



MINUTES

MEMBERS PRESENT

Councillor Schmidt, Chair
Councillor Stokley, Vice Chair
Daina Makinson
Nichole Caswell

MEMBERS ABSENT

June Williams
Tom Jefferson

TOWNSHIP STAFF

Karen Landry, CAO/Clerk
Donna Tremblay, Deputy Clerk
Mary Hasan, Director of Finance/Treasurer
Joony Babu, Customer Service Representative

OTHERS PRESENT

Mayor Dennis Lever
Councillor Ken Roth
Councillor Susan Fielding

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

a) July 15, 2014 Regular Meeting

Moved by Councillor Stokley and Seconded by Daina Makinson **REC-2014-034**

That the Minutes of the Recreation Committee meeting dated July 15, 2014 be adopted.

CARRIED

4. DELEGATIONS/PRESENTATIONS

a) Steve Langlois, Principal Planner, Monteith Brown Planning Consultants regarding Recreation and Parks Master Plan

Mr. Steve Langlois advised the committee that Monteith Brown Planning Consultants is an award-winning firm based in London, Ontario with 37 years in business. They are primarily a land use planning firm; however, they are also expertised in recreation, parks, culture, library planning, project management, demographics & trends analysis, and public & stakeholder consultation. The



company has worked in large and small communities allowing them to gain extensive regional experience. They have completed hundreds of master plans, feasibility studies and speciality studies such as trails and youth/older adult plans.

The Township of Puslinch Recreation and Parks Master Plan will:

- include a comprehensive review and analysis of recreation facility, parks, and service needs
- contain an extensive public engagement program
- provide a clear action plan and strategy to guide the development of future recreation and parks facilities and services
- serve as a 10-year guideline for Township staff, Council, and the community

The scope of the plan will address:

- recreation services and facilities
- parks, open space, trails, and environmental areas
- special event services and facilities
- opportunities for all residents including, but not limited to, youth, children, adults, seniors, and persons with disabilities

The proposed planning process will include:

1. Research & Consultation
 - Background Document Review
 - Socio-Demographic Profile
 - Trends & Best Practice Review
 - Asset Inventory & Mapping
 - Public & Municipal Engagement
2. Draft Plan
 - Facility Needs Assessment
 - Parkland & Trails Assessment
 - Service & Program Delivery Audit
 - Implementation Strategy
 - Draft Master Plan
3. Finalize Plan
 - Public & Municipal Engagement
 - Finalize Master Plan

Mr. Langlois advised that the public can be engaged in the master plan in the following ways.

1. Community Engagement Strategy (posters and web materials) → on bulletins, social media
2. Community Launch Event → bbq or formal event
3. Online Community Survey (value-added option to replace with random sample telephone survey) → self-administered survey which would be an additional cost but would ensure that a solid survey sample is obtained



4. Stakeholder Group Survey → groups such Brownies, ball groups, neighbourhood associations would be contacted
5. Focus Groups/Interviews → would include staff, council, committee, and public
6. Public Meeting/Open House (to present Draft Plan)
7. Workshops/Presentations involving Township Staff, Council, and the Recreation Committee
8. Regular meetings with the Project Team

Councillor Jerry Schmidt agreed that the involvement of the public would be very important and beneficial to the plan.

Councillor Wayne Stokley advised that he is not sure if the online community survey would be very successful based on previous experience. However, with good advertisement prior to the launch it might be beneficial. Councillor Stokley suggested that it might be valuable to involve the Public School but would require approval from the Board of Education. He also advised that the input of groups such as church, baseball and soccer would be useful as well. Mr. Langlois responded that this can be done once they have been provided with an updated list of contacts.

Councillor Stokley inquired of Mr. Langlois as to when the community would be contacted. Mr. Langlois advised that the plan is set for completion by Jan 31, 2015 so the community would be contacted by late September or early October.

Mr. Langlois advised that the next steps for the plan will include:

1. Project Start-up:
 - Confirm project management roles and responsibilities
 - Review background documents, demographic, trends, inventory
 - Schedule next meeting (September 2014)
2. Initiate Public Engagement Program:
 - Consultation with staff, Council
 - Community launch event, surveys, focus groups/interviews
3. Prepare Draft Plan for internal/external review (November/December 2014)
4. Completion target of January 31, 2015

Councillor Schmidt advised that the committee will be heavily relying on the consultants for ideas to help implement the best vision for our community.

Councillor Stokley indicated that he hopes we will receive a lot of ideas from residents themselves as it will help them take ownership for what is implemented.

Mr. Langlois inquired if any large events were coming up in the township. Daina Makinson advised that the Farmers Market is open on Saturdays and the Fall Fair will be taking place on the 6th and 7th of September. Mr. Langlois indicated that they might be able to launch a website or setup a table. Daina Makinson advised that a community launch event with food would be good to get a crowd of people out.



Ms. Karen Landry, CAO/Clerk, advised that the township will have tables setup on September 6 and 20 for voter look-up which can be shared to put out information.

Ms. Landry inquired as to whether or not there might be any opportunities through the Pioneer to advertise the event. Ms. Makinson advised that she would have to confirm but the deadline for the October issue of the Pioneer will most likely be September 12, 2014. Councillor Stokley indicated that a flyer, which would only be required closer to the collate date, in the issue would be a possibility if an article isn't ready for the print date.

Mr. Langlois indicated that targeted interviews and workshops can be completed in September with an event in the very beginning of October. He stated that the event could be an open house concept with a board available to write down ideas and kids can draw their ideal park. Ms. Landry advised that the event would need to be held at the very beginning of October due to thanksgiving and the municipal election.

Ms. Makinson advised that an electronic sign is available at the community centre on which the event can be advertised. Mr. Langlois noted that a sign would be very beneficial especially in a commuter community.

Mr. Langlois inquired of a potential date for the next meeting. Ms. Donna Tremblay, Deputy Clerk, advised that potential dates of September 2 or 3 will be discussed and confirmed with the committee as two members were absent.

Mr. Langlois inquired of the committee for suggestions of groups in the community that can be approached. Councillor Stokley advised some groups would be Puslinch Minor Soccer Club, baseball, Puslinch Tennis Club, playgroup, The Whistle Stop Co-operative Pre-School, Aberfoyle Agricultural Society, Rotary Club which is based in Guelph but has Puslinch members, Badenoch Community Centre, Puslinch Fire Department, and the Conservation Authority (Hamilton, Grand River, and Halton Hills). He also noted that it might be better to approach the parents association than the Board of Education.

Ms. Nichole Caswell stated that it would be very important to reach out to teenagers/young adults for their opinion as most often they are the ones that object about not having enough options within the community.

Mr. Langlois indicated that he would like to discuss the following questions to gain a better understanding of the Township of Puslinch.

1. Tell us about Puslinch:
 - What are its defining characteristics?

Councillor Stokley advised the people in the community care about the rural nature of Puslinch. The township was previously defined as an agricultural community but now it is mostly a commuter community with a diverse and young population. He noted that Highway 401 is a defining divide between the community, so it is important the whole community is involved in the plan.

Ms. Makinson advised that the township supports local businesses by shopping and buying local first. She mentioned that this is evident by the Puslinch residents present at the Farmers Market. She also noted that there are many young families with stay at home mothers or mothers that stay at home with a small business.



Mr. Langlois inquired if the township would be characterized as an industrial sector. Councillor Stokley advised that Nestlé Waters Canada is very involved in the community and there are more industries that want to be situated in Puslinch.

- What are its challenges? Opportunities?

Mr. Langlois inquired if there was a strong base of volunteers or if it was a challenge. Councillor Stokley noted that there is a strong base of volunteers if the event or program is family oriented. He stated that the Optimist Club of Puslinch is also a group with a strong base of volunteers. Ms. Makinson noted that she is involved with two different volunteer groups and has noticed that it is difficult to recruit young people.

2. What is your vision for parks and recreation in Puslinch?

Ms. Nichole Caswell stated that she thought a splash pad and dog park would be a good idea. Ms. Daina Makinson indicated that a Seniors Centre with exercise/health programs, food services, speakers, classes, and a place for them to play cards and socialize. Ms. Susan Fielding indicated that it might be beneficial to speak with the community nurse as well. Ms. Fielding also indicated that it would be best to find out if various activities and programs would be feasible and a proper use of our resources before we start to reinvent the wheel. For example, a church already holds a Senior Potluck; perhaps the township can provide our current facilities for them to be able to hold it more often during the year.

Mr. Langlois advised that his team would look at the various programs and conduct a gap analysis for all services rendered. Councillor Stokley stated that the township has three ball diamonds that are underused, while soccer is booming and is in need of more space. He also noted that having a camp put on by staff and held by the township would be a good idea as we already have the YMCA/YWCA using the Puslinch Community Centre to hold their camp during the summer.

Councillor Schmidt summarized that the plan would need to assist in finding a way to maximize the township's current facilities and provide the best options that would be appealing and affordable to the residents. Mayor Dennis Lever advised that the township has 5 acres of useable space but only a parking lot or soccer field can be developed due to the Zoning of the property.

5. REGULAR BUSINESS

1. Puslinch Community Centre

Ongoing Projects:

- a) Structural Audit – no update
- b) Alf Hales Cupboard Replacement – no update
- c) Replacement of Bar Overhead door – no update

Other items



None.

2. **Optimist Recreation Centre**

None.

3. **Parkland**

- a) Garden Maintenance Cost (deferred to September 16, 2014)

Ms. Joony Babu, Customer Service Representative, advised that Mr. Creed, Director of Public Works and Parks, has advised the cost for clean-up was \$3900.

6. **FINANCIAL REPORTS**

1. Revenue and Expenses

- a) July 2014 (Puslinch Community Centre)
b) July 2014 (ORC)
c) July 2014 (Parkland)

The Committee reviewed the July 2014 revenue and expenses for the Puslinch Community Centre, Optimist Recreation Centre and Parkland Departments.

Moved by Nichole Caswell and Seconded by Councillor Stokley
REC-2014-035

That the Recreation Committee receive the following:

- a) July 2014 Puslinch Community Centre revenue and expenses
b) July 2014 ORC revenue and expenses; and
c) July 2014 Parkland revenue and expenses

CARRIED

2. Revenue Summaries

- a) Yearly Revenue Comparison – Community Centre/Optimist Recreation Centre

Moved by Daina Makinson and Seconded by Councillor Stokley
REC-2014-036

That the Recreation Committee receive the Yearly Revenue Comparison – Puslinch Community Centre/Optimist Recreation Centre.

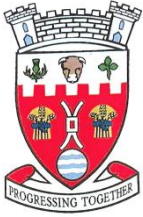
CARRIED

7. **CLOSED MEETING**

None.

8. **ADJOURNMENT**

Moved by Councillor Stokley and Seconded by Nichole Caswell **REC-2014-037**



Recreation Committee
Tuesday August 12, 2014
7:00 pm
Council Chambers, Aberfoyle

The Recreation Committee Meeting hereby adjourns at 8:29 p.m.

CARRIED

9. NEXT MEETING

Tuesday, September 16, 2014 at 7:00 p.m. in the Council Chambers.