75			\$ 79.00			\$ 169.25		
Reduced Non-Prime Time	Hourly	N/A	\$ 70.90	47.5%	Approved youth groups	N/A			N/A			N/A		
Arena Floor														
Arena Floor	Hourly	\$ 66.00	\$ 120.88			\$ 46.75			\$ 42.00			\$ 73.67		
Reduced Rate	Hourly	N/A	\$ 63.46	47.5%	Approved youth groups	N/A			N/A			\$ 40.52	45.0%	Affiliated Youth
Tournament	Per Day	N/A	N/A			\$ 504.73			\$ 470.00			N/A		
Hall Rentals														
Hourly	Hourly	N/A	N/A			\$ 52.02			\$ 45.00			\$ 82.86		Lions Club Hall
Reduced Rate	Hourly	N/A	N/A			\$ 14.57	72.0%	Community Group	N/A			\$ 38.12	54.0%	
Non-Prime (Mon. to Thurs. and Sunday)	Full Day	\$ 372.00	\$ 480.00			\$ 260.10			\$ 225.00			N/A		
Reduced Rate	Full Day	N/A	\$ 335.00	30.2%	Registered Not For Profit/Charitable - Guelph Based	\$ 72.83	72.0%	Community Group	N/A			N/A		
Prime (Friday and Saturday Rentals)	Full Day	\$ 488.00	\$ 480.00			\$ 260.10			\$ 475.00			N/A		
Reduced Rate	Full Day	N/A	\$ 335.00	30.2%	Registered Not For Profit/Charitable - Guelph Based	\$ 72.83	72.0%	Community Group	\$ 250.00	47.4%	Tournaments for minor sports	N/A		
Use of Kitchen Facilities - Non-Prime	Per Hour	\$ 26.75	N/A			N/A			N/A			N/A		

**Comparator Municipality Data
Schedule A to Report FIN-2017-012**

Description	Unit	Puslinch - 2017 - (net of HST)	Guelph	Reduced Rate	Comments	Hamilton	Reduced Rate	Comments	Mapleton	Reduced Rate	Comments	Milton	Reduced Rate	Comments
<i>Use of Kitchen Facilities - Non-Prime</i>	Per Day	\$ 107.00	N/A			N/A			\$ 75.00			N/A		
<i>Licensed Events Using Patio</i>	Flat Rate	\$ 56.00	N/A			N/A						N/A		
Meeting Room														
<i>Hourly Rate</i>	Hourly	\$ 25.50	\$ 35.53			\$ 20.81			\$ 28.00			\$ 37.56		Category C
<i>Reduced Rate</i>	Hourly	N/A	\$ 18.65	47.5%	Approved youth groups	\$ 4.16	80.0%	Community Group	\$ -	100.0%	Minor Sports	\$ 28.17	25.0%	Affiliate
Ball Diamonds														
<i>Ball Diamonds - No Lights</i>	Hourly	\$ 20.40	\$ 21.63			\$ 22.63		Field/Diamond - B	\$ 14.44		Per Game (2 hour rate)	\$ 8.34		
<i>Reduced Rate</i>		N/A	\$ 11.36	47.5%	Approved youth groups	\$ 11.85	47.6%	Affiliated Youth Groups	N/A			\$ 4.16	50.1%	Affiliate Youth
<i>Ball Diamonds - Lights</i>	Hourly	\$ 30.60	\$ 29.86			\$ 32.61		Field/Diamond - A	\$ 17.33		Per Game (2 hour rate)	\$ 23.56		
<i>Reduced Rate</i>		N/A	\$ 15.68	47.5%	Approved youth groups	\$ 16.43	49.6%	Affiliated Youth Groups	N/A			\$ 19.38	17.7%	Affiliate Youth
<i>Ball Diamonds - Per Day</i>	Per Day	\$ 153.00	N/A			N/A			N/A			N/A		
<i>Minor Sports</i>	Per Day	N/A	N/A			N/A			N/A			N/A		
<i>Sports Facility User Fees - Baseball and Tennis</i>	Per Resident	\$ 10.00	N/A			N/A			\$ 5.50		Minor Baseball	N/A		
<i>Sports Facility User Fees - Baseball and Tennis</i>	Per Non-Resident	\$ 25.00	N/A			N/A			\$ 5.50		Minor Baseball	N/A		
Picnic Shelter														

**Comparator Municipality Data
Schedule A to Report FIN-2017-012**

Description	Unit	Puslinch - 2017 - (net of HST)	Guelph	Reduced Rate	Comments	Hamilton	Reduced Rate	Comments	Mapleton	Reduced Rate	Comments	Milton	Reduced Rate	Comments
<i>Picnic Shelter</i>	Hourly	\$ 20.00	N/A			N/A			no charge			\$ 9.76		
<i>Picnic Shelter</i>	Full Day Rental	\$ 80.00	\$ 110.08			\$ 65.25			no charge			N/A		
Soccer Rentals														
<i>Sports Facility User Fees</i>	Per Resident	\$ 12.00	N/A			N/A			\$ 5.50		Minor Soccer	N/A		
<i>Sports Facility User Fees</i>	Per Non-Resident	\$ 30.00	N/A			N/A			\$ 5.50		Minor Soccer	N/A		
<i>Soccer Field</i>	Per Year	N/A	N/A			N/A			N/A			N/A		
<i>Special Events</i>	Per Day	N/A	N/A			N/A			N/A			N/A		
<i>Affiliated Minor</i>	Per Day	N/A	N/A			N/A			N/A			N/A		
<i>Adult Sports</i>	Per Hour	N/A	\$ 44.56			\$ 32.61			N/A			\$ 12.72		
<i>Affiliated Minor</i>	Per Hour	N/A	\$ 23.39	47.5%	Approved youth groups	\$ 16.43	49.6%	Affiliated Youth Groups	N/A			\$ 6.36	50.0%	Affiliate Youth
Advertising														
<i>Sign</i>	Flat Rate	\$ 32.64	\$ 150.00			N/A			N/A			\$ 38.13		
<i>Reduced Rate</i>	Flat Rate	N/A	N/A			N/A			N/A			\$ 28.59	25.0%	
<i>Rink Board</i>	Flat Rate	\$ 350.00	N/A			N/A			\$ 510.00			\$ 1,098.38		
<i>Reduced Rate</i>	Flat Rate	N/A	N/A			N/A			N/A			N/A		
<i>Ball Diamond</i>	Flat Rate	\$ 175.00	N/A			N/A			N/A			N/A		

**Comparator Municipality Data
Schedule A to Report FIN-2017-012**

Description	Unit	Puslinch - 2017 - (net of HST)	Minto	Reduced Rate	Comments	Wellington North	Reduced Rate	Comments
Gymnasium								
<i>Hourly</i>	Hourly	\$ 30.00	N/A			N/A		
<i>Reduced Rate</i>	Hourly	N/A	N/A			N/A		
Ice Rental								
<i>Regular Prime Time</i>	Hourly	\$ 158.00	\$ 126.00			\$ 127.50		
<i>Reduced Prime Time</i>	Hourly	N/A	\$ 103.00	18.3%	Local Youth Organized Support	\$ 108.00	15.3%	Minor Sports
<i>Regular Non-Prime Time</i>	Hourly	\$ 55.00	\$ 60.00			\$ 108.00		
<i>Reduced Non-Prime Time</i>	Hourly	N/A	N/A			N/A		
Arena Floor								
<i>Arena Floor</i>	Hourly	\$ 66.00	\$ 50.00			\$ 61.00		
<i>Reduced Rate</i>	Hourly	N/A	N/A			\$ 49.50	18.9%	Minor Sports
Tournament	Per Day	N/A	\$ 450.00			\$ 473.00		
Hall Rentals								
<i>Hourly</i>	Hourly	N/A	N/A			\$ 38.00		
<i>Reduced Rate</i>	Hourly	N/A	N/A			N/A		
<i>Non-Prime (Mon. to Thurs. and Sunday)</i>	Full Day	\$ 372.00	N/A			\$ 204.00		
<i>Reduced Rate</i>	Full Day	N/A	N/A			N/A		
<i>Prime (Friday and Saturday Rentals)</i>	Full Day	\$ 488.00	\$ 350.00			\$ 284.00		
<i>Reduced Rate</i>	Full Day	N/A	\$ 250.00	28.6%	Youth Tournaments	\$ 204.00	28.2%	Tournament Rates for Minor Sports
<i>Use of Kitchen Facilities - Non-Prime</i>	Per Hour	\$ 26.75	N/A			N/A		

**Comparator Municipality Data
Schedule A to Report FIN-2017-012**

Description	Unit	Puslinch - 2017 - (net of HST)	Minto	Reduced Rate	Comments	Wellington North	Reduced Rate	Comments
<i>Use of Kitchen Facilities - Non-Prime</i>	Per Day	\$ 107.00	\$ 50.00		Per Day	N/A		
<i>Licensed Events Using Patio</i>	Flat Rate	\$ 56.00	N/A			N/A		
Meeting Room								
<i>Hourly Rate</i>	Hourly	\$ 25.50	\$ 15.00			\$ 33.00		
<i>Reduced Rate</i>	Hourly	N/A	N/A		no charge for Playgroup (as playgroup does not charge its customers).	\$ -	100.0%	Local Sports Groups when Staff
Ball Diamonds								
<i>Ball Diamonds - No Lights</i>	Hourly	\$ 20.40	\$ 25.00		Per Game (2 hour)	\$ 30.00		Per Game (1.5 hours)
<i>Reduced Rate</i>		N/A	N/A			\$ 24.67	17.8%	Local Minor Ball - per Game (1.5 hours)
<i>Ball Diamonds - Lights</i>	Hourly	\$ 30.60	\$ 25.00		Per Game (2 hour)	\$ 40.00		Per Game (1.5 hours)
<i>Reduced Rate</i>		N/A	N/A			\$ 34.67	13.3%	Local Minor Ball - per Game (1.5 hours)
<i>Ball Diamonds - Per Day</i>	Per Day	\$ 153.00	\$ 250.00			\$ 145.00		
<i>Minor Sports</i>	Per Day	N/A	\$ 175.00	30.0%		N/A		
<i>Sports Facility User Fees - Baseball and Tennis</i>	Per Resident	\$ 10.00	\$ 34.00		Minor Groups	N/A		
<i>Sports Facility User Fees - Baseball and Tennis</i>	Per Non-Resident	\$ 25.00	\$ 34.00		Minor Groups	N/A		
Picnic Shelter								

**Comparator Municipality Data
Schedule A to Report FIN-2017-012**

Description	Unit	Puslinch - 2017 - (net of HST)	Minto	Reduced Rate	Comments	Wellington North	Reduced Rate	Comments
<i>Picnic Shelter</i>	Hourly	\$ 20.00	N/A			N/A		
<i>Picnic Shelter</i>	Full Day Rental	\$ 80.00	\$ 60.00			\$ 81.00		
Soccer Rentals								
<i>Sports Facility User Fees</i>	Per Resident	\$ 12.00	\$ 34.00		Minor Groups	N/A		
<i>Sports Facility User Fees</i>	Per Non-Resident	\$ 30.00	\$ 34.00		Minor Groups	N/A		
<i>Soccer Field</i>	Per Year	N/A	N/A			\$ 6,367.00		Season Rate for Minor Soccer
<i>Special Events</i>	Per Day	N/A	N/A			N/A		
<i>Affiliated Minor</i>	Per Day	N/A	N/A			N/A		
<i>Adult Sports</i>	Per Hour	N/A	\$ 25.00		Per Game (2 hour)	\$ 28.50		
<i>Affiliated Minor</i>	Per Hour	N/A	N/A			N/A		
Advertising								
<i>Sign</i>	Flat Rate	\$ 32.64	N/A			N/A		
<i>Reduced Rate</i>	Flat Rate	N/A	N/A			N/A		
<i>Rink Board</i>	Flat Rate	\$ 350.00	\$ 300.00			\$ 367.00		
<i>Reduced Rate</i>	Flat Rate	N/A	N/A			N/A		
<i>Ball Diamond</i>	Flat Rate	\$ 175.00	N/A			N/A		

**2018 Proposed Reduced Rate Percentages
Schedule B to Report FIN-2017-012**

Type of Revenue	2018 Rate (NO TAX)	Average \$ Fee	Avg. Reduced Rate	Option A Reduced Rate	Option A Reduced Fee	Option B Reduced Rate	Option B Reduced Fee	Comments - Reduced Rate % by Municipality
Ball Diamonds – No lights – Per Hour	\$ 20.40	\$ 23	42%	50%	\$ 10.20	75%	\$ 5.10	Cambridge - 65.7%; Centre Wellington - 27.3%; Guelph Eramosa - 40.3%; Guelph - 47.5%; Hamilton - 47.6%; Milton - 50.1%; Wellington North - 17.8%
Ball Diamonds – Lights – Per Hour	\$ 30.60	\$ 31	37%	50%	\$ 15.30	75%	\$ 7.65	Cambridge - 65.5%; Centre Wellington - 30.6%; Guelph Eramosa - 37.8%; Guelph - 47.5%; Hamilton - 49.6%; Milton - 17.7%; Wellington North - 13.3%
Ball Diamonds – Per Day	\$ 153.00	\$ 225	47%	50%	\$ 76.50	75%	\$ 38.25	Guelph Eramosa - 64.1%; Minto - 30%
Soccer Field - Per Hour	\$ 30.00	\$ 30	52%	50%	\$ 15.00	75%	\$ 7.50	Cambridge - 65.7%; Guelph Eramosa - 45.1%; Guelph - 47.5%; Hamilton - 49.6%; Milton - 50%
Soccer Field - Per Day	\$ 264.00	\$ 264	41%	50%	\$ 132.00	75%	\$ 66.00	Centre Wellington - 23%; Guelph Eramosa - 59.3%
Horse Paddock - Per Day	\$ 200.00	N/A	N/A	50%	\$ 100.00	75%	\$ 50.00	
Ball Diamond Advertising	\$ 175.00	N/A	N/A	50%	\$ 87.50	75%	\$ 43.75	N/A
Arena Floor	\$ 66.00	\$ 64	39%	50%	\$ 33.00	75%	\$ 16.50	Cambridge - 45.6%; Guelph - 47.5%; Milton - 45%; Wellington North - 18.9%
Ice – Non-Prime	\$ 55.00	\$ 125	38%	50%	\$ 27.50	75%	\$ 13.75	Cambridge - 37.5%; Centre Wellington - 29.6%; Guelph - 47.5%
Ice - Prime	\$ 158.00	\$ 194	30%	50%	\$ 79.00	Note A	Note A	Cambridge – 45.2%; Centre Wellington – 29.8%; Guelph – 47.5%; Hamilton – 46%; Mapleton – 11.8%; Milton – 25%; Minto – 18.3%; Wellington North – 15.3%
Gymnasium	\$ 30.00	\$ 48	51%	50%	\$ 15.00	75%	\$ 7.50	Guelph – 47.5%; Hamilton – 71.7%; Milton – 35%
Rink Board Advertising	\$ 350.00	\$ 1,292	N/A	50%	\$ 175.00	75%	\$ 87.50	N/A
Meeting Room	\$ 25.50	\$ 29	75%	75%	\$ 6.38	75%	\$ 6.38	Cambridge – 73%; Centre Wellington – 100%; Guelph – 47.5%; Hamilton – 80%; Mapleton – 100%; Milton – 25%; Wellington North – 100%
Hall – Non-Prime - Per Hour - Minimum 3 hour booking	\$ 54.75	\$ 51	63%	50%	\$ 27.38	75%	\$ 13.69	Hamilton - 72%; Milton - 54%
Hall – Non-Prime - Full Day	\$ 372.00	\$ 322	51%	50%	\$ 186.00	75%	\$ 93.00	Guelph - 30.2%; Hamilton - 72%
Hall - Prime	\$ 488.00	\$ 438	41%	50%	\$ 244.00	Note A	Note A	Guelph – 30.2%; Hamilton – 72%; Mapleton – 47.4%; Minto – 28.6%; Wellington North - 28.2%
Electronic Sign Advertising	\$ 32.64	\$ 85	25%	50%	\$ 16.32	75%	\$ 8.16	Milton - 25%

Total Fees \$ 2,130 \$ 3,222 51%
On average, Township fees are 51% lower than comparator municipalities surveyed.

Note A

At the Special Council Meeting held on June 15, 2016, Council directed Staff to revise the fee reduction/waiver policy which includes the following:

- a.) no fee waivers during prime-time rentals
- b.) a 75% reduction during non-prime time rentals for community groups

**Impact of New Fee Structure - By Organization
Schedule C to Report FIN-2017-012**

Name of Organization	Residents	Non-Residents	Current Fees (net of HST)	Usage	# of days	hours per day	Option A Reduced Rate (Net of HST)	Option A Fees (Net of HST)	Impact of Option A (net of HST)	Option B Reduced Rate (Net of HST)	Option B Fees (Net of HST)	Impact of Option B (net of HST)
Old Timers	10	3	\$ 175	Mondays – May 15th to September 11th – 8 to 11 pm	18	3	\$ 30.60	\$ 1,652	\$ 1,477	\$ 7.65	\$ 413	\$ 238
Puslinch Kodiaks				Tuesdays – May 16th to August 29th - 8 to 11 pm	16	3	\$ 30.60	\$ 1,469		\$ 7.65	\$ 367	
Puslinch Kodiaks				Sundays – May 14th to August 27th - 1 to 3 pm	16	2	\$ 20.40	\$ 653		\$ 5.10	\$ 163	
Puslinch Kodiaks - Total	9	7	\$ 265					\$ 2,122	\$ 1,857		\$ 530	\$ 265
Morrison Men's League	3	9	\$ 255	11 Mondays – May 15th to August 28th – 8:30 to 11 pm	11	2.5	\$ 30.60	\$ 842	\$ 587	\$ 7.65	\$ 210	\$ (45)
The Aberfoyle Dukes	2	12	\$ 320	Sundays – May 14th to September 17th – 8:30 to 10:30 pm	19	2	\$ 30.60	\$ 1,163	\$ 843	\$ 7.65	\$ 291	\$ (29)
Puslinch Minor Baseball	9	3		Squirt Level - Mondays - May 15th to August 28th – 5:30 to 8:15 pm	16	2.5	\$ 10.20	\$ 408		\$ 5.10	\$ 204	
Puslinch Minor Baseball	above	above		Squirt Level - Thursdays - May 18th to August 31st – 6:00 to 8:15 pm	16	2	\$ 10.20	\$ 326		\$ 5.10	\$ 163	
Puslinch Minor Baseball	6	3		Atom Level - Tuesdays – May 16th to August 31st – 5:30 to 8:15 pm	16	2.5	\$ 10.20	\$ 408		\$ 5.10	\$ 204	
Puslinch Minor Baseball	above	above		Atom Level - Thursdays – May 18th to August 31st – 6:30 to 8:30 pm	16	2	\$ 10.20	\$ 326		\$ 5.10	\$ 163	
Puslinch Minor Baseball	35	39		T-ball and 3 Pitch - Wednesdays – May 24th to August 9th – 6:00 to 8:00 pm	12	2	\$ 10.20	\$ 245		\$ 5.10	\$ 122	
Puslinch Minor Baseball - Total	50	45	\$ 1,625					\$ 1,714	\$ 89		\$ 857	\$ (768)
Total Baseball Leagues			\$ 2,640					\$ 7,492	\$ 4,852		\$ 2,301	\$ (339)
Puslinch Minor Soccer Club				Puslinch Community Centre Fields	158	1.5	\$ 15.00	\$ 3,555		\$ 7.50	\$ 1,778	
Puslinch Minor Soccer Club				Badenoch Fields	104	1.5	\$ 15.00	\$ 2,340		\$ 7.50	\$ 1,170	
Total Soccer	169	328	\$ 11,868					\$ 5,895	\$ (5,973)		\$ 2,948	\$ (8,921)
Whistle Stop Co-operative Pre-school				Pre-school activities - Mon, Wed and Fri from 8:00 a.m. to 12:00 p.m. commencing Sept. 12, 2016 to June 23, 2017	102	4	\$ 6.38	\$ 2,601	\$ 2,601	\$ 6.38	\$ 2,601	\$ 2,601
Whistle Stop Co-operative Pre-school				Christmas potluck and pageant - Friday, December 16, 2016 in the Archie McRobbie room from 8:00 a.m. to 12:00 p.m	1	Daily	\$ 244.00	\$ 244	\$ 244	\$ 488.00	\$ 488	\$ 488
Whistle Stop Co-operative Pre-school				Graduation - Friday, June 23, 2017 in the Archie McRobbie room. 12:00 p.m to 4:00 p.m.	1	Daily	\$ 244.00	\$ 244	\$ 244	\$ 488.00	\$ 488	\$ 488
Whistle Stop Co-operative Pre-school				Toy Clean ups days Wednesday, December 14, 2016, Wednesday, April 12, 2017 and Thursday June 22, 2017, Alf Hales Room/Lobby from 7:00 p.m. to 9:00 p.m.	3	2	\$ 6.38	\$ 38	\$ 38	\$ 6.38	\$ 38	\$ 38
Whistle Stop Co-operative Pre-school				Parent Meetings – Wednesday, September 7, 2016 and Thursday, June 22, 2017, Alf Hales Room 7:00 p.m. to 9:00 p.m.	2	2	\$ 6.38	\$ 26	\$ 26	\$ 6.38	\$ 26	\$ 26
Total Whistle Stop Co-operative Pre-school	10	9	\$ -					\$ 3,153	\$ 3,153		\$ 3,641	\$ 3,641
Guelph Community Health Centre (Playgroup)	29 - County Children	16	\$ -	Pre-school activities on Tuesdays from 9:00 a.m. to 12:00 p.m. commencing September 6, 2016 to June 27, 2017	43	3	\$ 6.38	\$ 822	\$ 822	\$ 6.38	\$ 822	\$ 822

**Impact of New Fee Structure - By Organization
Schedule C to Report FIN-2017-012**

Name of Organization	Residents	Non-Residents	Current Fees (net of HST)	Usage	# of days	hours per day	Option A Reduced Rate (Net of HST)	Option A Fees (Net of HST)	Impact of Option A (net of HST)	Option B Reduced Rate (Net of HST)	Option B Fees (Net of HST)	Impact of Option B (net of HST)
YMCA/YWCA of Guelph			\$ 825	Summer Camp Activities - Arena	10	5	\$ 33.00	\$ 1,650	\$ 825	\$ 16.50	\$ 825	\$ -
YMCA/YWCA of Guelph			\$ 375	Summer Camp Activities - Gymnasium	10	5	\$ 15.00	\$ 750	\$ 375	\$ 7.50	\$ 375	\$ -
YMCA/YWCA of Guelph			\$ 1,261	Summer Camp Activities - Puslinch Community Centre - Non-Prime	19	5	\$ 27.38	\$ 2,601	\$ 1,339	\$ 13.69	\$ 1,300	\$ 39
YMCA/YWCA of Guelph			\$ 610	Summer Camp Activities - Puslinch Community Centre - Prime	5	Daily	\$ 244.00	\$ 1,220	\$ 610	\$ 488.00	\$ 2,440	\$ 1,830
Total YMCA/YWCA of Guelph	17	173	\$ 3,071					\$ 6,221	\$ 3,149		\$ 4,940	\$ 1,869
Aberfoyle Farmers' Market			\$ 3,734		23	7.5	\$ 33.00	\$ 5,693	\$ 1,958	\$ 16.50	\$ 2,846	\$ (888)
Optimist Club of Puslinch				Euchre - 1st Friday of January to May. Archie McRobbie	5	Daily	\$ 244.00	\$ 1,220	\$ 1,220	\$ 488.00	\$ 2,440	\$ 2,440
Optimist Club of Puslinch				Euchre - 2nd Tuesday of October and November. Archie McRobbie	2	4	\$ 27.38	\$ 219	\$ 219	\$ 13.69	\$ 110	\$ 110
Optimist Club of Puslinch				Regular Meetings - January - February, March 4 & 11, April to May, Sept 2 & 9	8	1.5	\$ 6.38	\$ 77	\$ 77	\$ 6.38	\$ 77	\$ 77
Optimist Club of Puslinch				Dinner Meetings - January to June, September to December	10	4	\$ 27.38	\$ 1,095	\$ 1,095	\$ 13.69	\$ 548	\$ 548
Optimist Club of Puslinch				Winter Classic Tournament - February 15 (9:00 am to 10:00 pm), February 16 and 17th (9:00 am to 7:00 pm)	N/A	25	\$ 79.00	\$ 1,975	\$ 1,975	\$ 158.00	\$ 3,950	\$ 3,950
Optimist Club of Puslinch				Winter Classic Tournament - February 15 (9:00 am to 10:00 pm), February 16 and 17th (9:00 am to 7:00 pm)	N/A	8	\$ 27.50	\$ 220	\$ 220	\$ 13.75	\$ 110	\$ 110
Optimist Club of Puslinch				Fish Fry - May 7, 2014 (all day booking). Archie McRobbie	1	Daily	\$ 186.00	\$ 186	\$ 186	\$ 93.00	\$ 93	\$ 93
Optimist Club of Puslinch				Fish Fry - May 7, 2014 (all day booking). Meeting Room	1	18	\$ 6.38	\$ 115	\$ 115	\$ 6.38	\$ 115	\$ 115
Optimist Club of Puslinch				Spring Classic Steak Night - March 28, 2014. Archie McRobbie	1	Daily	\$ 244.00	\$ 244	\$ 244	\$ 488.00	\$ 488	\$ 488
Optimist Club of Puslinch				Spring Classic Steak Night - March 28, 2014. Meeting Room	1	18	\$ 6.38	\$ 115	\$ 115	\$ 6.38	\$ 115	\$ 115
Optimist Club of Puslinch				Fall Classic Steak Night - October 24, 2014. Archie McRobbie	1	Daily	\$ 244.00	\$ 244	\$ 244	\$ 488.00	\$ 488	\$ 488
Optimist Club of Puslinch				Fall Classic Steak Night - October 24, 2014. Meeting Room	1	18	\$ 6.38	\$ 115	\$ 115	\$ 6.38	\$ 115	\$ 115
Optimist Club of Puslinch				Cribbage Tournament - January 25, 2014. Archie McRobbie.	1	Daily	\$ 244.00	\$ 244	\$ 244	\$ 488.00	\$ 488	\$ 488
Optimist Club of Puslinch				Cribbage Tournament - January 25, 2014. Meeting Room	1	14	\$ 6.38	\$ 89	\$ 89	\$ 6.38	\$ 89	\$ 89
Optimist Club of Puslinch				Canada Day Pancake Breakfast	All rental fees related to the Canada Day event are waived.							
Optimist Club of Puslinch				Santa Clause Parade	All rental fees related to the Santa Clause Parade event are waived.							
Optimist Club of Puslinch				Family Day	All rental fees related to the Family Day event are waived.							
Optimist Club of Puslinch				Remembrance Day	All rental fees related to the Remembrance Day event are waived.							
Total Optimist Club of Puslinch	N/A	N/A	\$ -					\$ 6,157	\$ 6,157		\$ 9,224	\$ 9,224
Seniors' Euchre Club	N/A	N/A	\$ -	January to April - 2 bookings per month; October to December - 1 booking per month	11	4	\$ 6.38	\$ 281	\$ 281	\$ 6.38	\$ 281	\$ 281
Mill Creek Subwater Shed Community Liaison	N/A	N/A	\$ -	January to September and November - Meeting Room	10	3	\$ 6.38	\$ 191	\$ 191	\$ 6.38	\$ 191	\$ 191
Friends of Mill Creek				Monthly Meetings - Meeting Room	12	1.5	\$ 6.38	\$ 115	\$ 115	\$ 6.38	\$ 115	\$ 115

**Impact of New Fee Structure - By Organization
Schedule C to Report FIN-2017-012**

Name of Organization	Residents	Non-Residents	Current Fees (net of HST)	Usage	# of days	hours per day	Option A Reduced Rate (Net of HST)	Option A Fees (Net of HST)	Impact of Option A (net of HST)	Option B Reduced Rate (Net of HST)	Option B Fees (Net of HST)	Impact of Option B (net of HST)
Friends of Mill Creek				Barbeque - August 21, 2014 - 4:00 to 7:00 p.m. Archie McRobbie	1	3	\$ 27.38	\$ 82	\$ 82	\$ 13.69	\$ 41	\$ 41
Total Friends of Mill Creek	N/A	N/A	\$ -					\$ 197	\$ 197		\$ 156	\$ 156
Community Oriented Policing	N/A	N/A	\$ -	Monthly Meetings - Meeting Room	12	1.5	\$ 6.38	\$ 115	\$ 115	\$ 6.38	\$ 115	\$ 115
Morrison United Church	N/A	N/A	\$ -	Senior Luncheon - Four times per year - 8:30 am to 3:00 pm.	4	6.5	\$ 27.38	\$ 712	\$ 712	\$ 13.69	\$ 356	\$ 356
Junior Garden Club				Registration - April 2, 2014 - 6:00 pm to 9:00 pm - Meeting Room	1	3	\$ 6.38	\$ 19	\$ 19	\$ 6.38	\$ 19	\$ 19
Junior Garden Club				Banquet - Sept. 9, 2014 - 8:00 am to 10:00 pm - Archie McRobbie	1	Daily	\$ 186.00	\$ 186	\$ 186	\$ 93.00	\$ 93	\$ 93
Total Junior Garden Club	N/A	N/A	\$ -					\$ 205	\$ 205		\$ 112	\$ 112
Aberfoyle Agricultural Society				Chicken Barbeque - June 5, 2014 - 7:30 am to 10:00 pm - Archie McRobbie	1	Daily	\$ 186.00	\$ 186	\$ 186	\$ 93.00	\$ 93	\$ 93
Aberfoyle Agricultural Society				Chicken Barbeque - June 5, 2014 - 7:30 am to 10:00 pm - Meeting Room	1	14.5	\$ 6.38	\$ 92	\$ 92	\$ 6.38	\$ 92	\$ 92
Aberfoyle Agricultural Society				6 meetings - 7:00 pm to 10:00 pm - Meeting Room	6	3	\$ 6.38	\$ 115	\$ 115	\$ 6.38	\$ 115	\$ 115
Aberfoyle Agricultural Society				Fall Fair	All rental fees related to the Fall Fair event are waived.							
Total Aberfoyle Agricultural Society	N/A	N/A	\$ -					\$ 393	\$ 393		\$ 300	\$ 300
Puslinch Minor Soccer Club				Annual General Meeting - January 16, 2014	1	4	\$ 27.38	\$ 110	\$ 110	\$ 13.69	\$ 55	\$ 55
Puslinch Minor Soccer Club				Meetings - Jan. to Mar., May, Aug. to Sept., Nov. 6 and 27 - 7 to 10 pm - Meeting Room	8	3	\$ 6.38	\$ 153	\$ 153	\$ 6.38	\$ 153	\$ 153
Puslinch Minor Soccer Club				Registration - January 23, 2014 - 6:30 to 8:30 pm - Meeting Room	1	2	\$ 6.38	\$ 13	\$ 13	\$ 6.38	\$ 13	\$ 13
Puslinch Minor Soccer Club				Annual Barbeque - Horse Paddock	1	Daily	\$ 100.00	\$ 100	\$ 100	\$ 50.00	\$ 50	\$ 50
Total Puslinch Minor Soccer Club	198	391	\$ -					\$ 375	\$ 375		\$ 271	\$ 271
Grand Total			\$ 21,314					\$ 37,901	\$ 16,587		\$ 28,504	\$ 7,190

Proposed 2018 User Fees and Charges By-law Schedules - Parks
Schedule D to Report FIN-2017-012

TYPE OF REVENUE/USER	Unit/Descr	2017 RATE (NO TAX)	2018 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Ball Diamonds - No Lights	Per Hour	\$20.40	\$20.40	\$2.65	\$23.05	0%	T	Booking availability dependent on field conditions.
Ball Diamonds - Lights	Per Hour	\$30.60	\$30.60	\$3.98	\$34.58	0%	T	Booking availability dependent on field conditions.
All Ball Diamonds	Per Day	\$153.00	\$153.00	\$19.89	\$172.89	0%	T	Booking availability dependent on field conditions.
Sports Facility User Fees - Baseball	Per Resident	\$10.00	N/A - see above				E	Reduced Rate Policy - FIN-2017-012
Sports Facility User Fees - Baseball	Per Non-Resident	\$25.00	N/A - see above				E	Reduced Rate Policy - FIN-2017-012
Ball Diamonds - Dragging and Lining	Per Occurrence	\$40.00	\$40.00	\$5.20	\$45.20	0%	T	Upon request and approval
Soccer Field	Per Hour	\$0.00	\$30.00	\$3.90	\$33.90	100%	T	Development of a fee - Report FIN-2017-012
Soccer Field	Per Day	\$0.00	\$264.00	\$34.32	\$298.32	100%	T	Development of a fee - Report FIN-2017-012
Sports Facility User Fees - Soccer	Per Resident	\$12.00	N/A - see above				E	Reduced Rate Policy - FIN-2017-012
Sports Facility User Fees - Soccer	Per Non-Resident	\$30.00	N/A - see above				E	Reduced Rate Policy - FIN-2017-012
Ball Diamond Advertising	Per Season	\$175.00	\$175.00	\$22.75	\$197.75	0%	T	Available from May to October
Horse Paddock	Per Day	\$200.00	\$200.00	\$26.00	\$226.00	0%	T	Rental restricted to horse paddock and tractor pull area; bookings available from June 15 to September 15
Picnic Shelter	Per Hour	\$20.00	\$20.00	\$2.60	\$22.60	0%	T	
Picnic Shelter	Per Day	\$80.00	\$80.00	\$10.40	\$90.40	0%	T	
Sports Facility User Fees - Tennis	Per Resident	\$10.00	\$10.00	\$0.00	\$10.00	0%	E	Staff to bring forward a use/cost sharing agreement with the Puslinch Tennis Club in 2019
Sports Facility User Fees - Tennis	Per Non-Resident	\$25.00	\$25.00	\$0.00	\$25.00	0%	E	Staff to bring forward a use/cost sharing agreement with the Puslinch Tennis Club in 2019
Fireworks Security Deposit	Per Display	\$500.00	\$500.00	\$0.00	\$500.00	0%	E	Clean up of Township lands after fireworks display
Baseball Equipment and Lights Security Deposit	Per Season	\$0.00	\$50.00	\$0.00	\$50.00	100%	E	Key provided to Township approved leagues.
Picnic Shelter Washroom Key Security Deposit	Per Rental	\$0.00	\$50.00	\$0.00	\$50.00	100%	E	
Horse Paddock Security Deposit	Per Rental	\$300.00	\$300.00	\$0.00	\$300.00	100%	E	

**Proposed 2018 User Fees and Charges By-law Schedules - Optimist Recreation Centre
Schedule D to Report FIN-2017-012**

TYPE OF REVENUE/USER	Unit/Descr	2017 RATE (NO TAX)	2018 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Arena Floor	Per Hour	\$66.00	\$66.00	\$8.58	\$74.58	0%	T	Includes use of change rooms
Ice - Non - Prime	Per Hour	\$55.00	\$55.00	\$7.15	\$62.15	0%	T	Weekdays from 9 am to 5 pm
Ice - Prime	Per Hour	\$158.00	\$158.00	\$20.54	\$178.54	0%	T	Weekdays from 5 to 10 pm, Saturday, Sunday
Gymnasium	Per Hour	\$30.00	\$30.00	\$3.90	\$33.90	0%	T	
Rink Board Advertising	Per Year	\$350.00	\$350.00	\$45.50	\$395.50	0%	T	

**Proposed 2018 User Fees and Charges By-law Schedules - Puslinch Community Centre
Schedule D to Report FIN-2017-012**

TYPE OF REVENUE/USER	Unit/Descr	2017 RATE (NO TAX)	2018 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
Meeting Room	Per Hour	\$25.50	\$25.50	\$3.32	\$28.82	0%	T	
Hall - Non-Prime	Per 4 Hour Rental	\$219.00	N/A - see hourly fee below					Monday to Thursday and Sunday Rentals includes use of kitchen facilities
Hall - Non-Prime	Per Hour after 4 Hours	\$46.54	N/A - see hourly fee below					Monday to Thursday and Sunday Rentals includes use of kitchen facilities
Hall - Non-Prime (minimum 3 hour booking)	Per Hour	\$0.00	\$54.75	\$7.12	\$61.87	100%	T	Monday to Thursday and Sunday Rentals includes use of kitchen facilities
Hall - Non-Prime	Full Day Rental	\$372.00	\$372.00	\$48.36	\$420.36	0%	T	Monday to Thursday and Sunday Rentals includes use of kitchen facilities
Hall - Prime	Full Day Rental	\$488.00	\$488.00	\$63.44	\$551.44	0%	T	Friday and Saturday Rentals includes use of kitchen facilities
Hall - Non-Prime	Full Day Rental	\$364.00	N/A - see \$372 fee above					Sunday Rentals includes use of kitchen facilities
Hall - Commercial Rentals (ie. Auctions)	Full Day Rental	\$765.00	\$765.00	\$99.45	\$864.45	0%	T	Includes use of kitchen facilities
Hall - Set-up Fee	Per Hour	\$0.00	\$54.75	\$7.12	\$61.87	100%	T	Set-up is after 5:00 p.m. on Friday only and must include a Saturday rental. This service is only available if the hall is not booked 7 days prior to the event date.
Use of Kitchen Facilities	Per 4 Hour Rental	\$107.00	N/A - see hourly fee below					Dishes, silverware, cooking utensils, dishwasher, coffee maker
Use of Kitchen Facilities	Per Hour After 4 Hours	\$25.50	N/A - see hourly fee below					Dishes, silverware, cooking utensils, dishwasher, coffee maker
Use of Kitchen Facilities - Non Prime (minimum 3 hour booking)	Per Hour	\$0.00	\$26.75	\$3.48	\$30.23	100%	T	Dishes, silverware, cooking utensils, dishwasher, coffee maker
Licenced Events Using Patio	Flat Rate	\$56.00	\$56.00	\$7.28	\$63.28	0%	T	Patio Fencing
Projector	Flat Rate	\$25.00	\$25.00	\$3.25	\$28.25	100%	T	See Report FIN-2016-029
Facility Rental Security Deposit	Per Booking	\$365.00	\$365.00	\$0.00	\$365.00	0%	E	Deposit is fully refundable after function if there are no damages and key is returned
Bartenders	Flat Rate	\$117.00	\$127.20	\$16.54	\$143.74	9%	T	Smart Serve Certified
Bartenders	Per hr after 7 hrs	\$20.40	N/A - see fee above					Smart Serve Certified
Fountain Pop Package	Per Pound	\$1.30	N/A					Service no longer provided.

**Proposed 2018 User Fees and Charges By-law Schedules - Puslinch Community Centre
Schedule D to Report FIN-2017-012**

TYPE OF REVENUE/USER	Unit/Descr	2017 RATE (NO TAX)	2018 RATE (NO TAX)	13% HST	RATE INCL HST	% CHANGE	HST STATUS	COMMENTS
9 oz Glasses	Per Package of 100	\$6.00	N/A					Service no longer provided.
14 oz Glasses	Per Package of 50	\$6.00	N/A					Service no longer provided.
Ice	Per Bag	\$2.00	N/A					Service no longer provided.
Electronic Sign Advertising	Two lines/Week	\$32.64	N/A - see weekly fee below	\$0.00	\$0.00	100%	T	No charge for Puslinch Community Centre rentals
Electronic Sign Advertising	Four Lines/Week	\$64.26	N/A - see weekly fee below	\$0.00	\$0.00	100%	T	No charge for Puslinch Community Centre rentals
Electronic Sign Advertising	Per Week	\$0.00	\$32.64	\$4.24	\$36.88	100%	T	No charge for Puslinch Community Centre rentals



REPORT REC-2017-006

TO: Mayor and Members of Council

FROM: Recreation Committee

MEETING DATE: June 21, 2017

SUBJECT: Recreation Activity Partnership opportunities with the YMCA-YWCA of Guelph

RECOMMENDATIONS

That Report REC-2017-006 regarding Recreation Activity Partnership opportunities with the YMCA-YWCA of Guelph be received;

And that Council authorizes the Recreation Committee to engage in discussions with the YMCA-YWCA of Guelph to explore partnership opportunities for the provision of recreation activities in Puslinch;

And that the Committee reports back to Council with partnership opportunities.

DISCUSSION

Background

The Recreation Committee has been actively discussing the need for recreation activity opportunities within the Township. The May 16, 2017 Recreation Committee meeting was attended by the Manager of Programs and the CEO for the YMCA-YWCA of Guelph. Both expressed an interest in exploring partnership opportunities for providing recreation programs within Puslinch, such as pickle ball.

Purpose

The purpose of this report is to obtain Council authorization for the Recreation Committee to engage in discussions with the YMCA-YWCA of Guelph.

FINANCIAL IMPLICATIONS

There are no financial implications at this point.

SCHEDULES

Schedule A- Letter from the YMCA-YWCA of Guelph



**YMCA - YWCA of
Guelph**

June 13, 2017

Township of Puslinch
7404 Wellington Road 34
Puslinch, Ontario
N0B 2J0

Dear Recreation Committee,

Our YMCA-YWCA is a charity that has been serving adults, children and families since 1905 in Guelph and Wellington County. Our Y serves people of all ages, backgrounds and abilities and through all stages of life. We've always been dedicated to helping people attain good health through a healthy lifestyle and encouraging them to get involved in making their community a better place for everyone.

Never before has there been such a pressing need to provide sustainable solutions for the overall well-being of families and individuals in Guelph and Wellington County.

Our children and youth are not active enough:

- 91% of kids are not getting enough heart-pumping physical activity each day
- only ¼ are meeting screen time guidelines of no more than two hours per day

Our families are making poor nutrition choices:

- 1/3 of our children are overweight

Unhealthy lifestyles in childhood are likely to become unhealthy lifestyles in adulthood:

- 1/3 of our Adult population indicates they have less than good health

Concerns around mental health are growing:

- 1/3 of youth and teens in our community experience low self-esteem
- ¼ of our adults report lower perceived mental health

Our region is growing faster than most regions in the country. Without intervention our needs will also grow with the community. There are very few organisations in our community that balance both a wide service delivery model while being open and inclusive

- Population increase in children under 10
- Population increases in adults over 70 years of age
- 11% of individuals in our community live below the low-income measure
- 13% of children in our community live in low income households
- 1/5 of Y participants receive financial assistance to participate

The time is now to focus on the wellbeing of Guelph and Wellington County.

Summary of Partnerships: Across the country there are partnership arrangements between municipalities and Y's. These partnerships are numerous and seemingly every partnership is different. At the core of the partnership is a belief that by working together both parties are working to improve their community!

The Y is a charity and we practice true social enterprise meaning we must generate enough revenue through our operations to cover our expenses. We are open and inclusive to all and this includes issues around affordability. In Guelph 1 in 5 of our participants in our Recreation Centre on the Hanlon receive financial assistance to participate.

In Southern Ontario several small municipalities partner with the Y to ensure a deeper recreation and health relationship with the community. Some of these communities include

- Middlesex Centre (Komoka)
- Lampton Shores (Forest)
- North Middlesex (Parkhill)
- Central Huron (Clinton)

Principles that are common within these partnerships include:

- Participation for the public is membership based as opposed to a la carte
- Agreements range in length from 5-10 years
- There is an advisory group that helps steer decisions in partnership with the Y
- Sustainability, if a deficit exists on operations they are funded by the partner
- Building assets and equipment is owned by the municipality
- A standard market assessment that defines price point & budget pro forma to the satisfaction of the partners is in evidence
- The projects human impacts (social, cultural, health based) are tangible and support the Mission of the Y
- The partnership adds value to the Y's reputation and roll as a charity as well as goals of the partner.

We are happy to continue this conversation with you in person, please do not hesitate to contact us if you have any questions.

Regards,

Geoff Vogt
CEO
geoff_vogt@ymca.ca
519-824-5150 Ext. 222

Cc: Linda Killough



REPORT REC-2017-007

TO: Mayor and Members of Council
FROM: Nina Lecic, Deputy Clerk
MEETING DATE: June 21, 2017
SUBJECT: 2017 Recreation Committee Work plan Review

RECOMMENDATIONS

That Report REC-2017-007 regarding the 2017 Recreation Committee Work plan Review be received.

DISCUSSION

Purpose

The purpose of this report is to conduct a review the goals and objectives for the 2017 Recreation Committee work plan.

Background

The Recreation Committee established the 2017 Work Plan at their February 21, 2017 meeting. Discussions about the work plan have continued at their subsequent two meeting. The proposed work plan is enclosed as Schedule "A" to this report.

Overview of 2016 work plan items

The Committee was able to achieve the following work plan items in 2016:

1. Continued discussions with interested groups to provide pickle ball activities;
2. Continued discussions with the YMCA on the use of Puslinch facilities for recreational programs;
3. Continued overview of the Township's facility booking revenue;
4. Final acceptance of the trophy book;
5. Participation on the ORC Pad Committee;
6. Input on the Recreation and Parks Master Plan;
7. Input on the installation of the basketball court in Arkell;
8. Beginning of discussions on a community newsletter;
9. Continued promotion of Puslinch facilities.

FINANCIAL IMPLICATIONS

N/A

SCHEDULES

Schedule A: 2017 Work plan

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 • Two (2) 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.



REPORT REC-2017-008

TO: Mayor and Members of Council
FROM: Nina Lecic, Deputy Clerk
MEETING DATE: June 21, 2017
SUBJECT: Recreation Committee Terms of Reference

RECOMMENDATIONS

That Report REC-2017-008 regarding the Recreation Committee Terms of Reference be received;

And that Council approves the revised Terms of Reference for the Recreation Committee.

DISCUSSION

Purpose

The purpose of this report is to provide Council with the updated Terms of Reference for the Recreation Committee.

Background

The Recreation Committee recommended a few changes to their Terms of Reference at the December 20, 2016 meeting. Those changes, and the revised Terms of Reference, were ratified at the Committee's February 21, 2017 meeting.

The purpose of the changes was to:

- Add a mission statement.
- Revise the "Deliverables" section with respect to the review of expenses, revenues and the budget.
- An update of the support staff, as a result of the Council approval of Staff Report ADM-2016-026 - Organization Structure Update.

FINANCIAL IMPLICATIONS

Not applicable

ATTACHMENTS:

Schedule A: Revised Terms of Reference showing the proposed changes.

Schedule "A"
Recreation Committee

TERMS OF REFERENCE

1. ENABLING LEGISLATION

The Township's procedural by-law provides that Council may at any time as is deemed necessary establish a Committee for matters within its jurisdiction.

The Recreation Committee was established through the adoption of By-law Number 10/15.

2. MISSION STATEMENT

With due diligence the committee members will work with all recreation staff members, township staff, council members and community members to maximize the township recreation resources.

32. MANDATE

The primary function of the Recreation Committee is to assist Council on issues that affect all recreation facilities, parks, playing fields, playgrounds, programs and community centre.

Deliverables

The Committee will accomplish its mandate by:

1. Advising Council on issues that affect all recreation facilities, parks, playing fields, playgrounds, programs and community centre (including policy and fee schedules).
2. ~~Providing input to Council on the operating and capital budget.~~ Receiving and reviewing the operating and capital budget.
3. Reviewing existing practices and policies and making recommendations to improve the delivery of services to the public.
4. Bringing forward and discussing concerns raised by the public that may affect the operation of the department.
5. Encouraging and assisting, where necessary, programs of recreation to meet the needs and interests of the community.
6. Reviewing revenue and expense reports.
- 6-7. Perform high-level reviews of revenue and expense reports with particular attention to watching for changes (month to month and year over year) and initiating investigations, if needed, on the cause of the changes.

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34. TYPE OF COMMITTEE

Advisory Committee

45. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

1. Composition

The Recreation Committee is composed of the following Members:

Role	Member Name
------	-------------

Members of Council	1
Members of the Public	4
Chair	To be determined
Vice-Chair	To be determined
Role	Support
Support Staff	Deputy Clerk Director of Public Works and Parks Customer Service Representative
External Resources	N/A

A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

2. Roles and Responsibilities

A Chair and Vice-Chair shall be appointed at the first meeting of the Committee and shall serve in this capacity for a minimum of 2 years.

The Chair's main role is to facilitate meetings.

The Committee will review and confirm at the end of the second year of the each term of Council the appointments of the Chair and Vice-chair.

3. Qualifications

Member of Council

Citizen Appointee with the following qualifications:

- Recreation
- Marketing
- Fundraising
- Business
- Financial
- Communication
- Demonstrated commitment and interest in the municipality

4. Office Deemed Vacant

The office of a member of the committee becomes vacant if the member is absent for three (3) meetings in a calendar year.

56. MEETING SCHEDULE

The Committee meets on the 3rd Tuesday of each month at 7:00 p.m., and as many additional times as the Committee deems necessary.

Agenda Notification

Agendas for the committee meetings will be made available to the public in accordance with the notice provisions of the Township's procedural by-law. Meetings will be held in the Council Chambers at the Municipal Office of the Township of Puslinch.

General Meeting Schedule Guidelines

Three or more consecutive cancellation of meetings shall result in a report to Council for evaluation as to the Committee's mandate and functionality except in the following situations:

- Where the committee has determined that meetings shall not be held during the summer months and December to recognize holiday schedules as they relate to quorum requirements.
- During a Municipal election year, meetings shall be cancelled where possible in the last quarter.

67. REPORTING REQUIREMENTS AND METHOD

Specific Requirements

This Committee is established by Council and reports to Council.

Written reports or minutes from this Committee shall be submitted to Council after each meeting.

General Requirements

The Committee shall make recommendations to Council in response to a request from either Council or staff in the area of the Committee's mandate.

The Committee may make recommendations on issues within their mandate for Council's consideration.

78. BUDGET AND RESOURCES

Resource Budget

The following Township of Puslinch staff resources will be required per meeting for the successful operation of this Committee:

Staff Resource	Time Commitment (FTE) per meeting – estimate
Customer Service Representative Administrative Assistant	FTE - 4 hours
Deputy Clerk	FTE – 3 hours
Director of Public Works & Parks	FTE – 2 hours

89. COMPLETION CRITERIA

This will be an on-going Committee until dissolved by Council.

Nina,

Per the discussion at the last Rec Committee meeting I have prepared herein a draft of a letter for sending to the Pioneer. The letter, to be discussed and edited at the next committee meeting, is to ask the pioneer to publish a letter to the public notifying them about the existence of the PCN and asking for interested parties to apply to be included. Below find two parts, the first being a letter to the Pioneer describing what we are doing, the second a letter fit for publishing within the Pioneer. PuslinchToday.ca will also publish the same letter to its readers (with added links to the application forms).

Once finalized by the committee it is my understanding that this letter should not be sent to the pioneer until council has approved the PCN and all associated policies and we are ready to advertise it on the township website.

Thank You,
Kevin Johnson

To: Editor, The Puslinch Pioneer
From: Puslinch Recreation Committee

Over the last few months the Puslinch Recreation Committee has been working on the implementation of a monthly newsletter, the 'Puslinch Community Newsletter', that nonprofits and other community groups will be invited to submit events to for publication. This newsletter will officially produced and distributed by the township and will be made free to all via the township website and at the township office if requested.

As council has approved and adopted the policy for the newsletter, and the first publication date is scheduled to be **XXXXXXXX**, we are asking for your help in spreading the word about this new township initiative at no charge. Below is a letter we feel would fit the format of the Pioneer and hope that you will print it at your earliest opportunity. We have attempted to keep the letter short as we know space is at a premium in the Pioneer.

Thank you for your help in making this new initiative a success,

The Puslinch Recreation Committee

- Councillor Susan Fielding
- Margaret Hauwert
- Kevin Johnson
- Daina Makinson
- June Williams

For Publishing: (approx 170 words not including headline)

New Community Newsletter Set To Launch

The Puslinch Recreation Committee has been hard at work over the last few months finalizing the policies needed to begin the publication of a new monthly 'Puslinch Community Newsletter'.

The newsletter will be an official digital publication available from the Township that will include events occurring throughout the township by local community groups, nonprofit organizations that serve the community, and official government happenings. Our goal is to keep the public informed of what's happening in Puslinch and as such there is no charge to have your events included in the newsletter.

On **XXXXXXXX**, Puslinch Council approved policy number **2017-XX** allowing us to officially launch, with the first issue due out on **XXXXXXXXXX**.

We are looking for local community groups who are interested in publicizing their events to apply now to be accepted as an approved participant. The application form and applicable policies can be found on the Township's website at www.puslinch.ca or you can call for more information: **xxx-xxx-xxxx**. Deadline for application is **XXXXXXXXXX**.

The Puslinch Recreation Committee

Township of Puslinch

Aberfoyle Ball Diamond Revenue Comparison From MAY 1,2016 To MAY 31,2016

May 2016

Aberfoyle Ball Diamond	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	40.00	0.00	0.00	40.00
Week 2	0.00	0.00	0.00	0.00	40.00	0.00	0.00	40.00
Week 3	0.00	0.00	0.00	0.00	40.00	0.00	0.00	40.00
Week 4	0.00	41.51	0.00	0.00	40.00	0.00	0.00	81.51
Week 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
							Total Charges	\$201.51

Township of Puslinch

Aberfoyle Ball Diamond Revenue Comparison From MAY 1,2017 To MAY 31,2017

May 2017

Aberfoyle Ball Diamond	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	585.00	175.00	0.00	0.00	0.00	0.00	0.00	760.00
Week 4	0.00	0.00	0.00	0.00	0.00	0.00	153.00	153.00
Week 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
							Total Charges	\$913.00

Township of Puslinch

Alf Hales Room Revenue Comparison From MAY 1,2016 To MAY 31,2016

May 2016

Alf Hales Room	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	25.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
Week 2	0.00	0.00	0.00	52.70	0.00	0.00	89.50	142.20
Week 3	75.00	0.00	0.00	0.00	0.00	0.00	75.00	150.00
Week 4	0.00	0.00	0.00	0.00	0.00	0.00	252.00	252.00
Week 5	126.51	77.70	0.00	0.00	0.00	0.00	0.00	204.21
							Total Charges	\$773.41

Township of Puslinch

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

May 2017

Alf Hales Room	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	81.48	231.00	0.00	312.48
Week 2	0.00	0.00	0.00	53.70	0.00	81.48	0.00	135.18
Week 3	0.00	53.70	0.00	0.00	0.00	0.00	0.00	53.70
Week 4	0.00	0.00	0.00	0.00	53.70	0.00	350.00	403.70
Week 5	81.48	78.66	0.00	0.00	0.00	0.00	0.00	160.14
							Total Charges	\$1,065.20

Township of Puslinch

Archie MacRobbie Hall Revenue Comparison From MAY 1,2016 To MAY 31,2016

May 2016

Archie MacRobbie Hall	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	242.00	0.00	0.00	0.00	0.00	0.00	952.00	1,194.00
Week 2	411.00	0.00	0.00	0.00	167.00	0.00	725.00	1,303.00
Week 3	384.00	0.00	0.00	0.00	751.50	952.30	587.00	2,674.80
Week 4	0.00	0.00	0.00	0.00	121.00	0.00	952.00	1,073.00
Week 5	411.00	0.00	0.00	0.00	0.00	0.00	0.00	411.00
							Total Charges	\$6,655.80

Township of Puslinch

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

May 2017

Archie MacRobbie Hall	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	802.20	0.00	0.00	0.00	515.00	952.00	2,269.20
Week 2	246.00	0.00	0.00	0.00	117.00	0.00	0.00	363.00
Week 3	0.00	0.00	0.00	0.00	0.00	490.70	0.00	490.70
Week 4	391.00	0.00	0.00	0.00	0.00	0.00	753.80	1,144.80
Week 5	246.00	0.00	0.00	0.00	0.00	0.00	0.00	246.00
							Total Charges	\$4,513.70

Township of Puslinch

Gym Revenue Comparison From MAY 1,2016 To MAY 31,2016

May 2016

Gym	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	192.57	26.00	26.00	79.51	26.00	0.00	151.31	501.39
Week 2	27.51	0.00	26.00	79.51	26.00	0.00	110.04	269.06
Week 3	82.53	0.00	26.00	79.51	26.00	0.00	45.48	259.52
Week 4	165.06	0.00	26.00	79.51	26.00	0.00	192.57	489.14
Week 5	128.01	0.00	0.00	0.00	0.00	0.00	0.00	128.01
							Total Charges	\$1,647.12

Township of Puslinch

Gym Revenue Comparison From MAY 1,2017 To MAY 31,2017

May 2017

Gym	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	45.00	26.00	0.00	71.00	0.00	165.12	307.12
Week 2	96.48	45.00	26.00	0.00	71.00	0.00	188.76	427.24
Week 3	0.00	45.00	26.00	0.00	56.00	0.00	0.00	127.00
Week 4	0.00	0.00	77.48	51.48	71.00	0.00	130.00	329.96
Week 5	171.60	45.00	26.00	0.00	0.00	0.00	0.00	242.60
							Total Charges	\$1,433.92

Township of Puslinch

Kitchen Revenue Comparison From MAY 1,2016 To MAY 31,2016

Total Charges

\$0.00

Township of Puslinch

Kitchen Revenue Comparison From MAY 1,2017 To MAY 31,2017

May 2017

Kitchen	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	107.00	0.00	0.00	107.00
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	107.00	0.00	0.00	107.00
Week 4	0.00	0.00	0.00	0.00	132.50	265.00	0.00	397.50
Week 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
							Total Charges	\$611.50

Township of Puslinch

Morrison Meadows Ball Diamond Revenue Comparison From MAY 1,2016 To MAY 31,201

May 2016

Morrison Meadows Ball Diamond	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	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
							Total Charges	\$0.00

Township of Puslinch

Morrison Meadows Ball Diamond Revenue Comparison From MAY 1,2017 To MAY 31,201

May 2017

Morrison Meadows Ball Diamond	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	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
							Total Charges	\$0.00

Township of Puslinch

Old Morriston Ball Diamond Revenue Comparison From MAY 1,2016 To MAY 31,2016

May 2016

Old Morriston Ball Diamond	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	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
							Total Charges	\$0.00

Township of Puslinch

Old Morriston Ball Diamond Revenue Comparison From MAY 1,2017 To MAY 31,2017

May 2017

Old Morriston Ball Diamond	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	40.80	0.00	0.00	40.80
Week 3	0.00	255.00	0.00	0.00	40.80	0.00	0.00	295.80
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
							Total Charges	\$336.60

Township of Puslinch

Rink Revenue Comparison From MAY 1,2016 To MAY 31,2016

May 2016

Rink	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	133.02	0.00	65.00	260.00	232.50	0.00	0.00	690.52
Week 2	0.00	65.00	65.00	260.00	97.50	0.00	0.00	487.50
Week 3	0.00	65.00	164.77	195.00	97.50	0.00	70.40	592.67
Week 4	0.00	0.00	65.00	195.00	97.50	0.00	0.00	357.50
Week 5	170.49	65.00	65.00	0.00	0.00	0.00	0.00	300.49
							Total Charges	\$2,428.68

Township of Puslinch

Rink Revenue Comparison From MAY 1,2017 To MAY 31,2017

May 2017

Rink	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	71.40	-25.74	232.50	0.00	0.00	278.16
Week 2	0.00	71.40	71.40	-25.74	97.50	0.00	0.00	214.56
Week 3	0.00	71.40	71.40	-25.74	97.50	0.00	0.00	214.56
Week 4	0.00	0.00	71.40	81.36	97.50	0.00	0.00	250.26
Week 5	0.00	71.40	71.40	-25.74	0.00	0.00	0.00	117.06
							Total Charges	\$1,074.60