



Recreation Committee
Tuesday July 16, 2013
7:00 pm
Council Chambers, Aberfoyle

AGENDA

1. Call the meeting to order
2. Disclosure of Pecuniary Interest
3. Approval of Minutes –June 18, 2013
4. Delegations/Presentations - None
5. Regular Business
 1. Draft Advertising Policy – Township of Puslinch Recreation Facilities
 2. Maintenance Issues:
 - a) Painting of Curb Stops and Pillars at Community Centre
 - b) Lights at Optimist Recreation Centre during Canada Day Fireworks Presentation
 - c) Gardens and Trees
 - d) Condition of Bleachers
 - e) Hardwood Floor
 3. Verbal Update from Staff regarding:
 - a) New Cart for Chairs at Community Centre
 - b) Clarification re: Hydro notation on May 2013 General Expenses
 - c) Delivery of new picnic tables
 4. Thank you received from Puslinch Senior Euchere Club
 5. Newly purchased lands at Community Centre - Update
 6. Marketing Plan for Baseball Parks
 7. Green Shed – Rental Rate
6. Accounts for Payment
 - i) June 2013 (general)
 - ii) June 2013 (ORC)
 - iii) Community Centre Rental Report
 - iv) Optimist Recreation Centre Rental Report
7. Closed Meeting – None
8. Adjournment
9. Next Meeting – August 20, 2013 at 7:00 pm in the Council Chambers, Township of Puslinch.



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MINUTES

MEMBERS PRESENT

Councillor Fielding, Chair
Councillor Schmidt
Margaret Hauwert
Tom Jefferson
Cameron Tuck
Daina Makinson
June Williams

MEMBERS ABSENT

None.

TOWNSHIP STAFF

Karen Landry, CAO/Clerk
Don Creed, Director Public Works and Parks
Donna Tremblay, Deputy Clerk

OTHERS PRESENT

Councillor Roth

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None.



3. APPROVAL OF MINUTES

Questions Arising from the Minutes

Tom Jefferson requested an update regarding the delegation presentation by Ian Conlon at the meeting held on May 21, 2013. Karen Landry, CAO/Clerk advised the Committee that the Township has received a copy of their presentation and will be reporting back to the Committee in August 2013.

Tom Jefferson requested an update on the refinishing of the hardwood flooring at the Puslinch Community Centre. Karen Landry CAO/Clerk advised the Committee that information has been collected from the Buyer's Association for preparation of a Request for Proposal. It is anticipated that the request for proposal will be issued within the next three weeks. Staff will bring back information to the committee once it is received.

Moved by Cameron Tuck and Seconded by June Williams REC-2013-004

That the Recreation Committee Minutes dated May 21, 2013 be approved.

CARRIED.

4. CLOSED MEETING

None.

5. DELEGATIONS/PRESENTATIONS

None.



6. REGULAR BUSINESS

1. **Use of Township Lands – Puslinch Community Centre Grounds – Pilot Proposal- Council Resolution – June 5, 2013.** Karen Landry, CAO/Clerk provided the committee with an update on the pilot project that authorizes Darlene Harrietha to sell pre-packaged foods on Thursday evenings between 6:00 p.m. and 10:00 p.m. and from June 9, 2013 to August 1, 2013
2. **Curbs for Parking Lot at Puslinch Community Centre–** June Williams provided the committee with the background regarding the use of the curbs. The committee discussed the need for the curbs to be put back in place along the edge of parking lot in order to keep individuals from parking on the grass. The committee discussed alternate methods other than the use of the curbs for deterring parking on the grass. Don Creed, Director of Public Works and Parks recommended to the committee that, in his opinion, the curbs should not be used and if the curbs were used, that they not be anchored in place as they could cause difficulties with snow removal. Don Creed, advised the committee that the existing curbs could be used and put in place by Township staff, but it may be necessary to purchase additional curbs if parking on the grass continues. The committee requested that staff follow up with the Tennis Club regarding their contribution towards the purchase or replacement of curbs and whether monies have been budgeted for in the 2013 Recreation Budget for the purchase of new curbs and report back to the committee at their August, 2013 meeting.
3. **Round Tables –** June Williams advised the committee that a number of the round tables at the Puslinch Committee Centre were in need of replacement. Karen Landry, CAO/Clerk advised the committee that staff would investigate as to whether monies were allocated for replacement for the round tables in the



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2013 Recreation Budget and report back to the Committee at the August, 2013 meeting.

4. **Repair of Coat Room wall** – Councillor Fielding advised the committee that the repair work would proceed once the works presently taking place at the Puslinch Community Centre were completed.
5. **Inspection of Township Parks** – June Williams provided the committee with background regarding the 2012 Committees inspection of the various parks in the Township. Karen Landry, CAO/Clerk advised the committee that staff were in the process of tracking facility usage and gathering information regarding general maintenance of the townships facilities in order to itemize priorities and develop policies with respect the Township's various facilities and parks.
6. **Trophy Book – Update** – Daina Makinson provided the committee with an update. She advised the committee that she anticipates that by mid-July she will have completed her research, but it may be necessary to have additional photos taken.
7. **YMCA/YWCA – brochure for Aberfoyle School** - Margaret Hauwert provided the committee with a copy of the brochure which had been supplied to her by the YMCA/YWCA. She advised the committee that the brochure was to be provided to the children at Aberfoyle School. The committee discussed additional ways to promote the camps. Daina Makinson advised the committee that she would distribute the brochures at the Aberfoyle Market's Children's Day on Saturday, June 8th.



7. ACCOUNTS FOR PAYMENT

i. May, 2013 (general)

The committee requested that staff investigate as to why there are two Hydro One – Morriston Ball Park entries on the General Statement of Accounts and report back to the Committee at their July 16, 2013 meeting.

Moved by Cameron Tuck and Seconded by June Williams REC-2013-005

That the Recreation Committee acknowledge payment of the May 2013 statement of general expenses.

CARRIED.

ii. May 2013 (ORC)

Moved by Cameron Tuck and Seconded by June Williams REC-2013-006

That the Recreation Committee acknowledge payment of the May 2013 statement of ORC expenses.

CARRIED.

iii. Community Centre Rental Report for May 2013 was received.

iv. Optimist Recreation Centre Rental Report for May 2013 was received.



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8. NEW BUSINESS

Puslinch Pioneer Article - Daina Makinson advised the committee that she will be writing an article for the August Puslinch Pioneer regarding the Optimist Recreation Gymnasium facilities.

Storage Cupboards in Alf Hales Room - Karen Landry, CAO/Clerk advised the committee that staff recommended that work on the storage cabinets in the Alf Hales room not move forward until the current works taking place at the Community Centre are completed and staff has an opportunity to assess current and future storage needs.

9. NEXT MEETING

Tuesday, July 16, 2013 at 7:00 p.m. in the Council Chambers.

10. ADJOURNMENT

Moved by Daina Makinson and Seconded by Cameron Tuck REC-2013-007

The Sixth Regular 2013 Recreation Committee meeting does hereby adjourn at 8:05 p.m.

CARRIED.



TITLE: ADVERTISING POLICY
DATE: July, 2013
Subject: ADVERTISING AT TOWNSHIP OF PUSLINCH FACILITIES

Policy Statement:

The Township of Puslinch recognizes that appropriate advertising on Township properties/facilities provides an acceptable means of maximizing revenue generation.

Scope:

This Policy applies to all paid advertising on Township property/facilities.

Purpose:

The purpose of this policy is to provide guidance to staff when considering requests for, and/or soliciting revenue generating advertising opportunities, on behalf of the Township of Puslinch.

Policy Details

1. All advertising will not compromise or contradict any by-law or policy of the Township, or negatively reflect on the Township's reputation or public image.
2. All advertising requests require pre-approval by Township staff. Advertising rates are approved on an annual basis in the Township of Puslinch Fees By-Law

Guiding Principles

1. Township staff may consider/solicit advertising which is deemed compatible with the Township's image, values and standards and supports the goals, objectives, policies and by-laws of the Township of Puslinch.



2. Advertising in the Township of Puslinch facilities/properties or other medium does not act as the Township's endorsement of the content or the advertiser and does not act as the Township's endorsement of any one product or service over another.
3. The Township reserves the right to reject any proposals that are not compatible with the Township's image, or which do not support the goals, objectives, policies or by-laws of the Township.
4. Advertisements may not be posted on Township property without the prior consent from the Township.
5. Advertisements must be prepared by an approved Township of Puslinch's vendor.
6. Advertisements must comply with the Township of Puslinch size restrictions.
7. The Township reserves the right to refuse or remove any advertising, at any time, considered to be in violation of this policy or by-laws and may do so at the advertiser's expense.
8. The Township shall not be responsible for the costs to maintain signs or for damage caused to them by persons or property. Any damaged sign deemed by Township staff to be unsafe will be removed immediately at the advertiser's expense.
9. All signage opportunities must abide by the Township of Puslinch Sign By-Law as amended from time to time.
10. All costs associated with the design, production, installation and removal of the signage are the responsibility of the advertiser.



Advertising Program

Locations for Advertising

1. The Township of Puslinch provides advertising opportunities in the following areas:
 - (a) rink boards
 - (b) ball diamonds
 - (c) outdoor marquee sign and
 - (d) display boards.

Arena Advertising

1. The Township of Puslinch provides advertising opportunities in arena facilities which may include rink boards. The Township has a specific program geared to custom advertising in arenas.
2. Arena board advertising opportunities are available on a one year term. Due to the nature of the wear and tear of the arena boards, advertising rates include production, installation and maintenance of the arena ads.
3. Township staff will approve all final arena advertising.
4. At the end of the advertising term, all signs become the property of the Township of Puslinch.

Parks

1. Advertising opportunities in park settings include outfield fences (baseball fields). The following guidelines should be followed:
 - (a) All signage should blend with surrounding flora; and
 - (b) Signage should not impair views or interfere with the enjoyment of the park.



2. Parks advertising opportunities are available seasonally from May to October each year.
3. Final approval for the placement of the signage including the park and location within the park will only be given once the Township has approved signage.

Outdoor Marquee Sign and Display Boards

Outdoor Marquee Sign

1. The Township's outdoor sign are made available to promote leisure programs, events and activities. Signs are allocated with priority first given to community organizations hosting activities at our facilities, and then to messages promoting activities in the community.
2. All sign messages will run for a minimum of one week, from Monday through Sunday. If the activity or event falls within the above timeframe (e.g., Wednesday), the cost remains the same. The Township has the option of removing outdated information to replace with Township information

Display Boards

3. The Township's outdoor sign are made available to promote leisure programs, events and activities. Signs are allocated with priority first given to community organizations hosting activities at our facilities.

Reference and Related Documents:

* To be added once policy approved.

Dear Colleen

A sincere thank you from the members of the Purlin Seniors Exercise Club, for the use in Tuesday afternoon's lunch meeting, of the Halls Room.

The members we have are faithful but we would welcome more of our Seniors to come to play cards.

With thanks

Eileen Martin

PUSLINCH COMMUNITY CENTRE

June 2013	
Small Room	\$168.50
Large Room	\$5,395.00
Insurance	
Sign Rentals	
Fence Rentals	\$330.00
Community Garden	
Morrison Meadows Pavillion	\$230.00
TOTAL	\$6,123.50

Optimist Recreation Revenue

Date:	June, 2013
Gymnasium	\$1,040.00
Rink Pad	\$5,236.00
Drink Machine	\$230.45
Total	\$6,506.45