



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
MAY 16, 2023 RECREATION ADVISORY COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &
IN-PERSON AT THE PUSLINCH COMMUNITY CENTRE –
23 BROCK RD S, PUSLINCH

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AGENDA ADDENDUM

DATE: May 15, 2023

MEETING: 7:00 P.M.

6.1. Delegation by Chelsey MacPherson regarding Report REC-2023-008

6.2. Delegation by Talia Wineberg and Xander Wineberg regarding Report REC-2023-008

8.4 Verbal Update – Attendance at PRO Educational Forum – Committee Member Mary Christidis

8.5. Verbal Update – Parks Master Plan Update - Director of Public Works, Parks and Facilities

≠ Denotes resolution prepared

1. Call the Meeting to Order

2. Roll Call

3. Moment of Reflection

4. Confirmation of the Agenda ≠

5. Disclosure of Conflict of Interest

6. Delegations

6.1. Delegation by Chelsey MacPherson regarding Report REC-2023-008



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23 BROCK RD S, PUSLINCH

6.2. Delegation by Talia Wineberg and Xander Wineberg regarding Report REC-2023-008

7. Consent Agenda ≠

- 7.1. February 21, 2023 Recreation Advisory Committee Minutes
- 7.2. Facility Revenues and previous year comparators for February 1, 2023 to April 30, 2023
 - a) Optimist Recreation Centre Gym
 - b) Optimist Recreation Centre Rink
 - c) Puslinch Community Centre Alf Hales Room
 - d) Puslinch Community Centre Archie MacRobbie Hall
 - e) Puslinch Community Centre Kitchen

8. Reports ≠

- 8.1. Report – REC-2023-007 – Budget and Finance Training
- 8.2. Report – REC-2023-008 – Youth Advisory Committee
- 8.3. Report – REC-2023-009 – 2022-2026 Committee Goals and Objectives
- 8.4. Verbal Update – Attendance at PRO Educational Forum – Committee Member Mary Christidis
- 8.5. Verbal Update – Parks Master Plan Update - Director of Public Works, Parks and Facilities

9. Correspondence

10. Announcements

11. Notice of Motion

12. New Business

13. Adjournment ≠

From: Township of Puslinch <services@puslinch.ca>

Sent: Wednesday, May 3, 2023 7:43 AM

To: Lisa Madden

Subject: New Entry: Delegate Request

Follow Up Flag: Follow up

Flag Status: Completed

Type of Meeting

Recreation Advisory Committee

Meeting Date

May 16, 2023

How many delegates are requesting to make this presentation?

One (1)

Type of Delegation

This is a request to delegate on a general topic

Type of Presentation

This request is to present a verbal delegation

Type of Attendance

In person

Name of Delegate

Chelsey Macpherson

Mailing Address of Delegate

██
██
██

Phone Number of Delegate

██████████

Email Address of Delegate

██

Purpose of delegation (state position taken on issue, if applicable)

purpose of ideas for the Puslinch fall fair

A formal presentation is being submitted to accompany the delegation

No

The delegation will require the use of audio-visual equipment (power point presentation)

No

Acknowledgement

I (we) have read, understand and acknowledge the Rules and Procedures relating to Delegations as prescribed by the Procedural By-law 2022-046.

Sent from [Township of Puslinch](#)

From: Township of Puslinch <services@puslinch.ca>

Sent: Thursday, May 11, 2023 9:16 PM

To: Lisa Madden

Subject: New Entry: Delegate Request

Follow Up Flag: Follow up

Flag Status: Completed

Type of Meeting

Recreation Advisory Committee

Meeting Date

May 16, 2023

How many delegates are requesting to make this presentation?

Two (2)

Type of Delegation

This is a request to delegate on a general topic

Type of Presentation

This request is to present a verbal delegation

Type of Attendance

In person

Name of Delegate

Talia Wineberg

Mailing Address of Delegate

████████████████████
████████████████
████████

Phone Number of Delegate

[REDACTED]

Email Address of Delegate

[REDACTED]

Name of Second Delegate

Xander Wineberg

Mailing Address of Second Delegate

[REDACTED]
[REDACTED]
[REDACTED]

Phone Number of Second Delegate

[REDACTED]

Email Address of Second Delegate

████████████████████

Purpose of delegation (state position taken on issue, if applicable)

Proposing a Hobby day at the Community Center for the fall fair.

A formal presentation is being submitted to accompany the delegation

No

The delegation will require the use of audio-visual equipment (power point presentation)

Yes

Acknowledgement

I (we) have read, understand and acknowledge the Rules and Procedures relating to Delegations as prescribed by the Procedural By-law 2022-046.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
FEBRUARY 21, 2023 RECREATION ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

MINUTES

DATE: February 21, 2023

MEETING: 7:00 P.M.

The February 21, 2023 Recreation Advisory Committee was held on the above date and called to order at 7:00 p.m. via in person participation at the Puslinch Community Centre at 23 Brock Rd S and via electronic participation.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

Councillor Jessica Goyda
Mary Christidis
Joanna Jefferson
Vince Klimkosz
Stephanie McCrone

Staff in Attendance:

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

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2023-001:

Moved by Vince Klimkosz
Seconded by Joanna Jefferson

That the Recreation Advisory Committee approves the February 21, 2023 Agenda as circulated.

CARRIED.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
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5. DISCLOSURE OF CONFLICT OF INTEREST

None

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1 September 20, 2022 Recreation Advisory Committee Minutes

7.2 Facility Revenues and previous year comparators for November 2022 to January 31, 2023

Resolution No. 2023-002:

Moved by Vince Klimkosz

Seconded by Stephanie McCrone

That Consent Agenda items 7.1-7.2 listed for the February 21, 2023 Recreation Advisory Committee Meeting be received for information.

CARRIED.

8. COMMITTEE AND STAFF REPORTS

8.1 Report – REC-2023-001 – Committee Orientation Training

Resolution No. 2023-003:

Moved by Joanna Jefferson

Seconded by Vince Klimkosz

That staff report REC-2023-001 regarding Committee Orientation Training be received for information.

CARRIED.

8.2 Report – REC-2023-002 – 2022-2026 Committee Goals and Objectives Training

Resolution No. 2023-004:

Moved by Vince Klimkosz

Seconded by Joanna Jefferson



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
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That staff report REC-2023-002 regarding 2022-2026 Committee Goals and Objectives Training be received for information.

CARRIED.

8.3 Report – REC-2023-003 – 2021-2022 Committee Goals and Objectives Review

Resolution No. 2023-005:

Moved by Mary Christidis
Seconded by Joanna Jefferson

That staff report REC-2023-003 regarding 2021-2022 Committee Goals and Objectives Review be received for information.

CARRIED.

8.4 Report – REC-2023-004 – Recreation Facility Survey Results

Resolution No. 2023-006:

Moved by Joanna Jefferson
Seconded by Vince Klimkosz

That staff report REC-2023-004 regarding Recreation Facility Survey Results be received for information.

CARRIED.

8.5 Report – REC-2023-005 – 2023 Conference Opportunities

Resolution No. 2023-007:

Moved by Joanna Jefferson
Seconded by Stephanie McCrone

That staff report REC-2023-005 regarding 2023 Conference Opportunities be received for information; and further,



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That the Recreation Advisory Committee send the following Committee Member Mary Christidis to one day of the PRO Educational Forum.

CARRIED.

8.6 Report – REC-2023-006 – Alternate Chair Schedule in the event of the Chair’s abence or vacancy

Resolution No. 2023-008:

Moved by Joanna Jefferson
Seconded by Mary Christidis

That staff report REC-2023-006 regarding Alternate Chair Schedule in the event of the Chair’s abence or vacancy be received for information; and,

That the Committee adopts the Alternate Chair Schedule in the event of the Chair’s absence or vacancy as outlined in this report.

CARRIED.

9. CORRESPONDENCE

None

10. ANNOUCEMENTS

None

11. NOTICE OF MOTION

None

12. NEW BUSINESS

Committee Member Vince Klimkosz Vinne requested update work to be completed at the Puslinch Community Centre.

Director of Public Works, Parks and Facilities Mike Fowler advised that lights are being installed in the back soccer field with a projected completion date of June 2023. Mr. Fowler further stated that Puslinch Community Centre implementation of the Parks Master Plan includes a new playground, tennis courts, new pedestrian patio and additional parking to complement the back soccer field. Mr. Fowler also advised that there is also a playground and shade structure to be built at Boreham Park along with soft landscaping. Finally, Mr. Fowler advised that pickleball lines and three pointer lines are being painted in the Optimist Recreation Centre Gym this year.



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FEBRUARY 21, 2023 RECREATION ADVISORY COMMITTEE MEETING
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13. ADJOURNMENT

Resolution No. 2023-009:

Moved by Vince Klimkosz
Seconded by Joanna Jefferson

That the Recreation Advisory Committee hereby adjourns at 8:17 p.m.

CARRIED.

Township of Puslinch

Gym Revenue Comparison From FEB 1,2023 To APR 30,2023

April 2023

Gym	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	227.37	227.37
Week 2	314.82	58.32	154.41	97.11	110.79	0.00	192.39	927.84
Week 3	0.00	0.00	66.96	97.11	145.77	34.98	104.94	449.76
Week 4	227.37	93.30	119.43	97.11	110.79	0.00	69.96	717.96
Week 5	279.84	58.32	119.81	97.11	110.79	0.00	209.88	875.75
Week 6	209.88	0.00	0.00	0.00	0.00	0.00	0.00	209.88
Totals:	1,031.91	209.94	460.61	388.44	478.14	34.98	804.54	3,408.56

March 2023

Gym	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	112.06	110.79	209.88	139.92	572.65
Week 2	314.82	128.28	132.09	114.60	110.79	0.00	139.92	940.50
Week 3	157.30	163.15	202.05	219.54	198.24	349.80	69.96	1,360.04
Week 4	209.88	128.28	132.09	97.11	110.79	0.00	104.94	783.09
Week 5	69.85	75.70	114.60	97.11	110.79	0.00	0.00	468.05
Totals:	751.85	495.41	580.83	640.42	641.40	559.68	454.74	4,124.33

February 2023

Gym	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	42.10	58.32	0.00	122.43	222.85
Week 2	139.92	58.32	97.11	42.10	58.32	0.00	174.90	570.67
Week 3	209.77	163.26	62.13	112.06	58.32	0.00	174.90	780.44
Week 4	192.39	0.00	184.56	9.66	110.79	69.96	262.35	829.71
Week 5	122.32	58.32	132.09	0.00	0.00	0.00	0.00	312.73
Totals:	664.40	279.90	475.89	205.92	285.75	69.96	734.58	2,716.40

Total Charges \$10,249.29

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 1,2023 To APR 30,2023

April 2023

Rink	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00	0.00	0.00

March 2023

Rink	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	276.27	532.55	0.00	341.70	1,150.52
Week 2	0.00	0.00	368.36	0.00	170.85	0.00	184.18	723.39
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	368.36	276.27	703.40	0.00	525.88	1,873.91

February 2023

Rink	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	597.98	170.85	959.67	1,728.50
Week 2	539.21	597.95	512.55	184.18	597.98	170.85	597.98	3,200.70
Week 3	184.18	683.40	512.55	0.00	0.00	0.00	0.00	1,380.13
Week 4	0.00	0.00	512.55	184.18	782.16	170.85	815.48	2,465.22
Week 5	552.54	683.40	512.55	0.00	0.00	0.00	0.00	1,748.49
Totals:	1,275.93	1,964.75	2,050.20	368.36	1,978.12	512.55	2,373.13	10,523.04

Total Charges \$12,396.95

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

Township of Puslinch

Alf Hales Room Revenue Comparison From FEB 1,2023 To APR 30,2023

April 2023

Alf Hales Room	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 2	148.48	11.00	28.45	15.44	16.50	0.00	0.00	219.87
Week 3	148.48	0.00	28.45	11.00	111.54	11.00	0.00	310.47
Week 4	286.20	25.72	16.50	25.72	16.50	11.00	0.00	381.64
Week 5	0.00	11.00	16.50	11.00	16.50	11.00	0.00	66.00
Week 6	167.04	0.00	0.00	0.00	0.00	0.00	0.00	167.04
Totals:	750.20	47.72	89.90	63.16	161.04	33.00	0.00	1,145.02

March 2023

Alf Hales Room	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	11.00	16.50	0.00	185.60	213.10
Week 2	118.76	11.00	28.45	11.00	111.54	11.00	103.92	395.67
Week 3	0.00	0.00	28.45	14.72	16.50	275.44	0.00	335.11
Week 4	137.72	25.72	16.50	11.00	16.50	11.00	7.40	225.84
Week 5	0.00	11.00	54.07	11.00	16.50	11.00	0.00	103.57
Totals:	256.48	47.72	127.47	58.72	177.54	308.44	296.92	1,273.29

February 2023

Alf Hales Room	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	11.00	16.50	11.00	0.00	38.50
Week 2	0.00	11.00	28.45	11.00	111.54	11.00	148.48	321.47
Week 3	137.72	11.00	28.45	25.72	16.50	11.00	0.00	230.39
Week 4	0.00	0.00	16.50	11.00	31.22	11.00	0.00	69.72
Week 5	0.00	11.00	146.42	0.00	0.00	0.00	0.00	157.42
Totals:	137.72	33.00	219.82	58.72	175.76	44.00	148.48	817.50

Total Charges \$3,235.81

Township of Puslinch

Archie MacRobbie Hall Revenue Comparison From FEB 1,2023 To APR 30,2023

April 2023

Archie MacRobbie Hall	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	711.01	711.01
Week 2	0.00	781.21	542.08	0.00	0.00	0.00	0.00	1,323.29
Week 3	542.08	0.00	0.00	0.00	0.00	0.00	0.00	542.08
Week 4	295.80	0.00	0.00	143.55	0.00	0.00	711.01	1,150.36
Week 5	0.00	0.00	433.67	0.00	0.00	0.00	0.00	433.67
Week 6	398.55	0.00	0.00	0.00	0.00	0.00	0.00	398.55
Totals:	1,236.43	781.21	975.75	143.55	0.00	0.00	1,422.02	4,558.96

March 2023

Archie MacRobbie Hall	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 3	0.00	0.00	0.00	542.08	542.08	659.56	0.00	1,743.72
Week 4	295.80	502.86	0.00	0.00	0.00	191.34	568.81	1,558.81
Week 5	318.84	0.00	118.32	0.00	0.00	0.00	0.00	437.16
Totals:	614.64	502.86	118.32	542.08	542.08	850.90	568.81	3,739.69

February 2023

Archie MacRobbie Hall	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 2	0.00	221.85	0.00	0.00	0.00	527.65	0.00	749.50
Week 3	295.80	0.00	0.00	0.00	0.00	0.00	0.00	295.80
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:	295.80	221.85	0.00	0.00	0.00	527.65	0.00	1,045.30

Total Charges \$9,343.95

Township of Puslinch
 Kitchen Revenue Comparison From FEB 1,2023 To APR 30,2023

April 2023

Kitchen	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 3	0.00	0.00	0.00	0.00	155.64	0.00	0.00	155.64
Week 4	0.00	0.00	155.64	0.00	0.00	0.00	0.00	155.64
Week 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals:	0.00	0.00	155.64	0.00	155.64	0.00	0.00	311.28

March 2023

Kitchen	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 3	0.00	0.00	0.00	0.00	155.64	0.00	0.00	155.64
Week 4	0.00	0.00	155.64	0.00	0.00	0.00	0.00	155.64
Week 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals:	0.00	0.00	155.64	0.00	155.64	0.00	0.00	311.28

February 2023

Kitchen	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 2	0.00	0.00	0.00	0.00	0.00	72.18	0.00	72.18
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	0.00	0.00	0.00	72.18	0.00	72.18

Total Charges \$694.74



REPORT REC-2023-007

TO: Recreation Advisory Committee

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: May 16, 2023

SUBJECT: Finance and Budget Training

RECOMMENDATIONS

That staff report REC-2023-007 entitled Finance and Budget Training be received for information.

Purpose

The purpose of this report is to provide the Recreation Advisory Committee (“Committee”) with information regarding financial items specific to the Committee.

Background

The Township begins its annual budget process in June of each year to obtain Council’s objectives regarding the overall direction of the proposed budget including the overall direction of service levels.

As part of the budget process, the Township’s Advisory Committees must submit their 2024 budget requests for the year to support their goals and objectives as approved by the Committee as a whole. The Committee’s approved budget proposal will be provided to Council for consideration as part of 2024 budget deliberations.

2023 Approved Capital and Operating Budget

2023 Capital Budget and Forecast

The Township's capital budget and forecast includes several capital projects relevant to Parks and Recreation including the Optimist Recreation Centre (ORC), projects at various Township Parks, and the Puslinch Community Centre (PCC). Attached as Schedule A to this Report is the 2023 capital budget and forecast specific to Parks and Recreation including capital carry forward projects approved in previous years.

Electronic Sign at the PCC

Township staff provided Council with the following information as part of Report FIN-2022-035 – 2023 Proposed Capital Budget:

A request/inquiry was received by a Member of the Public and a Member of Council regarding the electronic sign at the PCC, to change the colour of the display, as the red display can be difficult to read.

The Clerks team has advised that there are no specific regulations for electronic signs under the integrated accessibility standards. Under the Accessibility for Ontarians with Disabilities Act (AODA), the Township is required to provide information and communicate in an accessible manner about services or facilities to people with disabilities, on request.

The current display on the electronic sign that the Township has access to only supports red font as there are only red LED lights in the sign. The electronic sign was installed in 2012. Based on discussions with the software provider, the cost to upgrade the screen would be higher than replacing it with a new screen, as it is over 10 years old. The sign that the provider could replace it with would be a little larger, double sided, improved resolution, full colour, graphics, animation and photos. The estimated cost provided to replace the electronic sign is \$35K. In addition, it is estimated that installation would cost approximately \$2.5K.

Council at its meeting held on December 7, 2022 passed Council Resolution No. 2022-393 which referred the replacement of the Electronic Sign at the PCC to the Recreation Committee to investigate the potential for donations and fundraising to offset the cost of a new digital sign and report back to Council on all funding options including Provincial grants in order to construct the sign in this term of Council (2022-2026). Council also directed staff to incorporate the Electronic Sign at the PCC for replacement into the Capital Budget and Forecast.

The Capital Forecast includes \$37,500 in 2025 for the replacement and installation of the electronic sign. Township staff are in the process of obtaining detailed quotes for this work. The Township receives grant funding opportunities throughout the year and will submit an

application when/if a grant funding opportunity becomes available. Township staff are also in the process of creating a Donation Policy for Council’s approval in order to assist with facilitating the Recreation Committee’s work on donations and fundraising to offset the cost of a new digital sign.

2023 Approved Operating Budget

Attached as Schedule B to this Report is the 2023 approved operating budget applicable to the Committee and specific to Parks and Recreation.

The increases or decreases associated with the 2023 approved operating budget in comparison to the 2022 approved operating budget are summarized below:

- Increase in parks and recreation operating costs due to significant inflationary trends including increases in the Ontario Minimum Wage, mandatory employee benefits, fuel, calcium, winter maintenance, and insurance premiums.
- The increase in parks and recreation recoveries relates to the reopening of facilities due to COVID.
- The increase in full-time wages and wage related expenses in parks (ie. WSIB, group benefits, etc.) relates to 60% of three equipment operator positions that are being appropriately allocated to Parks based on their position responsibilities rather than 100% allocated to Public Works. The offset (decrease) is in Public Works.
- The increase in maintenance grounds in parks relates to the permanent base budget increase approved by Council related to updating and replacing perennial plants within the Millenium Garden and establishing and maintaining additional flower beds around the new signage installed at the Township’s facilities and parks.
- The decrease in the Committee’s per diems relates to the discontinuation of the Puslinch Community Newsletter and the implementation of alternative methods to promote community events including social media and the County of Wellington’s Festival and Events calendar in accordance with the Advertisement, Communication and Media Relations Policy. This staff recommendation was supported by the Committee at their meeting held on February 16, 2022 and supported by Council at their meeting held on March 2, 2022 through Council Resolution No. 2022-073.

Additionally, Council continues to support the initiative to promote Township recreation facilities in 2023 as outlined below:

Department	Notes	2023 Approved Budget
PCC	Promotion of PCC	\$1,600
ORC	Promotion of ORC	\$1,600

Parks	Promotion of Parks	\$1,600
Grand total		\$4,800

2024 Proposed Capital and Operating Budget

Any new 2024 budget requests must include the following items which must be approved by the Committee as a whole:

- Committee Memo
- Advisory Committee Goals and Objectives Proposal Form

The above two items including the Advisory Committee Goals and Objectives Standard Operating Procedure is attached as Schedule C to this Report.

As of the date of publishing this report, no 2024 budget requests have been received. Below is a chart the Committee may use to facilitate 2024 budget requests during the September 19, 2023 Committee Meeting for the Committee’s approval. Supporting documents including a completed Committee Memo and completed Advisory Committee Goals and Objectives Proposal Form will be required to be submitted to the Committee Secretary for review with the Municipal Clerk and Director of Finance/Treasurer prior to presenting this information to Council for approval as part of 2024 budget deliberations. If there is a budget item that is not connected to a current goal or objective this is also an opportunity for the Committee to add to its goals and objectives for Council’s endorsement.

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

The Department Head or its designate is responsible for preparing base budget increase requests (as applicable) or capital budget sheets (as applicable) pertaining to the new request that has been approved by the Committee as a whole.

Summary of Budget Development and Control Policy

The Township adopted a Budget Development and Control Policy on October 27, 2021 to serve as a guideline for the development and control of the Township’s annual budgets. The Budget

Development and Control Policy and information on current year and previous year approved budgets is located on the Township's website at [Puslinch.ca/budget](https://puslinch.ca/budget).

Outlined below is a high-level summary of information within the Budget Development and Control Policy regarding the Ten Year Capital Budget and Forecast which may be applicable to the Committee for any new 2024 budget requests:

- Capital budget sheets are prepared by Department Heads for current year proposed projects and include a brief description of the project, explanation of the need for the project, operating cost impacts, and any link to the Asset Management Plan, other master plans, studies, inspections, etc.

Outlined below is a high-level summary of information within the Budget Development and Control Policy regarding the Operating Budget Methodology which may be applicable to the Committee:

- The base operating budget is prepared using the following methodology with focus on the Township's key initiatives as previously approved by Council:
 - 2-years of historical data, current year to date data, and prior year approved budget is reviewed when developing the proposed base operating budget.
 - Consumer Price Index (CPI) adjustments for volatile commodity price shifts (ie. fuel, natural gas, etc.).
 - Unavoidable price changes as per contractual obligations (ie. insurance, etc.).
 - Provincial or Federal funding announcements.
 - Efficiencies and cost savings achieved through new innovative approaches to delivering services.
 - Revenue and recovery amounts based on the approved User Fees and Charges By-law.
- User fees and charges shall be automatically adjusted annually based on the CPI for Ontario from May to May. When recommending a new user fee and charge or where the pressure on user fees and charges indicates an alternate rate change over and above the CPI inflation rate to ensure tax subsidization does not increase, the Township will consider changes to the user fees and charges that closely reflect the actual cost for providing the service while keeping in line with comparator municipalities.
- The Director of Finance/Treasurer or designate will determine and incorporate in the base operating budget a cost of living adjustment for Council's approval.
- Base budget increase requests are provided separately via a Base Budget Increase form and require approval from the Chief Administrative Officer and Director of Finance/Treasurer prior to being presented to Council. Base budget increase requests are required if an operating line item expenditure is increasing due to a proposed new project/initiative/service level/governing legislation. These requests are not

incorporated in the base operating budget. The Department Head must indicate whether the base budget increase request is one-time or recurring.

Summary of User Fees and Charges Processes

In addition to property tax revenues, municipalities may charge for goods and services, such as recreational rentals, development applications, building permits, etc. through authority which is set and approved by a By-law adopted by Council. The Township adopts its User Fees and Charges By-law on an annual basis. The User Fees and Charges process is an important input into the Township's annual operating budget.

The timelines associated with this process are further outlined below:

- July/August - Recommended changes provided by departments to closely reflect the actual cost for providing the service while keeping in line with comparator municipalities including an adjustment for CPI.
- August/September – Report and draft by-law presented to Council prior to the Public Information Meeting.
- August/September – [EngagePuslinch.ca](https://engagepuslinch.ca) survey
- September – Report and draft by-law provided to the Committee.
- September – Public Information Meeting
- October – Adoption of User Fees and Charges By-law by Council

The Township's User Fees and Charges By-law No. 042-2022 effective January 1, 2023 is located on the Township's website at [Puslinch.ca/by-laws](https://puslinch.ca/by-laws).

Quarterly Financial and Facility Usage Reports

The Township submits to Council quarterly financial reports showing budget to actuals. These are located on the Township's website at [Puslinch.ca/calendar](https://puslinch.ca/calendar).

The Township submits to the Committee quarterly facility usage reports for each of the Township's parks and recreation facilities.

Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy

Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy including the Expense Report form and Conference Expense Guide are attached as Schedule D to this Report.

Financial Implications

Any new 2024 budget requests must include the following items which are to be approved by the Committee as a whole prior to being provided to Council for consideration as part of 2024 budget deliberations:

- Committee Memo
- Advisory Committee Goals and Objectives Proposal Form

The Department Head or its designate is responsible for preparing base budget increase requests (as applicable) or capital budget sheets (as applicable) pertaining to the new request that has been approved by the Committee as a whole.

Applicable Legislation and Requirements

Municipal Act, 2001

Attachments

Schedule A – 2020 to 2032 Capital Budget and Forecast

Schedule B – 2023 Approved Operating Budget

Schedule C – Advisory Committee Goals and Objectives Standard Operating Procedure, Committee Memo, and Advisory Committee Goals and Objectives Proposal Form

Schedule D - Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy including the Expense Report form and Conference Expense Guide

Projects by Year

Project Cost												
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2031	2032
ORC												
Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment	\$5,000								\$7,500			
Convert Lighting to LED			\$15,000	\$8,701								
Rinkboard Replacement (Interior and Exterior)					\$100,000							
Drinking Fountain											\$5,000	
Floor Scrubber										\$15,000		
Pickleball Line Painting and Floor Refinishing				\$6,934								
ORC Total	\$5,000		\$15,000	\$15,635	\$100,000				\$7,500	\$15,000	\$5,000	

Projects by Year

Project Cost												
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2031	2032
Parks												
Puslinch Community Centre Park Renovation and Upgrade		\$1,262,289	\$724,740									
Puslinch Community Centre Park - Back Soccer Fields Construction	\$19,475											
Pickup Truck - Trsfr from Public Works							\$0				\$0	
Replace Lights at Old Morriston Park		\$77,817	\$102,788									
Parking Lot & Associated Enhancements (curbing, entrance, and additional lighting) at the front of the Puslinch Community Centre				\$300,000								
Playground area at Boreham Park (also known as Arkell Park)				\$242,933								
Landscape Trailer				\$10,000								
Light Poles Replacement at the Puslinch Community Centre Grounds							\$5,200					
Fencing Replacement at the Badenoch Soccer Field (East Side)							\$14,934					
Replacement of metal roofing panels in Blue Storage Building Behind PCC									\$30,000			
Kabota Lawnmower									\$30,000			
Gravel Road Rehabilitation at Old Morriston Park									\$7,740			
Kubota Lawn Tractor				\$23,843								
Replacement of Old Morriston 2 Sets of Bleachers				\$15,000								
Parks Total	\$19,475	\$1,340,106	\$827,528	\$591,776			\$20,134		\$67,740		\$0	

Projects by Year

Project Cost												
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2031	2032
PCC												
Recreation and Parks Master Plan												\$50,000
Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment	\$5,000								\$7,500			
Convert Lighting to LED			\$10,000	\$4,767								
Emergency Generator					\$100,000							
Bar Counter, Bar Door, Cosmetic Upgrades						\$100,000						
Roof Inspection			\$5,000									
Replacement of Ceiling Components				\$35,000								
Replacement of UV Pure Water Treatment System					\$7,500							
Replacement of metal roofing panels									\$100,000			
Exterior wall rehabilitation										\$35,000		
Replacement of fire alarm system (fire extinguishers, panels, bells, pullstations, heat & smoke detectors)										\$5,000		
Replacement of Sanitary Pumps and Control System					\$5,000							
Rebalancing of HVAC system								\$5,000				
Window and Door Replacement Program					\$100,000							
Electronic Sign Replacement						\$37,500						
PCC Total	\$5,000		\$15,000	\$39,767	\$212,500	\$137,500		\$5,000	\$107,500	\$40,000		\$50,000
	\$29,475	\$1,340,106	\$857,528	\$647,178	\$312,500	\$137,500	\$20,134	\$5,000	\$182,740	\$55,000	\$5,000	\$50,000

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Department	Account Type	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
ORC							
	Expenditures						
		FT Wages	\$62,189	\$45,131	\$46,971	\$63,706	\$58,906
		PT Wages	\$7,924	\$20,160	\$36,406	\$32,188	\$33,272
		OT Wages	\$751	\$368	\$5,045	\$2,000	\$4,000
		FT Wage Related Expenses	\$11,013	\$9,401	\$8,909	\$12,007	\$11,707
		PT Wage Related Expenses	\$381	\$907	\$2,156	\$3,174	\$6,382
		Group Benefits	\$4,336	\$7,168	\$2,218	\$6,565	\$5,350
		WSIB	\$2,226	\$1,969	\$1,973	\$2,947	\$3,145
		Office Supplies & Equipment	\$69	\$223	\$81	\$300	\$150
		Hydro	\$22,339	\$21,484	\$21,936	\$27,000	\$25,000
		Heat	\$4,867	\$4,932	\$6,362	\$5,500	\$6,000
		Water Protection	\$1,114	\$833	\$1,278	\$700	\$1,000
		Equipment Maintenance & Supplies	\$4,134	\$4,065	\$11,273	\$6,870	\$6,870
		Bldg-Cleaning, Maint,Supplies Interior	\$5,148	\$2,928	\$8,563	\$5,800	\$5,800
		Waste Removal	\$1,789	\$2,038	\$2,389	\$2,135	\$2,135
		Bldg-Cleaning, Maint,Supplies Exterior	\$3,590	\$5,014	\$19,900	\$8,000	\$8,000
		Communication (phone, fax, internet)	\$3,405	\$2,851	\$2,583	\$3,035	\$2,616
		Mileage	\$0	\$0	\$0	\$100	\$100
		Professional Development	\$0	\$0	\$0	\$1,000	\$1,000
		Membership and Subscription Fees	\$0	\$0	\$0	\$150	\$150
		Travel - Meals	\$0	\$0	\$0	\$50	\$50
		Insurance	\$7,918	\$3,321	\$8,432	\$8,862	\$10,653
		Advertising	\$0	\$175	\$1,323	\$2,100	\$2,100
		Contract Services	\$630	\$791	\$1,118	\$1,480	\$1,615
		Clothing, Safety Allowance	\$158	\$0	\$452	\$515	\$600
	Expenditures Total		\$143,979	\$133,759	\$189,366	\$196,185	\$196,600
	Revenues						
		Ice Rental - Prime	-\$23,295	\$0	-\$36,021	-\$22,033	-\$38,808
		Ice Rental - Non-Prime	-\$506	\$0	-\$583	-\$506	-\$628
		Arena Summer Rentals	-\$1,583	-\$12,850	-\$10,991	-\$13,750	-\$13,000
		Gymnasium Rental	-\$6,390	-\$3,948	-\$19,116	-\$25,000	-\$25,000
		Rink Board and Ball Diamond Advertising	-\$357	\$0	-\$1,518	-\$370	-\$1,617

Department	Account Type	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
PCC							
	Expenditures						
		FT Wages	\$57,524	\$59,255	\$65,522	\$63,706	\$70,429
		PT Wages	\$10,976	\$0	\$0	\$21,491	\$31,637
		OT Wages	\$19	\$1,184	\$1,322	\$1,000	\$500
		FT Wage Related Expenses	\$9,570	\$10,756	\$12,115	\$11,809	\$13,135
		PT Wage Related Expenses	\$501	\$0	\$0	\$2,218	\$6,069
		Group Benefits	\$7,573	\$8,381	\$8,513	\$7,383	\$9,409
		WSIB	\$2,145	\$1,822	\$1,545	\$2,595	\$3,354
		Office Supplies & Equipment	\$104	\$0	\$102	\$150	\$150
		Hydro	\$6,800	\$7,085	\$11,116	\$12,000	\$12,000
		Heat	\$3,914	\$4,549	\$3,782	\$4,300	\$4,300
		Water Protection	\$3,007	\$4,096	\$3,551	\$4,500	\$4,500
		Bldg-Cleaning, Maint,Supplies Interior	\$3,959	\$3,607	\$6,366	\$13,670	\$10,000
		Kitchen Supplies and Equipment	\$0	\$0	\$1,697	\$1,500	\$1,500
		Waste Removal	\$7,075	\$8,100	\$9,453	\$8,541	\$8,541
		Outdoor Maintenance of Building	\$6,557	\$5,360	\$3,753	\$4,000	\$4,000
		Communication (phone, fax, internet)	\$3,179	\$2,682	\$2,790	\$2,856	\$2,616
		Mileage	\$0	\$0	\$0	\$100	\$0
		Professional Development	\$0	\$0	\$0	\$0	\$0
		Membership and Subscription Fees	\$0	\$500	\$0	\$500	\$500
		Travel - Meals	\$0	\$0	\$0	\$50	\$0
		Travel - Accomodations & Parking	\$0	\$0	\$0	\$250	\$0
		Insurance	\$7,746	\$3,321	\$8,432	\$8,862	\$10,653
		Advertising	\$0	\$0	\$1,507	\$2,100	\$2,100
		Contract Services	\$2,918	\$4,349	\$3,630	\$4,092	\$4,502
		Clothing, Safety Allowance	\$0	\$0	\$172	\$260	\$260
	Expenditures Total		\$133,565	\$125,048	\$145,368	\$177,933	\$200,154
	Revenues						
		Hall - Prime	-\$3,892	\$26	-\$15,587	-\$13,623	-\$29,365
		Hall - Non-Prime	-\$2,052	\$26	-\$14,975	-\$9,560	-\$19,969
		Meeting Room	-\$1,308	\$0	-\$4,143	-\$5,975	-\$13,427
		Projector and Microphone Rental Fee	\$0	\$0	-\$26	-\$106	\$0
		Licensed Events Using Patio	\$0	\$0	-\$181	-\$121	-\$285
		Hall - Commercial Rentals	\$0	\$0	\$0	-\$330	-\$1,547

Department	Account Type	Description	2020 Actuals	2021 Actuals	2022 YTD	2022 Budget	2023 Budget
Recreation Advisory Committee							
	Expenditures						
		Per Diems	\$2,221	\$2,709	\$1,211	\$2,817	\$1,641
		Office Supplies & Equipment	\$0	\$0	\$0	\$100	\$100
		Mileage	\$0	\$0	\$0	\$150	\$150
		Professional Development	\$0	\$0	\$400	\$500	\$500
		Travel - Meals	\$0	\$0	\$0	\$50	\$50
		Travel - Accomodations & Parking	\$0	\$0	\$0	\$500	\$500
	Expenditures Total		\$2,221	\$2,709	\$1,611	\$4,117	\$2,941
Grand Total			\$250,422	\$292,761	\$308,457	\$343,988	\$415,516



SOP: Advisory Committee Goals and Objectives

Last updated: October 1, 2021

Department: Advisory Committees

Online form? No

Payment required? No

Staff responsible: Advisory Committees, Subcommittees, Committee Secretary

Purpose: Brief description of the department responsible and list the main job functions below:

- Review approved annual committee goals and objectives
- Develop a detailed proposal of how implementation of the goal or objective will be achieved
- Provide a detailed break-down of budget implications if applicable

Procedure:

1. Considerations when developing a detailed proposal:
 - Review of the specific goal or objective.
 - Has the demand or need been adequately established for the initiative? Provide these details in the proposal.
 - Are there legislative requirements that need to be considered and adhered to?
 - Are there comparator municipalities offering something similar? This may not be applicable to all initiatives but should be considered when developing the proposal.
 - Will any aspect the initiative require Township funding? Are there alternatives such as fundraising or grant options available? The committee secretary can assist. If fundraising is recommended, be specific as to how fundraising will be done and what Township resources are required.
 - Develop a detailed breakdown of the costs and include detail documentation for any cost estimates.



- Consider sourcing options and whether any Township Policies such as the procurement policy need to be adhered to. The committee secretary should attend subcommittee meetings to provide this information.
 - Does the initiative require marketing or advertising? Consider the Township media platforms and/or Township events (Fall Fair, Farmer's Market, etc.) and provide detail of how best to inform the community if applicable. Include the cost of advertising if applicable.
 - Will the initiative require staff resources? The committee secretary can assist. Include how many hours per week, and how many staff.
 - Will the initiative generate revenue? Provide details for revenue assumptions. The committee secretary can assist with next steps if this is applicable.
 - Will this be an expense each year or is this a one-time expense?
2. Once the goals and objectives have been approved by Committee and Council:
- If the item does not require funding, the subcommittee can work through the initiative and report back to the committee at the frequency identified.
 - If the item requires budget approval, the subcommittee can begin work once the budget amount has been approved by Council.
 - The committee secretary will work with their department head to complete either a base budget increase request form (operating budget) or a capital budget request form.
 - The subcommittee will submit any quotes to the committee secretary who will confirm the quote meets the approved proposal and budget amount in collaboration with their department head, and ensure the purchase is in compliance with the Township Procurement Policy.
 - The committee member or committee secretary can then make the purchase. If payment up-front is required, the committee secretary will use the corporate credit card in accordance with Township policy. If the purchase can be invoiced, the committee member can proceed with the order once approved by the committee secretary and department head. The committee member will then provide the invoice to the committee secretary to ensure payment is made by the Finance team.
 - The committee secretary will report on the status of goals and objectives to Council at year-end.

COMMITTEE MEMO

TO: COMMITTEE NAME

FROM: COMMITTEE MEMBER NAME

MEETING DATE: MONTH DAY, YEAR

SUBJECT: NAME OF MEMO (e.g. Training Opportunities)

RECOMMENDATIONS

To be written by Staff if required and approved by Committee Member submitting memo.

Purpose

Indicate the purpose of the memo. Why is this subject being brought to the committee for consideration.

Background

Provide context to the memo. What events led to this subject being presented to the committee.

Comments

Provide any analysis of the subject or action items that are to be considered by the committee.

Financial Implications

Indicate if there is a financial implication related to the subject. It is recommended that committee member's consult the Committee Secretary if there is a financial implication associated with the topic of the memo.

Attachments

Indicate if there are any supporting materials to the memo such as presentations, pictures, applications, etc.

Note: Memo's must be provided to the Committee Secretary at least 48 hours prior to the agenda being published for review by staff. Agenda's are posted one week before the meeting date.



**Township of Puslinch
Advisory Committee Goals and Objectives Proposal Form**

Name of Goal/Objective:

Description of Goal/Objective:

Has the demand or need been adequately established for the initiative?

- Yes
- No

If yes, provide details supporting the demand/need for the initiative:

Are there legislative requirements that need to be considered and adhered to?

- Yes
- No

If yes, provide details of legislative requirements that need to be adhered to:



**Township of Puslinch
Advisory Committee Goals and Objectives Proposal Form**

How will the initiative be funded? (Select all that apply)

- Budget Request
- Grant
- Fundraising

Provide a description of how the initiative will be funded (e.g. If fundraising is recommended how will the fundraising be done and what Township resources are required?)

Provide a detailed breakdown of the costs and attach documentation for any cost estimates.

Will this be an expense each year or will this be a one-time expense?

- Expense each year
- One-time expense



**Township of Puslinch
Advisory Committee Goals and Objectives Proposal Form**

Provide how services or items for this project will be sourced. Consider if any Township Policies such as the Procurement Policy need to be adhered to.

Does this initiative require marketing or advertising?

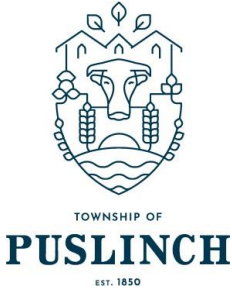
- Yes
- No

If yes, describe what marketing or advertising channels will be used (e.g. Social Media, Traditional or Digital Advertising, Township Events, etc.) and provide detail on why these channels are best to reach the target audience. (Any costs associated with marketing or advertising should be included in the detailed breakdown above. If an external advertiser is identified an external advertisement proposal must be submitted as well.)

Will this initiative require staff resources?

- Yes
- No

If yes, describe the staff resources required. (Include how many staff and how many hours per week)



**Township of Puslinch
Advisory Committee Goals and Objectives Proposal Form**

Will this initiative generate revenue?

- Yes
- No

If yes, provide details for the amount of revenue and indicate if there is a specific purpose proposed for this revenue.



Title: Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy

Date: December 16, 2020 through By-law No. 058-2020

Subject: Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy
File No. A09 EXP
File No. C01 REM

Policy Statement:

The Township of Puslinch (“Township”) shall provide all Members of Council, Committee Members, and Other Appointments reasonable compensation, benefits (if applicable) and permitted expense reimbursement for carrying out their respective roles and responsibilities.

Scope:

This policy applies to all Members of Council, Committee Members, and other Appointments.

Purpose:

The policy outlined below addresses all financial provisions paid to Members of Council, Committee Members, and other Appointments for the carrying out of their respective roles and responsibilities.

1. Compensation

1.1. The following compensation amounts shall be adjusted annually by the cost of living increase approved through the budget process for staff for each year:

- Per meeting compensation of \$108.28 provided to Committee Chairs (excluding Members of Council) effective January 1, 2020.
- Per meeting compensation of \$94.82 provided to Committee Members (excluding Members of Council) effective January 1, 2020.
- Per call compensation of \$104.92 provided to Other Appointments effective January 1, 2020.

1.2. The following annual compensation amounts to the Mayor and each Councillor are effective January 1, 2020 and shall be adjusted annually by the cost of living increase approved through the budget process for staff for each year:

- Annual compensation of \$27,383 provided to the Mayor
- Annual compensation of \$18,450 provided to each Councillor

2. Benefits (applicable to Members of Council, Excluding the Mayor)

2.1. Township Councillors shall be entitled to receive the following benefits which shall be provided, subject to carrier limitations, upon the same terms which are made available to the staff of the Township, including Extended Health Care, Hospital Semi-Private, Dental, Drug, Vision Care, and Out of Province Coverage. These benefits are provided until the end of the month in which the Member of Council attains the age of 75 or upon the date of leaving office.

2.2. The Mayor is covered by the County of Wellington's benefit program.

2.3. When a Member of Council (excluding the Mayor) attains the age of 75, the premium that would be paid by the Township for benefit coverage shall be paid directly to the member of Council for the purpose of obtaining coverage and shall be treated as a taxable benefit.

3. Expenses

3.1. Members of Council shall request the completion of a T2200 – Declaration of Conditions of Employment Form after providing a draft, completed T2200 form to the Director of Finance/Treasurer for approval and signature, together with a brief statement outlining the types of expenses incurred and the basis for requesting the form T2200 (Template form provided by Finance).

3.2. The Township acknowledges and supports that all Members of Council, Committee Members, and Other Appointments incur various expenses when conducting Township business. The Township will reimburse the following permitted expenses:

4. Equipment, Services, and Supplies (applicable to Members of Council)

- 4.1. At the commencement of each Term of Council, each member of Council will be provided with the equipment, services, and supplies as outlined below:
- A laptop computer with a carrying case, one pointing device (mouse) and Township supported software
 - Township email account
 - Business cards that meet the Township's approved standards
- 4.2. Township equipment requiring replacement and/or service must be brought into the Township office.
- 4.3. The technology equipment/software provided to Council can be purchased by a Member of Council at the end of his or her term provided that the technology equipment/software is removed from all Township networks and shared drives.

5. Mileage

- 5.1. Members of Council will be reimbursed for mileage outside the Township boundaries at the Township's approved mileage rate when required to drive their personal vehicle for Township business purposes. A budget for mileage shall be included in the annual budget of Council.
- 5.2. Committee Members and Other Appointments will be reimbursed for mileage at the Township's approved mileage rate when required to drive their personal vehicle for Township business purposes. A budget for mileage shall be included in the annual budget of each Committee or the applicable cost centre.
- 5.3. The following mileage expenses will not be reimbursed:
- Meetings held within the Township's municipal facilities.
 - Attendance at social events (ie. open house, barbeque, fundraiser, awards, ceremonial events, banquets, golf tournaments, etc.)
 - Mileage for Township business conducted within the boundaries of the Township (applicable to Members of Council).
- 5.4. The rate per kilometre will be set as follows:

- An annual review of mileage rates shall be undertaken each year utilizing the Canada Revenue Agency (CRA) per kilometre rates that are set at the end of each year.
- The mileage reimbursement rate be set at \$0.50 per kilometer unless an adjustment to the rate is approved by Council through a report from the Director of Finance/Treasurer or designate.

5.5. Mileage reimbursement shall be calculated at the Township approved rate and the driving distance where possible shall be calculated utilizing an odometer reading, Google Maps or a similar service.

5.6. Mileage shall be calculated based on the kilometres from the individual's normal work site, home or alternative location and returning to their normal work site, home or alternative location. For multiple destinations on the same trip, mileage shall be calculated based on the kilometres from one destination to the next destination. Mileage is not reimbursable for the distance travelled from the individual's normal work site to home or vice versa.

5.7. When more than one individual is travelling to the same off-work site, it is encouraged that carpooling be utilized whenever possible.

6. Expenses Related to Conference/Seminar/Training Sessions

6.1. Conference, seminar, or training expenses for Members of Council and Committee Members are reimbursable and shall be itemized in the annual budget of Council and the Committee. Members of Council and Committee Members shall present at the time of budget the conference, seminar, or training session each member wishes to attend for the year. When a member attends a conference, seminar or training session, the member is required to provide a written or verbal report at a subsequent Council Meeting regarding the key takeaways from the session(s) attended.

6.2. The reimbursable costs are outlined below:

- Actual cost of registration fees.
- Use of a personal vehicle will be reimbursed at the Township approved mileage rate but should be compared to the cost of economy air fare to determine the most cost effective means of travel.
- Air travel costs will be reimbursed to a maximum of economy air fare. For the purpose of this policy, "economy air fare" shall mean the conference rate air fare

(if available) or the economy air fare which was generally available at the time when travel arrangements were made.

- Ground transportation to and from the airport.
- Car rental use will only be reimbursed should there be no other alternative.
- Accommodation shall be paid at a single room rate or at the conference rate for the duration of the event, plus one day travel when appropriate.
- Meals while attending a conference, seminar, or training session will be reimbursed only if they are not included in the registration fees.

6.3. Conference, seminar, or training attendance is limited to Ontario unless otherwise approved by Council.

6.4. Conference, seminar, or training attendance is limited to the following for Members of Council:

- Two (2) municipal conferences per year in Ontario or one (1) outside of Ontario.
- Two (2) municipal training sessions per year in Ontario or one (1) outside of Ontario.
- Conference, seminar, and training sessions must be itemized in the annual budget of Council.

6.5. Conference, seminar, or training attendance must be pre-approved through the budget process by Council for Committee Members.

6.6. Registration, accommodations and travel arrangements are to be made through the appropriate administrative support staff and paid with the Township credit card.

6.7. Third party billing is not permitted.

7. Other Expenses

7.1. The following are reimbursable expenses (must be supported by original receipts) and shall be included in the annual budget of Council and the Committee:

- Corporate Business Meal * (applicable to Council Members)
- Food or beverage items available to all invitees for Appreciation Night, Beef on a Bun Event, and the Staff Barbeque event.
- Gratuities (within reason and no greater than fifteen percent)
- Parking fees for your vehicle while engaged in Township business
- Taxi, bus and train fares

- 407 ETR trip toll charges. Reimbursement for 407 toll charges will be limited to the trip toll charges and will not include any amounts related to the acquisition of a transponder or related service fees.
- * A Corporate Business Meal must be pre-approved by Council. A Corporate Business Meal must show the name of the guest(s) and state the business purpose or reason for the meeting/meal. The guest(s) does not include a Township employee(s) or a Member of Council. A Corporate Business Meal may include a luncheon or dinner event.

7.2. The Township is an inclusive employer and will reimburse accessibility related expenses required to carry out the responsibilities of the job.

8. Expense Approval – General

8.1. An Expense Report (Template form provided by Finance) and a receipt of the actual vendor/business providing the goods/services must be submitted in order for a claim to be processed, unless provided otherwise by this Policy. The receipt must include the date, description of goods/services and breakdown of all costs. A credit card slip for any expense will not be accepted in place of a vendor's receipt.

8.2. The following expenses will not be reimbursed:

- An expense for a spouse or companion
- Alcoholic beverages
- Cost of a fine
- Loss or damage to a vehicle
- Food or beverage items not identified as being permitted in this policy unless an overnight stay is involved
- Telephone calls from a hotel room
- Personal entertainment expenses
- Dry cleaning or alteration expenses for uniforms/clothing
- Community memberships
- Tickets for social events (ie. open house, barbeque, fundraiser, awards, ceremonial events, banquets, golf tournaments, etc.)

8.3. The above list is a guideline and may not cover all possibilities of non-reimbursable items.

- 8.4. Where a conference or other event is hosted out of the country, foreign exchange will be paid on actual costs and converted at the exchange rate prevailing at the time the costs were incurred.
- 8.5. The appropriate signing authority shall be responsible for the approval of requests for payment/reimbursement of eligible expenses subject to completion of the Expense Report and supporting documentation. All payment/reimbursement of eligible expenses are reviewed by the Director of Finance/Treasurer or designate prior to issuing the disbursement.
- 8.6. For the purpose of this policy, the signing authority shall be:

Individual Incurring Expense	Signing Authority
Member of Council	Director of Finance/Treasurer or CAO/Clerk
Committee Member	Deputy Clerk or Designate
Other Appointee	Deputy Clerk or Designate

- 8.7. An Expense Report is to be submitted to the appropriate signing authority by the 15th of the month following the month in which the expense was incurred. It will be at the discretion of the Director of Finance/Treasurer or designate if expenses submitted after this date will be approved.

9. Accountability

- 9.1. The following steps set out the action(s) to be taken to resolve a dispute or extraordinary circumstance that may arise regarding reimbursement of expenses:
- The appropriate signing authority shall meet with the Member of Council, Committee Member or Other Appointee and make every reasonable effort to resolve the matter.
 - Where a matter cannot be resolved, the Director of Finance/Treasurer or designate shall prepare a report to Council for its consideration.
- 9.2. The Director of Finance/Treasurer or designate shall report annually the Remuneration and Expenses paid to Members of Council. The Finance Department shall ensure that the annual Remuneration and Expense reports and monthly expense reports for Members of Council are posted on the Township website.

- 9.3. Upon submission of a signed Expense Report including all original receipts, Members of Council, Committee Members and Other Appointees warrant all claims are related to Township business and are eligible in accordance with this policy.
- 9.4. The Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy will be reviewed every five (5) years in accordance with the Township’s policy review schedule.

From (dd/mm/yy)	To (dd/mm/yy)

Name of Claimant: Surname, First Name

I warrant that I have a valid driver's licence and vehicle insurance coverage.

 Claimant's Signature

Date (DD/MM/YY)

Check if the above is not applicable

 Approval

Date (DD/MM/YY)

Business Travel Detail						
Item No.	Date (dd/mm/yy)	Destination/Explanation	Daily Travel (km)	From (Location)	To (Location)	Includes return km (Yes/No)
1						
2						
3						
4						
5						
6						
7						
Total Kilometers			-			
Rate/km			\$ 0.50			
Total Mileage			\$ -			

Business Expense Detail (Attach all original and itemized invoices/receipts)				
Item No.	Date (dd/mm/yy)	Item Description	Total Expenses (including taxes)	General Ledger Account Code
1				
2				
3				
4				
5				
6				
7				
Totals			\$ -	
Total \$ Amount Due			\$ -	



Township of Puslinch
Conference Expense Guide for Advisory Committees

Conference Approval Process

Conference, seminar or training attendance must be pre-approved through the budget process by Council. Committee Members shall present at the time of budget the conference, seminar or training session each member wishes to attend for the year. When a member attends a conference, seminar or training session, the member is required to provide a written or verbal report at a subsequent Committee Meeting regarding the key takeaways from the session(s) attended.

If a Committee wants to amend the Approved Conferences for Committees as outlined below, the Committee must complete an Advisory Committee Goals and Objectives Proposal Form for Council's approval through the annual budget process.

Approved Conferences for Advisory Committees

Heritage Advisory Committee

1. Ontario Heritage Conference (Any Member)
2. National Trust Conference (2 Members)

Recreation Advisory Committee

1. Parks and Recreation Ontario Conference or Ontario Parks Association Annual Parks Education Forum (Any Member)

Planning and Development Advisory Committee

No conferences have been requested for approval at this time.

Conference Registration, Accommodation and Travel Arrangements

Conference, seminar, or training attendance is limited to Ontario unless otherwise approved by Council.

Registration, accommodations (at a single room rate or at the conference rate for the duration of the event, plus one day travel when appropriate), and travel arrangements are to be made through the appropriate administrative support staff and paid with the Township credit card. Third party billing is not permitted.

Conference Travel

- Use of a personal vehicle will be reimbursed at the Township approved mileage rate but should be compared to the cost of economy air fare, bus fare, or train fare to determine the most cost effective means of travel.
 - Mileage reimbursement shall be calculated at the Township approved rate and the driving distance where possible shall be calculated utilizing an odometer reading, Google Maps or a similar service.



Township of Puslinch

Conference Expense Guide for Advisory Committees

- Parking fees for your vehicle while engaged in Township business are reimbursable, as required.
 - 407 ETR trip toll charges are reimbursable, as required. Reimbursement for 407 toll charges will be limited to the trip toll charges and will not include any amounts related to the acquisition of a transponder or related service fees.
 - When more than one individual is travelling to the same off-work site, it is encouraged that carpooling be utilized whenever possible.
- If a personal vehicle is not the most cost effective means of travel, ground transportation via taxi, bus or train fare is reimbursable.

Other Conference Expenses

The following are reimbursable expenses and must be supported by original detailed receipts and shall be included in the annual budget of the Committee:

- Meals while attending a conference, seminar or training session will be reimbursed only if they are not included in the registration fees.
- Gratuities (within reason and no greater than fifteen percent).

The following expenses will not be reimbursed:

- An expense for a spouse or companion
- Alcoholic beverages
- Cost of a fine
- Loss or damage to a vehicle
- Food or beverage items not identified as being permitted in this policy unless an overnight stay is involved
- Telephone calls from a hotel room
- Personal entertainment expenses
- Dry cleaning or alteration expenses for uniforms/clothing
- Community memberships
- Tickets for social events (ie. open house, barbeque, fundraiser, awards, ceremonial events, banquets, golf tournaments, etc.)

The above list is a guideline and may not cover all possibilities of non-reimbursable items.

Expense Approval

An Expense Report and a detailed receipt of the actual vendor/business providing the goods/services must be submitted in order for a claim to be process. The receipt must include date, description of goods/services and a breakdown of all costs. **A credit card slip for an expense will not be accepted in place of a vendor's receipt.**



Township of Puslinch
PUSLINCH Conference Expense Guide for Advisory Committees

Expense reports and detailed receipts should be submitted to the appropriate support staff. All payment/reimbursement of eligible expenses are reviewed by the Director of Finance/Treasurer or designate prior to issuing the disbursement.

The Expense Report is to be submitted to the appropriate support staff by the 15th of the month following the month in which the expense was incurred. It will be at the discretion of the Director of Finance/Treasurer or designate if expenses submitted after this date will be approved.

Upon submission of a signed Expense Report including all original receipts, Committee Members warrant all claims are related to Township business and are eligible in accordance with the Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy



REPORT REC-2023-008

TO: Recreation Advisory Committee

PREPARED BY: Lisa Madden, Communications and Committee Coordinator

PRESENTED BY: Lisa Madden, Communications and Committee Coordinator

MEETING DATE: May 16, 2023

SUBJECT: Youth Advisory Committee Delegations

RECOMMENDATIONS

That staff report REC-2023-008 entitled 'Youth Advisory Committee Delegations' be received for information.

Purpose

The purpose of this report is to receive delegations from the Youth Advisory Committee regarding their Goals and Objectives Proposals.

Background

The Youth Advisory Committee Goals and Objectives were approved at the March 6, 2023 Committee meeting. At the April 3, 2023 the Youth Advisory Committee requested that they delegate to the Recreation Advisory Committee in order to build relationships in order to support the advancement of their approved Goals and Objectives.

Comments

The Youth Advisory Committee at their May 1, 2023 meeting selected members of each Sub - Committee to delegate to the Recreation Advisory Committee. The report presented to them is attached as Schedule A.

The 2023 Youth Advisory Committee Goals and Objectives are as follows:

Sports Day

Sports Day will be an event for the youth in the Township to attend the PCC complex to participate in various sports including Volleyball, Tennis/Pickleball, Baseball and Soccer.

Hobbies day

Hobbies day will be an event regarding the sharing and exploration of hobbies.

Fall Fair

Programming is being developed for youth by youth to take place in the Optimist Recreation Centre Rink and Gym during the Aberfoyle Fall Fair.

The Youth Advisory Committee is seeking assistance from the Recreation Advisory Committee regarding their Goals/Objectives.

Financial Implications

None

Applicable Legislation and Requirements

None

Attachments

Schedule A – Report YOU-2023-008 - Delegating to Recreation Advisory Committee



Youth Advisory
Committee

Schedule A

REPORT YOU-2023-008

TO: Youth Advisory Committee

PREPARED BY: Lisa Madden, Communications and Committee Coordinator

PRESENTED BY: Lisa Madden, Communications and Committee Coordinator

MEETING DATE: May 1, 2023

SUBJECT: Delegating to Recreation Advisory Committee

RECOMMENDATION

That report YOU-2023-008 entitled Delegating to Recreation Advisory Committee be received; and,

That REPORT YOU-2023-008 be referred to the Recreation Advisory Committee; and further,

That the following subcommittee members be appointed to delegate to the Recreation Advisory Committee:

Purpose

The purpose of this report is to provide the Youth Advisory Committee with an overview of delegating to Recreation Advisory Committee on May 16, 2023.

Background

At the April 3, 2023 Youth Advisory Committee meeting the Committee requested that they delegate to the Recreation Advisory Committee to present their Goals and Objectives and discuss opportunities to collaborate.

Comments

Each sub-committee will elect a member to appear before the Recreation Advisory Committee on behalf of the sub-committee. The appointed Committee member will need to register to delegate, staff will assist Committee members complete the delegation request forms. Attached as Schedule A is an overview of the Procedural Rules for delegations.

The purpose of the delegation will be to present the Goals and Objectives of each sub-committee. Sub-committee members are recommended to prepare a short presentation (which can include visual aids i.e. PowerPoint presentation) in order to clearly explain what the goal of their project is and how it will benefit the community. Contents should also include a timeline for implementation, budgeting requirements, any necessary support from staff or external agencies, and any other relevant information to that would encourage members of the Recreation Advisory Committee to support the sub-committee's project.

Financial Implications

None

Applicable Legislation and Requirements

None

Engagement Opportunities

None

Attachments

Schedule A – Procedural Rules for Delegations

Rules and Procedures Relating to Delegations – Procedure By-law 2022-046

- 1) Any presenter(s) under the age of 18 must provide the Clerk with written permission from the individual's parent or guardian.
- 2) A copy of the completed Delegation Request Form and any supporting material will be made available to the public and included in the meeting agenda package. I understand that the Township will redact my address, phone number and email address when making the completed form public.
- 3) Delegations are limited to 10 minutes.
- 4) No delegation shall be made to Council or Committee on matters relating to litigation or potential litigation, including those matters which are before and under the jurisdiction of any court or administrative tribunals unless such matter is referred to Council by the said administrative tribunal or court.
- 5) Delegations shall refrain from repeating information on the same matter presented by other delegates.
- 6) No delegation shall speak on a matter that is not within the jurisdiction of the Council or Committee.
- 7) No delegation shall be made to a Notice of Motion on a Council or Committee Agenda. Delegations will have an opportunity to speak at a subsequent meeting when the item will be discussed.
- 8) No delegation shall be permitted to speak on a Notice of Motion to reconsider.
- 9) Delegations shall not be permitted to appear before Council or Committee for the sole purpose of generating publicity for an event.
- 10) A delegate shall only be permitted to speak on behalf of another person, agency, group or corporation where written authorization from the person, agency, group or corporation has been submitted to the Clerk in advance of the Council or Committee meeting.
- 11) If the delegation is unable to attend the meeting for which the delegation has been requested that a written submission may be provided to the Clerk.
- 12) If a delegation has been made on a matter and a decision has been made by Council, the delegation cannot be heard again unless there is new information being presented.
- 13) Specific Interest Delegation Requests must be received by 12:00 noon on the business day prior to the Council/Committee meeting.



REPORT REC-2023-009

TO: Recreation Advisory Committee

PREPARED BY: Lisa Madden, Communications and Committee Coordinator

PRESENTED BY: Lisa Madden, Communications and Committee Coordinator

MEETING DATE: May 16, 2023

SUBJECT: 2022 - 2026 Committee Goals and Objectives

RECOMMENDATIONS

That staff report REC-2023-009 entitled 2022-2026 Recreation Committee Goals and Objectives be received for information.

That the Committee approves the 2022-2026 Recreation Advisory Committee Goals/Objectives as presented for Council's endorsement at a future Council meeting; and,

That the following Committee Members be appointed to the Recreation Facilities Promotion Sub-Committee:

- i. _____; and,
- ii. _____.

That the following Committee Members be appointed to the Fundraising Opportunities for the Parks Revitalization Projects Sub-Committee:

- i. _____; and,
- ii. _____.

That the following Committee Members be appointed to the Fundraising opportunities for Puslinch Community Centre Electronic Sign Replacement Sub-Committee:

- i. _____; and,
- ii. _____.

That the following Committee Members be appointed to the Engagement Opportunities Sub-Committee:

- i. _____; and,
- ii. _____.

Purpose

The purpose of this report is to review the goals and objectives for the 2022-2026 Term.

Background

The 2021-2022 Recreation Advisory Committee Goals and Objectives were reviewed at the February 21, 2023 Committee meeting. Staff requested that Committee members provide any additional Goals and Objectives to be considered for addition to the 2022-2026 term to Staff by May 2, 2023.

Comments

The Committee provided several goals and objectives for the Committee's consideration for the 2022-2026 term. Staff have reviewed the Goals and Objectives and provided the following information for the Committee:

Goal/Objective

Morrison Meadows Small Ball Diamond Upgrade

Description

The following improvements are requested for the small baseball diamond at Morrison Meadows:

- Resurfacing of baseball diamond
- Replacement of players benches
- Addition of spectator bleachers
- Repair and extension of ball diamond fencing

Budget and Resource Implications

The Director of Public Works, Parks and Facilities estimates that the purchase of bleachers would cost approximately \$10,000 and that the repair and extension of fencing would cost an additional \$10,000. This costing is a rough estimate and quotes will need to be gathered to confirm the capital costs for this project. Additional staff resources will also be required for the maintenance of this diamond.

Funding Opportunities

The Committee has identified grant funding through athleticsontario.ca and the Committee must seek funding raising opportunities to support this project. If Council approves and endorses this Goal/Objective the Committee will form a sub-committee to spearhead the grant writing and fundraising for this project.

Next Steps

Staff will assist the Committee with finalizing the Goals and Objective Proposal to be approved by the Committee at its September 19, 2023 Meeting for inclusion and consideration by Council in the 2024 Capital Budget.

Goal/Objective

Splash Pad Construction

Description

Identify existing parks for construction of splash pad.

Next Steps

Staff have identified that due to private servicing the installation of a splash pad in the Township is not feasible. No further action will be taken on this proposed goal/objective.

Goal/Objective

Tennis Court Dome

Description

A dome to be constructed over the tennis courts and expansion of the tennis court facility to include an indoor walking path and exercise equipment.

Next Steps

The Grand River Conservation Authority will not permit additional structures to be built on this property including air-filled structures due to its proximity to Mill Creek. Additionally the reconstruction of the tennis courts has gone to tender and the construction work is to take place in 2023. The tender did not include a foundation that would support a dome. No further action will be taken on this proposed goal/objective.

Goal/Objective

Trail Expansion

Description

The addition of barefoot paths/sensory trails, addition of connecting trails and addition of bike pump trails.

Next Steps

The Township only owns three of the trails located within the Township including the Wayne Stokley Trail at the PCC, the Telfer Glen Park trail and the Fox Run Park Trail. The extension of any of these trails would require donation of land from private owners to the Township. Further, substantial additional staffing resources would be required to create and maintain additional trails. No further action will be taken on this proposed goal/objective.

Goal/Objective

Winter Outdoor Rinks

Description

Identify existing parks for addition of outdoor ice rinks.

Next Steps

The Township does not have any winterized taps available in its parks to provide access to water for this initiative and the Optimist Recreation Centre Rink has not reached its maximum capacity. This opportunity could be further explored if the Optimist Recreation Centre Rink reaches maximum capacity. At this time, no further action will be taken on this proposed goal/objective.

Goal/Objective

Wayne Stokley Trail Bench

Description

Construction of a bench on the Wayne Stokley Trail.

Budget

Staff will assist the Committee in gathering quotes for the construction of a bench on the Wayne Stokley Trail.

Funding Opportunities

The Committee must seek funding raising opportunities to support this project. If Council approves and endorses this Goal/Objective the Committee will form a sub-committee to spearhead the fundraising for this project.

Next Steps

Staff will assist the Committee with finalizing the Goals and Objective Proposal to be approved by the Committee at its September 19, 2023 Meeting for inclusion and consideration by Council in the 2024 Capital Budget.

Goal/Objective

“All In” Pricing for Facility Rentals

Description

The creation of an “All In” facility rental package including bartenders, insurance and security.

Next Steps

The Puslinch Community Centre is not a commercial venue space with dedicated staff and the Township’s service delivery aligns with its use as a community centre. The Township provides renters with a list of contacts for insurance and licensed security firms. It would be inappropriate for the Township to provide any vendor with preferential treatment by sole sourcing their services for all events. If the Township were to provide these services in an “All In” model it would greatly increase the cost to rent its facilities. No further action will be taken on this proposed goal/objective.

Goal/Objective

Update Online Booking Software

Description

Implementation of new online booking software.

Next Steps

Staff cannot prioritize this project at this time, as staff currently have a number of other system implementations taking place within the Township (ie. Budget, Asset Management, Cloudpermit, etc.). The current facility booking system is automated to the Township's website and financial system. At this time, no further action will be taken on this proposed goal/objective.

Goal/Objective

Puslinch Pioneer Advertising

Description

Addition of advertising in the Puslinch Pioneer of recreational programming within the Township.

Next Steps

The Puslinch Pioneer currently provides the Township with free space to advertise its facilities. Staff will explore opportunities with the Puslinch Pioneer to make the messaging more generic to reference more of the Township's facilities.

The majority of the Township's rentals including sports league rentals and other private rentals which are not appropriate to be advertised.

The Township does advertise its various free programming initiatives at the Optimist Recreation Centre through its website and social media channels.

Community events taking place at Township facilities are provided with the following advertising opportunities through the Township and the County of Wellington:

- Promotion of event on the Township's Digital Sign
- Sharing posts from organizations' profiles regarding the event on the Township's Social Media Channels
- The County of Wellington Festival and Events Calendar

It is the responsibility of the Township's community partners to spearhead the advertisement of their events and programming, and the Township is eager to help amplify these events through its free advertising channels. No further action will be taken on this proposed goal/objective.

Goal/Objective

Outsourcing Rinkboard Advertisements

Description

Hire a third party company to sell the Township’s advertising spaces at the Optimist Recreation Centre Rink.

Next Steps

Staff are taking steps to promote its advertising program at the Optimist Recreation Centre Rink. These steps include sharing the opportunity on the Township’s social media and website, as well as including this opportunity in the Township’s tax insert newsletter. Further, the Recreation Advisory Committee’s Recreation Facilities Promotion Sub-Committee may wish to recommend the creation of a rink board advertisement to advertise the ability to purchase advertisements at the rink itself. No further action will be taken on this proposed goal/objective.

Proposed 2022-2026 Goals/Objectives

Below is the proposed list of goals and objectives including carried forward goals and objectives for the Recreation Advisory Committee 2022-2026 Council term. Following approval by the Committee, the goals and objectives will be sent to Council for approval and endorsement.

Goal/Objective	Sub-Committee	Budget	Person(s) Responsible	2022-2026 Status/Timeline Update
Regular Reporting to Council on Recreation initiatives and progress	N	N	Secretary of the Committee	Provide two annual reports to Council each year. 1) Approval of Committee Goals and Objectives 2) Progress reports of Committee Goals and Objectives
Recreation Facilities Promotion	Y	Y	Establish Sub-Committee	Establish Sub-Committee at meeting following Council’s approval of Committee Goals and Objectives to identify and assist in execution of promotion of Township Recreation Facilities.

Fundraising Opportunities for the Parks Revitalization Projects	Y	Y	Establish Sub-Committee	Establish Sub-Committee at meeting following Council's approval of Committee Goals and Objectives to liaise with community groups for fundraising opportunities. Donations to be received by December 2023.
Fundraising opportunities for Puslinch Community Centre Electronic Sign Replacement	Y	Y	Establish Sub-Committee	Establish Sub-Committee at meeting following Council's approval of Committee Goals and Objectives to identify and assist with fundraising opportunities.
Engagement Opportunities	Y	N	Establish Sub-Committee	Establish Sub-Committee at meeting following Council's approval of Committee Goals and Objectives to identify and execute engagement opportunities for recreation and Township recreation facilities.
Morrison Meadows Ball Diamond	Y	Y	Establish Sub-Committee	Establish Sub-Committee at meeting following Council's approval of Committee Goals and Objectives.
Wayne Stokley Trail Bench	Y	Y	Establish Sub-Committee	Establish Sub-Committee at meeting following Council's approval of Committee Goals and Objectives.
Open Gym on PD days	N	Y	Secretary of the Committee	Staff to bring report in 2023 for Committee's comments on financial impacts and proposed schedule for Open Gym on PD Days.
Parks Master Plan Update	N	N	Director of Public Works, Parks and Facilities	Provide verbal update regarding the Parks Master Plan at each Recreation Advisory Committee Meeting.

Financial Implications

Goals and Objectives with budget implications will be finalized with Goals and Objectives Proposals for the September 19, 2023 Recreation Advisory Committee Meeting.

Applicable Legislation and Requirements

None

Attachments

None

COMMITTEE MEMO

TO: Recreation Advisory Committee

FROM: Mary Christidis

MEETING DATE: May 16, 2023

SUBJECT: Pro Education Forum Conference Summary

RECOMMENDATIONS

To be written by Staff if required and approved by Committee Member submitting memo.

Purpose

To share information to the Committee obtained from the attendance of the Pro Education Forum Conference

Background

As agreed upon during the February Recreations Committee meeting, Mary Christidis was sent as a delegation of the Committee to the Pro Education Forum Conference to attend lectures and report back any findings to the Committee

Comments

A summary of the lectures attended at the conference will be presented by Mary Christidis to the Committee at the May 2023 meeting.

Financial Implications

None. Cost of the Conference fee has already been dispersed.

Attachments

None. A brief PowerPoint presentation summary will be presented to the Committee during the meeting.

Note: Memo's must be provided to the Committee Secretary at least 48 hours prior to the agenda being published for review by staff. Agenda's are posted one week before the meeting date.