



The Corporation of the Township Of Puslinch
Recreation Committee Meeting
Virtual Meeting by Electronic Participation
Tuesday, May 17, 2022
7:00pm

Register in advance for this webinar:

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A G E N D A A D D E N D U M

DATE: Tuesday May 17, 2022

MEETING: 7:00 P.M.

Addendum:

11.8 Report-REC-2022-010 - Alcohol Risk Management Policy – Outdoor Licenced Events

≠ Denotes resolution prepared

1. Call the Meeting to Order
2. Roll Call
3. Opening Remarks
 - 3.1. Electronic participation protocol
4. Confirmation of the Agenda ≠
5. Disclosure of Pecuniary Interest
6. Approval of Minutes ≠



The Corporation of the Township Of Puslinch
Recreation Committee Meeting
Virtual Meeting by Electronic Participation
Tuesday, May 17, 2022
7:00pm

6.1. February 15, 2022

7. Business Arising out of the Minutes

8. Consent Agenda ≠

8.1. Resolution 2022-073 – Community News Letter Program

8.2. Resolution 2022-095 – Proposed External Advertisement Proposal

8.3. Recreation Committee 2021 Q4 Revenue and Expense Information

8.4. Facility Revenues for February 1, 2022 to April 30, 2022

a) Gym Revenue – February 1, 2022 to April 30, 2022

b) Rink Revenue – February 1, 2022 to April 30, 2022

9. Correspondence

10. Delegations

11. Committee and Staff Reports ≠

11.1. Report – REC-2022-004 – Aberfoyle Fall Fair Parking Update – Justine Brotherston

11.2. Report – REC-2022-005 – Clarification on Fundraising Request Goal/Objective
– Justine Brotherston

11.3. Report – REC-2022-006 – Committee Quarterly Review of Goals and Objectives for
2022 – Justine Brotherston

11.4. Report – REC-2022-007 – Proposed 2023 Recreation Committee Budget – Justine
Brotherston

11.5. Report – REC-2022-008 – Training Opportunities – Justine Brotherston

11.6. Report – REC-2022-009 – November 15, 2022 Committee Meeting Scheduling Conflict –
Justine Brotherston

11.7. Verbal Report - Parks Master Plan Update – Mike Fowler

11.8. Report-REC-2022-010 - Township Facilities Outdoor Licensed Events – Sarah Huether

12. New Business

13. Announcements

14. Adjournment ≠

15. Next meeting: September 20, 2022 @ 7:00 p.m.



Minutes

1. Call to Order

Chair Bruce Joy called the meeting to order at 7:05 p.m.

2. Roll Call

Attendance:

Bruce Joy
Councillor Jessica Goyda
Daina Makinson

Staff in Attendance:

Mike Fowler, Director of Public Works, Parks and Facilities
Jeff Bunn, Deputy Clerk
Courtenay Hoytfox, Clerk
Sarah Huether, Taxation and Customer Service Supervisor
Justine Brotherston, Legislative Assistant

3. Opening Remarks

Chair Bruce Joy reviewed the Electronic Meeting Protocol.

4. Confirmation of the Agenda

Resolution No. 001:

Moved by Daina Makinson
Seconded by Jessica Goyda

That the Recreation Committee approves the February 15, 2022 Agenda as circulated.

CARRIED.

5. Disclosure of Pecuniary Interest

There was no disclosure of pecuniary interest.

6. Approval of Minutes

Resolution No. 002:

Moved by Jessica Goyda
Seconded by Daina Makinson



That the Recreation Committee meeting minutes from the November 16, 2021 be approved as presented.

CARRIED.

7. Business Arising out of the Minutes

There was no business arising out of the minutes.

8. Consent Agenda

8.1 Recreation Committee 2021 Q3 Revenue and Expense Information

Resolution No. 003:

Moved by Daina Makinson

Seconded by Jessica Goyda

That Consent Agenda item 8.1 be received for information.

CARRIED.

8.2 Facility Revenues for November 1, 2021 to January 31, 2022

Resolution No. 004:

Moved by Jessica Goyda

Seconded by Daina Makinson

That Consent Agenda item 8.2 be received for information.

CARRIED.

9. Correspondence

There was no correspondence.

10. Delegations

There were no delegations.

11. Committee and Staff Reports

11.1 Advertisement, Communications and Media Relations Policy Training

Resolution No. 005:

Moved by Daina Makinson

Seconded by Jessica Goyda



That the Advertisement, Communications and Media Relations Policy Training be received as information.

CARRIED.

11.2 Promotion of Recreation and Parks Master Plan

Resolution No. 006:

Moved by Jessica Goyda
Seconded by Daina Makinson

That staff report REC-2022-001 regarding the Promotion of Recreation and Parks Master Plan be received for information.

CARRIED.

11.3 Puslinch Community Newsletter Program Review

Resolution No. 007:

Moved by Jessica Goyda
Seconded by Daina Makinson

That staff report REC-2022-002 regarding the Puslinch Community Newsletter Program be received for Information; and,

That the Recreation Committee recommend Option 1 as presented to be approved by Council at a future meeting.

CARRIED.

11.4 Recreation Committee Goals and Objectives

Resolution No. 008:

Moved by Daina Makinson
Seconded by Jessica Goyda

That staff report REC-2022-003 regarding the Committee Quarterly Review of Goals and Objectives for 2022 be received for information; and,

That the Advertisement Project Proposal be endorsed by the Committee to be approved by Council with the 2022 Recreation Committee Goals and Objectives at a future meeting; and,

That the 2022 Recreation Committee Goals and Objectives be approved as amended to be endorsed by Council at a future meeting.

CARRIED.



The Corporation of the Township Of Puslinch
Recreation Committee Meeting
Virtual Meeting by Electronic Participation
Tuesday, February 15, 2022
7:00 p.m.

11.5 Parks Master Plan

Resolution No. 009:

Moved by Jessica Goyda
Seconded by Daina Makinson

That the report Parks Master Plan be received for information.

CARRIED.

12. New Business

There was no new business.

13. Adjournment

Resolution No. 010:

Moved by Daina Makinson
Seconded by Jessica Goyda

That the Recreation Committee hereby adjourns at 7:53 p.m.

CARRIED.

Next meeting: May 17, 2022



Justine Brotherston
Legislative Assistant
Secretary Recreation Committee
Township of Puslinch
VIA EMAIL:
jbrotherston@puslinch.ca

Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0
www.puslinch.ca

March 4, 2022

RE: Puslinch Community Newsletter Program

Please be advised that Township of Puslinch Council, at its meeting held on March 2, 2022 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2022-073:

Moved by Councillor Goyda and
Seconded by Councillor Bailey

THAT Report REC-2022-03, regarding the Puslinch Community Newsletter Program be received for information; and

That Council approve Option 1 as recommended by the Recreation Committee and direct staff to send a letter to the author of the Newsletter thanking her for her contributions to the Township; and

That Council Repeal Township Policy 2017-006 Community Newsletter Policy.

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,
Courtenay Hoytfox
Municipal Clerk



Justine Brotherston
Legislative Assistant (Secretary Recreation Committee)
Township of Puslinch
7404 Wellington Road 34
Puslinch, ON, N0B 2J0
VIA EMAIL
jbrotherston@puslinch.ca

Township of Puslinch
7404 Wellington Rd 34
Puslinch, ON N0B 2J0
www.puslinch.ca

March 29, 2022

RE: 9.3.3 Report REC-2022-004 – Recreation Committee External Advertising Proposal

Please be advised that Township of Puslinch Council, at its meeting held on March 23, 2022 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2022-095:

Moved by Councillor Sepulis and
Seconded by Councillor Goyda

THAT Report REC-2022-04, providing the proposed external advertisement proposal be received; and,

That Council approve the external advertisement proposal as presented.

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,
Courtenay Hoytfox
Municipal Clerk



REPORT REC-2022-004

TO: Mayor and Members of Council

FROM: Justine Brotherston, Legislative Assistant

MEETING DATE: March 23, 2022

SUBJECT: Report from the Recreation Committee: External Advertising Proposal

RECOMMENDATIONS

THAT Report REC-2022-04, providing the proposed external advertisement proposal be received; and,

That Council approve the external advertisement proposal as presented.

Purpose

The purpose of this report is to provide Council with the Recreation Committee's request for approval of an external advertising proposal in support of the Recreation Committee's approved Goal "Public Engagement – Puslinch Event Spaces, "Wellington Weddings"; promotion of facility rentals."

Background

With the adoption of the amendment of the Advertisement, Communication and Media Relations Policy on January 19, 2022 advertisement in external publications now require the approval of Council prior to their implementation. At the February 15, 2022 Recreation Committee the Committee approved an External Advertisement proposal to be reviewed by Council. This proposal is in support of the Committee's approved Goal, "Public Engagement – Puslinch Event Spaces, "Wellington Weddings"; promotion of facility rentals" which is focused on promoting Township facility rentals.

Comments

Guelph Today was identified by the Facility Promotion Sub-committee and approved by the Recreation Committee as the desired external publication due Guelph's proximity to the Township and Guelph Today's demonstrated reach as seen on slide 3 of their attached Community HUB Program overview. The attached proposal outlines the advertisement opportunities to be utilized

including the Community Hub Digital Marketing and three targeted advertisements to be scheduled strategically during the year.

Financial Implications

The financial implications associated with proposal were approved as part of the 2022 Budget on February 9, 2022.

Attachments

Schedule A: External Advertisement Proposal

Schedule B: Guelph Today Community Hub Proposal

Respectfully submitted,

Justine Brotherston, Legislative Assistant

Reviewed by:

Courtenay Hoytfox, Municipal Clerk

Schedule A

Advertisement Project Proposal Form

Proposed Publications

Guelph Today

Project Description and Budget Implications:

Community Hub Digital Marketing

- A keyword-optimized Community Profile
- Featured presence in applicable Category and Channel Hubs - drive traffic to our facilities on the Township website
- Direct connection to interested customers through the Power Leads lead generation program - keywords utilized to reach our target market
- An optimized & promoted Spotlight article of approx. 400 words - Guelph Today helps promote our story on their social media. Spotlight profile remains on the GT website in perpetuity with the Community Hub
- 50,000 Inline Text Ad Units targeted on site promoting your Spotlight article and the fact that the business has been "featured on" our site
- Site rotator community display advertising (with a min. 10,000 monthly ad impressions) - 10,000 impressions a month will increase exposure of the Township and facilities
- Community Hub Cost \$2,400.00

Facilities to be Advertised:

- Puslinch Community Centre
- Optimist Recreation Centre (Ice Rink /Ice Pad/Gym)
- Baseball Diamonds
- Soccer Fields

Three targeted ads will promote bookings of our facilities at down times to maximize source of revenue stream.

- 1 ad for PCC to promote for Valentines day, Graduations, Conferences, Arts and Crafts shows
- 1 ad for GYM to promote bookings for fitness groups, both organized and independent
- 1 ad for rink pad to promote shows and festivals
- Each advertisement Cost \$500.00 (Total \$1,500.00)

Target Audience:

Young families, active seniors, sports teams, arts and crafts groups, independent fitness businesses

Project justification:

Guelph Today has extensive digital reach to assist the committee's goal to increase facilities bookings, particularly during down times ie. ice pad on Sundays in summer. The expectations of the multi-level Community Hub platform Community is the best option to maximize potential exposure to our target audience.

Please refer to pages 3, 5 and 6 in the Guelph Today proposal for detailed information on how GT will help us reach our target market and drive traffic to our website landing for our recreational facilities.

Offer Number: ON-05395

7 Feb 2022

Campaign: GUE Town of Puslinch HUB Mar 2022

Customer: Township of Puslinch
Address:

	Placement				Accounting Period								
Pos.	Site / Medium	Placement / Category	Ad Type / Service	Rate Criterion	From	Due to	Price / Item	Item	Booked Quantity	Price Gross / Booked Amount	Special Discount*	Customer Net (N1)	CPM (N2)
1	GuelphToday	Other	VM Community Hub Package	Year	1 Mar 2022	28 Feb 2023	5,300.00	Fixed Price	1	5,300.00	54%	2,400.00	
	GuelphToday.com Community Hub Program, including; - Directory Listing - 1 Spotlight Article - 50,000 Inline Text to promote Spotlight Article - Branding Ad - Posting Credits												
2	GuelphToday	ROS Run of Site	VM Page Takeover	CPM	1 Mar 2022	31 Mar 2022	36.00	CPM	16,666	599.98	16%	499.99	30.00
	GuelphToday.com Ad #1 Dates TBD. Can adjust to different ad unit depending on messaging.												
3	GuelphToday	ROS Run of Site	VM Page Takeover	CPM	1 Apr 2022	30 Apr 2022	36.00	CPM	16,666	599.98	16%	499.99	30.00
	GuelphToday.com Ad #2 Dates TBD. Can adjust to different ad unit depending on messaging.												
4	GuelphToday	ROS Run of Site	VM Page Takeover	CPM	1 May 2022	31 May 2023	36.00	CPM	16,666	599.98	16%	500.02	30.00
	GuelphToday.com Ad #3 Dates TBD. Can adjust to different ad unit depending on messaging.												
									243,998*	7,099.94		3,900.00	6.15
* Only CPM relevant values included. All prices given are in CAD.													

Offer Number: ON-05395

7 Feb 2022

Notes:
GuelphToday.com Community Hub & Display Program

Gross Amount (B1)	CAD 7,099.94
.\ Special Discount	CAD 3,199.94

Customer Net (N1)	CAD 3,900.00
--------------------------	---------------------

Conditions of Payment:

Invoicing will be 1 invoice of \$3,900.00 + HST.

Thank you for your business!

Location, Date	Signature / Stamp
----------------	-------------------

Village Media Inc.
298 Queen St. E
Sault Ste. Marie, ON
CANADA P6A1Y7
1-855-998-2464
villagemedia.ca

This is not an invoice. Invoicing will be sent to the email address supplied.
HST Reg. No. 807243530RT0001

Community HUB program



TOWNSHIP OF

PUSLINCH

Based on our **initial meeting**...

Your program timeline:

**September 2021 to
September 2022**

Your targeted geographic areas:

Guelph and area

Optimal times for audience engagement:

Any day and time

Your target gender:



female



male

Your target age:



18-24

25-34

35-44

45-54

55-64

65+

Your target platform:



desktop



mobile



tablet

Recommended category associations:

Government and Education channel
Municipal Services category

Campaign goals:

- **Increase in facilities awareness**
 - **Increase in facility events**
 - **Increase in new clients**

Notes:

Send monthly report



3,630,200

Monthly **Page Views**



30,300

Daily Email **Subscribers**



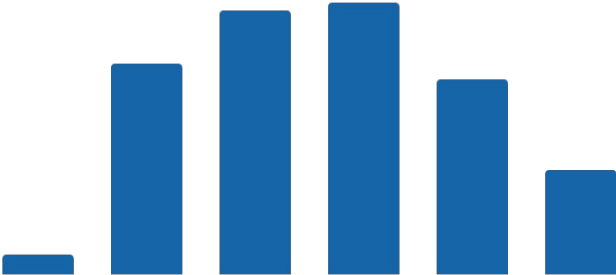
36,800

Social **Followers**



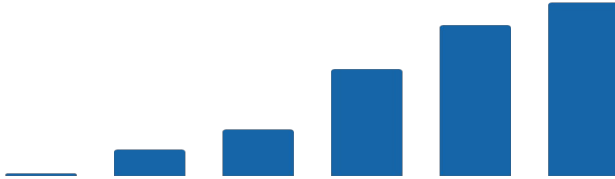
18-24 25-34 35-44 45-54 55-64 65+

Typical **laptop/desktop** visitors by age



18-24 25-34 35-44 45-54 55-64 65+

Typical **mobile** visitors by age



18-24 25-34 35-44 45-54 55-64 65+

Typical **tablet** visitors by age



31,300

Readers visit throughout the week,
using **laptop** or **desktop** devices



179,900

Readers visit throughout the week,
using **mobile** devices



19,900

Readers visit throughout the week,
using **tablets**

Welcome to the HUB!

Your custom business profile lies at the heart of an elaborate community network within our site. This profile acts as your landing page in our community hub.

We connect you to potential customers through a number of avenues and give you the ability to communicate directly via multiple channels.

We've taken the world wide web and filtered it down to the community level, making it easier to connect our readers to local businesses.

[Click Here](#) to view an example of a custom business profile!

TODAY MATTERS.ca

welcome, J.Doe

[Home](#) | [Local](#) | [National](#) | [Obits](#) | [Classifieds](#) | [Flyers](#) | [Homes](#) | [Auto](#) | [Jobs](#) | [Food](#) | [Fun](#)

17.6°C

HOME > DIRECTORY

Township of Puslinch

Like

10 readers like this business

Call

Send Email

Visit Our Website

Share this profile:


f

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in

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s

TOWNSHIP OF
PUSLINCH

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

We're proud to increase coverage of local news by supporting this site through the **Community Leaders Program**.

[Click Here](#) to visit our sponsored section.

89 Listings

24 Contacts

6 Related Stories

Contact This Business

Your Name


Your Email Address

Your Phone Number (optional)

What are you looking for?

Send Message

Location



824 Gordon St
Guelph, ON
N1G 1Y7

Hours

7 Days A Week 9am - 6pm

*subject to change, please call ahead to be sure!

Helpful Links

Call

Visit Our Website


Visit Us On Facebook

Visit Us On LinkedIn


Send Email

Like This Business


Our People




Grant Lemieux
General Manager
[Full Profile >](#)



Jimmy Jimmerson
Product Advisor
[Full Profile >](#)












Michelle Marsh
Sales Manager
[Full Profile >](#)



Jennifer Mills - Warner
Product Advisor
[Full Profile >](#)

[SHOW MORE CONTACTS >](#)

Photo Gallery



Listings

A Product

We are currently looking for Home Delivery Drivers and Helpers to deliver materials and goods to our Customers. As a Home Delivery Driver, you will provide customers with a professional experience loading/unloading our products into their homes.

posted Nov 12, 2018 9:58AM [Read more >](#)

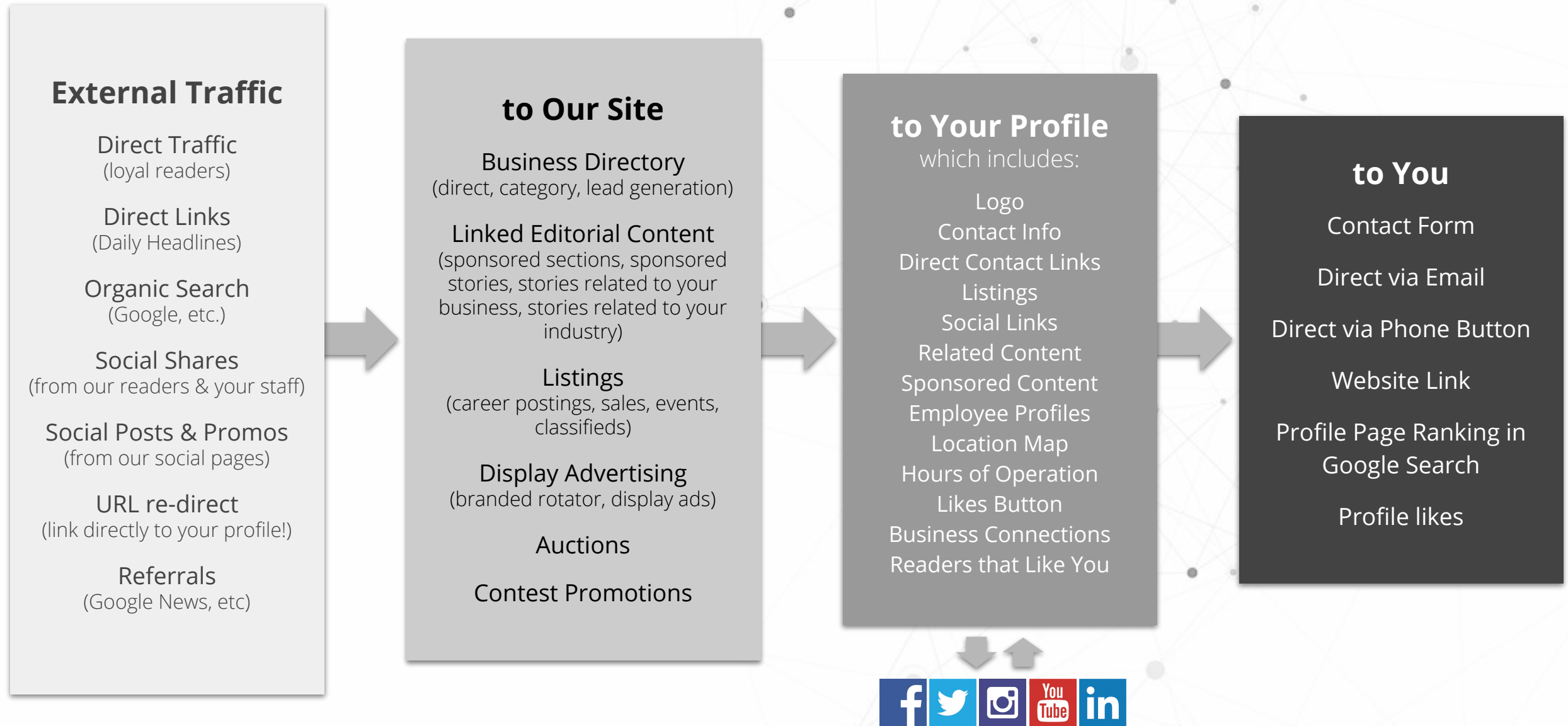
A Service

We are currently looking for installers to help deliver materials and goods to our Customers. As an installer, you will provide customers with a professional experience installing our products into their homes.

posted Nov 12, 2018 9:58AM [Read more >](#)

[SHOW MORE JOB LISTINGS >](#)


The community **network**




Free community tools

Promote your listings


LOOK LOCAL: SALES, OFFERS & MORE




Save up to 30% on your Auto Insurance!




Great insurance rates on Snowmobiles, ATV's & Bikes!!




Free Expert Consultations For Any Landlord or Tenant During Coronavirus Crisis




Open for Business but Closed to the Public



Get \$200 in free ad credits and a GuelphToday Community HUB Profile




Wm. Green Roofing - Emergency Roof Repair Service




Family Meals Now Available

Highlight your employees


Our people [More contacts →](#)




Grant Lemieux
General Manager
[Full profile →](#)



Jiminy Cricket
Product Advisor
[Full profile →](#)



Michelle Marsh
Sales Manager
[Full profile →](#)



Jennifer Mills - Warner
Product Advisor
[Full profile →](#)

Manage your results

Your Community Hub Report

Select a date range: Mar 1, 2020 - Mar 31, 2020

Event Action	Unique Events
Real Estate Channel	12
Directory_Website	1
Directory_View	282
Directory_Social	1
Directory_Like_Onboarding	1
Directory_Email	2
Directory_Contact_View	30
Directory_Contact_Social	1
Directory_Call	2
Community Leaders Program Cha...	9
Classified_Listing_View	504
Classified_Listing_Link	5
Grand total	9,882

LEGEND

Your Listings
Classified_Listing_View - # of times your listings have been viewed.
Classified_Contact_Call - # of times someone called your phone number from a listing.
Classified_Contact_Email - # of times someone emailed you from a listing.
Classified_Contact_Social - # of times someone viewed a staff social media account.
Classified_Contact_Contact - # of times someone filled out a contact form on a listing.
Classified_Listing_Link - # of times someone clicked an outside link on one of your listings.

Your Business Profile / Directory Listing
Directory_View - # of times your business profile has been viewed.

Your Listings

- Questions about the Guelph real estate market during this uncertain time? - GuelphToday.com...
- 230 METCALFE Street - GuelphToday.com
- 83 Hearn Ave Guelph - COMING SOON - GuelphToday.com
- 39 Rodney Boulevard - GuelphToday.com
- 113 OAKES Crescent - GuelphToday.com
- 21 HUNTERS Lane - GuelphToday.com
- 230 METCALFE Street- SOLD - GuelphToday.com

Your Articles	Unique Events
Local dog trainers combine to offer online dog training - GuelphToday.com...	3,354
Preserving The Priory wasn't a priority - GuelphToday.com	2,257
Window walks helping maintain community in Guelph neighbourhoods ~...	1,365
Riding the rails into history - GuelphToday.com	1,280
Walk-By Galleries lets artists share some colour during gloomy days - Gu...	463
The ghosts of Guelph's first jail and gallows (14 photos) - GuelphToday.c...	52
Guelph's only synagogue is a spiritual centre for a diverse Jewish comm...	37

Your Job Postings No data **Total Events**


Tell your story

SPONSORED CONTENT
This content is made possible by our Sponsor, it is not written by and does not necessarily reflect the view of the editorial staff.

Local drug mart celebrates third generation of family ownership

Your article will be optimized to match the searching patterns of your target audience.

posted 9 minutes ago

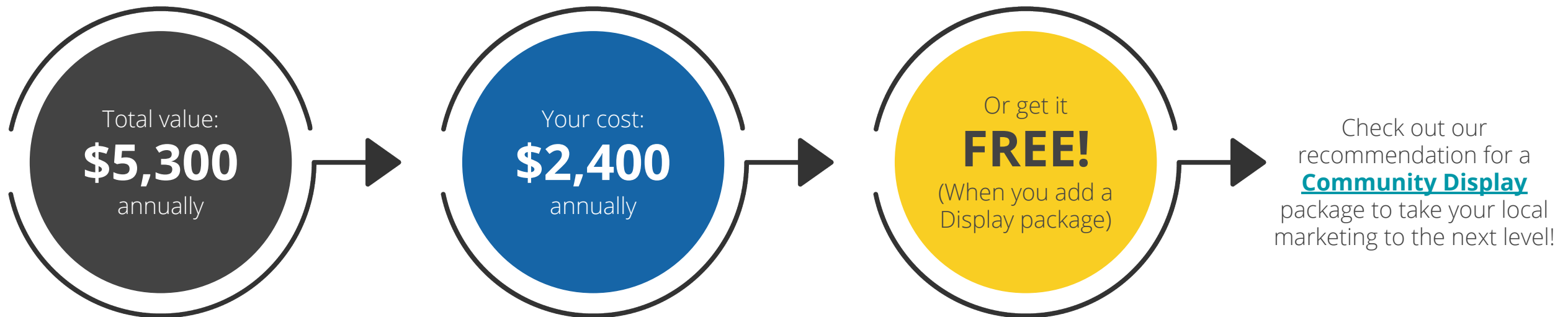


Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further to.

Grow the holistic world view of disruptive innovation via workplace diversity and empowerment

Your Community HUB **includes:**

- A keyword-optimized **Community Profile**
- Featured presence in applicable **Category** and **Channel Hubs**
- Direct connection to interested customers through the **Power Leads** lead generation program
- An optimized & promoted **Spotlight** article of approx. 400 words
- **50,000 Inline Text Ad Units** targeted on site promoting your Spotlight article and the fact that the business has been “featured on” our site
- **\$1,000 posting credit** for posting products, services, events, jobs and more
- **Site rotator community display advertising** (with a min. 10,000 monthly ad impressions)



Community **display** products

Our recommendations are highlighted

Page Takeover



(300x600 + wallpaper)
desktop
only

\$36 cpm

Tall Block



(300x600)
desktop & landscape
tablet

\$18 cpm

Big Box



(300x250)
desktop,
mobile & tablet

\$14.40 cpm

Site Rotator



(300x120)
shared rotation across
desktop & mobile

\$200/month

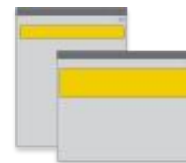
Alert Banner



(42 character max)
desktop,
mobile & tablet

See rep for details

Tablet Banner



(728x90/970x250)
tablet & some small
desktop screens

\$14.40 cpm

Sticky Footer



(300x100)
anchored to the bottom
on mobile devices

\$14.40 cpm

The Daily Email Newsletter



(delivered daily)
desktop
mobile & tablet

\$24 cpm

Video Advertising



(responsive)
desktop
mobile & tablet

\$25 cpm

Contest Sponsorship



(story + social)
all platforms +
Facebook

\$300 per contest

Spotlight



(responsive)
desktop
mobile & tablet

See rep for details

Survey



(responsive)
desktop
mobile & tablet

See rep for details

Inline Text Ad



(responsive)
desktop
mobile & tablet

See rep for details

Your program **summary**

Item	Rate	Special Instructions
HUB Program	\$5,300	
50,000 Tall Block display ads	\$900	Run of site
75,000 Big Box display ads	\$1,138	Run of site
15,000 Sticky Footer ads	\$216	Run of Site
Sub-Total	\$7,554	
Discount	\$3,654	
Your Total	\$3,900 (\$325 per month)*	*based on 12-month contract

Report FIN-2022-013 - Fourth Quarter Financial Report - 2021
Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2021 Budget	% Remaining
Recreation Committee					
Expenditures					
Salaries, Wages and Benefits					
Per Diems	\$2,709	\$2,709	-\$54	\$2,655	-2%
Expenditures Total	\$2,709	\$2,709	-\$54	\$2,655	-2%

Report FIN-2022-013 - Fourth Quarter Financial Report - 2021
Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2021 Budget	% Remaining
ORC					
Expenditures					
Building Maintenance					
Bldg-Cleaning, Maint,Supplies Exterior	\$3,987	\$5,014	\$2,986	\$8,000	37%
Bldg-Cleaning, Maint,Supplies Interior	\$1,080	\$2,928	\$2,872	\$5,800	50%
Contract Services/Professional Fees					
Contract Services	\$791	\$791	\$689	\$1,480	47%
Water Protection	\$410	\$833	-\$133	\$700	-19%
Materials and Supplies					
Advertising	\$175	\$175	\$325	\$500	65%
Clothing Safety Allowance	\$0	\$208	\$567	\$775	73%
Signage	\$0	\$0	\$100	\$100	100%
Office Equipment and Supplies					
Office Supplies	\$0	\$223	\$77	\$300	26%
Professional Development					
Employee Travel - Meals	\$0	\$0	\$50	\$50	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	\$3,384	\$9,401	\$1,910	\$11,312	17%
FT Wages - ORC	\$12,292	\$45,131	\$16,125	\$61,256	26%
Manulife Benefits	\$2,995	\$7,168	\$76	\$7,244	1%
OT Wages - ORC	\$368	\$368	\$1,632	\$2,000	82%
PT Benefits - ORC	\$365	\$907	\$2,153	\$3,060	70%
PT Wages - ORC	\$8,128	\$20,160	\$11,678	\$31,838	37%
WSIB	\$798	\$1,969	\$883	\$2,853	31%
Utilities					
Communication (phone, fax, intern)	\$942	\$2,851	\$269	\$3,120	9%
Heat	\$924	\$4,932	\$568	\$5,500	10%
Hydro	\$4,151	\$21,484	\$5,516	\$27,000	20%
Insurance	\$0	\$3,321	\$4,993	\$8,314	60%
Waste Removal	\$718	\$2,038	-\$478	\$1,560	-31%
Vehicles and Equipment					

Report FIN-2022-013 - Fourth Quarter Financial Report - 2021

Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2021 Budget	% Remaining
Equipment Maintenance & Supplies	\$3,867	\$4,065	\$2,805	\$6,870	41%
Mileage	\$0	\$0	\$100	\$100	100%
Expenditures Total	\$45,374	\$133,966	\$56,985	\$190,951	30%
Revenues					
Recoveries					
Other Recoveries	\$0	\$0	-\$500	-\$500	100%
User Fees, Licenses and Fines					
Arena Summer Rentals	-\$5,187	-\$12,850	\$2,537	-\$10,313	-25%
Gymnasium Rental	-\$3,948	-\$3,948	-\$6,052	-\$10,000	61%
Ice Rental - Non-Prime	\$0	\$0	\$0	\$0	N/A
Ice Rental - Prime	\$0	\$0	-\$13,770	-\$13,770	100%
Rink Board and Ball Diamond Advertising	\$0	\$0	-\$363	-\$363	100%
Revenues Total	-\$9,135	-\$16,797	-\$18,148	-\$34,946	52%

Report FIN-2022-013 - Fourth Quarter Financial Report - 2021
Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2021 Budget	% Remaining
Parks					
Expenditures					
Contract Services/Professional Fees					
Contract Services	\$287	\$684	\$277	\$960	29%
Water Protection	\$0	\$0	\$700	\$700	100%
Materials and Supplies					
Advertising	\$0	\$0	\$500	\$500	100%
Maintenance Grounds	\$331	\$7,689	\$2,311	\$10,000	23%
Salaries, Wages and Benefits					
FT Benefits - Parks	\$1,304	\$5,480	\$1,191	\$6,672	18%
FT Wages - Parks	\$7,117	\$30,311	\$6,443	\$36,754	18%
Manulife Benefits	\$0	\$439	\$4,902	\$5,341	92%
OT Wages - Parks	\$170	\$255	-\$255	\$0	N/A
PT Benefits - Parks	\$0	\$0	\$0	\$0	N/A
PT Wages - Parks	\$0	\$0	\$0	\$0	N/A
WSIB	\$219	\$920	\$182	\$1,103	17%
Utilities					
Fuel	\$5,687	\$5,687	-\$3,057	\$2,630	-116%
Hydro	\$1,172	\$2,618	\$82	\$2,700	3%
Insurance	\$0	\$3,385	\$4,532	\$7,917	57%
Vehicles and Equipment					
Equipment Maintenance and Supplies	\$133	\$2,332	-\$852	\$1,480	-58%
Mileage	\$0	\$0	\$0	\$0	N/A
Vehicle Maintenance	\$0	\$263	\$237	\$500	47%
Expenditures Total	\$16,419	\$60,063	\$17,193	\$77,255	22%
Revenues					
Recoveries					
Other Recoveries	\$100	\$100	-\$100	\$0	N/A
User Fees, Licenses and Fines					
Aberfoyle/Morrison Ball Park/ Morrison Meadows	-\$734	-\$7,387	\$4,637	-\$2,750	-169%
Horse Paddock Rental	\$0	\$0	-\$207	-\$207	100%
Picnic Shelter	-\$83	-\$518	\$365	-\$153	-238%
Soccer Field Rentals	-\$221	-\$4,232	\$2,732	-\$1,500	-182%

Report FIN-2022-013 - Fourth Quarter Financial Report - 2021
Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2021 Budget	% Remaining
Tennis Court Rentals	\$0	\$0	-\$400	-\$400	100%
Revenues Total	-\$938	-\$12,037	\$7,027	-\$5,010	-140%

Report FIN-2022-013 - Fourth Quarter Financial Report - 2021

Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2021 Budget	% Remaining
PCC					
Expenditures					
Building Maintenance					
Bldg-Cleaning, Maint,Supplies Interior	\$396	\$3,607	\$10,063	\$13,670	74%
Outdoor Maintenance of Building	\$4,228	\$5,360	-\$1,360	\$4,000	-34%
Contract Services/Professional Fees					
Contract Services	\$2,079	\$4,349	-\$690	\$3,660	-19%
Water Protection	\$2,247	\$4,096	\$404	\$4,500	9%
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	\$0	\$150	\$150	100%
Professional Development					
Employee Travel - Accomodations	\$0	\$0	\$250	\$250	100%
Employee Travel - Meals	\$0	\$0	\$50	\$50	100%
Membership and Subscription Fees	\$500	\$500	\$0	\$500	0%
Professional Development	\$0	\$0	\$0	\$0	N/A
Salaries, Wages and Benefits					
FT Benefits - Recreation	\$3,494	\$10,756	\$106	\$10,862	1%
FT Wages - Recreation	\$18,737	\$59,255	-\$349	\$58,906	-1%
Manulife Benefits - Recreation	\$2,204	\$8,381	-\$234	\$8,147	-3%
OT Wages - Recreation	\$613	\$1,184	-\$184	\$1,000	-18%
PT Benefits - Recreation	\$0	\$0	\$2,079	\$2,079	100%
PT Wages - Recreation	\$0	\$0	\$20,634	\$20,634	100%
WSIB	\$692	\$1,822	\$594	\$2,416	25%
Utilities					
Communication (phone, fax, intern)	\$975	\$2,682	\$318	\$3,000	11%
Fuel	\$0	\$0	\$500	\$500	100%
Heat	\$1,298	\$4,549	-\$249	\$4,300	-6%
Hydro	\$1,747	\$7,085	\$4,915	\$12,000	41%
Insurance	\$0	\$3,321	\$4,813	\$8,133	59%
Waste Removal	\$2,853	\$8,100	-\$1,860	\$6,240	-30%

Report FIN-2022-013 - Fourth Quarter Financial Report - 2021
Schedule A - Departmental Detail

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2021 Budget	% Remaining
Vehicles and Equipment					
Mileage	\$0	\$0	\$100	\$100	100%
Expenditures Total	\$42,064	\$125,048	\$43,548	\$168,597	26%
Revenues					
Grants					
Recreation Conditional Grants	\$0	\$0	-\$5,167	-\$5,167	100%
Recoveries					
Other Recoveries	\$0	\$0	-\$1,000	-\$1,000	100%
User Fees, Licenses and Fines					
Advertising Sign	\$0	-\$34	-\$18	-\$52	34%
Alf Hales Room	\$0	\$0	-\$5,975	-\$5,975	100%
Archie MacRobbie Hall - Non-Prime	\$0	\$26	-\$9,586	-\$9,560	100%
Archie MacRobbie Hall - Prime	\$0	\$26	-\$13,649	-\$13,623	100%
Bartenders	\$0	\$0	-\$4,177	-\$4,177	100%
Commercial Rentals	\$0	\$0	-\$318	-\$318	100%
Kitchen Facilities	\$0	\$0	-\$1,900	-\$1,900	100%
Licensed Events Using Patio	\$0	\$0	-\$119	-\$119	100%
Projector Rental Fee	\$0	\$0	-\$104	-\$104	100%
Revenues Total	\$0	\$18	-\$42,011	-\$41,994	100%

Township of Puslinch
Gym Revenue Comparison From FEB 1,2022 To APR 30,2022

April 2022

Gym	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	50.93	220.56	271.49
Week 2	137.10	106.59	100.90	110.57	113.80	0.00	97.32	666.28
Week 3	141.42	106.59	100.90	61.91	113.80	0.00	0.00	524.62
Week 4	67.90	0.00	108.86	61.91	113.80	0.00	0.00	352.47
Week 5	118.83	57.93	100.90	61.91	113.80	0.00	73.52	526.89
Totals:	465.25	271.11	411.56	296.30	455.20	50.93	391.40	2,341.75

March 2022

Gym	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	100.90	61.91	113.80	33.95	110.28	420.84
Week 2	67.90	61.91	50.93	61.91	62.87	82.61	0.00	388.13
Week 3	141.42	178.47	100.90	110.57	62.87	48.66	226.84	869.73
Week 4	67.90	118.53	100.90	175.45	62.87	0.00	141.42	667.07
Week 5	67.90	118.53	100.90	110.57	113.80	0.00	0.00	511.70
Totals:	345.12	477.44	454.53	520.41	416.21	165.22	478.54	2,857.47

February 2022

Gym	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	59.64	61.91	48.66	0.00	170.21
Week 2	0.00	109.61	134.85	109.61	95.86	48.66	73.52	572.11
Week 3	0.00	109.61	134.85	109.61	95.86	48.66	0.00	498.59
Week 4	101.85	0.00	100.90	109.61	112.84	0.00	101.85	527.05
Week 5	33.95	109.61	0.00	0.00	0.00	0.00	0.00	143.56
Totals:	135.80	328.83	370.60	388.47	366.47	145.98	175.37	1,911.52

Total Charges \$7,110.74

Township of Puslinch
Rink Revenue Comparison From FEB 1,2022 To APR 30,2022

March 2022

Rink	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	335.00	592.46	589.60	251.25	167.50	1,935.81
Week 2	0.00	0.00	335.00	328.08	335.00	386.25	167.50	1,551.83
Week 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals:	0.00	0.00	670.00	920.54	924.60	637.50	335.00	3,487.64

February 2022

Rink	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	670.00	583.16	586.25	423.61	768.55	3,031.57
Week 2	935.13	509.20	670.00	322.25	758.61	422.10	690.20	4,307.49
Week 3	517.62	514.60	670.00	504.33	758.61	251.25	175.17	3,391.58
Week 4	0.00	0.00	670.00	328.08	893.61	251.25	343.75	2,486.69
Week 5	957.39	514.60	0.00	0.00	0.00	0.00	0.00	1,471.99
Totals:	2,410.14	1,538.40	2,680.00	1,737.82	2,997.08	1,348.21	1,977.67	14,689.32

Total Charges	\$18,176.96
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REPORT REC-2022-004

TO: Recreation Committee

FROM: Justine Brotherston, Communications and Committee Coordinator

MEETING DATE: May 17, 2022

SUBJECT: Aberfoyle Fall Fair Parking Update

RECOMMENDATIONS

That staff report REC-2022-004 regarding the Aberfoyle Fall Fair Parking be received for information; and further,

That the following recommendations be forwarded to Council for consideration:

- 1) That Vehicles related to the Tractor Pull park in the front and rear Puslinch Community Centre parking lots the night of the event; and,**
- 2) That the Aberfoyle Antique Market be used for event attendee parking in addition to the available parking at the Puslinch Community Centre; and further,**
- 3) That signage be posted in front of the new soccer field stating “No Vehicles Beyond this Point”.**

Purpose

The purpose of this report is to provide the Recreation Committee with an update regarding recommendations to address future parking for the Aberfoyle Fall Fair.

Background

At the March 2nd, 2022 Council endorsed the Recreation Committee’s recommendation to addressed parking for the Aberfoyle Fall Fair and directed the Committee to have additional conversations between the Recreation Committee and the Aberfoyle Agricultural Society regarding where the large vehicles can be parked for the Tractor Pull.

Comments

The Aberfoyle Antique Market and Aberfoyle Public School were identified as possible options for additional event attendee parking. The Aberfoyle Antique Market has confirmed availability for event attendee parking and this request is under consideration by the Aberfoyle Public School.

On April 26, 2022, the Aberfoyle Fall Fair Sub-committee and the Aberfoyle Agricultural Society met and the proposed solutions were presented to the Agricultural Society. As a result of this meeting the Aberfoyle Fall Fair Sub-committee and Agricultural Society are satisfied that the parking available at rear and front of the Puslinch Community Centre would be sufficient parking for those participating in the Tractor Pull Event and for those attending the event. Further, the Aberfoyle Antique Market will remain an option for overflow attendee parking if required. Finally, it was determined that signage should be posted in front of the new soccer field.

Financial Implications

There is no financial implication for purposed staff recommendation.

Applicable Legislation and Requirements

There is no applicable legislation or requirements related to this report.

Attachments

Schedule A - Resolution 2022-072 Aberfoyle Fall Fair Parking



Justine Brotherston
Legislative Assistant
Secretary Recreation Committee
Township of Puslinch
VIA EMAIL:
jbrotherston@puslinch.ca

Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0
www.puslinch.ca

March 4, 2022

RE: Recreation Committee: Aberfoyle Fall Fair Parking

Please be advised that Township of Puslinch Council, at its meeting held on March 2, 2022 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 202-072: Moved by Councillor Sepulis and
Seconded by Councillor Bulmer

That Council receive the report REC-2022-002 entitled Report from the Recreation Committee:
Aberfoyle Fall Fair Parking; and

That Council endorse the Recreation Committee's recommendation to address parking
identified in the report and including the recommendation to contact the Aberfoyle Public
School to inquire about additional parking at the school; and

That the approved recommendations be forwarded to the Recreation Committee and the
Aberfoyle Agricultural Society; and

That additional conversations occur between the Recreation Committee and the Aberfoyle
Agricultural Society to determine where large vehicles can be parked for the Tractor Pull.

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,
Courtenay Hoytfox
Municipal Clerk



REPORT REC-2022-005

TO: Recreation Committee

FROM: Justine Brotherston, Communications and Committee Coordinator

MEETING DATE: May 17, 2022

SUBJECT: Clarification on Fundraising Request Goal/Objective

RECOMMENDATIONS

That staff report REC-2022-005 regarding the Clarification on Fundraising Request Goal/Objective be received for information; and further,

That a sub-committee be appointed to support the completion of this Goal/Objective.

Purpose

The purpose of this report is to review the Committee's role in fundraising for the Puslinch Community Centre Park Renovation and Upgrade and Replacement of Lights and Upgrading of Washrooms at Old Morriston Park.

Background

At the October 13, 2021 Regular Council meeting Council delegated that the Recreation Committee update their 2022 Goals and Objectives to include coordinating fundraising opportunities related to the Puslinch Community Centre Park Renovation and Upgrade and Replacement of Lights of the and Upgrading of the Washrooms at the Old Morriston Park.

At the February 15, 2022 Recreation Committee, the Committee requested clarification on their role in coordinating the fundraising for this project.

Comments

At the October 13, 2021 Regular Council Meeting, Council detailed the expectation regarding the Fundraising for the Puslinch Community Centre Park Renovation and Upgrade and Replacement of Lights and Upgrading of Washrooms at Old Morriston Park. Council clarified the

request and asked the Recreation Committee to liaise with local groups and organizations to support efforts of community groups to raise funds for this project. This would look like the Committee engaging with these groups regarding fundraising opportunities, but not running fundraising events itself.

Financial Implications

The cost estimate for Fundraising/Cash in Lieu of Parkland for the Puslinch Community Centre Park Renovation and Upgrade costs is estimated at \$404,245.

The cost estimate for Fundraising/Cash in Lieu for the Replacement of the Lights and Upgrading of Washrooms at the Old Morriston Park is estimated at \$150,122.

Applicable Legislation and Requirements

There is no applicable legislation or requirements related to this report.

Attachments

Schedule A - Resolution No. 2021-298 - FIN-2021-032 Resolution No. 2021-298

Schedule B - Resolution No. 2021-307 - ADM-2021-02 Resolution No. 2021-307



RE: Report FIN-2021-032 Resolution No. 2021-298 regarding the Puslinch Community Centre Park Renovation and Upgrade and Replacement of Lights and Upgrading of the Washrooms at Old Morriston Park – Funding Recommendations

Please be advised that Township of Puslinch Council, at its meeting held on October 13, 2021 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2021-298: Moved by Councillor Bulmer and
Seconded by Councillor Sepulis

That Report FIN-2021-032 regarding the Puslinch Community Centre Park Renovation and Upgrade and Replacement of the Lights and Upgrading of the Washrooms at Old Morriston Park - Funding Recommendations be received; and

That the Puslinch Community Centre Park Renovation and Upgrade costs estimated at \$1,836,765 be funded as follows:

- **Investing in Canada Infrastructure Program - \$1,346,900**
- **Fundraising/Cash in Lieu of Parkland - \$404,245**
- **Parks and Recreation Services Development Charges - \$75,620**
- **County Accessibility Grant Funding - \$10,000; and**

That the Replacement of the Lights and Upgrading of Washrooms at the Old Morriston Park estimated at \$204,721 be funded as follows:

- Investing in Canada Infrastructure Program - \$150,122
- Fundraising/Cash in Lieu of Parkland - \$54,599

That Council request that once a detailed list of components for the projects with associated costs is finalized, the Recreation Committee liaise with community groups in order to facilitate fundraising efforts for the Puslinch Community Centre Park Renovation and Upgrade and the Replacement of the Lights and Upgrading of Washrooms at the Old Morriston Park; and

That the Recreation Committee's and community groups coordinated fundraising efforts be prioritized as a goal/objective for 2022/2023 with final funds provided to the Township by December 1, 2023; and



That the Mayor pursue corporate sponsorship opportunities and report back to the Recreation Committee to assist with fundraising; and

That staff proceed as directed.

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,
Courtenay Hoytfox
Municipal Clerk



2021-307 RE: Report ADM-2021-02 Resolution No. 2021-307 regarding a progress report on the activities of the Recreation Committee for 2021-2002.

Please be advised that Township of Puslinch Council, at its meeting held on October 13, 2021 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2021-307: Moved by Councillor Bulmer and
Seconded by Councillor Bailey

THAT Report ADM-2021-02, providing a progress report on the activities of the Recreation Committee for 2021-2022, be received for information; and further,

That the budget proposal outlined under Financial Implications be referred to the 2022 budget Deliberations; and

That the Recreation Committee update the 2022 Goals and Objectives to include coordinated fundraising opportunities related to the Puslinch Community Centre Park Renovation and Upgrade and Replacement of the Lights and Upgrading of the Washrooms at Old Morriston Park.

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,
Courtenay Hoytfox
Municipal Clerk



REPORT REC-2022-006

TO: Recreation Committee

FROM: Justine Brotherston, Communications and Committee Coordinator

MEETING DATE: May 17, 2022

SUBJECT: Committee Quarterly Review of Goals and Objectives for 2022

RECOMMENDATIONS

That staff report REC-2022-006 regarding the Recreation Committee Goals and Objectives 2022 be received for information.

Purpose

The purpose of this report is to review and provide updates on the Recreation Committee's Goals and Objectives.

Background

For the remainder of the term, the Recreation Committee has created a list of Goals and Objectives they would like to achieve in 2022. Each goal/objective has a timeline and sub-committees have been established for some of the projects. Additionally, new projects may be identified over the remainder of the term and staff will bring forward these updates for Council's information and endorsement.

Goals and Objectives Status Update

Regular Reporting to Council on Recreation initiatives and progress

- Three reports will be provided to Council on the progress of recreation initiatives:
- (Completed) March 2022 – Committee Goals and Objectives
- (Not started) September 2022 – 2023 Committee Budget Request
- (Not started) November 2022 – End of Year Progress Report

Public Engagement – Puslinch Event Spaces promotion of facility rentals	<ul style="list-style-type: none">• (Ongoing) The Sub-Committee is working with staff to implement advertisement proposal that was approved by Council at the March 23, 2022 Council meeting.
Preparation of Recreation Advisory Committee Orientation Package to new members of Council and Committee	<ul style="list-style-type: none">• (Ongoing) Sub-Committee to work with staff to develop orientation materials.• (Ongoing) Sub-Committee to present Committee with Training Package at the September or November Recreation Committee meeting.
Open Gym on PD Days	<ul style="list-style-type: none">• (Ongoing) Committee to advise on the financial impacts of the proposed schedule when Township facilities are open after the pandemic.
Bang the Table	<ul style="list-style-type: none">• (Completed) Sub-committee to bring proposals for review at the November 16, 2021 Recreation Committee meeting.• (Ongoing)The Sub-Committee is working with staff to implement the Bang the Table projects.• (Ongoing) Sub-committee to report results of Young Playground Planners engagement at September 20, 2022 Recreation Committee Meeting.• (Ongoing) Sub-committee to report results of Recreation Facilities Survey at November 2022 Recreation Committee Meeting.
Parks Master Plan Update	<ul style="list-style-type: none">• (Ongoing) Director of Public Works, Parks and Facilities is providing an update on the Parks Master Plan at each meeting.
Fundraising Opportunities for Puslinch Community Centre Park Renovation and Upgrade and Replacement of Lights and Upgrading of Washrooms at Old Morrison Park	<ul style="list-style-type: none">• (Not started) Sub-committee to be established at the May 17, 2022 meeting. Final funds for this project are to be provided to the Township by December 1, 2023.

Financial Implications

There are not financial implications as a result of this report.

Applicable Legislation and Requirements

There is no applicable legislation or requirements related to this report.

Attachments

Schedule A - Recreation Committee Goals and Objectives 2022

Schedule A - 2022 Recreation Committee- Goals and Objectives

Goal/Objective	Sub-Committee	Budget	Person(s) Responsible	2021-2022 Status/Timeline Update
Regular Reporting to Council on Recreation initiatives and progress	N	N	Secretary of the Committee to draft report based Committee approved reporting template	March 2021 and on-going
Review Recreation Committee Terms of Reference & Appoint Chair and Vice-Chair (every 2 years for a minimum of 2 years)	N	N	Terms of Reference; Chair and Vice-Chair to be appointed at January meeting	Completed
Public Engagement - Puslinch event spaces "Wellington Weddings"; promotion of facility rentals	Y Sub-committee: Daina Makinson, June Williams	Y	Establish Sub-Committee at Feb 2021 meeting; potential engagement/advertisement options: Township website, Bang the Table, Puslinch Pioneer, Puslinch Community News Letter; If private businesses/event spaces are advertised a Policy relating to this type advertising should be considered	Sub-committee working with staff to implement advertising proposals as approved by Council on March 23, 2022.
Committee Training	N	Y	Secretary to look into training opportunities for the Committee	Completed
Preparation of Recreation Advisory Committee orientation package to new members of Council and Committee	Y Sub-Committee: Councillor Jessica Goyda, Vince Kilmkosz	N	Sub-Committee to be established; work with Secretary to develop orientation materials	Sub-committee to work with staff to bring draft training package to the September or November Recreation Committee meeting.

Drinking Fountain/ Water re-fill station	Y Sub-Committee: Vince Kilmkosz June Williams	Y	Sub-Committee to be established to identify potential grant/fundraising/donation funding	Completed
Open Gym on PD days	N	Y	Committee to advise on the financial impacts and the proposed schedule. To be included in a report back to Council when the facility is open to the public.	Report back to Council when Township facilities are able to open after the pandemic
Ball Diamond Netting	N	N		Completed
CIL reserve fund	N	N		Completed
Bang the Table	Y Sub-Committee: Councillor Jessica Goyda, Daina Makinson	N	Sub-Committee to be established to identify potential projects; Staff to create a proposal template for new projects including planning, budget, implementation, and reporting requirements.	Sub-committee to work with staff to implement 2022 Engage Puslinch Projects and bring a report with Young Playground Planners project results to the September 20, 2022 Recreation Committee Meeting and results of the Recreation Facilities Survey to the November 2022 Recreation Committee meeting.
Tennis Club Use Agreement	N	Y		Completed.
Parks Master Plan Update	N	N		Staff to provide a quarterly update to the Committee at each meeting.
Fundraising Opportunities for Puslinch Community Centre Park Renovation and Upgrade and Replacement of Lights and Upgrading of Washrooms at Old Morriston Park	Y	Y	Establish Sub-Committee to coordinate fundraising opportunities with community groups related to the Puslinch Community Centre Park Renovation and Upgrade and Replacement of Lights and Upgrading of Washrooms at Old Morriston Park	Sub-committee to be established at the May 17, 2022 Recreation Committee meeting. Final funds for this project are to be provided to the Township by December 1, 2023.



REPORT REC-2022-007

TO: Recreation Committee

FROM: Justine Brotherston, Communications and Committee Coordinator

MEETING DATE: May 17, 2022

SUBJECT: Proposed 2023 Recreation Committee Budget

RECOMMENDATIONS

That staff report REC-2022-007 regarding the proposed 2023 Recreation Committee Budget be received for information; and,

That the 2023 Recreation Committee Budget approve items __ through __ as presented/amended; and further,

That the approved budget be forwarded to Council for consideration for the 2023 Budget.

Purpose

The purpose of this report is to provide the Recreation Committee with the proposed committee budget for 2023.

Background

The Township of Puslinch begins its annual budget process in August of each year. As the third Recreation Committee meeting is set to take place in September this has moved the Recreation Committee's budget review to the May Recreation Committee meeting.

As part of the budget process, Advisory Committee's must submit their budget requests for the year to support the Committee's Goals and Objectives. The Committee's approved budget proposal will be sent to Council for consideration with the proposed 2023 Budget.

Comments

Below was the approved budget for 2022 and the same amounts will be proposed for the 2023 Budget.

Expenditures	2022 Budget	Proposed for 2023 Budget
Office Supplies & Equipment	\$100	\$100
Mileage	\$150	\$150
Training	\$500	\$500
Meals	\$50	\$50
Accommodations	\$500	\$500

The 2022 base budget increase of \$4,800 for promotion of Township recreation facilities was approved but was allocated under Corporate Advertising Budget (not identified as part of the Recreation Committee Budget). The same amounts will be proposed for the 2023 budget as outlined below.

Department	Notes	2022 Budget	2023 Budget
PCC	Promotion of Puslinch Community Centre	\$1,600	\$1,600
ORC	Promotion of Optimist Recreation Centre	\$1,600	\$1,600
Parks	Promotion of Parks	\$1,600	\$1,600

As of the date of publishing this report, no 2023 budget requests had been received.

Below is a chart the Committee may use to facilitate 2023 budget requests during the May 17, 2022 Recreation Committee Meeting for the Committee's approval.

#	Project Title	Description	Priority (High, Medium or Low)	Estimated Project Cost	One Time/Continued
1.					
2.					
3.					

Financial Implications

The approved 2023 Recreation Committee budget will be provided to Council for consideration with the proposed 2023 Corporate Budget.

Applicable Legislation and Requirements

There is no applicable legislation or requirements related to this report.

Attachments

None



REPORT REC-2022-008

TO: Recreation Committee

FROM: Justine Brotherston, Legislative Assistant

MEETING DATE: May 17, 2022

SUBJECT: Training Opportunities

RECOMMENDATIONS

That the Staff Report REC-2022-008 regarding Training Opportunities be received for information; and further,

That the Recreation Committee send _____ to the 65th Annual Parks and Education Forum.

Purpose

The purpose of this report is to provide the Recreation Committee with training opportunities.

Background

One of the initiatives on the Recreation and Committees Goals and Objectives list was to identify training opportunities for the Recreation Committee. A training budget of \$500 was approved for the Recreation Committee in the 2022 Budget.

Comments

Below are training opportunities as well as free resources for Recreation Committee members.

65th Annual Parks Education Forum - Ontario Parks Association -
<https://ontarioparksassociation.wildapricot.org/Education-Forum>

Forum Date: TBD, Fall 2022

Forum Price: \$200.00/Potential Member

Forum Location: Holiday Inn Burlington Hotel and Conference Centre

Forum Presenters:

- Milena Braticevic - PhD Intregal Health, Founder, Nondual Perspectives - Mental Resilience and Psychological Safety
- Jennifer Court, Executive Director, Green Infrastructure Ontario Coalition - The State of Parks as Green Infrastructure
- Kathi Ross, Senior Project Manager, Park Development, City of Mississauga - Building Churchill Meadows Sports Park
- Niall Loble, BSc, CRM, Director of Parks and Cemeteries, City of Kitchener - Lessons from Land Back – Decolonizing Park Space

CPRA's "The Bench" - <https://thebenchcpa.ca/index.html>

The Bench is a free, online community that is open to all parks and recreation professionals and practitioners to promote knowledge sharing.

The Bench Webinars

- **Communicating the Power and Possibilities of Recreation and Parks** - <https://www.youtube.com/watch?v=0sZKlzkOXf8>
- **Five key strategies for being a future-ready recreation leader** - <https://www.youtube.com/watch?v=QQtfbp5tcgU>
- **Technology: The New Frontier in Recreation and Community Sport** – <https://www.youtube.com/watch?v=SW5J9mOiy4g>
- **Supportive Outdoor Spaces and Places for Physical Activity, Recreation and Community Sport** - <https://www.youtube.com/watch?v=RVettn30Uy8>

Financial Implications

The Recreation Committee has a budget of \$500 for training in 2022.

Applicable Legislation and Requirements

There is no applicable legislation or requirements related to this report.

Attachments

None



REPORT REC-2022-009

TO: Recreation Committee

FROM: Justine Brotherston, Communications and Committee Coordinator

MEETING DATE: May 17, 2022

SUBJECT: November 15, 2022 Committee Meeting Scheduling Conflict

RECOMMENDATIONS

That staff report REC-2022-009 regarding the November 15, 2022 Committee Meeting Scheduling Conflict be received for information; and

That the 2022 November Recreation Committee meeting be moved to _____.

Purpose

The purpose of this report is to advise the Recreation Committee of a scheduling conflict with the November 15, 2022 Recreation Committee Meeting date and propose an alternative meeting date.

Background

The Committee's Terms of Reference state that the Recreation Committee meets on the third Tuesday in February, May, August and November. However, the inaugural meeting for the 2022-2026 term of Council is scheduled for November 15, 2022 therefore the November meeting of the Recreation Committee needs to be moved.

Comments

Below are potential dates to replace the November 15, 2022 Recreation Committee Meeting:

Option	Proposed Date
Option 1	November 22, 2022 @ 7:00 pm
Option 2	November 29, 2022 @ 7:00 pm
Option 3	December 6, 2022 @ 7:00 pm

Financial Implications

There is no financial implication with staff recommendation.

Applicable Legislation and Requirements

There is no applicable legislation or requirements related to this report.

Attachments

None



REPORT REC-2022-010

TO: Recreation Committee

PREPARED BY: Justine Brotherston, Communications and Committee Coordinator

PRESENTED BY: Sarah Huether, Taxation and Customer Service Supervisor

MEETING DATE: May 17, 2022

SUBJECT: Township Facilities Outdoor Licensed Events

RECOMMENDATIONS

That staff report REC-2022-010 regarding the Township Facilities Outdoor Licensed Events be received for information; and further,

That the Recreation Committee's comments be forwarded to the Finance Department for their consideration.

Purpose

The purpose of this report is for the Recreation Committee to provide comments regarding Outdoor Events and Outdoor Licenced Events in relation to the Alcohol Risk Management (ARM) Policy and provide their input to Council and Staff.

Background

At the May 11, 2022 Special Council Meeting, Council passed the following resolution.

Resolution No. 2022-159: Moved by Councillor Sepulis and
Seconded by Councillor Goyda

THAT Report REC-2022-008 entitled Alcohol Risk Management Policy be received; and

THAT Council give 3 readings to By-law No. 2022-018 as amended being a by-law to adopt the Alcohol Risk Management Policy; and

THAT Council direct staff to forward the report to the Recreation Committee for comments regarding outdoor licensed events.

Comments

The chart below summarizes the requirements for outdoor licensed events and outdoor unlicensed events.

Outdoor Licensed Events	Outdoor Unlicensed Events	Committee Comments
The Alcohol and Gaming Commission of Ontario (AGCO) requires written notice to the local Municipal Clerk's department, police, fire, and health departments informing them of the event, and including a sketch identifying the physical boundaries of the event.	Not required	
The AGCO has very specific requirements for Public Events and how these permits can be issued to (ie. registered charities, non-profit organizations, municipal, provincial, national or internationally significant events, tailgate events, etc.). A municipal resolution is required by AGCO for public events of municipal significance or outdoor public events that involve liquor licensed establishments.	Not required	
If a tent, marquee, pavilion or tiered seating (ie. bleacher seating, stadium-type seating, seating arranged in sloping tiers) is used, the local building department is also required to be notified in writing.	If a tent, marquee, pavilion or tiered seating (ie. bleacher seating, stadium-type seating, seating arranged in sloping tiers) is used, the local building department is also required to be notified in writing.	
Notify affected neighbors of the date and time of the outdoor licensed event is required based	Notify affected neighbors of the date and time of the outdoor	

on best practice for licensed events.	event subject to timing of event (past 11 p.m.)	
The Township's Noise By-law No. 5001-05 has restrictions on noise in residential areas past 11 p.m. and therefore, some events may require noise exemptions.	The Township's Noise By-law No. 5001-05 has restrictions on noise in residential areas past 11 p.m. and therefore, some events may require noise exemptions.	
Capacity limits need to be established for outdoor licensed events.	Capacity limits may need to be established for outdoor events.	
There is a possible requirement for portable washrooms.	There is a possible requirement for portable washrooms.	
Staffing requirements for maintenance/access of outdoor washroom facilities throughout the duration of the event.	Staffing requirements for maintenance/access of outdoor washroom facilities throughout the duration of the event.	
Staffing requirements for clean up after an event (ie. garbage and debris on soccer fields and baseball diamonds).	Staffing requirements for clean up after an event (ie. garbage and debris on soccer fields and baseball diamonds).	
The consideration of outdoor electricity for tents.	The consideration of outdoor electricity for tents.	
Parking accommodations for multiple events scheduled on the same day at the PCC, PCC grounds and ORC.	Parking accommodations for multiple events scheduled on the same day at the PCC, PCC grounds and ORC.	
There are other outdoor Township facilities (ie. Morriston Meadows, Old Morriston Baseball Diamond, Badenoch Soccer Field). Staff require input as to whether the holding of outdoor licensed events in these outdoor facilities should also be considered.	There are other outdoor Township facilities (ie. Morriston Meadows, Old Morriston Baseball Diamond, Badenoch Soccer Field). Staff require input as to whether the holding of outdoor events in these outdoor facilities should also be considered.	
Provide specific input as to the scope and type of outdoor licensed events that the Committee would like Council and staff to consider.	Provide specific input as to the scope and type of outdoor events that Committee would like Council and staff to consider.	
Consultation is required with internal departments as these	Consultation is required with internal departments as these	

types of events can potentially impact a number of internal operations (ie. fire, public works, facilities, building, by-law, finance, etc.)	types of events can potentially impact a number of internal operations (ie. fire, public works, facilities, building, by-law, finance, etc.)	
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Financial Implications

There is no financial implication with staff recommendation.

Applicable Legislation and Requirements

There is no applicable legislation or requirements related to this report.

Attachments

Schedule A – By-law and Alcohol Risk Management Policy

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 018-2022

Being a by-law to adopt the Alcohol Risk Management Policy.

WHEREAS the *Municipal Act*, S.O. 2001, c. 25, Section 270 (1) as amended, requires a municipality to adopt and maintain policies with respect to certain matters;

AND WHEREAS Council deems it expedient to adopt a comprehensive policy regarding Alcohol Risk Management for facilities owned and/or managed by the Township of Puslinch where alcohol consumption is not permitted and facilities owned and/or managed by the Township of Puslinch where alcohol consumption is permitted under the authority of a Special Occasion Permit or Caterer's Endorsement.

NOW THEREFORE the Council of the Corporation of the Township of Puslinch hereby enacts as follows:

- 1) That the Alcohol Risk Management Policy attached as Schedule A to this By-law is hereby adopted; and
- 2) That the By-law shall come into force and take effect upon the final passage thereof; and
- 3) That all existing licensed rental contracts with event dates scheduled within 30 days after the passing of this By-law shall be excluded from the provisions of the Alcohol Risk Management Policy.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 11th DAY OF MAY 2022.

James Seeley, Mayor

Courtenay Hoytfox, Clerk

Title: Alcohol Risk Management Policy

Date: May 11, 2022

Adoption: May 11, 2022 through By-law No. 2022-018
Amendment: None

Subject: ALCOHOL RISK MANAGEMENT POLICY
File No: A09 ALC

1. Introduction

The **Township** of Puslinch's (**Township**) **Alcohol Risk Management Policy (ARM)** promotes the health and safety of participants at **Special Occasion Permit (SOP)** or **Caterer's Endorsement Events** at **Township** facilities where **Alcohol** service and consumption are permitted. The **ARM** provides a responsible, managed approach to the serving and consumption of alcoholic beverages.

Many problems can arise from excessive **Alcohol** consumption on **Township Property**, including injury, violence and liability. The **ARM** describes many things an **Event Organizer/Renter** must do to prevent dangerous situations involving **Alcohol** from arising. It also outlines the roles and responsibilities of the **Event Organizer/Renter** and other **Event Workers**.

2. Purpose

The **Township** owns and manages facilities where **Alcohol** consumption is not permitted as well as facilities where **Alcohol** consumption is permitted under the authority of a **SOP** or **Caterer's Endorsement**.

The goal of the **Township's ARM** is to set out the conditions and requirements under which **Township** facilities may be used for **Events** that include the serving and consumption of alcoholic beverages. The permission to hold such **Events** is contingent on full responsibility being assumed by the **Event Organizer/Renter** and is subject to obtaining prior approvals, such as an **SOP** or **Caterer's Endorsement** from the **Alcohol and Gaming Commission of Ontario (AGCO)**, a signed **Facility Rental Agreement and Contract**, a signed **ARM Agreement**, etc..

Furthermore, the goal of the **ARM** is to make **Event Workers** aware of operating practices and standards and their responsibility to ensure that these are in place during **Events** in order to limit their liability and reduce **Alcohol** consumption. These operating practices and standards

promote a safe environment for participants and staff and reduce **Alcohol**-related problems and any potential liability to the **Event Organizer/Renter** or **Permit Holder**, **Event Workers**, **Township**, **Township Staff**, volunteers, community organizations and **Event** participants.

3. Objectives

The objectives of the **ARM** are specifically to:

- Outline operational procedures to **Event Workers**, including information about their responsibilities and how to limit their liability.
- Identify **Township** facilities where the **ARM** applies.
- Outline how the **ARM** will be enforced and penalties for not complying with the **ARM**.
- Encourage and support responsible drinking practices for individuals who choose to consume **Alcohol**.

4. Definitions

- a) **Access Points** – any entrances and exits to the **Event** location.
- b) **Alcohol** - a product of fermentation or distillation of grains, fruits or other agricultural products, and includes synthetic ethyl **Alcohol**.
- c) **Alcohol and Gaming Commission of Ontario (AGCO)** – responsible for regulating Ontario's **Alcohol**, gaming and horse racing sectors and cannabis retail stores.
- d) **Alcohol Risk Management Policy (ARM)** - the **Township's** policy that specifies the requirements and conditions for holders of a **SOP** or **Caterer's Endorsement** who host an **Event** on **Township Property**.
- e) **Alcohol Risk Management Policy Agreement (ARM Agreement)** – agreement between the **Event Organizer/Renter** and/or **Permit Holder** and the **Township** for use of **Township Property** for **Events** with **Alcohol**. It outlines the terms and conditions for the use of **Township Property** for **Events** with **Alcohol**.
- f) **Bartender(s)/Server(s)** – are **Event Workers** who are responsible for serving or selling alcoholic beverages.
- g) **Canada's Low-Risk Alcohol Drinking Guidelines** – means the latest version of the Low Risk Alcohol Drinking Guidelines published by Canadian Centre on Substance Use and Addiction.

- h) **Caterer's Endorsement** - the holder of a liquor sales licence may add a **Caterer's Endorsement** to their licence. The endorsement allows the licensee to serve **Alcohol** at an **Event** in an unlicensed area or in an unlicensed part of a licensed establishment. The licensee must notify the **AGCO** of its intention to do so by submitting a Catering Notification form at least ten days prior to the **Event**.
- i) **Door Monitor(s)** – are **Event Workers** who supervise **Access Points** during an **Event**.
- j) **Event(s)** - means an **Event** held on **Township Property** at which **Alcohol** will be served and/or sold under the authority of a **SOP** or **Caterer's Endorsement** and with **Township** approval. This includes **Private Events** and **Public Events**. **Event** includes any gathering, of any kind, whether social business or otherwise, and includes the set-up, tear down, clean-up and all other activities including ancillary that occur in, on or around any **Township Property** related to the preparations for, conduct of or finalization of the **Event** and use of **Township Property**.
- k) **Event Organizer/Renter** – means any person or organization applying to hold an **Event** on **Township Property** and includes the person or organization on whose behalf such person is applying or seeking permission to hold the **Event**. It may also include the person whose name is listed as a **Permit Holder**.
- l) **Event Worker(s)** – means paid and/or volunteer workers at an **Event** who hold positions of responsibility in the operation of the **Event**. This term includes volunteers, the **Event Organizer/Renter**, the **Permit Holder**, **Bartender(s)/Server(s)**, **Ticket Seller(s)**, **Door Monitor(s)**, **Floor Monitor(s)**, and **Licensed Security**.
- m) **Facility Rental Agreement and Contract** – agreement between the **Event Organizer/Renter** and the Township for use of **Township Property** for a defined period of time. It outlines the terms and conditions for the use of **Township Property**.
- n) **Floor Monitor(s)** – are **Event Workers** who are responsible for monitoring participants' floor activity and they may also assist **Door Monitors** in their duties of supervising **Access Points**.
- o) **Fortified Drinks** or **Extra-Strength Drinks** – any drinks with more alcohol content than a **Standard Drink**. Many coolers and some brands of beer and wine contain more alcohol than a **Standard Drink**.
- p) **Licensed Security** – are paid and/or volunteer **Event Workers** who must be licensed under the Private Security and Investigative Services Act, 2005.

- q) **Liquor Licence and Control Act, 2019 (LLCA)** – refers to the **Liquor Licence and Control Act, 2019** as amended and includes the applicable regulations passed pursuant to the Act regarding the sale and service of **Alcohol** in Ontario.
- r) **Permit Holder** - means a person appointed by the **Event Organizer/Renter** to be their representative to manage the **Event** and who has satisfactorily proven to the **Event Organizer/Renter** that he or she will act in accordance with the **Township's ARM**, the **SOP** or **Caterer's Endorsement**, any **Township** agreements and all applicable federal, provincial and municipal laws, policies, guidelines, regulations and by-laws, including without limitation, the **LLCA**. It includes the person whose name is listed as a **Permit Holder** on the **SOP** or the **Caterer's Endorsement**.
- s) **Private Event(s) – Private Events** are limited to invited guests only and may not be **Publicly Advertised**. The public cannot be admitted and there can be no intent to gain or profit from the sale of liquor at the **Event**. Examples of a **Private Event** would include stag and does, bridal showers, wedding receptions, anniversary parties, baptisms or birthday parties, among others, where only family, friends and people known to the hosts are invited to attend.
- t) **Proof of Age Identification** - the legal drinking age in the province of Ontario is 19 years of age. Acceptable forms of photo identification is outlined by the **AGCO** and includes the following valid, government-issued photo identification including the birth date of the individual:
- i. Ontario Driver's Licence with a photo of the person to whom the licence is issued.
 - ii. Canadian Passport.
 - iii. Canadian Citizenship Card with a photo of the person to whom the card is issued.
 - iv. Canadian Armed Forces identification card.
 - v. A photo card issued by the Liquor Control Board of Ontario (LCBO), entitled Bring Your ID (BYID).
 - vi. A Secure Indian Status Card issued by the Government of Canada.
 - vii. A Permanent Resident Card issued by the Government of Canada.
 - viii. A photo card issued under the Photo Card Act, 2008.
- u) **Public Event(s)** – means an **Event** for which participation in the **Event** is open to the public. **Public Events** can be **Publicly Advertised** and allow for fundraising or profit from the sale of **Alcohol**. A **Public Event** is the following types of **Events**:
- i. An **Event** of provincial, national or international significance;

-
- ii. An **Event** designated by a municipal council as an **Event** of municipal significance;
 - iii. A charity **Event** conducted by a charitable organization, a non-profit association or organization for the advancement of charitable, educational, religious or community objects;
 - iv. A tailgate **Event** held in connection with, and in proximity to, a live professional, semi-professional or post-secondary sporting **Event**.
 - v) **Publicly Advertised** – an **Event** which is made known to the public for their attendance, utilizing advertisement sources such as social media, flyers, newspaper, radio, web communities, formal announcements, or through any other medium.
 - w) **Smart Serve™ Program** - means the training program offered by Smart Serve Ontario. The **Smart Serve™ Program** is the only responsible beverage service training program that is recognized by the **AGCO**. It has been designed to train staff and volunteers who work in areas where **Alcohol** is sold and/or served, such as in bars, restaurants, banquet halls, and other public facilities.
 - x) **Special Occasion Permit (SOP)** – is required any time liquor is sold or served anywhere other than a licensed establishment or a private place.
 - y) **Standard Drink** - means a serving as defined in the **LLCA** which defines a serving of liquor as follows:
 - 12 oz. or 341 ml. of beer, cider, or cooler with 5% alcohol by volume or
 - 5 oz. or 142 ml. of regular wine, other than cider with 12% alcohol by volume or
 - 1 oz. or 29 ml. of spirits with 40% alcohol by volume.
 - z) **Ticket Seller(s)** - are **Event Workers** who sell or otherwise provide tickets for the redemption of alcoholic beverages.
 - aa) **Township** - means the Corporation of the **Township** of Puslinch.
 - bb) **Township Property** - means those facilities, lands, buildings, structures, premises or other real property for which the **Township** is the legal owner or over which the **Township** has authority to grant use. In other words, **Township** owned and operated property.
 - cc) **Township Staff** - where there is a reference to reporting to or contacting staff of the **Township**, means the **Township Staff** who are identified by the **Township** as the contact for either **ARM** purposes or the **Township Property** in question as the context requires.

5. Facilities Where Alcohol Service and Consumption are Prohibited

The **LLCA** prohibits the consumption of **Alcohol** in public places unless a **SOP** or **Caterer's Endorsement** has been issued by **AGCO**. The consumption of alcoholic beverages is prohibited on all **Township Property** without **Township** approval and without an **SOP** or **Caterer's Endorsement** issued by **AGCO**.

6. Facilities Where Alcohol Service and Consumption are Permitted

The following **Township** facility is currently designated as suitable for **Events** involving **Alcohol** service and consumption, under the authority of a **SOP** or **Caterer's Endorsement** issued by **AGCO**. Council may change the designation of any site at its discretion.

Puslinch Community Centre (PCC)
23 Brock Road South
Puslinch Ontario
N0B 2J0

- Archie MacRobbie Hall and may also include when rented in conjunction with the Archie MacRobbie Hall:
 - Fenced Outdoor Patio
 - Lobby
 - Alf Hales Meeting Room

7. Roles and Responsibilities

This section outlines many of the roles and responsibilities of the **Event Organizer/Renter** and **Event Workers**. These responsibilities are not limited to those included below.

Event Organizer/Renter or Permit Holder

The **Event Organizer/Renter** or **Permit Holder** must:

- Be 19 years of age or older.
- Attend for the entire duration of the **Event**, including before the **Event** and post **Event** clean up, and remain in attendance until the premises are vacated.
- Not consume alcoholic beverages during their attendance on **Township Property** and including specifically before the **Event**, while working the **Event**, while the bar is closed or after the **Event** is over.

- Ensure that **Event Workers** and participants are following all conditions of the **Township's ARM**, the **SOP** or **Caterer's Endorsement**, any **Township** agreements and all applicable federal, provincial and municipal laws, policies, guidelines, regulations and by-laws, including without limitation, the **LLCA**.
- Assume responsibility for all decisions regarding the operation of the **Event**.
- Be responsible for the management and control of the **Event** in every respect, including but not limited to, organization, planning set up/clean up of the **Event**, training of **Event Workers**, inspection of **Township Property**, **Alcohol** service and sales including the choice of beverages so as to avoid the supply of **Fortified Drinks** or **Extra-Strength Drinks**.
- Use **Bartender(s)/Server(s)** who are certified under the **Smart Serve™ Program** and provide a list of **Bartender(s)/Server(s)** noting their full name including a copy of their proof of certification to **Township Staff** 15 days prior to the **Event**.
- Use **Licensed Security** who are certified under the **Smart Serve™ Program** and who are licensed under the Private Security and Investigative Services Act, 2005. Provide a list of **Licensed Security** noting their full name, a copy of their proof of **Smart Serve™ Program** certification, and security license number to **Township Staff** 15 days prior to the **Event** for **Events** requiring **Licensed Security**. The proof of **Licensed Security** is a letter confirming the number of personnel and time period scheduled for the **Event** from the **Licensed Security** Company.
- Be familiar with **Canada's Low-Risk Alcohol Drinking Guidelines** and promote these Guidelines in training sessions with **Event Workers**.
- Raise awareness of Health Canada's caution statement 'Do not mix with **Alcohol**' that appears on the label of caffeinated energy drink cans.
- Ensure sufficient number of trained **Event Workers** are in attendance and applied as needed to monitor, manage and control the **Event** and use of **Township Property** for the purposes of their responsibilities including sufficient **Event Workers** to supervise all **Access Points** during the **Event**.
- In no event shall the delegation of a **Permit Holder** relieve the **Event Organizer/Renter** of their responsibilities, liabilities or duties pursuant to the **ARM** or pursuant to any agreement with the **Township**.
- Ensure **Event Workers** are not unreasonably distracted while performing their duties.
- Ensure that **Event Workers** are highly visible in a crowd so that they can be easily identified by wearing identifiable clothing (ie. hat or T-shirt) or identity badges.
- Post the **SOP** or **Caterer's Endorsement** in a visible location on the premises to have it readily available for inspection.
- Ensure **Alcohol** consumption does not occur in unauthorized locations.
- Ensure the safety and sobriety of people attending the **Event**, including those persons turned away to control the **Event** or because of intoxication.
- Organize and plan for safe transportation options.

- Respond to emergencies at any time during the occupation of **Township Property** including contacting the Ontario Provincial Police (OPP) or other emergency services.
- Report any incidents to **Township Staff** no later than 48 hours after the incident but the report shall be made immediately when repairs or other action is required to make **Township Property** secure or safe for use.
- Ensure the return of **Township Property** in vacant and proper condition.
- Ensure that occupancy load for the facility is not exceeded during the **Event** as outlined in Table 1 below:

Table 1: Occupancy Load

LOCATION	NON-FIXED SEATING	SEATED EVENT
Archie MacRobbie Hall	241	25 tables, 200 participants
Alf Hales Meeting Room (only if rented)	52	6 tables, 48 participants
Lobby (for full hall rentals only)	40	5 tables, 40 participants

If licensing all rooms in the PCC, the capacities for each room must be maintained throughout the **Event**.

Event Workers

Licensed Security is responsible for monitoring entrances and patrolling licensed areas to ensure the safety and security of **Township Property**, **Event Workers**, **Township Staff**, volunteers, community organizations and **Event** participants.

Other **Event Workers** (excluding **Licensed Security**) have a range of roles and responsibilities, as appropriate to their position. These roles and responsibilities are specified in Table 2 below.

Table 2: Roles and Responsibilities of Event Workers

Roles and Responsibilities	Bartender(s)/ Server(s)	Door Monitor(s)	Floor Monitor(s)	Ticket Seller(s)
Be 19 years of age or older.	Yes	Yes	Yes	Yes
Be certified under the Smart Serve™ Program .	Yes	N/A	N/A	N/A
Enforce minimum age drinking laws and verify Proof of Age Identification for individuals who appear to be under 25 years of age.	Yes	Yes	Yes	Yes
Not consume alcoholic beverages during attendance on Township Property and including specifically before the Event , while working the Event , while the bar is closed or after the Event is over.	Yes	Yes	Yes	Yes

Roles and Responsibilities	Bartender(s)/ Server(s)	Door Monitor(s)	Floor Monitor(s)	Ticket Seller(s)
Be trained by the Event Organizer/Renter on responsibilities including being familiar with Canada's Low-Risk Alcohol Drinking Guidelines .	Yes	Yes	Yes	Yes
Monitor participants' consumption of Alcohol including, but not limited to, watching for visible signs of intoxication.	Yes	Yes	Yes	Yes
Be easily identifiable ie. identifiable clothing or identity badges.	Yes	Yes	Yes	Yes
Not be unreasonably distracted while performing their duties.	Yes	Yes	Yes	Yes
Ensure participants do not engage in activities that could potentially harm themselves or others.	Yes	Yes	Yes	Yes
Have knowledge of the safe transportation plan for the Event including how to arrange for the safe transportation of intoxicated persons leaving Event .	Yes	Yes	Yes	Yes
Promote non-alcoholic drinks, including free, cold drinking water.	Yes	Yes	Yes	Yes
Refuse service when a person appears to be intoxicated or near intoxication and offer a non-alcoholic substitute.	Yes	N/A	N/A	Yes
Serve no more than two Standard Drinks per person per visit to the bar.	Yes	N/A	N/A	N/A
Not allow entrance to intoxicated, violent or aggressive persons.	N/A	Yes	Yes	N/A
Ensure Alcohol consumption does not occur in unauthorized locations.	N/A	N/A	Yes	N/A

8. Specific Requirements

Event Workers and Licensed Security

The **Event Organizer/Renter** is responsible for securing **Event Workers**. All **Bartender(s)/Server(s)** and/or **Licensed Security** (as determined by **Township Staff**) must be **Smart Serve™ Program** certified. All costs associated with securing **Event Workers** shall be borne by the **Event Organizer/Renter**.

Table 3 below provides a minimum ratio of **Event Workers** according to the number of **Event** participants. This is intended as a guide only. The actual number and types of **Event Workers**

above minimums shall be decided by and be the responsibility of the **Event Organizer/Renter**. The **Township** reserves the right to adjust the minimum **Event Worker** to participant ratio on an **Event-by-Event** basis.

Table 3: Minimum number of Event Workers

Number of Event participants	Minimum Number of Bartender(s)/ Server(s)	Minimum Number of Door Monitor(s) per Main Access Point Note A	Minimum Number of Floor Monitor(s) Note B	Minimum Number of Ticket Seller(s)	Licensed Security Note C
Up to 99	1	1 Monitor at each Main Access Point	1	0	1
100 to 199	2	1 Monitor at each Main Access Point	2	1	1
200 +	2	1 Monitor at each Main Access Point	3	2	2

Note A - A **Door Monitor** is required at the main point of entry and exit that will be used by the majority of participants. Additional **Door Monitor(s)** may be required for **Events** that license the Fenced Outdoor Patio of the PCC.

Note B – For **Events** requiring **Licensed Security**, the minimum number of **Floor Monitor(s)** may be reduced to one (1). For any **Event** that allows admittance to minors, additional **Floor Monitors** may be required.

Note C - **Township Staff** will take into consideration the details of the **Event** prior to requiring **Licensed Security** (ie. bridal/baby showers, memorial services, funeral receptions, large meetings, etc. may not require **Licensed Security**). The provision of **Licensed Security** may be required at any **Event** where **Alcohol** consumption is permitted including **Events** that:

- Are open to the general public (not by invitation only).
- Have had previous **Event** issues (ie. OPP called, facility damage, etc.).
- The **Township** reasonably requires to be secured.

9. Conditions for a SOP or Caterer's Endorsement

- a) A **SOP** or **Caterer's Endorsement** issued by the **AGCO** must be obtained prior to the **Event** to permit the selling or serving of **Alcohol** outside a licensed establishment.
- b) The **SOP** or **Caterer's Endorsement** must note the date of the **Event** and the times when **Alcohol** is being served. The **SOP** or **Caterer's Endorsement** must cover the entire duration of **Alcohol** being served. For example: wine during dinner and a full bar in the evening.

- c) **Alcohol** is not permitted on the Fenced Outdoor Patio of the PCC unless this area has been included on the **SOP** or **Caterer's Endorsement**. If this area has been included on the **SOP** or **Caterer's Endorsement**, **Township Staff** will fence the outdoor patio. **This is considered an outdoor **Event** by the **AGCO**. **
- d) The **Township** is under no legal obligation to allow licenced **Events** to be held on **Township Property**.
- e) The **Township** may impose on the **Event** whatever restrictions it deems appropriate in the circumstances.

10. Conditions that Must Be Met Prior to the Event

The **Event Organizer/Renter** must provide the **Township** the following information prior to the **Event** as outlined below. Failure to submit any of these documents may result in the **Township** withholding permission for the **Event**.

- a) The **Event Organizer/Renter** is required to complete the following 30 days prior to the **Event**:
 - i. Commence the application for a **SOP** or **Caterer's Endorsement** to **AGCO**.
- b) The **Event Organizer/Renter** is required to complete the following 15 days prior to the **Event** and email this information to services@puslinch.ca:
 - i. Provide a copy of the **SOP** or **Caterer's Endorsement** approved by the **AGCO**.
 - ii. Provide a signed copy of the **ARM Agreement**.
 - iii. Purchase commercial liability insurance with a minimum of \$2,000,000 coverage. This can be purchased from the **Township** at the time of booking a rental or privately from an insurance provider. If the **Event Organization/Renter** is providing their own liability insurance, proof of insurance is required, through an original Certificate of Insurance, showing the Corporation of the **Township** of Puslinch as an additional insured with respect to the **Event**. The original Certificate of Insurance must be in effect for the date(s) when the **Township Property** is to be used or occupied for the **Event** including, without limitation, set-up and take-down. The original Certificate of Insurance must include the policy number, company name, expiry date, amount of insurance coverage, include a host liquor liability

coverage/endorsement to ensure that the coverage responds to all claims related to licensed activities held on **Township Property**, and the coverage must not exclude participants. Failure to provide proof of liability insurance as required under the **ARM** will void the rental.

- iv. Provide a security deposit in accordance with the User Fees and Charges By-law to the Municipal Office. If the security deposit is paid by cheque, it must be post-dated to the day of the **Event** and made payable to the **Township of Puslinch**. The security deposit is fully refundable after the **Event**, provided there are no damages to the facility, the access key is returned, and all terms of the **Township's ARM**, the **SOP** or **Caterer's Endorsement**, any **Township** agreements and all applicable federal, provincial and municipal laws, policies, guidelines, regulations and by-laws, including without limitation, the **LLCA** are adhered to. The **Township** reserves the right to retain the security deposit for failure to comply with any terms, damages and/or access key costs.

11. Conditions that Must Be Met During the Event

Bar Operation

- a) A hard copy of the **SOP** or **Caterer's Endorsement** and all itemized receipts must be posted in the bar area when the **Alcohol** arrives on the premises. **Bartender(s)/Server(s)** are only permitted to serve **Alcohol** that is listed on the **SOP** or **Caterer's Endorsement**. The **Bartender(s)/Server(s)** must review this documentation prior to opening the bar.
- b) A hard copy or electronic copy of the **Facility Rental Agreement and Contract** must be available.
- c) **Alcohol** cannot be left available for self-serving and participants are not permitted to bring their own **Alcohol**.
- d) No beverages (alcoholic or non-alcoholic) are to leave licenced areas.
- e) For formal/seated dinner settings, bottled wine may be placed on tables for serving/consuming **Alcohol** and must be removed at the conclusion of the dinner.
- f) All beverages must be served in non-breakable containers, plastic or paper cups; all bottles must remain in the bar area. **Event Workers** are responsible for purchasing plastic and/or paper cups, ice, and all non-alcoholic beverages (mix). If serving beer, 14 oz. plastic cups are required. Any size cup is suitable for wine and mixed drinks.

- g) Participants must not be required to purchase a minimum number of drink tickets or drinks to enter or remain at the **Event**. The maximum number of drink tickets sold to any individual per visit to the **Ticket Seller(s)** is four (4) drinks and the maximum number of drinks served to any individual per visit to the **Bartender(s)/Server(s)** is two (2) drinks. The Township encourages the **Event Organizer/Renter** to allow participants to collect refunds for unused drink tickets at any time when the bar is open and for at least 30 minutes after bar closing.
- h) The bar must close at the time indicated on the **SOP** or **Caterer's Endorsement** (and no later than 1:00 a.m. including New Year's Eve). There must be no last call for the bar. Last call usually encourages high and rapid consumption of **Alcohol** and results in high blood **Alcohol** levels just as the **Event** is ending, which may lead to impaired driving.
- i) All entertainment at the facility will cease no later than 1:00 a.m.
- j) All containers and bottles of **Alcohol** must be removed from the facility and taken off the premises at the end of the **Event**.
- k) The facility must be cleaned and vacated by the **Event Organizer/Renter** no later than 2:00 a.m.

Food and Beverages

- a) **Fortified Drinks** or **Extra-Strength Drinks** are not permitted. Of the total volume of beverages available at the **Event**, at least one-third must be of low **Alcohol** content. A low **Alcohol** beer is beer with an **Alcohol** content of 4% or less. Low **Alcohol** wine is a wine with an **Alcohol** content of 11% or less. Low **Alcohol** options should be clearly visible to participants.
- b) Practices which encourage the increased consumption of **Alcohol** are not permitted (ie. oversize drinks, double shots, drinks containing more than 85ml of spirits, pitchers of beer, drinking contests, jello shooters or shooters of any kind, "free-pouring" and volume discounts). Raising awareness of **Canada's Low-Risk Alcohol Drinking Guidelines** among **Event** participants can promote low-risk drinking to reduce health and safety risks and harms related to **Alcohol** such as injuries, motor vehicle collisions, violence and chronic diseases. All **Event Workers** are required to be familiar with Health Canada's caution statement 'Do not mix with **Alcohol**' that appears on the label of caffeinated energy drink cans. The **Township** requests that the **Event Organizer/Renter** consider not selling and/or not distributing caffeinated energy drinks with **Alcohol**.

- c) The awarding of any **Alcohol** or drink tickets as a prize or auction is not permitted however a LCBO or Beer Store gift certificate is permitted in accordance with AGCO lottery and gaming legislation.
- d) Only alcoholic beverages purchased from a licensed retail store such as the LCBO, the Beer Store, or stores of Ontario wineries and breweries may be sold and served at **Events**. **Event Workers** and participants may not sell, bring, or consume homemade alcoholic beverages or their own alcoholic beverages at **Events**. The **AGCO** specifies that homemade wine and beer can be served but not sold only at certain **Private Events**.
- e) Non-alcoholic beverages must be served in a different colored plastic cup than drinks with **Alcohol** in them. Non-alcoholic beverages must be available either at no charge or at a cost of less than half the price of the lowest-priced alcoholic beverage. The **Event Organizer/Renter** will make arrangements so that **Event** participants have unrestricted access to a supply of water, at no charge. **Event Workers** are required to promote the availability of fresh drinking water to patrons and indicate clearly where the water stations are. Access to fresh drinking water promotes hydration and drinking water may be a factor in helping reduce the short-term risks of **Alcohol** use.
- f) **Event Workers** must provide and encourage the consumption of food. There must be sufficient food available in a visible location for those in attendance. Food must be available beginning no later than 8:00 p.m. and must not be removed until the bar closes. Food available cannot be satisfied by snack foods such as chips, peanuts, popcorn and similar snacks. Sandwiches and other light meals are considered appropriate for **Events**. Foods high in carbohydrates help to slow down the absorption of **Alcohol** into the bloodstream and therefore reduce the risk of intoxication.

Drink Monitoring System

- a) All **Events** must have a drink monitoring system in place, which ensures that participants do not drink to the point of intoxication. Relying solely on visible signs of intoxication is not as effective as monitoring consumption. Examples of drink monitoring systems are outlined in **Smart Serve™ Program** training.
- b) As part of an effective drink monitoring system, it is essential that **Event Workers** be vigilant and are not unreasonably distracted while performing their duties.

Safe Transportation

- a) The **Event Organizer/Renter** must make provisions for the safe transportation of any intoxicated participants leaving the **Event** and promote safe transportation options for

Event participants who consume **Alcohol**. The risk of injury and liability is high when an impaired driver leaves an **Event** where **Alcohol** is served. Intoxicated participants can injure themselves and others even if they are walking or cycling. It is important for **Event Workers** to be alert to the possibility of these events occurring.

- b) Safe transportation options help to reduce and prevent risks of harm and liability. These options include:
- i. Having a designated driver program in place (including advertising of such a program at the **Event**).
 - ii. Providing free non-alcoholic drinks for designated drivers.
 - iii. Requesting that a sober friend or relative assist a potentially intoxicated participant.
 - iv. Promoting the use of alternate safe transportation if the participant is adequately able to care for themselves.
- c) Participants at **Events** should be advised that they are permitted to leave their vehicles on-site overnight, should they take alternate transportation home with the vehicle being picked up the following day.
- d) **Event Workers** must be prepared to call the OPP if an intoxicated participant insists on driving, including for participants who may be denied entry or removed from the **Event** under the **ARM**.

Signage

- a.) In addition to any signage required by law, including the **LLCA**, the **Township** requires that the **Event Organizer/Renter** ensure that the following **Township** generated signage remain posted near the bar area:
- The legal drinking age in Ontario is 19. You cannot drink any alcoholic beverages at this Event if you are under 19 years of age.
 - If you appear to be under 25 years of age, bartenders, servers or other event workers can request Proof of Age Identification, such as an approved government-issued photo I.D. card.
 - At any one time, you may only be served a maximum of two alcoholic drinks.
 - It is against the law for bartenders, servers or participants to provide alcohol to anyone who is, or appears to be, intoxicated.
 - There will be no "last call".
 - Thank you for not drinking and driving. Use a designated driver or call a friend, relative or use alternate safe transportation options.

- No beverages (alcoholic or non-alcoholic) are to leave licensed areas.
 - **WARNING:** Drinking Alcohol during pregnancy can cause birth defects and brain damage to your baby.
 - Poster on Canada's Low-Risk Alcohol Drinking Guidelines.
- b.) In addition, **Event Workers** should promote messages such as the importance of staying hydrated and that free water is available while clearly indicating where drinking water stations are located.
- c.) If it is anticipated that English will not be read by the majority of participants, then the above-noted signs must be translated by the **Event Organizer/Renter** into the language of the majority of the participants and posted in addition to the **Township** generated English signs.

Advertising

- a.) All advertising must comply with **AGCO** advertising policies and guidelines.

12. Duty to Report

- a.) The **Event Organizer/Renter** has the duty to report any incidents to **Township Staff** no later than 48 hours after the incident but the report shall be made immediately when repairs or other action is required to make **Township Property** secure or safe for use. It is the responsibility of the **Event Organizer/Renter** to ensure proper management of an **Event**.
- b.) The **Event Organizer/Renter** and/or **Permit Holder** has the duty to report any incident that:
- i. Violates the **Township's ARM**, the **SOP** or **Caterer's Endorsement**, any **Township** agreements and all applicable federal, provincial and municipal laws, policies, guidelines, regulations and by-laws, including without limitation, the **LLCA**.
 - ii. Results in an **AGCO** inspector under the **LLCA** or the OPP reporting any incident or violation.
 - iii. Involves bodily injury or **Township Property** damage.
- c.) The **Event Organizer/Renter** is responsible to make an immediate report to **Township Staff** if the facility or premises becomes unsafe for use, and to take all necessary steps to protect and exclude persons, erect barriers, give warnings and provide any other protection needed until **Township Staff** take control over the unsafe area.

- d.) The OPP shall be informed by the **Event Organizer/Renter** and/or **Permit Holder** as appropriate. **Township Staff** shall report any violations to the OPP and/or **AGCO** whenever they believe such action is required.

13. Enforcement Procedures for Violations of the Policy

Should a violation of the **Township's ARM**, the **SOP** or **Caterer's Endorsement**, any **Township** agreements and all applicable federal, provincial and municipal laws, policies, guidelines, regulations and by-laws, including without limitation, the **LLCA** be observed, the following steps are to be taken:

- a) The **Event Organizer/Renter** or **Event Worker(s)** are to intervene by informing the offending individual(s) of the policy violation and ask that it stop. Should the policy violation not stop, the offending individual(s) will be asked to leave the premises via a safe transportation option. Should the offending individual(s) not leave the premises, the **Event Organizer/Renter** or **Event Workers** must be prepared to call the OPP. The OPP or an **AGCO** inspector may intervene for enforcement purposes and may, at their discretion or authority, terminate the **Event**. Depending upon the severity of the infraction, charges may be laid under the relevant legislation.
- b) The **Event Organizer/Renter** or **Event Worker(s)** must seek out the necessary assistance to maintain control and management of the **Event** and ensure the safety and protection of all participants including **Event Workers** until the OPP arrive. It remains the responsibility of the **Event Organizer/Renter** to manage the **Event** and to take appropriate actions, including ending the **Event**, vacating **Township Property**, maintaining insurance, any conditions of insurance, and providing safe transportation options to all participants.
- c) If **Township Staff** observe a policy violation, **Township Staff** will take steps to ensure the policy violation stops. Depending upon the severity of the infraction, the **Event Organizer/Renter** may be asked to end the **Event**. Failure to comply may result in the OPP being notified. The **Township** is not responsible for any compensation to the **Event Organizer/Renter** or affected persons of their resulting financial or other losses.
- d) Where an **Event Organizer/Renter** fails to comply, the security deposit is forfeited and the **Event Organizer/Renter** will lose future use or rental privileges of **Township Property**.