



The Corporation of the Township Of Puslinch  
Recreation Committee Meeting  
Virtual Meeting by Electronic Participation  
Tuesday, November 17, 2020  
7:00pm

Join from a PC, Mac, iPad, iPhone or Android device:  
Please click this URL to join.

<https://us02web.zoom.us/j/85161739070?pwd=QXJXTGEwbGkzVGdYV09yeDBMTnlydz09>

Passcode: 407131

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

Canada: +1 647 558 0588 or +1 778 907 2071 or +1 438 809 7799 or +1 587 328 1099 or +1 613  
209 3054 or +1 647 374 4685

Webinar ID: 851 6173 9070

Passcode: 407131

International numbers available: <https://us02web.zoom.us/j/kmclJGZKJ3>

## Agenda

**≠ Denotes resolution prepared**

1. Call the Meeting to Order
2. Roll Call
3. Opening Remarks
  1. Electronic participation protocol
4. Disclosure of Pecuniary Interest
5. Approval of Minutes ≠
  1. August 18, 2020
6. Business Arising out of the Minutes
7. Consent Agenda ≠
  1. Revenue and expense information for Q3 2020



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8. Correspondence ≠

1. Annual Recreation Committee report

9. Committee Reports ≠

1. Google reviews and responses for Township facilities – Daina Makinson
2. Protective screening for the PCC ball field – Bruce Joy
3. Volunteer mural – June Williams
4. Verbal report by Claire Collinson regarding 2021 committee dates
  - Review and approval of 2021 Recreation Committee Meeting Dates:
    - February 16, 2021
    - May 18, 2021
    - August 17, 2021
    - November 16, 2021

10. Other Matters

11. Adjournment ≠

12. Next meeting: February 16, 2021



## Minutes

### **1. Call to Order**

Vince Klimkosz (Chair) called the meeting to order at 7:03pm

### **2. Roll Call**

#### **Attendance:**

Vince Klimkosz

Bruce Joy

Councillor Jessica Goyda

June Williams

#### **Staff in Attendance:**

Mike Fowler, Director of Public Works, Parks and Facilities

Claire Collinson, Legislative Assistant

Courtenay Hoytfox, Deputy Clerk

### **3. Opening Remarks**

Committee Secretary Claire Collinson gave an overview of the electronic meeting protocol and the new agenda layout.

### **4. Disclosure of Pecuniary Interest**

None

### **5. Approval of Minutes**

#### **Resolution No. 1:**

Moved by June Williams

Seconded by Bruce Joy

**That the minutes from the February 11, 2020 Recreation Meeting be approved.**

**CARRIED**

### **6. Business Arising out of the Minutes**

#### **Resolution No. 2:**

Moved by Jessica Goyda



Seconded by Bruce Joy

**That staff be directed to prepare a quarterly Recreation Committee report to Council on an ongoing basis.**

**CARRIED**

**Resolution No. 3:**

Moved by Bruce Joy

Seconded by Vince Klimkosz

**That the following items be included on the upcoming Recreation Committee report to Council; installation of volunteer appreciation mural at the PCC, installation of drinking water sources at the ORC, making Open Gym available during certain times on PD Days, and including the Township of Puslinch in the Wellington Weddings 2021 Edition.**

**CARRIED**

## **7. Consent Agenda**

The following were presented for informational purposes: 2021 Proposed User Fees and Charges as well as revenue and expense information for Q2 2019 through to Q1 2020.

## **8. Recess**

Committee Secretary called a recess at 7:43pm with the meeting re-adjourning at 7:49pm.

## **9. Correspondence**

Teresa Adams and Bill Sims of the Puslinch Tennis Club presented to the Committee. Discussion followed on how best to provide tennis in the Township. Committee members are to report back to the Committee Secretary with their recommendations. All recommendations will be captured and reported back to Council as per their direction.

## **10. Committee Reports**

1. Bruce Joy requested an update on the soccer fields. Mike Fowler confirmed that the Township has been nominated for the Ontario Trillium grant and a one year extension has been granted due to COVID-19. The Township is currently finalizing a number of soil samples and contour



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designs. It is the Township's expectation that Phase 1 will go out for tender in late fall 2020. Phase 1 includes rough grading, final grading, and seeding.

2. Google reviews and responses for Township Facilities was brought forward for discussion by Daina Makinson. Daina was not in attendance, therefore this item will carry forward onto the next agenda.

## **11. Adjournment**

### **Resolution No. 4:**

Moved by Bruce Joy  
Seconded by June Williams

**That the Recreation Committee hereby adjourns at 8:58pm.**

**CARRIED**

Next meeting: November 17, 2020

**Report FIN-2020-038 - Third Quarter Financial Report - 2020**

**Schedule A - Departmental Detail**

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2020 Budget	% Remaining
<b>Recreation Committee</b>					
<b>Expenditures</b>					
<b>Salaries, Wages and Benefits</b>					
Per Diems	\$0	\$0	\$2,605	\$2,605	100%
<b>Expenditures Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,605</b>	<b>\$2,605</b>	<b>100%</b>

**Report FIN-2020-038 - Third Quarter Financial Report - 2020**

**Schedule A - Departmental Detail**

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2020 Budget	% Remaining
<b>ORC</b>					
<b>Expenditures</b>					
<b>Building Maintenance</b>					
Bldg-Cleaning, Maint,Supplies Exterior	\$538	\$1,208	\$6,792	\$8,000	85%
Bldg-Cleaning, Maint,Supplies Interior	\$55	\$2,125	\$3,875	\$6,000	65%
<b>Contract Services/Professional Fees</b>					
Contract Services	\$0	\$563	\$917	\$1,480	62%
Water Protection	\$87	\$121	\$579	\$700	83%
<b>Materials and Supplies</b>					
Advertising	\$0	\$0	\$500	\$500	100%
Clothing Safety Allowance	\$158	\$158	\$617	\$775	80%
Signage	\$0	\$0	\$100	\$100	100%
<b>Office Equipment and Supplies</b>					
Office Supplies	\$0	\$33	\$267	\$300	89%
<b>Professional Development</b>					
Employee Travel - Meals	\$0	\$0	\$100	\$100	100%
Membership and Subscription Fees	\$0	\$0	\$220	\$220	100%
Professional Development	\$0	\$0	\$1,000	\$1,000	100%
<b>Salaries, Wages and Benefits</b>					
FT Benefits - ORC	\$3,040	\$8,308	\$2,828	\$11,136	25%
FT Wages - ORC	\$16,492	\$44,755	\$16,501	\$61,256	27%
Manulife Benefits	\$1,154	\$2,028	\$5,017	\$7,045	71%
OT Wages - ORC	\$0	\$0	\$2,000	\$2,000	100%
PT Benefits - ORC	\$23	\$348	\$2,534	\$2,881	88%
PT Wages - ORC	\$556	\$6,901	\$23,712	\$30,613	77%
WSIB	\$660	\$1,686	\$1,130	\$2,816	40%
<b>Utilities</b>					
Communication(phone, fax, intern)	\$738	\$2,273	\$847	\$3,120	27%
Heat	\$90	\$3,761	\$1,739	\$5,500	32%
Hydro	\$1,105	\$19,807	\$10,193	\$30,000	34%
Insurance	\$5,541	\$7,918	\$1,156	\$9,074	13%
Waste Removal	\$435	\$1,170	\$390	\$1,560	25%

**Report FIN-2020-038 - Third Quarter Financial Report - 2020**  
**Schedule A - Departmental Detail**

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2020 Budget	% Remaining
<b>Vehicles and Equipment</b>					
Equipment Maintenance & Supplies	\$82	\$2,791	\$4,079	\$6,870	59%
Mileage	\$0	\$0	\$100	\$100	100%
<b>Expenditures Total</b>	<b>\$30,754</b>	<b>\$105,953</b>	<b>\$87,194</b>	<b>\$193,147</b>	<b>45%</b>
<b>Revenues</b>					
<b>Recoveries</b>					
Other Recoveries	\$0	-\$412	-\$88	-\$500	18%
<b>User Fees, Licenses and Fines</b>					
Arena Summer Rentals	-\$138	-\$138	-\$13,612	-\$13,750	99%
Gymnasium Rental	\$0	-\$6,281	-\$13,719	-\$20,000	69%
Ice Rental - Non-Prime	\$0	-\$506	\$506	\$0	N/A
Ice Rental - Prime	\$0	-\$23,537	\$5,177	-\$18,360	-28%
Rink Board and Ball Diamond Advertising	\$0	-\$357	\$0	-\$357	0%
<b>Revenues Total</b>	<b>-\$138</b>	<b>-\$31,231</b>	<b>-\$21,736</b>	<b>-\$52,967</b>	<b>41%</b>



**Report FIN-2020-038 - Third Quarter Financial Report - 2020**

**Schedule A - Departmental Detail**

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2020 Budget	% Remaining
<b>Parks</b>					
<b>Expenditures</b>					
<b>Contract Services/Professional Fees</b>					
Contract Services	\$2,106	\$2,575	\$2,585	\$5,160	50%
Water Protection	\$0	\$0	\$1,000	\$1,000	100%
<b>Materials and Supplies</b>					
Advertising	\$0	\$0	\$500	\$500	100%
Maintenance Grounds	\$2,088	\$3,200	\$6,800	\$10,000	68%
<b>Salaries, Wages and Benefits</b>					
FT Benefits - Parks	\$0	\$0	\$0	\$0	N/A
FT Wages - Parks	\$0	\$0	\$0	\$0	N/A
Manulife Benefits	\$0	\$0	\$0	\$0	N/A
OT Wages - Parks	\$0	\$0	\$0	\$0	N/A
PT Benefits - Parks	\$0	\$0	\$915	\$915	100%
PT Wages - Parks	\$0	\$0	\$9,719	\$9,719	100%
WSIB	\$0	\$0	\$292	\$292	100%
<b>Utilities</b>					
Fuel	\$0	\$0	\$2,200	\$2,200	100%
Hydro	\$340	\$1,094	\$2,306	\$3,400	68%
Insurance	\$5,541	\$7,540	-\$205	\$7,335	-3%
<b>Vehicles and Equipment</b>					
Equipment Maintenance and Supplies	\$410	\$1,061	\$419	\$1,480	28%
Mileage	\$0	\$0	\$0	\$0	N/A
Vehicle Maintenance	\$382	\$527	-\$27	\$500	-5%
<b>Expenditures Total</b>	<b>\$10,868</b>	<b>\$15,997</b>	<b>\$26,504</b>	<b>\$42,501</b>	<b>62%</b>
<b>Revenues</b>					
<b>User Fees, Licenses and Fines</b>					
Aberfoyle/Morrison Ball Park/ Morrison Meadows	-\$1,404	-\$1,942	-\$3,558	-\$5,500	65%
Horse Paddock Rental	\$0	\$0	-\$204	-\$204	100%
Picnic Shelter	\$0	\$0	-\$306	-\$306	100%
Soccer Field Rentals	\$0	\$0	-\$3,000	-\$3,000	100%
Sports Facility User Fees	\$0	\$0	-\$800	-\$800	100%

**Report FIN-2020-038 - Third Quarter Financial Report - 2020**

**Schedule A - Departmental Detail**

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2020 Budget	% Remaining
<b>Revenues Total</b>	<b>-\$1,404</b>	<b>-\$1,942</b>	<b>-\$7,868</b>	<b>-\$9,810</b>	<b>80%</b>
<b>PCC</b>					
<b>Expenditures</b>					
<b>Building Maintenance</b>					
Bldg-Cleaning, Maint,Supplies Interior	\$148	\$3,686	\$10,184	\$13,870	73%
Outdoor Maintenance of Building	\$5,589	\$6,117	-\$4,917	\$1,200	-410%
<b>Contract Services/Professional Fees</b>					
Contract Services	\$507	\$1,477	\$2,183	\$3,660	60%
Water Protection	\$778	\$1,219	\$3,881	\$5,100	76%
<b>Materials and Supplies</b>					
Advertising	\$0	\$0	\$2,000	\$2,000	100%
<b>Office Equipment and Supplies</b>					
Kitchen Supplies and Equipment	\$0	\$0	\$1,500	\$1,500	100%
Office Supplies	\$0	\$104	\$46	\$150	31%
<b>Professional Development</b>					
Employee Travel - Accomodations	\$0	\$0	\$450	\$450	100%
Employee Travel - Meals	\$0	\$0	\$150	\$150	100%
Membership and Subscription Fees	\$0	\$0	\$500	\$500	100%
Professional Development	\$0	\$0	\$0	\$0	N/A
<b>Salaries, Wages and Benefits</b>					
FT Benefits - Recreation	\$2,723	\$7,384	\$2,915	\$10,299	28%
FT Wages - Recreation	\$15,249	\$41,404	\$15,234	\$56,638	27%
Manulife Benefits - Recreation	\$1,298	\$4,977	\$2,814	\$7,791	36%
OT Wages - Recreation	\$0	\$19	\$1,981	\$2,000	99%
PT Benefits - Recreation	\$0	\$501	\$3,571	\$4,072	88%
PT Wages - Recreation	\$0	\$10,976	\$30,289	\$41,266	73%
WSIB	\$593	\$1,683	\$1,314	\$2,997	44%
<b>Utilities</b>					
Communication(phone, fax, intern)	\$616	\$2,062	\$938	\$3,000	31%
Fuel	\$0	\$0	\$500	\$500	100%
Heat	\$120	\$2,828	\$1,472	\$4,300	34%
Hydro	\$1,188	\$5,311	\$11,189	\$16,500	68%

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**Schedule A - Departmental Detail**

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2020 Budget	% Remaining
Insurance	\$5,541	\$7,746	\$662	\$8,408	8%
Waste Removal	\$1,739	\$4,679	\$1,561	\$6,240	25%
<b>Vehicles and Equipment</b>					
Mileage	\$0	\$0	\$100	\$100	100%
<b>Expenditures Total</b>	<b>\$36,090</b>	<b>\$102,172</b>	<b>\$90,519</b>	<b>\$192,691</b>	<b>47%</b>
<b>Revenues</b>					
<b>Grants</b>					
Recreation Conditional Grants	\$0	\$0	-\$5,167	-\$5,167	100%
<b>Recoveries</b>					
Other Recoveries	\$0	-\$283	-\$717	-\$1,000	72%
<b>User Fees, Licenses and Fines</b>					
Advertising Sign	\$0	-\$34	-\$68	-\$102	67%
Alf Hales Room	\$0	-\$1,291	-\$10,659	-\$11,950	89%
Archie MacRobbie Hall - Non-Prime	\$0	-\$2,052	-\$17,068	-\$19,120	89%
Archie MacRobbie Hall - Prime	\$0	-\$3,892	-\$23,354	-\$27,246	86%
Bartenders	\$0	-\$1,430	-\$6,924	-\$8,354	83%
Commercial Rentals	\$0	\$0	-\$636	-\$636	100%
Kitchen Facilities	\$0	-\$1,078	-\$2,722	-\$3,800	72%
Licensed Events Using Patio	\$0	\$0	-\$234	-\$234	100%
Projector Rental Fee	\$0	\$0	-\$102	-\$102	100%
<b>Revenues Total</b>	<b>\$0</b>	<b>-\$10,060</b>	<b>-\$67,650</b>	<b>-\$77,710</b>	<b>87%</b>