



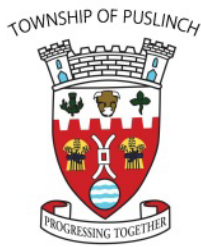
Recreation Committee
Tuesday, Feb 21, 2017
7:00 p.m.
Council Chambers, Aberfoyle

AGENDA

≠ - Denotes Recommendation

1. Call meeting to order
2. Disclosure of Pecuniary Interest
3. Approval of Minutes ≠
 - a) December 20,2016 – Regular meeting
4. Delegations/Presentations ≠
 1. Linda Killough, YMCA Programs Manager
5. Regular Business
 1. 2017 Work Plan
 2. Proposed Terms of Reference – Confirmation
 3. Badenoch Renovations Update
 4. Community Newsletter - Proposed policy and procedures will be provided under separate cover
 5. Communication with User Groups in Relation to Usage of Facilities
 6. December/ January Revenues
6. Closed Meeting

None.
7. Adjournment
8. Next meeting – March 21, 2017 at 7:00 p.m. in the Council Chambers, Township of Puslinch.



MINUTES

MEMBERS PRESENT

Kevin Johnson, Chair
Margaret Hauwert
Daina Makinson
June Williams

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) November 22, 2016 – Regular Meeting

Moved by: Daina Makinson Seconded by: June Williams **REC-2016-036**

That the Minutes of the Recreation Committee meeting dated November 22, 2016 be adopted.

CARRIED

4. DELEGATIONS/PRESENTATIONS

None.

5. REGULAR BUSINESS

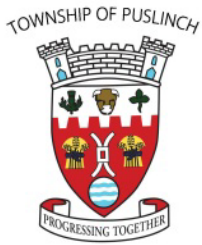
1. Recreation Committee Mission Statement/Terms of Reference for 2017

The committee discussed the mission statements that each presented. All members voted for the mission statement they would like to adopt.

Moved by: Margaret Hauwert Seconded by: June Williams **REC-2016-037**

That the committee adopts the following as their 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".

CARRIED



The Committee made the following changes to the terms of reference under the Deliverables section:

- “Providing input to Council on the operating and capital budget” will now read “The committee will receive and review the operating and capital budget”.
- “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” will be added.

2. Community Newsletter Guidelines (Draft)

The committee discussed the guidelines presented. Some items that were further discussed were:

- A succession plan – who will take over the newsletter when the current member is unable to continue with the production of the newsletter
- Implementing semi-annual application process for community groups and or members that would like to post in the newsletter
- How information will be submitted and Township approval of newsletter

3. YMCA Communications Update

The committee had been updated on attendance for recent camps held at the Puslinch Community Centre. Linda Killough will be attending the February 21, 2017 Recreation meeting to discuss current programs and the possibility of new programs and/or activities.

4. Updates from Don Creed, Director of Public Works, regarding work to parks or existing facilities

Don Creed provided an update on the ice pad progress and the new Olympia machine the Township is receiving.

5. Signage for Washrooms in Puslinch Community Centre

There was a concern from a community member that the signage for the washroom at the Puslinch Community Centre was not adequate.

Upon completing a site visit, the member noted the signage is adequate.

6. Guidelines for the accessibility of the washrooms at the ORC

June Williams noted the concern related to times of access to the washrooms at the ORC and PCC. Don Creed explained that the washrooms are open and accessible while the ORC building is open. Karen Landry noted that the outside washroom at the PCC is open on the weekends.

7. November Facility Rentals

The committee reviewed the facility rental revenues. They expressed that they were not sure if the numbers were positive, or if there had been any decreases. Moving forward the committee will be provided with a year over year comparison for reference purposes.

6. CLOSED MEETING

None.



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

7. ADJOURNMENT

The meeting adjourned at 8:02 p.m.

8. NEXT MEETING

Tuesday, January 17, 2017 at 7:00 p.m. in the Council Chambers.



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. Shiny 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

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	

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

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)				
<ol style="list-style-type: none"> 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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. 	<ul style="list-style-type: none"> - 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

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

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

5.1

	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	

5.1

	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. Assess signage of facilities including directional for location Assess visual appeal of facilities especially PCC.- landscaping in the front of building Assess washroom facilities at Morriston Meadows and Morriston Ball Park for availability and suitability. Contact baseball & hockey Leagues to promote facilities 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: 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. Assess signage of facilities including directional for location Assess visual appeal of facilities especially PCC.- landscaping in the front of building Assess washroom facilities at Morriston Meadows and Morriston Ball Park for availability and suitability. Contact baseball & hockey Leagues to promote facilities 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	

**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.

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.

Township of Puslinch

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

5.6

December 2016

Alf Hales Room	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 2	81.48	54.32	0.00	100.00	0.00	0.00	0.00	235.80
Week 3	0.00	0.00	0.00	0.00	0.00	0.00	108.64	108.64
Week 4	0.00	54.32	0.00	81.48	0.00	0.00	0.00	135.80
Week 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

December 2015

Alf Hales Room	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	125.00	0.00	0.00	241.50	366.50
Week 2	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
Week 3	0.00	0.00	0.00	0.00	0.00	102.70	0.00	102.70
Week 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 5	127.00	0.00	0.00	0.00	0.00	0.00	0.00	127.00

Total Charges \$1,151.44

Township of Puslinch

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

December 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	533.00	533.00
Week 2	357.00	0.00	0.00	215.00	0.00	0.00	479.00	1,051.00
Week 3	242.00	0.00	0.00	0.00	0.00	0.00	0.00	242.00
Week 4	384.00	0.00	0.00	0.00	0.00	0.00	506.00	890.00
Week 5	0.00	0.00	0.00	91.25	91.25	91.25	952.00	1,225.75

December 2015

Archie MacRobbie Hall	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	242.00	0.00	0.00	738.90	980.90
Week 2	411.00	0.00	131.90	0.00	0.00	0.00	479.00	1,021.90
Week 3	0.00	0.00	0.00	0.00	0.00	0.00	533.00	533.00
Week 4	484.00	0.00	0.00	0.00	0.00	0.00	0.00	484.00
Week 5	0.00	242.00	0.00	0.00	0.00	0.00	0.00	242.00

Total Charges \$7,203.55

Township of Puslinch
 Kitchen Revenue Comparison From DEC 1,2016 To DEC 31,2016

5.6

December 2016

Kitchen	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	105.00	0.00	0.00	105.00
Week 2	0.00	0.00	180.00	0.00	105.00	0.00	0.00	285.00
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

December 2015

Kitchen	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	105.00	0.00	0.00	105.00
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 \$495.00

Township of Puslinch
 Gym Revenue Comparison From DEC 1,2016 To DEC 31,2016

5.6

December 2016

Gym	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	68.24	0.00	183.04	251.28
Week 2	108.32	42.24	54.16	70.40	54.16	0.00	154.88	484.16
Week 3	41.27	42.24	54.16	70.40	0.00	0.00	70.40	278.47
Week 4	168.96	0.00	28.16	0.00	26.00	0.00	0.00	223.12
Week 5	0.00	0.00	0.00	106.15	132.14	225.94	28.16	492.39

December 2015

Gym	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	55.02	78.00	41.27	0.00	137.55	311.84
Week 2	55.02	55.02	55.02	78.00	0.00	0.00	192.57	435.63
Week 3	151.31	26.00	55.02	78.00	0.00	0.00	137.55	447.88
Week 4	68.78	81.02	27.51	41.27	55.02	0.00	0.00	273.60
Week 5	0.00	122.29	165.06	108.53	0.00	0.00	0.00	395.88

Total Charges \$3,594.25

Township of Puslinch
Rink Revenue Comparison From DEC 1,2016 To DEC 31,2016

December 2016

Rink	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 2	0.00	0.00	0.00	0.00	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	55.00	0.00	310.00	232.50	0.00	597.50

December 2015

Rink	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 2	0.00	0.00	0.00	0.00	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 \$597.50

Township of Puslinch

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

January 2017

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

January 2016

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

Total Charges \$1,489.24

Township of Puslinch

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

January 2017

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

January 2016

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

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

January 2017

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

January 2016

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

Total Charges \$340.50

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

January 2016

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

January 2017

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

January 2016

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

Total Charges \$4,832.91

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

January 2016

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

January 2017

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

January 2016

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

Total Charges \$27,082.11