



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=QXJXTGEwbGkzVGdYV09yeDBMTnYdZ09>

Passcode: 407131

Or join by phone:

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209 3054 or +1 647 374 4685

Webinar ID: 851 6173 9070

Passcode: 407131

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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



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

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



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
Recreation Committee					
Expenditures					
Salaries, Wages and Benefits					
Per Diems	\$0	\$0	\$2,605	\$2,605	100%
Expenditures Total	\$0	\$0	\$2,605	\$2,605	100%

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

Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2020 Budget	% Remaining
ORC					
Expenditures					
Building Maintenance					
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%
Contract Services/Professional Fees					
Contract Services	\$0	\$563	\$917	\$1,480	62%
Water Protection	\$87	\$121	\$579	\$700	83%
Materials and Supplies					
Advertising	\$0	\$0	\$500	\$500	100%
Clothing Safety Allowance	\$158	\$158	\$617	\$775	80%
Signage	\$0	\$0	\$100	\$100	100%
Office Equipment and Supplies					
Office Supplies	\$0	\$33	\$267	\$300	89%
Professional Development					
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%
Salaries, Wages and Benefits					
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%
Utilities					
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
Vehicles and Equipment					
Equipment Maintenance & Supplies	\$82	\$2,791	\$4,079	\$6,870	59%
Mileage	\$0	\$0	\$100	\$100	100%
Expenditures Total	\$30,754	\$105,953	\$87,194	\$193,147	45%
Revenues					
Recoveries					
Other Recoveries	\$0	-\$412	-\$88	-\$500	18%
User Fees, Licenses and Fines					
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%
Revenues Total	-\$138	-\$31,231	-\$21,736	-\$52,967	41%

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

Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2020 Budget	% Remaining
Parks					
Expenditures					
Contract Services/Professional Fees					
Contract Services	\$2,106	\$2,575	\$2,585	\$5,160	50%
Water Protection	\$0	\$0	\$1,000	\$1,000	100%
Materials and Supplies					
Advertising	\$0	\$0	\$500	\$500	100%
Maintenance Grounds	\$2,088	\$3,200	\$6,800	\$10,000	68%
Salaries, Wages and Benefits					
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%
Utilities					
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%
Vehicles and Equipment					
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%
Expenditures Total	\$10,868	\$15,997	\$26,504	\$42,501	62%
Revenues					
User Fees, Licenses and Fines					
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%

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Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2020 Budget	% Remaining
Revenues Total	-\$1,404	-\$1,942	-\$7,868	-\$9,810	80%
PCC					
Expenditures					
Building Maintenance					
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%
Contract Services/Professional Fees					
Contract Services	\$507	\$1,477	\$2,183	\$3,660	60%
Water Protection	\$778	\$1,219	\$3,881	\$5,100	76%
Materials and Supplies					
Advertising	\$0	\$0	\$2,000	\$2,000	100%
Office Equipment and Supplies					
Kitchen Supplies and Equipment	\$0	\$0	\$1,500	\$1,500	100%
Office Supplies	\$0	\$104	\$46	\$150	31%
Professional Development					
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
Salaries, Wages and Benefits					
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%
Utilities					
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%

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

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%
Vehicles and Equipment					
Mileage	\$0	\$0	\$100	\$100	100%
Expenditures Total	\$36,090	\$102,172	\$90,519	\$192,691	47%
Revenues					
Grants					
Recreation Conditional Grants	\$0	\$0	-\$5,167	-\$5,167	100%
Recoveries					
Other Recoveries	\$0	-\$283	-\$717	-\$1,000	72%
User Fees, Licenses and Fines					
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%
Revenues Total	\$0	-\$10,060	-\$67,650	-\$77,710	87%



REPORT REC-2020-003

TO: Mayor and Members of Council

FROM: Claire Collinson, Legislative Assistant

MEETING DATE: November 18, 2020

SUBJECT: Annual Information Report from the Recreation Committee

RECOMMENDATIONS

THAT Staff Report REC-2020-003, regarding recommendations brought forth by the Recreation Committee, be received for information.

Purpose

The purpose of this report is to provide Council with an annual update from the Recreation Committee.

Background

Over the past year, the Recreation Committee has discussed a number of ideas that they would like Council to be aware of. Due to COVID-19, a number of the ideas could not be implemented but they have been outlined here for transparency and information.

Below are itemized recommendations that were brought forward by the Committee. Staff comments have been provided underneath each recommendation.

1. **Install a volunteer appreciation mural at the Puslinch Community Centre (PCC)**

An existing wall plaque was located and updated to include all Volunteer of the Year recipients from 2006 up to and including 2020. (See Attachment A.) Given that the plaque is already in existence it is the recommendation of staff that we utilize the existing plaque and hang it at the PCC. Should Council wish to consider other options, an example from another municipality has been included as Attachment B.

2. Install a drinking water source at the Optimist Recreation Centre

It is the recommendation of staff that installing a fixture is not practical at this time due to COVID-19 health and safety protocols. Staff will revisit this proposal in the future.

3. Make Open Gym available during UGDSB PD Days

The Township facilities are currently closed due to COVID-19. Prior to the closure, the Township offered Open Gym from 3:30-5:30pm Monday through Thursday; this time slot is geared to after-school participants.

In previous years, the YMCA booked the ORC and PCC during most PD Days. The YMCA bookings of the ORC and the PCC during PD days have declined as outlined below due to the higher price associated with prime time rentals at the PCC:

- i. 2016-2017 School Year – full day bookings on PD days
- ii. 2017-2018 School Year – 9:00 am to 2:00 pm bookings for most PD days
- iii. 2018-2019 School Year – 1 PD day booking in November and 2 PD day bookings in February
- iv. 2019-2020 School Year – 1 PD day booking in November

On a typical PD Day the rentals are sporadic, approximately 1-2 rentals. It is not unusual to get some same-day requests for the ORC on a PD Day.

Staff would be supportive of offering blocks of Open Gym time on PD Days. This would allow for cleaning time and other private rentals.

4. Include the Township of Puslinch in the Wellington Weddings 2021 edition

Due to COVID-19, Wellington Weddings is not running the same format that they have in the past. No information is available at this time, however the Township has been added to the list of Wedding Prospective Advertisers and will be provided with updates as they become available. Staff will re-evaluate once more information is provided.

Financial Implications

Staff are not recommending proceeding with Items 1, 2, and 4 at this time. Therefore, financial implications have been provided below for item 3 only.

User fees for the Gymnasium at the ORC are collected at a rate of \$31.27 (excluding HST) per hour in accordance with the Township's User Fees and Charges By-law effective January 1, 2020. Assuming approximately 4 PD days per school year and approximately 7 hours of available rental

time in the Gymnasium, the maximum total impact related to this proposed initiative results in a decrease in total potential revenues at the Gymnasium of \$876. Other possible scenarios and impacts to revenue are included in the table below:

# of Open Gym Hours Offered Per PD Day	Decrease in Potential Revenue
1	\$125
2	\$250
3	\$375
4	\$500
5	\$625
6	\$750
7	\$875

Attachment B – Alternate sample of volunteer mural



