



AGENDA

- denotes recommendation

1. Call the meeting to order
2. Disclosure of Pecuniary Interest
3. Approval of Minutes – December 17, 2013
4. Delegations/Presentations – None

5. Regular Business
 1. Puslinch Community Centre Ongoing Projects:
 - a) Washroom Addition – no updates
 - b) Alf Hales Cupboard Replacement – no updates
 - c) Repair of Cloakroom Drywall – no updates
 - d) Hardwood Flooring - Update regarding Request for Proposal – **see item 5.1(d)**
 - e) Replacement of Bar Overhead door – update
 2. Draft Report REC-2014-001- Agreement with YMCA-YWCA of Guelph –Puslinch Power Camp; - **see item 5.2 #**
 3. Trophy Case - update
 4. Optimist Recreation Centre
 - a) Rink Hours of Operation during Statutory Holidays
 - b) Shinny
 5. Soccer – AGM Update
 6. Correspondence from Aberfoyle School request for reduction of fees for skating at Optimist Centre Rink – **See item 5.6#**
 7. 2014 Recreation Committee Meeting Calendar

6. Financial Reports
 1. Expenses #
 - a) December 2013 (Community Centre)
 - b) December 2013 (ORC)
 2. Revenue Summaries #
 - a) Puslinch Community Centre Rental Report –December 2013
 - b) Yearly Revenue Comparison – Puslinch Community Centre
 - c) Optimist Recreation Centre Rental Report –December 2013



Recreation Committee
Tuesday January 21, 2014
7:00 pm
Council Chambers, Aberfoyle

d) 2014 Monthly Revenue Comparison – Optimist Recreation Centre

7. Closed Meeting – None
8. Adjournment ≠
9. Next Meeting – February 18 , 2014 at 7:00 pm in the Council Chambers, Township of Puslinch.



Puslinch Recreation Committee
Tuesday December 17, 2013
7:00 p.m.
Council Chambers, Aberfoyle

MINUTES

MEMBERS PRESENT

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

MEMBERS ABSENT

TOWNSHIP STAFF

Donna Tremblay, Deputy Clerk
Don Creed, Director of Public Works and Parks
Erin Wallace, Recreation Administrative Assistant

OTHERS PRESENT

Mayor Dennis Lever

1. CALL TO ORDER

The meeting was called to order at 7:04 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. APPROVAL OF MINUTES

Moved by Tom Jefferson and Seconded by Margaret Hauwert REC-2013-031
The Minutes of the Recreation Committee meeting dated November 19, 2013 be received.

CARRIED

4. **DELEGATION** – Ken Williams, Optimist Club Winter Classic Family Day Event
Mr. Williams, Puslinch Optimist Club Member made a presentation to the committee regarding the club's request to have the rental fees waived for the February 2014 Winter Classic Hockey Tournament. Mr. Williams advised the committee, that this year there will be more costs involved due to it not being a fundraiser. The money that will be raised from the hockey tournament will pay for the family day event on Monday February 17, 2014 and all the costs. This would be a free community event.

Mr. Williams, requested that the committee consider a recommendation to Township Council to waive the rental fees for the Arena and Gym for February 15 and 16, 2014 and the rental fees for the Puslinch Baseball diamond, arena and gym for February 17, 2014.

The committee approved a recommendation to Council that the requested fees be waived.

5. **REGULAR BUSINESS**

1. **Washroom Addition**

Ms. Hauwert requested from staff an update on the washroom addition. Donna Tremblay, Deputy Clerk advised the committee that the outstanding work included the additional strapping of the ceiling, grout replacement in the men's washroom and the addition of a motion sensor for the lights in the storage room. Ms. Tremblay advised that the accessible washroom door lock is in working order.

2. **Phone App for Township**

Mr. Cameron Tuck advised the committee on the capabilities of two phone applications and how they would assist the Township. Mr. Tuck advised the committee that this app could be used to notify the community of upcoming events, bulletins and other information easily and affectively. Mr. Tuck explained that citizens can choose to subscribe to the app and decide what notifications they receive. This app would enable the Township to reach demographics that are not currently accessible. Costs for the app would depend on the capabilities. Ms. Tremblay advised the committee that the request for proposal for the Township's website design would be released in January 2014 and that this information could be included in the proposal.

The committee expressed interest in the app and requested that staff look into the phone applications.

3. **Hardwood Floor Update**

Ms. Hauwert requested an update from staff on the hardwood floor. Ms. Tremblay advised the committee that the specs for the request for quotation will be completed in January and it is anticipated that the RFQ will be distributed in early January. The request for proposal will include the cost for replacement, repair and refinish of the hardwood flooring and the replacement of the carpet on the stage, and all baseboards in the Archie Macrobbie Room.

The committee inquired about the recent moisture testing, Ms. Tremblay advised that the results from the moisture test indicated that the moisture content was extremely high. The company that conducted the testing is to provide recommendations that will be used in development of the RFQ. Ms. Tremblay advised the committee that it has been recommended that a commercial dehumidifier be installed at the Community Centre for use during high periods of humidity. Ms. Tremblay advised that the moisture testing company will return after the holidays to perform follow up readings of moisture levels.

4. Optimist Recreation Bookings – Free Skate Schedule Update

Mrs. Hauwert requested an update from staff on the changes made to the free skate schedule. Miss Wallace advised the committee that the Kids Free Skate was extended from 3:00pm – 4:00pm Monday to Friday to 3:00pm – 5:00pm Monday to Friday. On Saturdays and Sundays that did not have bookings already in place free skate would be offered from 2:00pm – 4:00pm to make it accessible to all community members. The days where bookings have already been scheduled, free skate would be offered at different times.

5. Cenotaph – Update

Ms. Hauwert requested an update from staff on the Cenotaph. Ms. Tremblay advised the committee that in staff will be meeting in early 2014 to discuss next steps in the project and will continue to update the committee.

6. Trophy Case

Ms. Hauwert requested of staff an update on the trophy case. Ms. Tremblay advised the committee that glass doors have been reinstalled and that staff will be requesting direction from committee regarding which of the trophies and plaques will be replaced in the case. Ms. Daina Makinson advised the committee that a list of the located trophies will be provided to staff in January, 2014.

7. Puslinch Community Centre Cloakroom

The committee requested of staff as to when repairs to the cloakroom would be made. Ms. Tremblay advised the committee that it is anticipated that repairs to the cloakroom will be made at the time the cupboard and storage works are conducted.

8. Community Centre Grounds – Pet Signage

The committee reviewed the list of pet signage signs.

6. FINANCIAL REPORTS

1. Expenses

(a) November 2013 – Puslinch Community Centre

Moved by Margaret Hauwert and Seconded by Jerry Schmidt REC-2013-033

That the November 2013 Puslinch Community Centre Statement of Expenses be received.

CARRIED

(b) November 2013 – Optimist Recreation Centre

Moved by Cameron Tuck and Seconded by Daina Makinson REC-2013-034

That the October 2013 Optimist Recreation Statement of Expenses be received.

CARRIED

2. Revenue Summaries

(a) November 2013 - Community Centre Rental Report

Moved by Tom Jefferson and Seconded by Margaret Hauwert REC-2013-035

That the November 2013, Puslinch Community Centre Rental Report be received.

CARRIED

(b) Yearly Revenue Comparison – Puslinch Community Centre

Moved by Cameron Tuck and Seconded by June Williams REC-2013-036

That the November 2013, Puslinch Community Centre Yearly Revenue Report be received.

CARRIED

(c) November 2013 - Optimist Recreational Centre Rental Report

Moved by Jerry Schmidt and Seconded by Margaret Hauwert REC-2013-037

That the November 2013, Optimist Recreation Centre Rental Report be received.

CARRIED

(d) 2013 Monthly Revenue Comparison – Optimist Recreation Centre

Moved by June Williams and Seconded by Daina Makinson REC-2013-038

That the November 2013, Optimist Recreation Centre Monthly Revenue Comparison Report be received.

CARRIED

7. CLOSED MEETING

None.

8. ADJOURNMENT

Moved by Cameron Tuck and Seconded by Daina Makinson REC-2013-039

The Recreation Committee meeting hereby adjourns at 7:55 p.m.

CARRIED



REQUEST FOR QUOTATION

Replacement of Parquet Flooring

Q-017-14

Scope of Work:

The Township of Puslinch is considering replacement of the existing parquet flooring at the Puslinch Community Centre located at 23 Brock Road, South, Aberfoyle. The floor space is approximately 50 feet X 63 feet.

A mandatory site visit will be held on **Thursday, January 30, 2014 at 9:30 a.m.** at the Puslinch Community Centre, 23 Brock Road, South, Aberfoyle. All bidders must attend this meeting, take exact measurements, take photos, review exterior doors/landing, review wooden stage and how this will affect floor install, inspect all existing conditions and ascertain the amount of work involved. Only bid submissions from bidders who attend the site visit shall be considered.

The contractor is responsible for removing existing parquet flooring and vinyl trim and disposing of all waste materials including boxes, bags, containers etc. from construction site to an approved waste site meeting all current legislative regulations. Contractor is responsible for removal of current wooden stage and to re-install it once the floor is replaced. The contractor shall ensure all floor drains and cleaned out, covers are clear and not covered by new installation.

Award is subject to budgetary approval. If Council approves this work in the 2014 budget, all work is to be completed during the hours of 8:00 a.m. to 8:00 p.m. the week of March 10 to 14, 2014.

Contractors are requested to submit 4 quotes as follow:

- 1) Cost to remove and dispose of current parquet floor, supply and install new subfloor (using moisture resistant wood) including vapor retarder and new parquet flooring, including 4 inch rubber base board/trim.
- 2) Cost to remove and dispose of current parquet floor, supply and install new parquet flooring, including 4 inch rubber base board/trim.
- 3) Cost to remove and dispose of current parquet floor, supply and install with new Commercial VCT flooring, including 4 inch rubber base board/trim. Price to include supply and installation of Vera Shield underlayment to prevent future

moisture issues and two (2) coats of Eternal Floor Sealer which shall be buffed for an even shine.

- 4) Cost to repair current parquet floor and replace sections where required due to damage and or wear. Sanding and resealing current floor is required.

All options would include sanding the existing glues from the concrete floor to get the floor smooth enough for new installation. Option 1 to 3 and sections in option 4 where parquet is being replaced, the disposal of the existing floor and wood materials must meet all current legislative regulations and at an approved site. Cost to include all labour, materials, insurance, and permits if required.

Bid Pricing and Submittals

The Town of Halton Hills is assisting the Town of Puslinch with this bid. Any enquiries should be emailed to Simone Gourlay, Manager of Purchasing with the Town of Halton Hills at simoneg@haltonhills.ca or 905-873-2601 x2210.

Bids are due on Tuesday, February 11 2014 by 2pm to the Town of Halton Hills. Bids may be faxed to 905-873-2347 or emailed to simoneg@haltonhills.ca .

Contractor will provide with their bid:

- a) Product brochures and cleaning instructions as provided by the manufacturer.
- b) Provide Manufacturer's Warranty documentation
- c) The attached Price Schedule
- d) List of References
- e) Sample of the quoted flooring top including details on grade, quality and thickness – will be requested after the bid has been closed from the low three bidders

Quality Assurance and References

Contractor must have a minimum of five (5) years' experience in the installation of flooring. Bidders are to provide three (3) references for work of a similar nature completed within the past five (5) years. Include contact name, telephone number, e-mail address and description of work completed.

Warranty

Flooring shall be warranted against defect in material and workmanship for a minimum period of five (5) years from the date of completed installation.

Reference Summary

List and provide details of three (3) principal projects of similar nature, size, complexity and value your company has completed in the past five (5) years.

1. Project Details: (please print)

Value: _____ Owner/Location: _____

Contact Person: _____ Telephone No. _____

Date: _____ Email: _____

Description of Installation: _____

2. Project Details: (please print)

Value: _____ Owner/Location: _____

Contact Person: _____ Telephone No. _____

Date: _____ Email: _____

Description of Installation: _____

3. Project Details: (please print)

Value: _____ Owner/Location: _____

Contact Person: _____ Telephone No. _____

Date: _____ Email: _____

Description of Installation: _____

Price Schedule
Q-017-14

Option 1

Cost to remove and dispose of current parquet floor, supply and install new subfloor (using moisture resistant wood) including vapor retarder and new parquet flooring, including 4 inch rubber base board/trim. Price excluding HST.

\$ _____

Option 2

Cost to remove and dispose of current parquet floor, supply and install new parquet flooring, including 4 inch rubber base board/trim. Price excluding HST.

\$ _____

Option 3

Cost to remove and dispose of current parquet floor, supply and install with new Commercial VCT flooring, including 4 inch rubber base board/trim. Price to include supply and installation of Vera Shield underlayment to prevent future moisture issues and two (2) coats of Eternal Floor Sealer which shall be buffed for an even shine. Price excluding HST.

\$ _____

Option 4

Cost to repair current parquet floor and replace sections where required due to damage and or wear. Sanding and resealing current floor is required. Price excluding HST.

\$ _____



REPORT REC-2014-001

TO: Mayor and Members of Council

FROM: Donna Tremblay, Deputy Clerk

SUBJECT: Agreement with YMCA-YWCA of Guelph– Puslinch Power Camp

FILE No.: L04-YMC

RECOMMENDATIONS

That Report REC-2014-001 regarding the Agreement with YMCA-YWCA of Guelph – Puslinch Power Camp be received; and

That Council enact a by-law to authorize the Mayor and Clerk to execute the Agreement with YMCA-YWCA of Guelph.

SUMMARY

The YMCA-YWCA of Guelph (“YMCA”) is a not for profit corporation that has continued to operate a variety of programs for the community of Guelph and surrounding areas for 150 years.

During 3 weeks in the Summer of 2013, the YMCA-YWCA of Guelph held a sports based summer camp for youth between the ages of 6-15 named the *Puslinch Power Camp* at the Optimist Recreation Centre and Puslinch Community Centre. In addition to a number of sport activities which included ball hockey and baseball camps, the YMCA offered campers a Culinary Kids Program as well as a successful Girl Power program.

The YMCA involved a number of local Puslinch businesses in various workshops for their campers. Participants in these workshops included chefs from Envers (Greg Hubbard) and Cassoulet Catering (Ken Hodgens).

The YMCA have indicated that the 2013 season was very successful and have expressed an interest in both reconnecting with these community businesses and using the Township’s facilities at the Optimist Recreation Centre and Puslinch Community Centre again in 2014.

The YMCA have requested the use of the Optimist Recreation Centre and Puslinch Community Centre for an additional 2 weeks in 2014 extending the use of the facilities to 5 weeks in the Summer of 2014. Township staff have been in discussions with the YMCA and a proposed Agreement is currently being reviewed by YMCA.

Below is a summary of the terms of the Agreement as follows:

TERM OF LICENCE

- 5 weeks Monday to Friday from 7:00 am to 6:00 pm as follows:
 - i. July 7-11, 2014;
 - ii. July 14-18, 2014;
 - iii. July 21-25, 2014;
 - iv. August 11-15, 2014; and
 - v. August 18-22, 2014

SCOPE

- Use of the Archie MacRobbie Room, Puslinch Community Centre Kitchen, Optimist Centre rink pad, gymnasium soccer pitch and common areas including the outside amenities located at the Puslinch Community Centre.

TERMINATION

- Township may terminate the Licence Agreement, and the Licence hereby granted, effective immediately on written notice to the YMCA if:
 - (a) The YMCA ceases to carry on business;
 - (b) The YMCA commits a breach of a term or condition of this Agreement, of a grievous nature, the determination of which shall be in the sole discretion of the Township.
 - (c) The YMCA or the Township may, at any time and for any reason, terminate this Agreement by giving thirty (90) days written notice to that effect.

INSURANCE

- YMCA shall, at their own expense, obtain and keep in force during the term of this Licence Agreement, Commercial General Liability Insurance satisfactory to the Township, be written by an insurer licensed to conduct business in Ontario and include but not be limited to the following:
 - (a) A limit of liability not less than \$5,000,000/occurrence.
 - (b) The Township shall be named as the additional insured;
 - (c) The policy shall contain a provision for cross liability in respect of the named insured; and a severability of interest clause.
 - (d) Non-owned automobile coverage with a limit of \$2,000,000, including contractual non-owned coverage;
 - (e) Broad form property damage, Hostile Fire and pollution from hostile fire;
 - (f) Contractual liability – oral and written

- (g) Contingent employer’s liability and Employers liability;
- (h) That 30 days prior notice of cancellation in the policy be given in writing to the Township.

FINANCIAL IMPLICATIONS

YMCA is a not for profit organization. In 2013, upon a recommendation of the Recreation Committee and Council approval, the YMCA paid rental fees for use of the Township facilities of \$750.00 per week for 3 weeks totalling \$2,250.00.

Staff have been in discussions with and have agreed upon, with the YMCA, pending Council approval that the 2014 rental fee be \$950.00 per week for 5 weeks for a total of \$4,750.00. Should the YMCA wish to utilize the facility for this purpose again in 2015, the rental fee will be evaluated considering the costs incurred in 2014 and will report to Council to obtain authorization to enter into an agreement.

In determining the amount of 2014 rental fees to charge, staff reviewed the actual revenues and costs for the period of July to August 2013, and based their recommendations on the following information:

Township revenues received for July and August 2013

***note this amount does not include rental fees received from YMCA of \$2,250.00 for 3 weeks.**

Description	Monthly	Weekly
Actual Revenues Received	\$4,843.68	\$1,210.92
Of this amount:		
30% - weekday revenues Mon to Fri	\$1,453.10	\$363.28
70% - evening and weekend revenues Mon to Fri	\$3,390.58	\$847.64

Costs:

Township costs for June, July and August, 2013.

Description	Monthly	Weekly
Costs for Utilities, Maintenance and Staffing		\$1,610.76
Of this amount		
30% costs for weekday rentals		\$483.23
70% costs for evening and weekend rentals		\$1,127.53

Financial Implications:

Staff reviewed the actual revenues for the 8 week period of July to August 2013. Staff noted that the percentage of rental revenues received between Monday to Friday 9 a.m. to 5:00 p.m. (the rental period requested by YMCA) is 30.1% of total revenues (\$363.28). Staff's recommended weekly rental fee of \$950.00 is significantly higher than the actual weekday rental revenue received in the summer months of 2013.

Staff have reviewed the costs for the period of June, July and August, 2013. Staff have allocated 30% of the total weekly costs to weekday rentals totalling \$483.23. Staff believe that the recommended weekly rental fee of \$950.00 will cover the weekly costs for the Township and that no additional costs should be incurred by the Township for use by the YMCA .

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, S.O. 2001, C. 25

Township of Puslinch User Fee By-Law No. 74/13

ATTACHMENTS

None.

5-6

Dear Puslinch Community Centre Staff,

My name is Jamie Skeoch and I am a member of the Aberfoyle Public School staff. I am writing on behalf of the staff and students of Aberfoyle Public School to request an exception to the current pricing structure for skating at the Community Centre.

For the past few years we have really enjoyed taking classes to the rink. It has been a very positive experience and we love the facility and being able to use it!

The pay structure that was worked out two years ago and again used last year was; \$2 per student per visit. Rather than tallying number of skaters per visit, we worked it out to an average of 20 skaters per class (due to absences or students opting not to skate). This meant a total of \$40 per visit. We understand that the off-peak hourly rate is \$78 + HST, however, we were wondering if the previous cost structure would be considered again this year?

One of the main reasons for this is our school has covered all costs for the past two years. This has meant free skating for all students. We would love to continue to make this a free experience. If we were to pay the full \$88.14 per visit we would likely need to start charging students.

We appreciate your consideration of the above request and look forward to hearing back from you.

Sincerely,

The Aberfoyle Staff and Students



2014 RECREATION COMMITTEE MEETING SCHEDULE

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 REC	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
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9	10	11	12	13	14	15
16	17	18 REC	19	20	21	22
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MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
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March Break						
16	17	18 REC	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
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13	14	15 REC	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
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11	12	13	14	15	16	17
18	19	20 REC	21	22	23	24
25	26	27	28	29	30	31

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
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15	16	17 REC	18	19	20	21
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29	30					

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
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13	14	15 REC	16	17	18	19
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27	28	29	30	31		

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
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24	25	26	27	28	29	30
31						

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
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14	15	16 REC	17	18	19	20
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28	29	30				

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
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12	13	14	15	16	17	18
19	20	21 REC	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
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9	10	11	12	13	14	15
16	17	18 REC	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16 REC	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

 Denotes a Statutory Holiday/Offices Closed

REC Recreation Committee Meeting Dates

PUSLINCH COMMUNITY CENTRE

December 2013	
Small Room	\$215.00
Large Room	\$2,050.00
Sign Rentals	\$0.00
Fence Rentals	\$0.00
Community Garden	\$0.00
Morrison Meadows Pavillion	\$0.00
TOTAL	\$2,265.00

Optimist Recreation Revenue

Dec-13	
Gymnasium	\$637.00
Rink Pad	\$8,292.50
Drink Machine	\$50.25
Total	\$8,979.75