



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:

[https://us02web.zoom.us/webinar/register/WN\\_BCWM4aMmR9OuAEhgM0qQrw](https://us02web.zoom.us/webinar/register/WN_BCWM4aMmR9OuAEhgM0qQrw)

After registering, you will receive a confirmation email containing information about joining the webinar.

Or join by phone:

+1 647 374 4685

or +1 647 558 0588

or +1 778 907 2071

or +1 438 809 7799

or +1 587 328 1099

or +1 613 209 3054

Webinar ID: 883 4962 8963

Passcode: 172234

International numbers available: <https://us02web.zoom.us/j/kOQbprfL2>

## **AGENDA**

**DATE:** Tuesday May 17, 2022

**MEETING:** 7:00 P.M.

**≠ 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 ≠
  - 6.1. February 15, 2022
7. Business Arising out of the Minutes



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

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

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](mailto:jbrotherston@puslinch.ca)

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0  
[www.puslinch.ca](http://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](mailto:jbrotherston@puslinch.ca)

Township of Puslinch  
7404 Wellington Rd 34  
Puslinch, ON N0B 2J0  
[www.puslinch.ca](http://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:

Pos.	Placement		Ad Type / Service	Rate Criterion	Accounting Period		Price / Item	Item	Booked Quantity	Price Gross / Booked Amount	Special Discount*	Customer Net (N1)	CPM (N2)
	Site / Medium	Placement / Category			From	Due to							
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.													

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



Offer Number: ON-05395

7 Feb 2022

Notes:  
GuelphToday.com Community Hub & Display Program

<b>Gross Amount (B1)</b>	<b>CAD 7,099.94</b>
.\ Special Discount	CAD 3,199.94

<b>Customer Net (N1)</b>	<b>CAD 3,900.00</b>
--------------------------	---------------------

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+

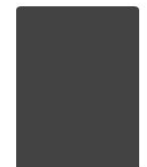
Your target platform:



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**



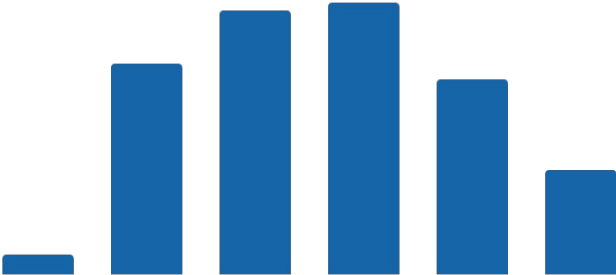
36,800

Social **Followers**



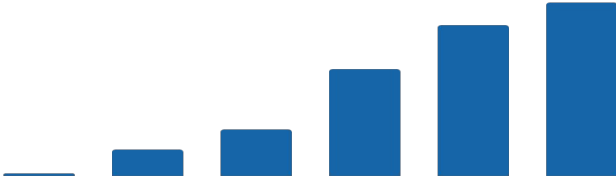
18-24 25-34 35-44 45-54 55-64 65+

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**

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

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:

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.

### Now Hiring

#### Job Title

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 >](#)

#### Job Title 2

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 >](#)

### 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 >](#)

### Listings

#### A Product

We are currently looking for Home Delivery Drivers and Helpers to deliver materials and

#### A Service

We are currently looking for installers to help deliver materials and goods to our

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

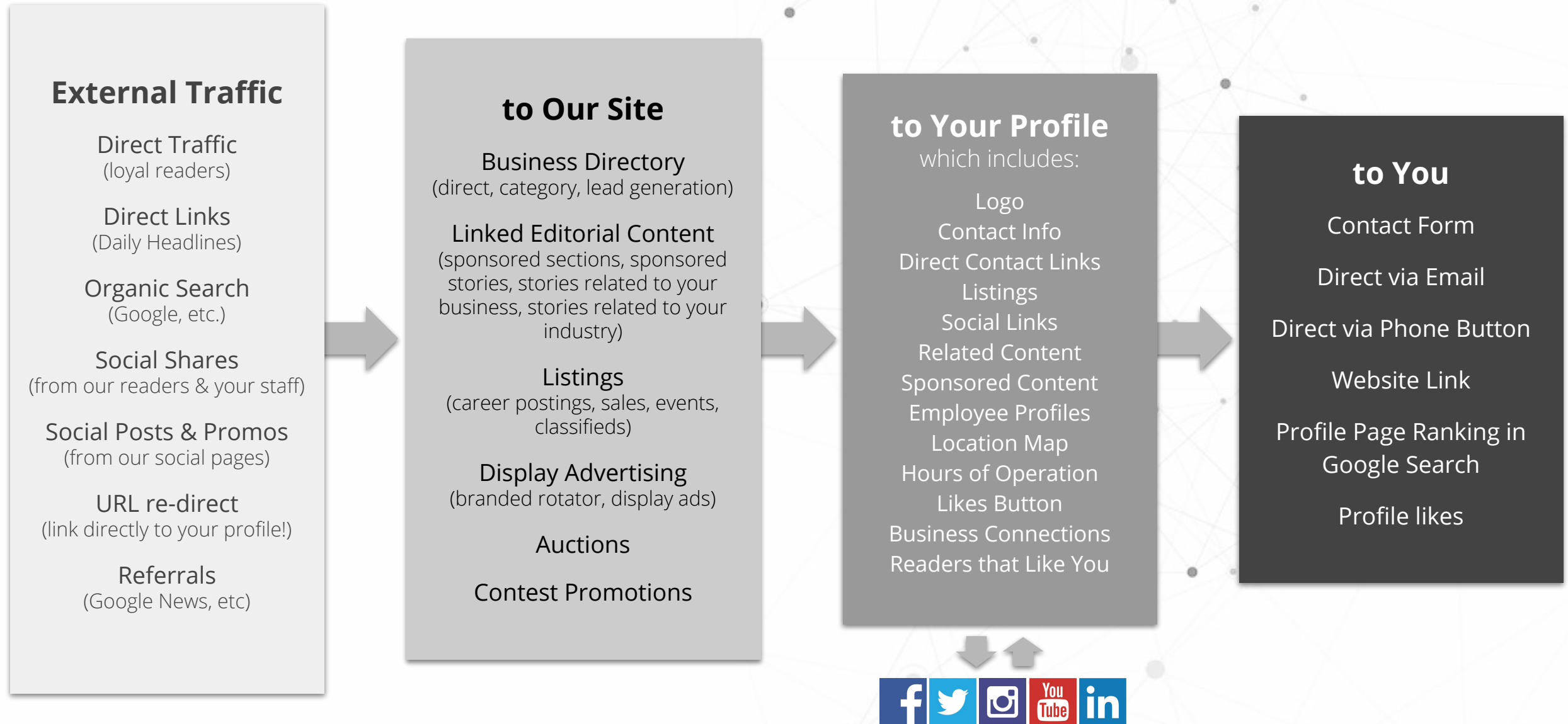
Visit Us On LinkedIn

Send Email

Like This Business

### Photo Gallery


# 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
1. Local dog trainers combine to offer online dog training - GuelphToday.com...	3,354
2. Preserving The Priory wasn't a priority - GuelphToday.com	2,257
3. Window walks helping maintain community in Guelph neighbourhoods ~...	1,365
4. Riding the rails into history - GuelphToday.com	1,280
5. Walk-By Galleries lets artists share some colour during gloomy days - Gu...	463
6. The ghosts of Guelph's first jail and gallows (14 photos) - GuelphToday.c...	52
7. 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



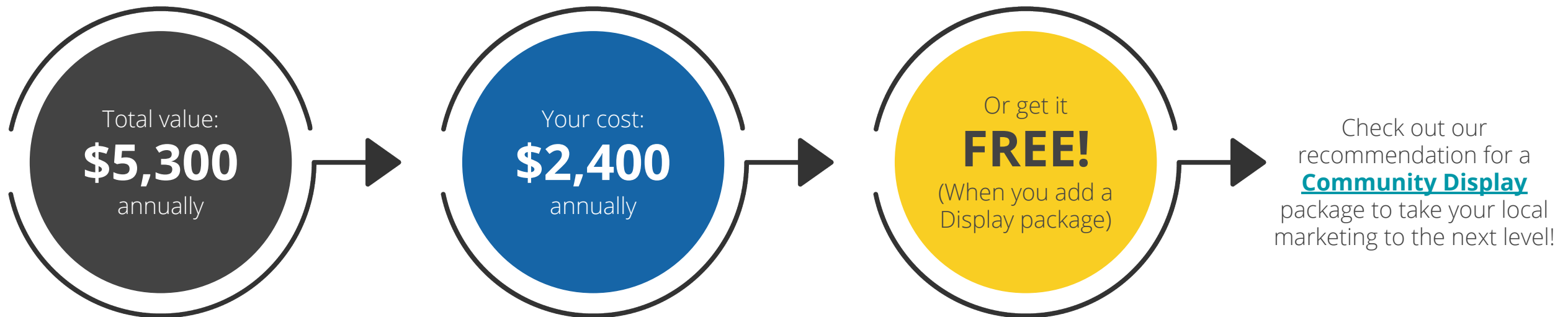
Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further to.

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**

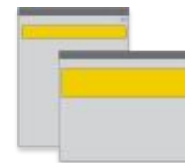
## Alert Banner



(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
<b>Recreation Committee</b>					
<b>Expenditures</b>					
<b>Salaries, Wages and Benefits</b>					
Per Diems	\$2,709	\$2,709	-\$54	\$2,655	-2%
<b>Expenditures Total</b>	<b>\$2,709</b>	<b>\$2,709</b>	<b>-\$54</b>	<b>\$2,655</b>	<b>-2%</b>

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

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2021 Budget	% Remaining
<b>ORC</b>					
<b>Expenditures</b>					
<b>Building Maintenance</b>					
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%
<b>Contract Services/Professional Fees</b>					
Contract Services	\$791	\$791	\$689	\$1,480	47%
Water Protection	\$410	\$833	-\$133	\$700	-19%
<b>Materials and Supplies</b>					
Advertising	\$175	\$175	\$325	\$500	65%
Clothing Safety Allowance	\$0	\$208	\$567	\$775	73%
Signage	\$0	\$0	\$100	\$100	100%
<b>Office Equipment and Supplies</b>					
Office Supplies	\$0	\$223	\$77	\$300	26%
<b>Professional Development</b>					
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%
<b>Salaries, Wages and Benefits</b>					
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%
<b>Utilities</b>					
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%
<b>Vehicles and Equipment</b>					

**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%
<b>Expenditures Total</b>	<b>\$45,374</b>	<b>\$133,966</b>	<b>\$56,985</b>	<b>\$190,951</b>	<b>30%</b>
<b>Revenues</b>					
<b>Recoveries</b>					
Other Recoveries	\$0	\$0	-\$500	-\$500	100%
<b>User Fees, Licenses and Fines</b>					
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%
<b>Revenues Total</b>	<b>-\$9,135</b>	<b>-\$16,797</b>	<b>-\$18,148</b>	<b>-\$34,946</b>	<b>52%</b>

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

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2021 Budget	% Remaining
<b>Parks</b>					
<b>Expenditures</b>					
<b>Contract Services/Professional Fees</b>					
Contract Services	\$287	\$684	\$277	\$960	29%
Water Protection	\$0	\$0	\$700	\$700	100%
<b>Materials and Supplies</b>					
Advertising	\$0	\$0	\$500	\$500	100%
Maintenance Grounds	\$331	\$7,689	\$2,311	\$10,000	23%
<b>Salaries, Wages and Benefits</b>					
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%
<b>Utilities</b>					
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%
<b>Vehicles and Equipment</b>					
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%
<b>Expenditures Total</b>	<b>\$16,419</b>	<b>\$60,063</b>	<b>\$17,193</b>	<b>\$77,255</b>	<b>22%</b>
<b>Revenues</b>					
<b>Recoveries</b>					
Other Recoveries	\$100	\$100	-\$100	\$0	N/A
<b>User Fees, Licenses and Fines</b>					
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%
<b>Revenues Total</b>	<b>-\$938</b>	<b>-\$12,037</b>	<b>\$7,027</b>	<b>-\$5,010</b>	<b>-140%</b>

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

**Schedule A - Departmental Detail**

	Current Quarter Actuals	YTD Actuals	\$ Budget Remaining	2021 Budget	% Remaining
<b>PCC</b>					
<b>Expenditures</b>					
<b>Building Maintenance</b>					
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%
<b>Contract Services/Professional Fees</b>					
Contract Services	\$2,079	\$4,349	-\$690	\$3,660	-19%
Water Protection	\$2,247	\$4,096	\$404	\$4,500	9%
<b>Materials and Supplies</b>					
Advertising	\$0	\$0	\$2,000	\$2,000	100%
<b>Office Equipment and Supplies</b>					
Kitchen Supplies and Equipment	\$0	\$0	\$1,500	\$1,500	100%
Office Supplies	\$0	\$0	\$150	\$150	100%
<b>Professional Development</b>					
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
<b>Salaries, Wages and Benefits</b>					
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%
<b>Utilities</b>					
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
<b>Vehicles and Equipment</b>					
Mileage	\$0	\$0	\$100	\$100	100%
<b>Expenditures Total</b>	<b>\$42,064</b>	<b>\$125,048</b>	<b>\$43,548</b>	<b>\$168,597</b>	<b>26%</b>
<b>Revenues</b>					
<b>Grants</b>					
Recreation Conditional Grants	\$0	\$0	-\$5,167	-\$5,167	100%
<b>Recoveries</b>					
Other Recoveries	\$0	\$0	-\$1,000	-\$1,000	100%
<b>User Fees, Licenses and Fines</b>					
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%
<b>Revenues Total</b>	<b>\$0</b>	<b>\$18</b>	<b>-\$42,011</b>	<b>-\$41,994</b>	<b>100%</b>

**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**



## **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 2<sup>nd</sup>, 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](mailto:jbrotherston@puslinch.ca)

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0  
[www.puslinch.ca](http://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







**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"><li>• (Ongoing) The Sub-Committee is working with staff to implement advertisement proposal that was approved by Council at the March 23, 2022 Council meeting.</li></ul>
Preparation of Recreation Advisory Committee Orientation Package to new members of Council and Committee	<ul style="list-style-type: none"><li>• (Ongoing) Sub-Committee to work with staff to develop orientation materials.</li><li>• (Ongoing) Sub-Committee to present Committee with Training Package at the September or November Recreation Committee meeting.</li></ul>
Open Gym on PD Days	<ul style="list-style-type: none"><li>• (Ongoing) Committee to advise on the financial impacts of the proposed schedule when Township facilities are open after the pandemic.</li></ul>
Bang the Table	<ul style="list-style-type: none"><li>• (Completed) Sub-committee to bring proposals for review at the November 16, 2021 Recreation Committee meeting.</li><li>• (Ongoing)The Sub-Committee is working with staff to implement the Bang the Table projects.</li><li>• (Ongoing) Sub-committee to report results of Young Playground Planners engagement at September 20, 2022 Recreation Committee Meeting.</li><li>• (Ongoing) Sub-committee to report results of Recreation Facilities Survey at November 2022 Recreation Committee Meeting.</li></ul>
Parks Master Plan Update	<ul style="list-style-type: none"><li>• (Ongoing) Director of Public Works, Parks and Facilities is providing an update on the Parks Master Plan at each meeting.</li></ul>
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"><li>• (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.</li></ul>

**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	<b>Secretary of the Committee to draft report based Committee approved reporting template</b>	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	<b>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</b>	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	<b>Sub-Committee to be established; work with Secretary to develop orientation materials</b>	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	<b>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.</b>	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	<b>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.</b>	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	<b>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</b>	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.

<b>Expenditures</b>	<b>2022 Budget</b>	<b>Proposed for 2023 Budget</b>
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.

<b>Department</b>	<b>Notes</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
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.

<b>#</b>	<b>Project Title</b>	<b>Description</b>	<b>Priority (High, Medium or Low)</b>	<b>Estimated Project Cost</b>	<b>One Time/Continued</b>
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 65<sup>th</sup> 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.

**65<sup>th</sup> 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:

<b>Option</b>	<b>Proposed Date</b>
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