

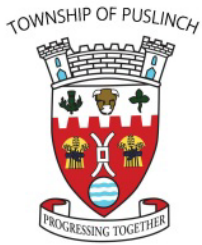
Recreation Committee
Tuesday, Dec 20, 2016
7:00 p.m.
Council Chambers, Aberfoyle

AGENDA

≠ - Denotes Recommendation

1. Call meeting to order
2. Disclosure of Pecuniary Interest
3. Approval of Minutes ≠
 - a) October 18, 2016 – Regular meeting
4. Delegations/Presentations ≠
5. Regular Business
 1. Recreation Committee Mission Statements/ Terms of Reference for 2017
 2. Community News Letter Guidelines (Draft)
 3. YMCA Communications Update
 5. Updates from Don Creed, Director of Public Works and Parks, regarding work to parks or existing facilities.
 6. Signage for Washrooms in Puslinch Community Centre
 7. Guidelines for the accessibility of the washrooms at the ORC
 8. November Facility Revenues
6. Closed Meeting

None.
7. Adjournment
8. Next meeting – January 17, 2017 at 7:00 p.m. in the Council Chambers, Township of Puslinch.



MINUTES

MEMBERS PRESENT

Kevin Johnson, Chair
Margaret Hauwert
Daina Makinson

TOWNSHIP STAFF

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

OTHERS PRESENT

Mayor Dennis Lever
Councillor Ken Roth

1. CALL TO ORDER

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

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. APPROVAL OF MINUTES

a) October 18, 2016 – Regular Meeting

Moved by: Margaret Hauwert Seconded by: Daina Makinson **REC-2016-035**

That the Minutes of the Recreation Committee meeting dated October 18, 2016 be adopted.

CARRIED

4. DELEGATIONS/PRESENTATIONS

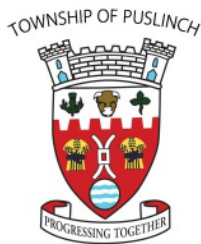
None.

5. REGULAR BUSINESS

1. Recreation Committee Work Plan/Objectives for 2017

The committee reviewed and discussed 2016 work plan and objectives. The committee agreed that they needed to have a vision and a mission statement to help them move forward with creating a 2017 work plan and objectives.

The committee agreed that they would individually prepare a mission statement for the December meeting. Each member will develop three or four sentences on what the role of the Committee should be.



9. Basketball Court Update

The basketball court is paved, it also has post and backboards installed. They are still waiting for nets to be installed. In addition, the basketball court needs to be painted; this will likely wait until spring, 2017.

10. Signage for Washrooms at Puslinch Community Centre

This item will be listed on December's agenda.

11. Missing Archie MacRobbie Sign

It was observed that the sign that hung above the doors to the Archie MacRobbie Hall had gone missing. Since then the sign has been located and is back on the wall.

12. Terms of Reference

A review of the Terms of Reference for the Committee will be listed on the December Agenda.

13. 2017 Meeting Schedule

The committee reviewed and accepted the proposed meeting schedule.

6. CLOSED MEETING

None.

7. ADJOURNMENT

The meeting adjourned at 8:28 p.m.

8. NEXT MEETING

Tuesday, December 20, 2016 at 7:00 p.m. in the Council Chambers.



2. Community Newsletter

The committee discussed the logistics of the Newsletter and its appearance. Concerns were expressed regarding long term viability of the newsletter should there no longer be a volunteer dedicated to completing the work.

The committee will need to prepare a report for council. The report should include:

- A draft Policy
- What groups would be able to post items in the newsletter
- How the newsletter is resourced
- A succession plan

3. YMCA Communications Update

The committee was provided an update. The Township has received a hard copy of YMCA's pamphlet for PD/ Holiday camps. Information for YMCA camps has also been posted on the Township's website in addition to the digital sign.

The October 28th PD day camp had 75 children in attendance, and as of Tuesday Nov 22 the November 25th camp had 56 children signed up, registration closed at midnight on Nov 23.

The committee requested that staff contact the YMCA to present camp updates and discuss new programs for their February meeting.

4. Ontario Support for the Framework for Recreation Canada 2015

The committee reviewed the information within the package.

5. Updates from Don Creed, Director of Public Works and Parks Regarding Work to Parks or Existing Facilities

- Don advised the committee that they have settled on a contractor for some updates at the ORC pad. The meshing above the board and along the glass is being replaced.
- The pad surface has recently been painted in preparation for the ice season
- The Olympia is currently receiving its fall service.
- Ice is currently not ready to be built, they will not start building ice until they feel confident it will stay.

6. Update for Signage on Grounds

Currently, there are no permits for any signs. If there are any signage complaints they should be directed to the By-law department.

7. Electronic Signage at Puslinch Community Centre, Time Capabilities

It was requested to see if the sign at the Puslinch Community Centre had the capability to display the time. Staff advised the committee that the sign does not have the capability to tell the time and display messages.

8. Ice Rink Rentals/Schedule for 2016/2017 Ice

The committee reviewed the proposed ice schedule. Kevin Johnson expressed how he felt that this new way of booking ice and the new schedule is fantastic and he felt that the changes would be a positive change for the community.

Margaret Hauwert expressed concerns as to when the Aberfoyle Public School would have access to the ice. It was explained that the Aberfoyle Public School would be able to utilize the Family/Open Skate, which runs weekdays from 1 p.m. until 5 p.m., with the exception of Tuesday, where Family/Open Skate ends at 4 p.m.



REPORT REC-2016-001

TO: Members of the Recreation Committee

FROM: Donna Tremblay, Deputy Clerk

MEETING DATE: February 16, 2016

SUBJECT: 2015 Recreation Committee Work plan Review

RECOMMENDATIONS

That Report REC-2016-001 regarding the 2015 Recreation Committee Work plan Review be received; and

That the Recreation Committee undertake the development of a 2016 Work plan for presentation to Council.

DISCUSSION

Purpose

To conduct a review the 2015 Recreation Committee work plan items and to establish goals and objectives for the 2016 Recreation Committee work plan.

Background

At the May 19, 2015 meeting of the Recreation Committee, the Committee received Report REC-2015-004 – Recreation and Parks Master Plan which contained the final version of the Recreation and Parks Master Plan prepared by the Township's consultant Monteith Brown. The Recreation and Parks Master Plan was adopted in principle by Council at the May 20, 2015 Council meeting.

Several recommendations were contained in the Recreation and Parks Master Plan including that the Recreation Committee develop an annual work plan.

The Committee had discussions regarding their annual work plan at both the May 19th and June 19, 2015 Recreation Committee meetings.

During the May 19, 2015 meeting, the Committee members indicated that the following items be considered in development of their 2015 work plan:

- establish contact with various community partners;

- actively promote physical activity and healthy communities through participation in the Wellington-Dufferin-Guelph “in motion” initiative and similar programs;
- undertake a comprehensive review of the Recreation Committee terms of reference;
- undertake a Communications and Branding Strategy to promote local parks and recreation opportunities;
- develop a Community Funding Policy and grant program; and
- strengthen community partnerships and explore options for enhancing the use of existing municipal facilities for community-led programs and events.

The Committee requested that staff bring forward the work plan as an Agenda item at their June 19, 2015, Committee meeting for further discussion.

On June 19, 2015, the Recreation Committee added the following work plan items:

- building relationships with Guelph Evergreen Centre and exploring options for different winter activities.
- replacement of the playground equipment and parkland trail development.

The work plan items discussed were then prioritized by each of the committee members as follows:

Nichole Caswell – 1. Strengthening community partners, 2. Promotion of physical activity and health with In Motion, and 3. Branding.

Tom Jefferson - 1. Developing and strengthening outside community partnerships, 2. The promotion of physical activity and, 3. Participation and parkland trail development.

June Williams 1. Strengthening community partners with such groups as Optimist Club, Rotary, etc., 2. Branding and logos development, and 3. Promotion of in motion activities.

Chair Stokley – 1. Contacting and engaging community partners including Evergreen Seniors Centre, YMCA/YWCA, Aberfoyle Public School, and Conestoga College, 2. Promotion of In Motion activities, and 3. Communications and Branding.

The Committee discussed reaching out to various community groups including Evergreen Senior Centre, YMCA/YWCA and In Motion.

Staff advised that contacts could be made with the YMCA/YWCA of Guelph regarding interest in working with the Township to provide additional programs for senior and youths, and also opportunities for Christmas and March Break activities and report back to the Committee.

The Committee also inquired as to whether a delegation from In Motion could be arranged to speak to the group regarding their activities and staff undertook to see if these arrangements could be made and to report back to the Committee on the results.

The Committee discussed ways in which to promote the facilities and activities at the facilities including the use of Puslinch Today and requested that staff make arrangements for Puslinch Today to delegate to the Committee on how they could assist the Township in promotion of the facilities and activities at the facilities.

Achievement of 2015 work plan items

The Committee was able to achieve the following work plan items in 2015:

1. Contact and meetings have taken place with both Guelph Wellington Seniors Association and Evergreen Seniors associations with respect to the provision of programs and/or services to Township Residents.

A pickleball demonstration was held on November 30th, December 2nd and 4th by the Guelph Wellington Seniors pickleball group at the Optimist Recreation Centre. The demonstration was well attended. Committee efforts are ongoing with respect to pickleball.

2. Staff have contacted and meetings have taken place with the Guelph YWCA/YMCA with respect to provision of additional programs and/or services to Township Residents.

Suggested programs have been line dancing to be offered at the Optimist Recreation Centre and a Leader in Training Program For Youth. The YMCA/YWCA has advised that it is their intention to continue with a 2016 summer camp program at the PCC lands. YMCA/YWCA will be coming forward to make a presentation to the Recreation Committee in February 2016 with respect to results of the 2015 Summer Camp and proposal for 2016 Summer Camp.

3. Puslinch Today made a presentation to the Recreation Committee at the July, 2015 meeting which included information regarding their website and services that they could provide in the promotion of recreation facilities and activities at those facilities.
4. Shinny and Sticks and Pucks drop-in programs have continued to run during the 2015/2016 ice season.
5. The Recreation Committee has appointed one member to the ORC Rink Pad Committee which has been established to analyze and evaluate the past and present data related to revenue, expenses and user fees for the ice pad; Current service level delivery for the ice pad both on and off season, and methods of the delivery of those services; and explore new opportunities for optimizing the use of the ice pad including options to extend the ice season and the feasibility of other pad sporting activities.

Development of a 2016 Recreation Committee Work Plan

The Recreation and Parks Master Plan has recommended that the Committee develop an annual work plan.

Committee discussions took place in 2015 with respect to work plan items, a formal plan was not developed by the Committee in 2015.

The purpose of work plans are to provide a detailed accounting of how an individual or group proposes going about accomplishing a specific task, approaching a project or pitching new concepts. Sometimes referred to as a “statement of work,” a work plan generally includes an introduction or overview of a project or activity, a breakdown of how individual project-related tasks will be accomplished, a timeline for completion and cost projections for implementation.

To provide assistance to the Committee in development of a formal work plan, staff researched and reviewed other municipal advisory committee work plans and suggest that the Committee’s work plan include the following:

- a) A list of objectives for the year;
- b) Details of activities, projects and services and associated timelines that will be undertaken to achieve the Committee’s objectives; and
- c) A list of qualitative and/or quantitative measures which will help demonstrate the success of the Committee in meeting the objectives and delivery of the activities set out in the work plan.

The work plan may be in the general form as attached as Schedule “A” to Report REC-2016-001.

Once a formal work plan has been developed it would be presented to Council for approval and will be used by the Committee in advising Council on:

- a) Progress toward delivering the activities, services and projects outlined in the work plan;
- b) Any variances from the time lines and explanations for such variances, and any budget requests and/or implications.

Given that many of the 2015 Work plan items were based on recommendations contained in the Recreation and Parks Master Plan, the Recreation Committee may wish to develop their 2016 work plan based upon a review the suggested work plan items from 2015, a review of the accomplishments in 2015 and incorporate any items that were not fully developed in 2015.

FINANCIAL IMPLICATIONS

N/A

Schedule "A" Report -REC-2016-001

PUSLINCH RECREATION COMMITTEE	
WORK PLAN TEMPLATE	
Committee Name: Puslinch Recreation Committee	
Work Plan Period: January 1, 2016 to December 31, 2016	
Name of Person Completing Form:	Title:
Committee Objectives: (Please list your committees overall objectives for the coming year)	
1. Strengthen Community partnerships and explore options for enhancing the use of existing municipal facilities for community.	

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
Pickleball	<ul style="list-style-type: none"> seek out an interested group seek approval from council to hold free demonstration at Optimist Recreation Centre provide a demonstration of activity to township residents 	December 31, 2016	Strengthen community partnerships and explore options for enhancing the use of existing municipal facilities for community-lead programs and events.

What indicators will demonstrate the success of the Committee in meeting the objective and delivery of the activity.	Why is indicator important?	Which Committee Activity does this support?
<ul style="list-style-type: none"> • Ability to seek out interest group 	Demonstrates interest from community group	Pickleball
<ul style="list-style-type: none"> • Number of participants at demonstration 	Assists in demonstrating resources required	
<ul style="list-style-type: none"> • Feedback from community on activity 	Assists in seeking out further opportunities	

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. 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.
- 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.

3. TYPE OF COMMITTEE

Advisory Committee

4. 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
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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.

5. 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.

6. 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.

7. 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	FTE - 4 hours
Deputy Clerk	FTE – 3 hours
Director of Public Works & Parks	FTE – 2 hours

8. COMPLETION CRITERIA

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

PUSLINCH RECREATION COMMITTEE WORK PLAN TEMPLATE				
Committee Name: Puslinch Recreation Committee				
Work Plan Period: January 1, 2016 to December 31, 2016				
Name of Person Completing Form: Kevin Johnson			Title: Committee Member	
Committee Objectives: (Please list your committees overall objectives for the coming year)				
1. Publicize the existing recreation opportunities that Puslinch has to offer 2. Promote participation in recreational opportunities in Puslinch 3. Promote physical activity 4. Branding of Township				
Main Activity	Details of the main plan, project, programs or services related to these activities	Individual Assigned Task	Timelines or milestones	Which objective does this support
Publishing information articles on various available activities/facilities within the Township	- Identify under-utilized or under-publicized recreational assets in the township (will need input from committee or staff to identify) - Gather information from staff re costs, if any, for the public to utilize the server - Perform a site visit to gather info and take photos - Write and publish - Send copy of article and photographs to interested publications	Kevin Johnson	- April/May committee meetings: list 6 target activities/facilities to write about - Monthly, starting June 2016, attempt to have draft article available at Rec Committee meetings for comments and publish article between then and the end of the month on 'PuslinchToday' and make it available to any who want to publish it with appropriate credits given to author and committee.	- Publicize the existing recreation opportunities that Puslinch has to offer - Promote participation in recreational opportunities in Puslinch - Promote physical activity - Branding, by including a blurb at bottom of each article about the township and the rec committee

What indicators will demonstrate the success of the Committee in meeting the objective and delivery of the activity.	Why is indicator important?	Which Committee Activity does this support?
Committee deciding on activities/facilities to promote	First necessary step	
Actual publication of articles	End result	All mentioned above
Other publications picking up stories and re-publishing	Although not necessarily required to achieve committee objectives, articles picked up by Google News, the Pioneer, Wellington.ca, Wellington Advertiser and other online news sites would be a bonus and assist in the promotion of the Township.	All mentioned above
Article links being shared by public or other online sites on social media (Facebook, Twitter etc.)	Assists in the promotion of the facility/activity	All mentioned above

PUSLINCH RECREATION COMMITTEE

WORK PLAN TEMPLATE

Committee Name: Puslinch Recreation Committee

Work Plan Period: January 1, 2016 to December 31, 2016

Name of Person Completing Form:

Wayne Stokley

Title: Chair of Rec. Committee

Committee Objectives: (Please list your committees overall objectives for the coming year)

1. Promote Community led programs

2. Promote Community Partnerships

3. Promote communications and branding

Main Activity	Details of the main plan, project, programs or services related to these activities	Individual Assigned Task	Timelines or milestones	Which objective does this support
	(1) Work with "Y" to develop Xmas and March break camps along with scheduled	Wayne and others interested	Plan for 2017 season	Partnerships

	PD days			
	(2) Trail development behind PCC. Work with Project Leader(?), Volunteers, Rangers	Wayne and others interested	Start this spring	Community led programs. Volunteers assist

What indicators will demonstrate the success of the Committee in meeting the objective and delivery of the activity.	Why is indicator important?	Which Committee Activity does this support?
(1) Camps organized for 2017		
(2) Fully functioning trail		

PUSLINCH RECREATION COMMITTEE

WORK PLAN TEMPLATE

Committee Name: Puslinch Recreation Committee

Work Plan Period: January 1, 2016 to December 31, 2016

Name of Person Completing Form: Daina Makinson

Title: Recreation Committee Member

Committee Objectives: (Please list your committees overall objectives for the coming year)

1. Launch Pickleball program at ORC Gym

2. Partner with YMCA, GWSA to provide additional programs

3. Create awareness of programs and facilities

	project, programs or services related to these activities	Assigned Task	milestones	this support
Pickleball	Hold demonstration at gym	Wayne Stokley	Completed	Determines local support for participation
	Contact interested Puslinch residents to organize and run league	June Williams		Delivering pickleball to residents and utilizing facilities
	Invite Ontario Pickleball Association to view facility and consider to use as satellite facility	Margaret Hauwert		Delivering pickleball to residents and utilizing facilities
	Research alternative leagues to use facility			Delivering pickleball to residents and utilizing facilities
Partner with YMCA, GWSA and others to deliver additional programs	Meet with YMCA to discuss their interest in using facilities to deliver their programs	Donna Tremblay?		Offering more programs to residents and utilizing facilities
	Meet with GWSA to further discuss opportunities to extend their programs to Puslinch facilities	Wayne Stokley?		
Create awareness of programs and facilities	Write articles about facilities and programs for local media	Daina Makinson Kevin Johnson		Increasing usage of facilities
	Send press releases to local media	Daina Makinson?/Donna Tremblay?		

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What indicators will demonstrate the success of the Committee in meeting the objective and delivery of the activity.	Why is indicator important?	Which Committee Activity does this support?
Increased bookings of facilities		
Increased program offerings		

PUSLINCH RECREATION COMMITTEE

WORK PLAN TEMPLATE

Committee Name: Puslinch Recreation Committee

Work Plan Period: January 1, 2016 to December 31, 2016

Name of Person Completing Form: June Williams

Title:

Committee Objectives: (Please list your committees overall objectives for the coming year)

1. To increase the awareness and use of the recreation facilities in the Township

2.

3.

Main Activity	Details of the main plan, project, programs or services related to these activities	Individual Assigned Task	Timelines or milestones	Which objective does this support
Advertising and Promotion	Designing a poster and brochure, electronic and printed. Send to all businesses in the Township. Make available to Guelph & Cambridge		12 months	Awareness, pride in the facilities leading to additional use

	<p>Chamber of Commerce etc. Source out free advertising in local newspapers and on line media.</p> <p>Assess signage of facilities including directional for location</p> <p>Assess visual appeal of facilities especially PCC.- landscaping in the front of building</p> <p>Assess washroom facilities at Morriston Meadows and Morriston Ball Park for availability and suitability.</p> <p>Contact baseball & hockey Leagues to promote facilities</p> <p>Look for opportunities to increase the use of facilities such as Pickleball</p>			

What indicators will demonstrate the success of the Committee in meeting the objective and delivery of the activity.	Why is indicator important?	Which Committee Activity does this support?
Increased use and rental income of the facilities	To support the costs involved-time and money	

PUSLINCH RECREATION COMMITTEE

WORK PLAN TEMPLATE

Committee Name: Puslinch Recreation Committee

Work Plan Period: January 1, 2016 to December 31, 2016

Name of Person Completing Form:

Title:

Margaret Hauwert

Committee member

Committee Objectives: (Please list your committees overall objectives for the coming year)

1. Help with organizing and getting a start on a pickle ball club

2. Be liaison between Aberfoyle School and committee members

3.

Main Activity	Details of the main plan, project, programs or services related to these activities	Individual Assigned Task	Timelines or milestones	Which objective does this support
1. Pickle ball	Contact Bob AC from PC Association to enlist his help to get event running	With the help of other committee members for day time event	Contact immediately	one
	Ongoing help with the	Margaret	From Sept to June	two

2. liaison	involvement of Aberfoyle School and making student population aware of events		2016/17	

What indicators will demonstrate the success of the Committee in meeting the objective and delivery of the activity.	Why is indicator important?	Which Committee Activity does this support?
1. Pickle ball will be an actual club	Facility is being used	Active participants
2. Events will be advertised to all parents that attend Aberfoyle school so that they know what is going on in the area	Facility will be functional	To involve the whole community

Recreation Committee Mission Statement's December 20, 2016

Kevin Johnson:

I believe the role of the Recreation Committee is to:

- Be a safe place for committee members, councillors, staff and taxpayers to openly discuss all issues relating to recreational opportunities within the Township.
- Act as an advisory committee to Council on issues that affect all recreation facilities, parks, playing fields, playgrounds, programs, and Puslinch Community Centre (including policy and fee schedules).
- Review existing practices and policies of the department and make recommendations to improve the delivery of services to the public.
- Bring forward and discuss concerns raised by taxpayers, users, or staff that may affect the operation of the department.
- Encourage and assist, where necessary, programs of recreation to meet the needs and interests of the community.
- Perform high-level reviews of revenue and expense reports with particular attention to watching for changes (month over month and year over year) and initiating investigations, if needed, on the cause of the changes.
- Actively assist in the promotion of Township recreation facilities.

Margaret Hauwert:

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 sources.

Daina Makinson:

The primary function of the Recreation Committee is to help promote recreation in the Township and to facilitate the most advantageous and efficient use of all recreation facilities, parks, playing fields, playgrounds, programs and community centre.

June Williams:

To maximize the potential of our facilities and programs, ensuring a safe, accessible and meaningful recreation experience, while maintaining an aesthetically pleasing environment.

Puslinch Community Newsletter Guidelines (DRAFT)

The following guidelines are to be adhered to for the digital distribution of the Puslinch Community Newsletter ("PCN").

Editions of the PCN will be assembled by a volunteer member ("Volunteer") of the Puslinch Recreation Committee and may include items from the following sources ("Valid Source") at the volunteer's discretion:

1. Charitable Organizations.
 - Organization that are registered charities and either provide services to, or are located within, the Township of Puslinch.
2. The Township of Puslinch.
3. The County of Wellington.
4. Community Groups wishing to notify the public of events within the township

Any items included in an edition of the PCN must be a benefit to the public at large, cannot restrict access to its benefits and may not be a for-profit event being held by either an individual or business.

To become a Valid Source, a group or organization must first be approved by Puslinch Council and added to the list of Valid Sources the Volunteer may include in the PCN. Council reserves the right to reject any group or organization it feels is not compatible with the Township's image, values and standards. Inclusion of any item within the PCN does not act as an endorsement of either the item or the group or organization by the Township of Puslinch.

Editions of the PCN shall NOT include:

1. Political items intended to sway public opinion.
2. Religious items other than specific one-time fundraising events.
3. Editorials or personal opinion items.
4. Anything that contravenes any Federal, Provincial or Local law or by-law
5. Any item for which a fee was paid for inclusion.

Once a PCN has been assembled and is ready for distribution, the contents must be approved by and distributed by (-- a staff member TBD --) of the Township of Puslinch. Distribution methods of the PCN may be, but are not limited to:

1. An 'Eblast' from a reputable online email service that utilizes opt-in signups and is fully CAN-SPAM and CASL compliant. All PCN emails must include the Township's physical mailing address and an 'unsubscribe' link.
2. Physical printed copies of the PCN distributed at the Township office upon request.

The PCN will be copyright the Township of Puslinch but an indication should be included in each edition that redistribution of unaltered content is granted freely to all. Redistribution may take form of, but is not limited to physical printing, email forwarding or posting to news/social media websites.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 41/09

Being a by-law to adopt the Accessibility Standards for Customer Services & Use of Assistive Devices Policy and Procedure Manual; and the Wellington County Facility Accessibility Design Manual.

WHEREAS Section 5(3) of the Municipal Act, 2001 S.O. Chapter 25 states that the powers of a municipality shall be exercised by by-law.

AND WHEREAS the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) Ontario is working to make the province fully accessible to people with disabilities by 2025;

AND WHEREAS the Accessibility Standards for Customer Service (Ontario Regulation 429/07) came into effect on January 1, 2009;

AND WHEREAS the Township of Puslinch, as a designated Public Sector Organization, is required to be in compliance with the Standard by January 1, 2010.

AND WHEREAS the Council of the Corporation of the Township of Puslinch is committed to providing service in a manner that respects the dignity and independence of people with disabilities and therefore deems it expedient to adopt a policy to implement accessibility standards for customer service as well as the Wellington County Facility Accessibility Design Manual as a standard for all future new construction and retrofit projects.

NOW THEREFORE BE IT RESOLVED THAT, the Corporation of the Township of Puslinch by the Council hereby enacts as follows:

The following schedules are hereby adopted outlining the policies that will apply to the operation and governance of the Township of Puslinch:

SCHEDULE	DOCUMENT
"A"	Accessible Standards for Customer Service & Use of Assistive Devices Policy & Procedure Manual
"B"	Wellington County Facility Accessibility Design Manual

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 2nd DAY OF SEPTEMBER, 2009.

Signed: _____

Brad Whitcombe, Mayor

(SEAL)

Brenda Law, CAO/Clerk-Treasurer

Schedule "A"

TOWNSHIP OF PUSLINCH POLICY & PROCEDURE MANUAL



EFFECTIVE DATE: January 1, 2010

SUBJECT	Accessible Standards for Customer Service & Use of Assistive Devices
AUTHORITY	Accessibility for Ontarians with Disabilities Act, 2005; Ontario Regulation 429/07 (Customer Service Standard)

PURPOSE

The Township of Puslinch is committed to being responsive to the needs of all its residents. To do this, we must recognize the diverse needs of all of our residents and respond by striving to provide services and facilities that are accessible to all. As an employer, and a provider of services, the Township of Puslinch is committed to ensuring its services are provided in an accessible manner.

The Township of Puslinch will promote accessibility through the development of policies, procedures and practices and by ensuring they consider people with disabilities. To do this we must ensure the policies, procedures and practices address **integration, independence, dignity and equal opportunity**.

PRINCIPLES

Reasonable efforts will be made to ensure the following:

- (i) That goods and services be provided in a manner that respects the dignity and independence of people with disabilities.
- (ii) The provision of goods and services to people with disabilities, and others, will be integrated unless an alternate measure is necessary, whether temporarily or permanently, to enable a person with a disability to obtain, use or benefit from the goods and services.
- (iii) People with disabilities will be given an opportunity – equal to that given to others – to obtain, use and benefit from the goods and services.

PROCEDURES AND PRACTICES:

Procedures and practices will strive to reflect or achieve the following:

- (i) Communication will be considered, in a manner that takes into consideration a person's disability.
- (ii) Staff will receive appropriate training.
- (iii) Person's with disabilities accompanied by a guide dog or service animal will be permitted in those areas of the premises owned or operated by the Township of Puslinch that are open to the public.
- (iv) People with disabilities accompanied by a support person will be permitted to be accompanied by that support person in premises open to the public.

- (v) Admission fees will be waived for a support person who accompanies a person with a disability.
- (vi) Notice will be provided when facilities or services that people with disabilities rely on to access Township of Puslinch services are temporarily disrupted.
- (vii) The Township of Puslinch will establish a feedback process to allow people to provide feedback on how we are providing services to person's with disabilities.
- (viii) The Township of Puslinch will allow people with disabilities to use their own personal assistive devices to obtain, use or benefit from the services offered by the Township of Puslinch.

PROCEDURES

Support Persons

Support person means, in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care or medical needs or with access to goods or services.

The Township of Puslinch will allow people with disabilities, who require, to be accompanied by a support person in all Township owned and operated public facilities. *The Township of Puslinch reserves the right to request the person with a disability be accompanied by a support person, in the event that it is considered necessary to protect the health and safety of the person with a disability or others on the premises.*

The Township of Puslinch will waive admission fees for support persons who accompany a person with a disability, into facilities where admission is charged.

- (a) Member of public should notify a staff member the presence of the support person.
- (b) Admission fees will be waived for the support person.
- (c) If there is confidential information to be disclosed, consent must be received from the person with the disability.

Feedback Process

To submit a complaint:

Should a member of the public wish to make a complaint regarding the service they have received:

- (a) The member of the public with the complaint or concern should have a discussion with the staff person at the Township of Puslinch who is involved in the situation.
- (b) Should the discussion not resolve the complaint or the member of the public is uncomfortable discussing the issue with the staff person, the member of the public should fill out a complaint form. A staff person can assist the member of the public with the *complaint form* in a manner that takes into consideration their disability.
- (c) The information to be provided by the member of the public should include their personal contact information, the date, a description of the complaint, and what the member of the public requests to resolve the complaint. This information should be documented on the complaint form.
- (d) The complaint should be forwarded to the Clerk.
- (e) The Clerk will attempt to resolve the complaint in a timely manner.
- (f) The member of the public will be contacted once a resolution has been reached.

To submit a suggestion:

Should a member of the public wish to provide the Township of Puslinch with a suggestion on how to improve our service:

- (a) Member of the public will inform staff member of suggestion.
- (b) Staff member will assist member of the public in filling out the complaint form, should they require assistance.
- (c) Member of the public will be notified in a timely manner of how the Township of Puslinch will proceed with their suggestion.
- (d) Staff response should include: an explanation of how we will implement the suggestion, a response indicating further investigation or an explanation why we are unable to implement the suggestion.

All complaints and suggestions should be recorded on a suggestion form, and forwarded to the Clerk.

Service Disruption

If, in order to obtain, use or benefit from a provider's goods or services, people with disabilities usually use particular facilities or services of the provider (for example, elevators) and if there is a temporary disruption in those facilities or services in whole or in part, the Township of Puslinch shall give notice of the disruption to the public.

Notice of the disruption must include information about the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any, that are available.

Notice will be given by posting the information at a conspicuous place on premises owned or operated by the provider of goods or services, as well as by posting it on the Township of Puslinch website.

If the Township of Puslinch Website should expect a temporary service disruption, advance notice where possible, keeping with the conditions of the service disruption section of this policy, shall be provided on the website.

Service Animals

For the purpose of this policy, a 'service animal' is defined as either:

- (i) A "guide dog," as defined in section 1 of the *Blind Persons Rights' Act*; or
- (ii) A "service animal" for a person with a disability. For the purpose of this policy, an animal is a service animal for a person with a disability,
 - (a) if it is readily apparent that the animal is used by the person for the reasons relating to his or her disability; or
 - (b) if the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.

The Township of Puslinch will allow the person and the animal onto all Township of Puslinch owned and operated public facilities, and will ensure that the person is permitted to keep the animal with him or her unless the animal is otherwise excluded by law. *areas that are open to the public

If a service animal is excluded by law from the premises, the provider of goods or services shall ensure that other measures are available to enable the person with a disability to obtain, use or benefit from the provider's goods or services.

Format of Documents

Should the Township of Puslinch be required to give a copy of a document to a person with a disability, the Township of Puslinch shall give the person the document, or the information contained in the document, in a format that takes into account the person's disability.

Material printed in-house and publications produced on behalf of the Corporation of the Township of Puslinch should contain a note indicating, "alternate formats are available upon request" and include relevant contact information.

The Township of Puslinch and the person with a disability will try to agree upon the format to be used for the document or information, subject to feasibility requirements of this policy.

Alternative formats that should be considered by the Township of Puslinch and the person with the disability will include, but are not limited to:

(i) Print Requests:

Requests for alternative formats should be honoured in the most practical manner depending on the media chosen, the size and complexity of the document, the quality and source of the documents, the feasibility of the request (including the cost) and the number of documents to be converted. It should be noted that when request for one of these formats is received and deemed feasible, staff should make every attempt to respond to the request in the most practical manner and to the satisfaction of the requestor. If it is determined that the format requested is not feasible, then other alternative methods of providing the information should be explored that will still meet the needs of the requestor (e.g. Audio CD or explaining the information verbally etc.).

- (a) Staff members receives request from member of the public for alternative format.
- (b) Employee fills out alternative format request form.
- (c) Forwards request onto the Clerk.
- (d) The Clerk will determine feasibility, if feasible;
- (e) Proceeds with alternative format request.
- (f) If not feasible; contact individual with feasible solution.

(ii) ASL Interpreter Request:

- (a) Employee receives request from public for ASL Interpreter.
- (b) Employee fills out alternative format request form.
- (c) Forwards request onto the Clerk.
- (d) The responsible department contacts Canadian Hearing Society to make request.

- (e) Once Canadian Hearing Society confirms attendance of ASL Interpreter, the responsible department contacts individual.
- (f) If ASL Interpreter is not available, individual will be contacted with an alternative solution.

Feasibility will be determined based upon cost in relation to size of document and time associated with processing document requests.

The time frame attached to the conversion process varies depending on the media chosen, the size, complexity, quality of source documents and number of documents to be converted. Documents shall be returned in a timely manner depending on the factors previously noted.

Conversion shall be processed in-house wherever possible. When a member of the public requests a piece of Township documentation in a multiple format, the department of origin shall be responsible for the cost of the conversion, materials and distribution, not the public requestor.

In-house printing, where possible, should adhere to the CNIB's Clear Print Standards.

Training

The Township of Puslinch shall ensure that the following people receive training about the provision of its goods or services to people with disabilities:

- (a) Every person who deals with members of the public or other third parties on behalf of the Township, whether the person does so as an employee, agent, volunteer or otherwise.
- (b) Every person who participates in developing the Township's policies, practices and procedures governing the provision of goods or services to members of the public or other third parties.

The training will include a review of the purposes of the Act and the requirements of this policy and instruction about the following matters:

- (a) How to interact and communicate with people with various types of disability, as outline in this policy and procedures.
- (b) How to interact with people with disabilities who use an assistive device or require the assistance of a guide dog or other service animal or the assistance of a support person, as outlined in this policy and procedures.
- (c) How to use equipment or devices available on the provider's premises or otherwise provided by the provider that may help with the provision of goods or services to a person with a disability.
- (d) What to do if a person with a particular type of disability is having difficulty accessing the provider's goods or services.

The Township of Puslinch will log and retain records which will record the details of the training provided, as well as the name of the person, location, and date the training was completed.

The Township of Puslinch will customize the training going forward, based on the actual experiences and usage of the people with disability in Township of Puslinch owned or operated facilities.

Assistive Devices

The Township of Puslinch will allow people with disabilities to use their own personal assistive devices to obtain, use or benefit from the services offered by the Township of Puslinch.

Should a person with a disability be unable to access the Township's services through the use of their own personal assistive device, the Township of Puslinch will ensure the following measures:

- (a) Determine if service is inaccessible, based upon individual requirements.
- (b) Assess service delivery and potential service options to meet the needs of the individual.
- (c) Notify person with disability of alternative service and how they can access the service, temporarily or on a permanent basis.

Contact Information

For more information about this policy, or questions related to accessibility at the Township of Puslinch, please contact us:

CAO/Clerk-Treasurer
Township of Puslinch
7404 Wellington Road #34
R.R. #3
Guelph, ON N1H 6H9
Phone: 519-763-1226 ext. 214
Fax: 519-763-5846
email: admin@twp.puslinch.on.ca

Links

Customer Service Standard, Ontario Regulation 429/07:

http://www.e-laws.gov.on.ca/html/source/regs/english/2007/elaws_src_regs_r07429_e.htm

Accessibility for Ontarians with Disabilities Act, 2005:

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_05a11_e.htm

Ministry of Community and Social Services:

<http://www.mcass.gov.on.ca/mcass/english/pillars/accessibilityOntario>

AccessON: www.accesson.ca

Township of Puslinch

Alf Hales Room Revenue Comparison From NOV 1,2016 To NOV 30,2016

November 2016

Alf Hales Room	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	95.06	0.00	0.00	0.00	0.00	95.06
Week 2	0.00	54.32	0.00	0.00	189.98	0.00	156.48	400.78
Week 3	0.00	0.00	0.00	62.50	0.00	0.00	81.48	143.98
Week 4	0.00	54.32	0.00	0.00	0.00	0.00	0.00	54.32
Week 5	75.00	77.70	0.00	0.00	0.00	0.00	0.00	152.70
Total Charges								\$846.84

Township of Puslinch

Archie MacRobbie Hall Revenue Comparison From NOV 1,2016 To NOV 30,2016

November 2016

Archie MacRobbie Hall	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	594.00	594.00
Week 2	587.00	0.00	0.00	0.00	0.00	0.00	479.00	1,066.00
Week 3	2.16	115.00	0.00	0.00	365.00	0.00	604.50	1,086.66
Week 4	0.00	0.00	0.00	0.00	419.00	0.00	479.00	898.00
Week 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Charges							\$3,644.66	

Township of Puslinch
 Gym Revenue Comparison From NOV 1,2016 To NOV 30,2016

November 2016								
Gym	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	28.16	70.40	56.32	0.00	168.96	323.84
Week 2	131.04	42.24	54.16	70.40	26.00	0.00	140.70	464.54
Week 3	0.00	42.24	54.16	70.40	68.24	0.00	140.80	375.84
Week 4	154.88	42.24	54.16	70.40	26.00	58.50	56.32	462.50
Week 5	112.64	42.24	54.16	70.40	0.00	0.00	0.00	279.44
Total Charges							\$1,906.16	