



Recreation Committee
Tuesday, March 17, 2015
7:00 p.m.
Council Chambers, Aberfoyle

AGENDA

≠ - Denotes Recommendation

1. Call meeting to order
2. Disclosure of Pecuniary Interest
3. Approval of Minutes ≠
 - a) February 17, 2015 – Regular meeting
4. Delegations/Presentations

None.
5. Regular Business
 1. Recreation & Parks Master Plan - discussion - draft recommendations Recreation Master Plan Presentation by Steve Langlois at February 17, 2015 Recreation Meeting
 2. Trophy Photographs - update on trophy photographs at the Puslinch Community Centre
6. Financial Reports
 1. Revenue and Expenses ≠
 - a) January 2015 (Parkland)
 - b) January 2015 (Optimist Recreation Centre)
 - c) January 2015 (Puslinch Community Centre)
 2. Revenue Summaries ≠
 - a) Yearly Revenue Comparison – Community Centre/Optimist Recreation Centre
7. Closed Meeting – None
8. Adjournment ≠
9. Next meeting – April 21, 2015 at 7:00 p.m. in the Council Chambers, Township of Puslinch.



MINUTES

MEMBERS PRESENT

Councillor Stokley, Chair
Nichole Caswell
Daina Makinson
June Williams
Tom Jefferson, Vice-Chair

MEMBERS ABSENT

None.

TOWNSHIP STAFF

Don Creed, Director Public Works and Parks
Donna Tremblay, Deputy Clerk
Marissa Herner, Communications Associate/C.S.R
Karen Landry, CAO/Clerk

OTHERS PRESENT

Councillor Susan Fielding
Mayor Dennis Lever
Councillor Matthew Bulmer
Councillor Ken Roth
Kevin Johnson
Steve Langlois
Dennis Kwan

1. CALL TO ORDER

** Councillor Stokley arrived at 7:04 p.m.*
The meeting was called to order at 7:00 p.m.

2. APPOINTMENT OF CHAIR, VICE-CHAIR TERM FEBRUARY 2015 – FEBRUARY 2017

Nominations for Chair

Councillor Wayne Stokley accepted the nomination for Chair, there being no further nominations, Councillor Stokley is hereby appointed as Chair.

Nominations for Vice-Chair

Mr. Tom Jefferson accepted the nomination for Vice-Chair, there being no further nominations, Mr. Tom Jefferson is hereby appointed as Vice-Chair.

3. OPENING REMARKS

Councillor Stokley welcomed all members of the committee and expressed appreciation to June Williams and Diana Makinson for their continued interest on serving on the Recreation Committee.

4. DISCLOSURE OF PECUNIARY INTEREST

None.



5. **APPROVAL OF MINUTES**

- a) December 16, 2014 – Regular Meeting

Moved by Tom Jefferson and Seconded by Nichole Caswell **REC-2015-01**

That the Minutes of the Recreation Committee meeting dated December 16, 2014 be adopted.

CARRIED

6. **DELEGATIONS/PRESENTATIONS**

- a) 7:00 p.m. – Karen Landry, CAO/Clerk, Committee Orientation

Ms. Landry made a presentation to the Committee which included Township Policies, Committee meeting procedures and information regarding mandatory training.

- b) 7:30 p.m. – Steve Langlois, Principle Planner, Monteith Brown Planning Consultants – Recreation Master Plan update

Mr. Steve Langlois and Mr. Dennis Kwan, made a presentation to the committee with respect to draft recommendations contained in the Recreation and Parks Master Plan regarding the areas of: service delivery, community centre, sports fields, other park amenities, Puslinch Community Centre park expansion, parks, open space, and trails.

Mr. Langlois outlined the next steps of the project to the committee, which included staff's review of the draft plan, a presentation to Puslinch Council on March 5, 2015 and Public open houses with finalization of the Master Plan scheduled for May 2015.

7. **REGULAR BUSINESS**

1. **Puslinch Community Centre**

Ongoing Projects:

None.

2. **Other Items:**

Shinny Hockey and Sticks and Pucks Pilot Project

- a) Correspondence from Dan Blair regarding Shinny Hockey dated January 10, 2015 – Council Resolution 2015-020
- b) Report REC-2015-002 – Update Shinny Hockey and Sticks and Pucks Pilot Program at the Optimist Recreation Centre – Council Resolution 2015-054

The committee received the above for information.

8. **FINANCIAL REPORTS**

1. **Revenue and Expenses**

None.



2. 2015 Proposed Capital Budget

- a) 2015 proposed Operating Budget (Parkland)
- b) 2015 proposed Operating Budget (ORC)
- c) 2015 proposed Operating Budget (Puslinch Community Centre)

The Committee reviewed and discussed the items contained in the proposed 2015 Operating Budgets for the Recreation Facilities.

Moved by Ms. Williams and Seconded by Ms. Makinson **REC-2015-02**

That the Recreation Committee received and reviewed the 2015 proposed Operating Budget for the Optimist Recreation Centre, Puslinch Community Centre, and Parkland.

CARRIED

9. **CLOSED MEETING**

None.

10. **ADJOURNMENT**

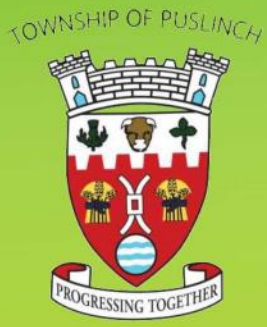
Moved by Ms. Makinson and then Seconded by Ms. Williams **REC-2015-03**

The Recreation Committee Meeting hereby adjourns at 8:55 p.m.

CARRIED

11. **NEXT MEETING**

Tuesday, March 17, 2015 at 7:00 p.m. in the Council Chambers.



5.1

Draft Recreation Parks Master Plan

Council Meeting

March 4, 2015

mbpc

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Purpose

5.1

A clear action plan and strategy to guide the development of:

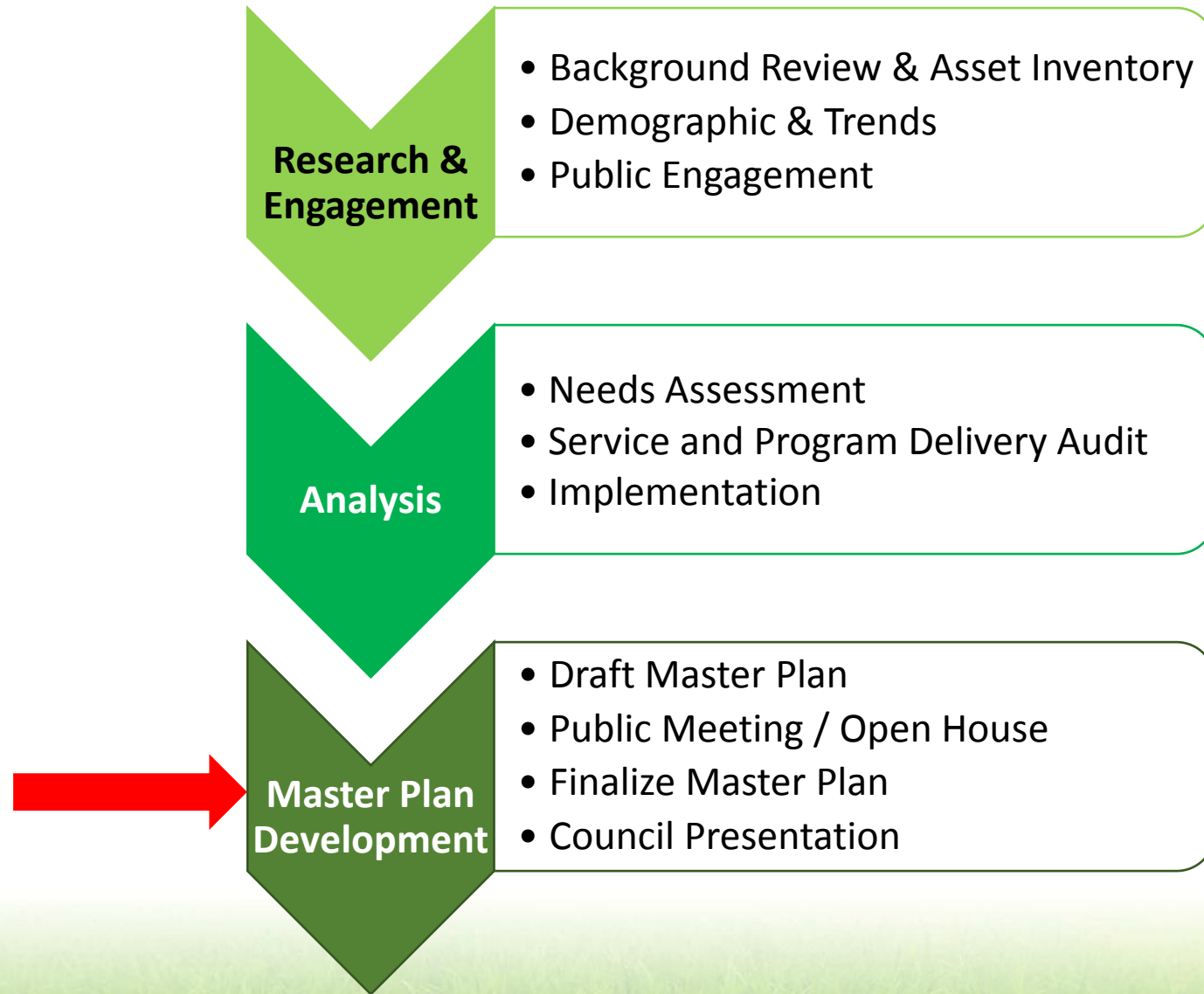
- Recreation and parks facilities and services
- Parks, open space, and trails
- Opportunities for all residents, regardless of age and ability
- 10 year time frame



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Work Plan

5.1



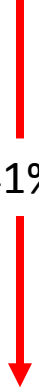
Puslinch Township at a Glance

5.1

- The Township is expected to grow by 41% by 2031
- 10% of new housing growth is anticipated to take place in Aberfoyle (6%) and Morriston (4%), with the remaining 90% spread throughout the Township (source: DC Study)
- The Township has a higher median age (47.6 years) than the County (39.5 years) and the Province (40.4 years)
- The median household income in 2010 was \$89,261, higher than the County (\$79,070) and the Province (\$66,358)

Census Year	Population
2011	7,029
2016	8,130
2021	8,720
2026	9,320
2031	9,920

41%



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Overview of Public Engagement

1. Community Launch Event (over 20 participants)
2. Online Community Survey (98 responses)
3. User Group Survey
4. Staff, Council, and Recreation Committee Workshops
5. Stakeholder Focus Groups and Interviews



A Public Meeting / Open House will be held prior to finalizing the Master Plan

Key Consultation Themes

- Vision for Puslinch Community Centre Lands
- Need for additional soccer fields
- More unstructured and informal recreation facilities (e.g., walking trails and splash pads)
- Desire for more activities for youth and older adults (particularly sticks/pucks and shinny)



Draft Recommendations Service Delivery

5.1

- Continue to serve as a provider of space for parks and recreation opportunities within Puslinch; a direct programming role is not recommended
- Maintain and promote an up-to-date inventory of recreation opportunities provided in the community
- Work with community partners (e.g., YMCA-YWCA Guelph) to regularly evaluate program opportunities (including low-cost options), with an emphasis on older adults and seniors, as well as children and youth.
- Participate more fully in the Wellington-Dufferin-Guelph “in motion” initiative
- Build relationships with local institutions and adjacent municipalities to improve collaboration and ensure affordable access

Draft Recommendations Service Delivery

5.1

- Evaluate staffing options to enhance coordination, accountability, and transparency; this may include:
 - The creation of a full-time municipal position to oversee the daytime operation of the ORC and community development activities (volunteer resources should be redeployed to other areas under municipal supervision)
 - Where necessary, consolidate part-time staff into full-time equivalents to address growing Township-wide facility and park maintenance requirements



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Draft Recommendations Service Delivery

5.1

- Review the Recreation Committee's terms of reference; activate the Committee's mandate through the development of an annual work plan
- Work with the Badenoch Community Centre Board to seek its incorporation as a not-for-profit entity responsible for the operation of the Badenoch Community Centre; alternately the Township may consider assuming the operational duties for this facility



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Draft Recommendations Service Delivery

5.1

- Undertake a Communications & Branding Strategy to promote local parks and recreation opportunities; consider publishing a bi-annual community leisure guide, digital signage, social media, and a Township-wide branding initiative
- Host an annual forum to improve communication with and between community organizations
- Establish an hourly charge for soccer groups other than the local minor soccer association
- Through the fees and charges by-law, establish a policy for fee waivers
- Develop a Community Funding Policy and grant program
- Create a parks maintenance policy
- Establish a facility allocation policy

Draft Recommendations Community Centres

5.1

- Prioritize improvements to the Puslinch Community Centre and Badenoch Community Centre through the long-term capital forecast
- Emphasize the use of existing facilities for older adult and youth activities
- Continue to focus on promoting and facilitating active living and fitness programs at existing municipal facilities



Draft Recommendations Sports Fields

5.1

- Provide two new soccer fields – one lit full size (11v11) and one smaller field (9v9) at Puslinch Community Centre Park expansion lands
- Be prepared to explore alternative options for providing soccer fields should the Calvary Baptist Church elect to terminate the informal arrangement with the Township
- In coordination with local ball groups, identify and prioritize improvements to select ball diamonds
- Consider re-purposing the Puslinch Community Centre ball diamond to alternative uses (e.g., splash pad, soccer field, improved circulation, etc.)

Draft Recommendations Other Park Amenities 5.1

- Work with the Puslinch Tennis Club to facilitate improvements to existing courts and to convert one club court into a public court
- Seek and engage an interested community partner in the development and potential operation of a splash pad at the Puslinch Community Centre Park
- Assess opportunities to update and modernize the playgrounds at Boreham Park and the Puslinch Community Centre Park



Draft Recommendations PCC Park Expansion

5.1

Develop a Master Plan for the entire Puslinch Community Centre Park to consider:

- One new lit full size soccer field (11v11) and one smaller field (9v9)
- Splash pad (recirculation system) – needs to be located in developed portion
- Improved playground with barrier-free components
- Unpaved parking lot to serve expansion lands
- Club-led improvements to the existing tennis courts (including the potential conversion of one court to a public court)
- Potential to re-purpose the lit ball diamond to an alternative use
- Development of unpaved trail loop



5.1

Draft Recommendations Parks, Open Space, Trails 5.1

- Adopt a parkland service target of 3.0 hectares per 1,000 residents (current level is 3.1/1000), which would require an additional 7.6ha by 2031
- Parkland hierarchy and various park and trail policy considerations put forth
- Engage local residents and seek opportunities to divest or naturalize Fox Run Park
- Establish a consistent signage design template for parks, recreation facilities, and trail heads
- Assign high priority to the creation of local active transportation routes identified in the Wellington County Active Transportation Master Plan

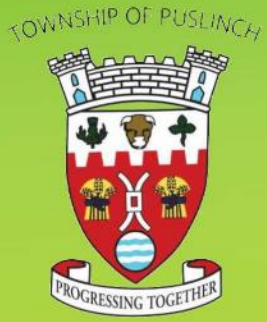
Next Steps

5.1

1. Internal review of complete Draft Master Plan
2. Public Meeting / Open House – April 17
3. Finalize Plan – May



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5.1

Thank You

Questions and Comments



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Parks Financial Report - 2015-01

6.1 (a)

REVENUES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0015-2200	Horse Paddock Rental	-	-	-	-	-	-	0%
01-0015-2300	Picnic Shelter	-	8	-	8	100	100	0%
01-0015-2400	Aberfoyle/Morrison Ball Park/ Morrison Meadows	-	83	-	83	1,000	1,000	100%
01-0015-2500	Sports Facility User Fees	-	980	-	980	11,765	11,765	100%
	Totals	-	1,072	-	1,072	12,865	12,865	100%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0110-4000	FT Wages - Parks	-	2,083	-	2,083	24,992	24,992	0%
01-0110-4001	PT Wages - Parks	-	510	-	510	6,120	6,120	100%
01-0110-4002	OT Wages - Parks	-	-	-	-	-	-	0%
01-0110-4100	FT Benefits - Parks	-	198	-	198	2,379	2,379	100%
01-0110-4101	PT Benefits - Parks	-	45	-	45	537	537	100%
01-0110-4103	WSIB	-	75	-	75	896	896	100%
01-0110-4203	Fuel	-	183	-	183	2,200	2,200	100%
01-0110-4204	Water Protection	-	167	-	167	2,000	2,000	0%
01-0110-4205	Equipment Maintenance and Supplies	-	375	-	375	4,500	4,500	100%
01-0110-4220	Vehicle Maintenance	-	42	-	42	500	500	100%
01-0110-4222	Outdoor Maintenance	-	833	-	833	10,000	10,000	100%
01-0110-4223	Equipment Lease	-	-	-	-	-	-	#DIV/0!
01-0110-4308	Mileage	-	42	-	42	500	500	100%
01-0110-4316	Advertising	-	13	-	13	150	150	100%
01-0110-4320	Contract Services	-	1,725	-	1,725	20,700	20,700	100%
	Totals	-	6,290	-	6,290	75,474	75,474	100%

ORC Financial Report - 2015-01

6.1 (b)

REVENUES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0015-2600	Ice Rental - Prime	21,161	3,167	21,161	3,167	16,839	38,000	44%
01-0015-2700	Ice Rental - Non-Prime	585	167	585	167	1,415	2,000	71%
01-0015-2800	Arena Summer Rentals	-	1,833	-	1,833	22,000	22,000	100%
01-0015-2900	Gymnasium Rental	2,704	1,000	2,704	1,000	9,296	12,000	77%
01-0015-3000	Rink Board and Ball Diamond Advertising	-	29	-	29	350	350	0%
01-0015-3100	ORC Drink Machine	80	108	80	108	1,220	1,300	94%
01-0015-3735	Other Recoveries	-	42	-	42	500	500	0%
	Totals	24,530	6,346	24,530	6,346	51,620	76,150	68%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0080-4000	FT Wages - ORC	4,666	4,687	4,666	4,687	51,578	56,244	92%
01-0080-4001	PT Wages - ORC	2,480	2,126	2,480	2,126	23,027	25,507	90%
01-0080-4002	OT Wages - ORC	-	100	-	100	1,200	1,200	100%
01-0080-4100	FT Benefits - ORC	902	830	902	830	9,054	9,956	91%
01-0080-4101	PT Benefits - ORC	160	187	160	187	2,079	2,239	93%
01-0080-4102	Manulife Benefits	612	612	612	612	6,734	7,346	92%
01-0080-4103	WSIB	232	199	232	199	2,157	2,389	90%
01-0080-4200	Office Supplies	5	25	5	25	295	300	98%
01-0080-4201	Hydro	-	1,827	-	1,827	21,930	21,930	100%
01-0080-4202	Heat	1,034	475	1,034	475	4,671	5,705	82%
01-0080-4203	Fuel	337	255	337	255	2,723	3,060	89%
01-0080-4204	Water Protection	15	67	15	67	785	800	98%
01-0080-4205	Equipment Maintenance & Supplies	258	1,083	258	1,083	12,742	13,000	98%
01-0080-4208	Signage	-	17	-	17	200	200	100%
01-0080-4215	Bldg-Cleaning, Maint,Supplies Interior	147	833	147	833	9,853	10,000	99%
01-0080-4216	Drink Machine Supplies	87	42	87	42	413	500	0%
01-0080-4217	Waste Removal	-	50	-	50	600	600	100%
01-0080-4222	Bldg-Cleaning, Maint,Supplies Exterior	-	833	-	833	10,000	10,000	100%

ORC Financial Report - 2015-01

6.1 (b)

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0080-4302	Communication(phone, fax, intern)	188	195	188	195	2,152	2,340	92%
01-0080-4305	Professional Fees - Engineering	-	583	-	583	7,000	7,000	100%
01-0080-4308	Mileage	-	42	-	42	500	500	100%
01-0080-4309	Professional Development	-	125	-	125	1,500	1,500	100%
01-0080-4311	Membership and Subscription Fees	-	13	-	13	150	150	100%
01-0080-4312	Employee Travel - Meals	-	13	-	13	150	150	100%
01-0080-4315	Insurance	-	1,287	-	1,287	15,445	15,445	100%
01-0080-4316	Advertising	-	42	-	42	500	500	100%
01-0080-4320	Contract Services	-	29	-	29	350	350	0%
01-0080-4321	Clothing Safety Allowance	-	13	-	13	150	150	0%
	Totals	11,123	16,588	11,123	16,588	187,937	199,060	94%

PCC Financial Report - 2015-01

6.1 (c)

REVENUES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0015-3110	Archie MacRobbie Hall - Prime	1,916	1,342	1,916	1,342	14,184	16,100	88%
01-0015-3115	Archie MacRobbie Hall - Non-Prime	1,010	642	1,010	642	6,690	7,700	87%
01-0015-3130	Alf Hales Room	1,547	358	1,547	358	2,753	4,300	64%
01-0015-3160	Licensed Events Using Patio	-	50	-	50	600	600	100%
01-0015-3170	Commercial Rentals	-	63	-	63	750	750	100%
01-0015-3180	Bartenders	575	733	575	733	8,225	8,800	93%
01-0015-3190	Pop, Glasses, & Ice	-	233	-	233	2,800	2,800	100%
01-0015-3200	Kitchen Facilities	210	283	210	283	3,190	3,400	94%
01-0015-3220	Advertising Sign	-	17	-	17	200	200	100%
01-0015-3736	Other Recoveries	-	100	-	100	1,200	1,200	0%
01-0015-5250	Recreation Conditional Grants	-	431	-	431	5,167	5,167	100%
	Totals	5,258	4,251	5,258	4,251	45,759	51,017	90%

EXPENDITURES

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0070-4000	FT Wages - Recreation	3,628	4,101	3,628	4,101	45,585	49,213	93%
01-0070-4001	PT Wages - Recreation	1,302	2,917	1,302	2,917	33,698	35,000	96%
01-0070-4002	OT Wages - Recreation	103	34	103	34	307	410	75%
01-0070-4100	FT Benefits - Recreation	331	395	331	395	4,411	4,742	93%
01-0070-4101	PT Benefits - Recreation	84	256	84	256	2,989	3,073	97%
01-0070-4102	Manulife Benefits - Recreation	897	897	897	897	9,864	10,761	92%
01-0070-4103	WSIB	212	203	212	203	2,225	2,437	91%
01-0070-4180	Structural Audit	-	-	-	-	-	-	#DIV/0!
01-0070-4200	Office Supplies	-	25	-	25	300	300	100%
01-0070-4201	Hydro	1,948	1,843	1,948	1,843	20,172	22,120	91%
01-0070-4202	Heat	567	273	567	273	2,703	3,270	83%
01-0070-4203	Fuel	-	42	-	42	500	500	100%
01-0070-4204	Water Protection	170	425	170	425	4,930	5,100	97%

PCC Financial Report - 2015-01

6.1 (c)

Account	Description	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	\$ Budget Remaining	Total 2015 Budget	% Budget Remaining
01-0070-4215	Bldg-Cleaning, Maint,Supplies Interior	39	1,667	39	1,667	19,961	20,000	100%
01-0070-4216	Kitchen Supplies and Equipment	463	417	463	417	4,537	5,000	91%
01-0070-4217	Waste Removal	-	200	-	200	2,400	2,400	100%
01-0070-4222	Outdoor Maintenance of Building	-	267	-	267	3,200	3,200	100%
01-0070-4302	Communication(phone, fax, intern)	249	250	249	250	2,751	3,000	92%
01-0070-4308	Mileage	-	21	-	21	250	250	100%
01-0070-4309	Professional Development	-	63	-	63	750	750	100%
01-0070-4311	Membership and Subscription Fees	-	19	-	19	225	225	100%
01-0070-4312	Employee Travel - Meals	-	13	-	13	150	150	100%
01-0070-4313	Employee Travel - Accomodations	-	38	-	38	450	450	100%
01-0070-4315	Insurance	-	1,439	-	1,439	17,267	17,267	100%
01-0070-4316	Advertising	-	292	-	292	3,500	3,500	100%
01-0070-4320	Contract Services	-	421	-	421	5,050	5,050	100%
	Totals	9,993	16,514	9,993	16,514	188,176	198,169	95%

6.2 (a)

[illegible]