



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
FEBRUARY 21, 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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A G E N D A

DATE: February 21, 2023

MEETING: 7:00 P.M.

≠ 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

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



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FEBRUARY 21, 2023 RECREATION ADVISORY COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &
IN-PERSON AT THE PUSLINCH COMMUNITY CENTRE –
23 BROCK RD S, PUSLINCH

- 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 ≠ - 7:05 p.m.

- 8.1. Report – REC-2023-001 – Committee Orientation Training ≠
- 8.2. Report – REC-2023-002 – 2022-2026 Committee Goals and Objectives Training ≠
- 8.3. Report – REC-2023-003 – 2020-2022 Committee Goals and Objectives Update ≠
- 8.4. Report – REC-2023-004 – Recreation Facility Survey Results ≠
- 8.5. Report – REC-2023-005 – 2023 Conference Opportunities ≠
- 8.6. Report – REC-2023-006 – Alternate Chair Schedule for 2022-2026 Term ≠

9. Correspondence

10. Announcements

11. Notice of Motion

12. New Business

13. Adjournment ≠



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
SEPTEMBER 20, 2022 RECREATION COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

MINUTES

DATE: September 20, 2022

MEETING: 7:00 P.M.

The September 20, 2022 Recreation Committee was held on the above date and called to order at 7:01 p.m. via electronic participation.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

Mayor James Seeley
Councillor Jessica Goyda
Vince Klimkosz
June Williams
Bruce Joy

Staff in Attendance:

Courtney Hoytfox, Municipal Clerk
Mike Fowler, Director of Public Works, Parks and Facilities
Jeff Bunn, Deputy Clerk
Sarah Huether, Taxation and Customer Service Supervisor

3. OPENING REMARKS

Chair Vince Klimkosz reviewed the Electronic Meeting Protocol.

4. CONFIRMATION OF THE AGENDA

Resolution No. 2022-026:

Moved by June Williams
Seconded by Bruce Joy

That the Recreation Committee approves the September 20, 2022 Agenda as circulated.

CARRIED.

5. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

There was no disclosure of pecuniary interest.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
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6. APPROVAL OF MINUTES

Resolution No. 2022-027:

Moved by Mayor Seeley
Seconded by Councillor Goyda

That the Recreation Committee meeting minutes from the May 17, 2022 be approved as presented.

CARRIED.

7. BUSINESS ARISING FROM MINUTES

None.

8. CONSENT AGENDA

8.1 Resolution 2022-262 - Proposal for Frisbee Golf in Township of Puslinch

Resolution No. 2022-028:

Moved by June Williams
Seconded by Bruce Joy

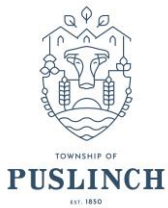
That Consent Item 8.1. Township of Puslinch Council Resolution 2022-262 be received for information; and,

That the Engage Puslinch Sub-committee work with staff to develop and implement an Engage Puslinch Project regarding Frisbee Golf and that the results be provided to the appropriate staff to be reported to Council; and further,

That the Recreation Committee advise council of the following comments for their consideration:

- **Generally, there is support of the idea of Frisbee Golf but perhaps that a smaller course should be considered with respect to not stagnating the park to Frisbee golf exclusively.**
- **There should be consideration for the demand of a full course and a review of the environmental and parking concerns raised by the delegate.**
- **Raised the question of how many holes can be accommodated within the property identified.**

CARRIED.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
SEPTEMBER 20, 2022 RECREATION COMMITTEE MEETING
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8.2 Report FIN-2022-029 – 2023 Proposed User Fees and Charges

Resolution No. 2022-029:

Moved by Mayor Seeley
Seconded by June Williams

**That Consent Item 8.2. Report FIN-2022-029 – 2023 Proposed User Fees and Charges;
and further,**

**That the Recreation Committee advice council of the following for their
consideration:**

**That there should be caution of how much the rental fees should increase due to rising
insurance rates.**

CARRIED.

8.3 Recreation Committee 2022 Q1 Revenue and Expense Information

Resolution No. 2022-030:

Moved by Bruce Joy
Seconded by Councillor Goyda

That Consent Agenda item 8.3 be received for information.

CARRIED.

8.4 Facility Revenues for May 1, 2022 to August 31, 2022

Resolution No. 2022-031:

Moved by Bruce Joy
Seconded by June Williams

That Consent Agenda item 8.4 be received for information.

CARRIED.

9. CORRESPONDENCE

None.

10. DELEGATIONS

Joint delegation presented by Judith Stoffman, Barb Redmond and Mary Christidis regarding concerns related to the suitability of Fox Run Drive Park for a proposed Frisbee Golf Course.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
SEPTEMBER 20, 2022 RECREATION COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

Resolution No. 2022-032:

Moved by Councillor Goyda
Seconded by Bruce Joy

That the joint Delegation by Judith Stoffman, Barb Redmond and Mary Christidis regarding concerns related to suitability of Fox Run Drive Park for a proposed Frisbee Golf Course be received for information; and further,

That the Recreation Committee advise council of the following for their consideration:

CARRIED.

11. COMMITTEE AND STAFF REPORTS

11.1 Report – REC-2022-011 – Proposed 2023 Meeting Schedule

Resolution No. 2022-033:

Moved by June Williams
Seconded by Bruce Joy

That staff report REC-2022-011 regarding the Proposed 2023 Recreation Committee Schedule be received for information; and further,

That the 2023 Recreation Committee Schedule be approved as amended:

February 21, 2023

May 16, 2023

September 19, 2023

November 21, 2023

CARRIED.

11.2 Report – REC-2022-012 – Optimist Recreation Centre Advertising Program

Resolution No. 2022-034:

Moved by Councillor Goyda
Seconded by Bruce Joy

That staff report REC-2022-012 regarding the Optimist Recreation Centre Advertising Program be received for information; and further,



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That staff be asked to use existing advertising opportunities to advertise at the Optimist Recreation Centre.

CARRIED.

11.3 Report – REC-2022-013 – Committee Quarterly Review of Goals and Objectives for 2022

Resolution No. 2022-035:

Moved by Councillor Goyda
Seconded by Bruce Joy

That staff report REC-2022-013 regarding the Recreation Committee Goals and Objectives 2022 be received for information.

CARRIED.

11.4 Verbal Report - Parks Master Plan

Resolution No. 2022-036:

Moved by June Williams
Seconded by Bruce Joy

That the verbal report Parks Master Plan be received for information.

CARRIED.

11.5 Verbal Report – Boreham Park Update

Resolution No. 2022-037:

Moved by June Williams
Seconded by Bruce Joy

That the verbal report Boreham Park Update be received for information.

CARRIED.



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SEPTEMBER 20, 2022 RECREATION COMMITTEE MEETING
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12. NEW BUSINESS

None.

13. ANNOUCEMENTS

None.

14. ADJOURNMENT

Resolution No. 2022-038:

Moved by June Williams
Seconded by Bruce Joy

That the Recreation Committee hereby adjourns at 8:51 p.m.

CARRIED.

Next meeting: February 21, 2023

Township of Puslinch
Gym Revenue Comparison From NOV 1,2022 To JAN 31,2023

January 2023

Gym	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	58.32	106.98	9.66	240.55	113.54	69.96	599.01
Week 2	69.96	58.32	62.13	42.10	58.32	0.00	34.98	325.81
Week 3	174.90	58.32	62.13	42.10	93.30	139.92	87.45	658.12
Week 4	139.92	58.32	62.13	42.10	58.32	139.92	244.86	745.57
Week 5	122.43	58.32	97.11	0.00	0.00	0.00	0.00	277.86
Totals:	507.21	291.60	390.48	135.96	450.49	393.38	437.25	2,606.37

December 2022

Gym	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	61.54	0.00	81.10	142.64
Week 2	178.42	61.54	54.14	12.88	61.54	0.00	0.00	368.52
Week 3	145.98	93.98	54.14	12.88	61.54	0.00	129.76	498.28
Week 4	0.00	93.98	54.14	12.88	61.54	64.88	0.00	287.42
Week 5	0.00	0.00	226.12	110.20	175.08	0.00	64.88	576.28
Totals:	324.40	249.50	388.54	148.84	421.24	64.88	275.74	1,873.14

November 2022

Gym	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	54.14	126.42	158.86	0.00	64.88	404.30
Week 2	64.88	175.08	135.24	110.20	61.54	0.00	97.32	644.26
Week 3	218.97	126.42	54.14	93.98	93.98	0.00	194.64	782.13
Week 4	64.88	93.98	119.02	12.88	126.42	129.76	81.10	628.04
Week 5	0.00	61.54	119.02	12.88	0.00	0.00	0.00	193.44
Totals:	348.73	457.02	481.56	356.36	440.80	129.76	437.94	2,652.17

Total Charges \$7,131.68

Township of Puslinch
Gym Revenue Comparison From NOV 1,2021 To JAN 31,2022

January 2022

Gym	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

December 2021

Gym	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	43.56	0.00	0.00	43.56
Week 2	0.00	109.43	95.04	97.67	93.53	0.00	0.00	395.67
Week 3	0.00	109.43	95.04	130.98	93.53	0.00	0.00	428.98
Week 4	0.00	59.46	45.07	169.91	61.73	0.00	0.00	336.17
Week 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals:	0.00	278.32	235.15	398.56	292.35	0.00	0.00	1,204.38

November 2021

Gym	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	31.80	0.00	0.00	0.00	0.00	31.80
Week 3	0.00	0.00	59.46	0.00	108.67	0.00	0.00	168.13
Week 4	0.00	0.00	107.16	0.00	107.16	0.00	0.00	214.32
Week 5	0.00	0.00	11.76	0.00	0.00	0.00	0.00	11.76
Totals:	0.00	0.00	210.18	0.00	215.83	0.00	0.00	426.01

Total Charges	\$1,630.39
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Township of Puslinch

Rink Revenue Comparison From NOV 1,2022 To JAN 31,2023

January 2023

Rink	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	597.98	170.85	768.83	1,537.66
Week 2	170.85	597.98	512.55	0.00	597.98	184.18	341.70	2,405.24
Week 3	355.03	341.70	512.55	0.00	597.98	170.85	512.55	2,490.66
Week 4	512.55	597.98	512.55	170.85	768.83	170.85	525.88	3,259.49
Week 5	539.21	427.13	512.55	0.00	0.00	0.00	0.00	1,478.89
Totals:	1,577.64	1,964.79	2,050.20	170.85	2,562.77	696.73	2,148.96	11,171.94

December 2022

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	106.95	0.00	0.00	106.95
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	106.95	0.00	0.00	106.95

November 2022

Rink	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	106.95	0.00	0.00	106.95
Week 2	142.60	0.00	0.00	0.00	0.00	0.00	0.00	142.60
Week 3	142.60	0.00	0.00	0.00	0.00	0.00	0.00	142.60
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:	285.20	0.00	0.00	0.00	106.95	0.00	0.00	392.15

Total Charges \$11,671.04

Township of Puslinch

Rink Revenue Comparison From NOV 1,2021 To JAN 31,2022

January 2022

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	471.51	637.50	580.78	1,028.61	347.10	848.73	3,914.23
Week 3	860.83	683.07	673.35	580.78	765.85	347.10	850.57	4,761.55
Week 4	866.99	684.58	670.00	579.27	753.75	427.50	852.08	4,834.17
Week 5	950.37	683.07	670.00	755.52	758.61	176.25	854.46	4,848.28
Week 6	852.62	512.22	0.00	0.00	0.00	0.00	0.00	1,364.84
Totals:	3,530.81	3,034.45	2,650.85	2,496.35	3,306.82	1,297.95	3,405.84	19,723.07

December 2021

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

November 2021

Rink	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	139.80	139.80
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	139.80	139.80

Total Charges \$19,862.87

Township of Puslinch

Alf Hales Room Revenue Comparison From NOV 1,2022 To JAN 31,2023

January 2023

Alf Hales Room	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	8.25	0.00	8.25	0.00	0.00	16.50
Week 2	0.00	11.00	8.25	11.00	111.54	11.00	0.00	152.79
Week 3	137.72	11.00	16.50	11.00	30.16	11.00	0.00	217.38
Week 4	0.00	11.00	16.50	11.00	16.50	0.00	0.00	55.00
Week 5	82.62	11.00	16.50	0.00	0.00	0.00	0.00	110.12
Totals:	220.34	44.00	66.00	33.00	166.45	22.00	0.00	551.79

December 2022

Alf Hales Room	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	8.25	11.00	0.00	19.25
Week 2	0.00	11.00	18.50	11.00	68.86	11.00	0.00	120.36
Week 3	34.43	11.00	8.25	16.50	8.25	11.00	0.00	89.43
Week 4	137.72	0.00	8.25	0.00	8.25	0.00	0.00	154.22
Week 5	0.00	0.00	8.25	0.00	8.25	0.00	0.00	16.50
Totals:	172.15	22.00	43.25	27.50	101.86	33.00	0.00	399.76

November 2022

Alf Hales Room	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	21.91	11.00	8.25	65.64	0.00	106.80
Week 2	275.44	11.00	18.50	11.00	68.86	11.00	0.00	395.80
Week 3	0.00	0.00	0.00	11.00	21.91	11.00	0.00	43.91
Week 4	137.72	24.66	8.25	11.00	118.41	0.00	0.00	300.04
Week 5	0.00	11.00	8.25	11.00	0.00	0.00	0.00	30.25
Totals:	413.16	46.66	56.91	55.00	217.43	87.64	0.00	876.80

Total Charges \$1,828.35

Township of Puslinch

Archie MacRobbie Hall Revenue Comparison From DEC 1,2022 To JAN 31,2023

January 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	659.56	659.56
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	542.08	0.00	0.00	0.00	0.00	0.00	0.00	542.08
Totals:	837.88	0.00	0.00	0.00	0.00	0.00	659.56	1,497.44

December 2022

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	527.65	527.65
Week 2	502.86	0.00	0.00	0.00	110.93	0.00	659.56	1,273.35
Week 3	502.86	258.83	0.00	44.37	258.83	0.00	659.56	1,724.45
Week 4	295.80	0.00	0.00	0.00	17.73	659.56	0.00	973.09
Week 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals:	1,301.52	258.83	0.00	44.37	387.49	659.56	1,846.77	4,498.54

Total Charges							\$5,995.98
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Township of Puslinch
Kitchen Revenue Comparison From NOV 1,2022 To JAN 31,2023

January 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	144.32	0.00	0.00	144.32
Week 4	0.00	0.00	144.32	0.00	0.00	0.00	0.00	144.32
Week 5	0.00	0.00	144.32	0.00	0.00	0.00	0.00	144.32
Totals:	0.00	0.00	288.64	0.00	144.32	0.00	0.00	432.96

December 2022

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	108.24	0.00	0.00	108.24
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	108.24	0.00	0.00	108.24

November 2022

Kitchen	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	144.32	0.00	0.00	0.00	144.32
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	144.32	0.00	0.00	0.00	0.00	144.32
Totals:	0.00	0.00	144.32	144.32	0.00	0.00	0.00	288.64

Total Charges \$829.84



REPORT REC-2023-001

TO: Recreation Advisory Committee

PREPARED BY: Justine Brotherston, Deputy Clerk

PRESENTED BY: Courtenay Hoytfox, Clerk
Justine Brotherston, Deputy Clerk

MEETING DATE: February 21, 2023

SUBJECT: Committee Orientation Training

RECOMMENDATIONS

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

Purpose

The purpose of this report is to provide the Recreation Advisory Committee with training on the Township's Procedural By-law and the Recreation Advisory Committee's Terms of Reference.

Background

Procedural By-law

The Township's Procedural By-law establishes the procedure for meeting of Council and the Committees. Staff will provide a presentation regarding the Township's Procedural by-law at this meeting. Attachment 1 is a copy of the Township's Procedural By-law.

Recreation Advisory Committee Terms of Reference

The Recreation Advisory Committee Terms of Reference is the Committee's guiding document as to its purpose, scope, composition, responsibilities and reporting. Staff will provide a presentation regarding the Recreation Advisory Committee's Terms of Reference at this meeting. Attachment 2 is a copy of the Recreation Advisory Committee's Terms of Reference.

Financial Implications

None

Applicable Legislation and Requirements

None

Attachments

Attachment 1 – BL2022-046-Township's Procedural By-law

Attachment 2 – Recreation Advisory Committee's Terms of Reference

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER **2022-046**

Being a By-Law to establish the Procedure for
Meetings of Council and Committees and to repeal
By-Law No. 59/08, as amended.

WHEREAS the *Municipal Act, 2001, S.O. 2001, Chapter 25, Section 238* requires that every municipality and local Board shall pass a procedure By-Law for governing the calling, place and proceedings of meetings, for public notice of meetings and for electronic participation in meetings;

AND WHEREAS it is deemed expedient to pass such a By-Law and to repeal By-Law No. 59/08, as amended;

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

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1. GENERAL

1.1 Application and Interpretation

- (a) This By-law establishes the rules of order for meetings of Council and Committee.
- (b) A word in this By-law expressed in the singular has a corresponding meaning when used in the plural.
- (c) Any future amendment(s) to the *Municipal Act, 2001* or other legislation as noted in this By-law may alter the provisions of the legislation referenced but shall not affect the validity of this By-law or any part thereof.
- (d) In an event of conflict between this By-law and any superior legislation, the provisions of the superior legislation prevail.
- (e) A specific statement or rule in this By-law has greater authority than a general statement or rule.
- (f) Any reference to a provision of this By-law may be referred to as "Section" notwithstanding that it may be a section, subsection, clause or paragraph.
- (g) If there is a conflict between two or more rules in this By-law, or if there is no specific rule on a matter, the Chair will rule and, in making a ruling, the Chair may consult the Clerk, rely on previous rulings and practices or refer to Robert's Rules of Order and the Chair shall submit the ruling without debate.
- (h) The rules and regulations hereinafter provided shall govern the proceedings of the Council and the Committees thereof. Any part or parts of this By-Law may be suspended if agreed upon by a majority of the members present unless the part or parts is prescribed by statute or law.

1.2 Principles of this By-law

The principles of parliamentary law governing Meetings includes:

- (a) The Majority of Members have the right to decide.
- (b) The minority of Members have the right to be heard.
- (c) All Members have the right to information to help make decisions, unless otherwise prevented by law.
- (d) All Members have the right to an efficient Meeting.
- (e) All Members, Township staff and delegations have the right to be treated with respect and courtesy.
- (f) All Members have equal rights, privileges and obligations.

1.3 Suspension of Rules

Rules of Order provided for in this By-law may be suspended by a Two-Thirds vote of those Council or Committee Members present, with the exception of the following circumstances:

- (a) where required by law;
- (b) in any contract or agreement binding the Township;
- (c) amending this By-law;
- (d) requirements for Quorum.

1.4 Administrative Authority of Clerk

The Clerk is authorized to revise or correct by-laws, minutes and other records or documents relating to Council and Committee for technical, typographical or other administrative errors and omissions for the purpose of ensuring an accurate and complete record of proceedings and general housekeeping.

2. DEFINITIONS

2.1 Definitions in this By-law

- (a) "ACT" refers to any statute of Law that governs the decision of the Council.
- (b) "ACTING MAYOR" shall mean a member of Council appointed to the Council to act in place instead of the Head when the Head is absent or refuses to act or the position becomes vacant their so acting has and may exercise all of the rights, powers and authority of the Head of Council.
- (c) "ADVISORY COMMITTEE" means a Committee created by Council with a defined set of responsibilities and provides advice and recommendations to Council.
- (d) "BY-LAW" means this By-law to Govern the Procedures of Council and Committee Meetings.
- (e) "CAO" shall mean the Chief Administrative Officer of the Corporation of the Township of Puslinch or his/her designate who shall have all the powers and duties of the CAO under the *Municipal Act* and every other Act.
- (f) "CHAIR" means the presiding officer at a Meeting.
- (g) "CLERK" shall mean the Clerk of the Corporation of the Township of Puslinch or his/her formal designate who shall have all the powers and duties of the Clerk under the *Municipal Act* and every other Act.

- (h) "CLOSED SESSION" (IN CAMERA) shall mean closed to the public as permitted by the *Municipal Act, 2001*.
- (i) "COMMITTEE" means any advisory or other committee, subcommittee or similar entity composed of members of the Township of Puslinch Council alone or together with members of another official body or the public, or a committee composed of solely members of the public appointed by the Council.
- (j) "COMMITTEE CHAIR" means the Chairperson of any committee and the Committee Chair shall have the same powers during a Committee Meeting of Council as Head of Council during Council Meetings whether or not the Chair is a voting member, other than those powers specifically provided to the Head of Council by legislation.
- (k) "CONFLICT OF INTEREST" means a pecuniary interest as defined in the *Municipal Conflict of Interest Act, R.S.O. 1990 Chapter M.50*, as amended or a conflict as defined in the Township's Code of Conduct which may be amended from time to time.
- (l) "COUNCIL" means the elected and sworn members of the Council of the Township of Puslinch.
- (m) "COUNCILLOR" means any Member of Council, other than the Mayor.
- (n) "DEPARTMENT HEAD" shall be defined as those persons responsible for the operation of a specific Township department, as established by the Township Council from time to time and shall report directly to the CAO.
- (o) "DELEGATION" means any person, group of persons to a maximum of two (2) persons, or organization, who is not addressing Council in their official capacity as a Member of Committee or Council or an appointed official of the Township and who is speaking to Committee or Council.
- (a) "ELECTRONIC MEETING" means any open or Closed Meeting where Council or Committee, as a whole participates remotely or virtually via electronic means, and Members have the same rights and responsibilities as if they were in physical attendance including the right to vote, and shall count towards a Quorum.
- (b) "ELECTRONIC PARTICIPATION" means participation in a Meeting from a remote location by such electronic means or service as determined and provided by the Clerk.
- (c) "EMERGENCY COUNCIL MEETING" means any meeting of Township Council under Section 4.5.
- (d) "FRIENDLY AMENDMENT" means the Motion under debate is amended with the consent of the mover and seconder, is keeping with the general intent and without the requirement for an amending Motion to be made.

- (e) "GENERAL INTEREST DELEGATION" means delegations on matters that do not directly relate to an item on the Agenda.
- (f) "HEAD OF COUNCIL" means the Mayor of the Corporation of the Township of Puslinch.
- (g) "HOLIDAY" means those listed as holidays in the *Legislation Act S.O. 2006 Chapter 21 Schedule F* as amended from time to time.
- (h) "LOCAL BOARD" means a local board as defined in the *Municipal Act, 2001, S.O. 2001, Chapter 25*.
- (i) "MAJORITY" means for the purpose of voting, unless otherwise specified, fifty percent (50%) of the total number plus one of the Members of Council or Committee present at the vote and not prohibited by statute from voting.
- (j) "MAJORITY VOTE" means fifty percent (50%) of the total number plus one of the votes cast by Members present.
- (k) "MAYOR" means the Mayor of the Township.
- (l) "MEETING" means a Meeting of Council or Committee where a Quorum is present and Members discuss or otherwise deal with any matter in a way that materially advances the business of Council or Committee.
- (m) "MEMBER" means a Member of Council, including the Mayor, or a Member of Committee, including the Chair.
- (n) "MOTION" means a proposal, moved by one Member and seconded by another Member to adopt, amend or otherwise deal with a matter before Council or Committee.
- (o) "MOTION TO DEFER" means a Motion to delay consideration of a matter until later in the same Meeting or at a future Meeting of Council or Committee.
- (p) "MOTION TO REFER" means to direct a matter under discussion by Council and/or Committee to staff or another committee for further consideration or review.
- (q) "NOTICE OF MOTION" means a written notice respecting a substantive matter not on the agenda, submitted to the Clerk, for inclusion on the agenda of a future Meeting.
- (r) "POINT OF ORDER" means a question by a Member calling attention to a possible violation of the rules or customary procedures of this By-law.
- (s) "POINT OF PRIVILEGE" means a question by a Member who believes that another Member has spoken disrespectfully towards that Member or another Member, Township staff or a delegation or who considers that his

or her integrity or that of a Member or Township staff or delegation has been impugned or questioned by a Member.

- (t) "QUORUM" shall mean a majority of the whole number of members of Council or a Committee except where a member has or members have declared a Conflict of Interest pursuant to the *Municipal Conflict of Interest Act* or the Township's Code of Conduct when the quorum may be less than majority of the whole number of members, but shall not be less than two.
- (u) "RECORDED VOTE" means the recording of the names and vote of every member voting on any matter or question.
- (v) "RULES OF ORDER" means Roberts Rules of Order.
- (w) "SPECIFIC INTEREST DELEGATION" means delegations on matters that directly relate to an item on the Agenda.
- (x) "TIE VOTE" means an equality of votes and the question being voted on is deemed LOST.
- (y) "TOWNSHIP" means the Corporation of the Township of Puslinch.
- (z) "TWO-THIRDS" means two-thirds (2/3) of the Members of Council or Committee. Where a Council or Committee is comprised of 5 members and all Members are present, two-thirds (2/3) shall mean four (4) members.
- (aa) "TREASURER" shall mean the Treasurer of the Corporation of the Township of Puslinch or his/her designate who shall have all the powers and duties of the Treasurer under The *Municipal Act* and every other Act.

3. DUTIES AND CONDUCT

3.1 Chair of Meeting

- (a) The Chair of Council is the Mayor and, in the absence of the Mayor, the Acting Mayor is Chair.
- (b) The Chair and Vice Chair of any other Committees are appointed by a vote of the Members of the Committee.

3.2 Appointments to Committees

- (a) Appointment of a Member of Council to any Municipal Committee or to any other boards, committees, commission and organizations shall be discussed and approved by Council.
- (b) Appointment of citizens to Municipal Committees shall be recommended by the Clerk in consultation with the CAO to Council and approved by Council.

3.3 Duties of the Chair

- (a) The Chair shall call a Meeting to order as soon as there is Quorum present following after the time set for the Meeting.
- (b) The Chair shall preside over the Meetings so business can be carried out efficiently and effectively, and shall:
 - (i) maintain order and preserve the decorum of the Meeting;
 - (ii) rule on all procedure matters;
 - (iii) receive and put to a vote all motions which are properly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result of the vote;
 - (iv) decline to put any Motions to a vote which do not comply with the rules of procedure, or which are not within the jurisdiction of Council or Committee;
 - (v) announce the result of the vote on any Motions presented for a vote;
 - (vi) adjourn or suspend the Meeting if they consider it necessary because of grave disorder;
 - (vii) close the Meeting when business is concluded or recess the Meeting;
 - (viii) after one issued warning, shall expel or exclude from any Meeting any person whom the Chair feels has exhibited improper conduct at the Meeting or any person persisting in breach of the rules of procedure, and if the person refuses to leave the Meeting, the Chair may request that security or police be called for assistance to remove the person or in the event of an Electronic Meeting, the Chair may request that the person be removed;
 - (ix) shall decide all matters not covered by this By-law and may call upon the Clerk to provide advice regarding procedure whereupon the Clerk shall provide advice, following which the Chair shall announce the ruling;
 - (x) shall call a vote on the question of sustaining the ruling of the Chair in response to a Member disagreeing and appealing the ruling of the Chair and may provide further explanation of the ruling prior to calling the vote and announce the results of the vote;
 - (xi) if necessary, may call a recess for a brief, specified time to consult with the Clerk or CAO in respect to a question of procedure;
 - (xii) if there is a threat or imminent threat to the health or safety of any person, or if there is a possibility of public disorder, recess the Meeting for a specified time;

- (xiii) ensure that each Member has an opportunity to speak to an issue or seek clarification from staff prior to any Member moving a Motion on the matter or the Chair expressing their own position on the matter;
- (xiv) ensure clarity, where required, by reading, or requesting the Clerk or other appropriate person to read Motions before voting and to display the Motion on a screen if available for Members and the public to view;
- (xv) vote on all matters unless disqualified from doing so by any statute;
- (xvi) adjourn the Meeting when all business is concluded;
- (xvii) authenticate, when necessary, by their signature, all by-laws and minutes; and
- (xviii) recess the Meeting after two (2) hours has passed since the last recess, unless there is unanimous consent of the Members to continue.

3.4 Acting Mayor

- (a) When the Mayor is absent from a Meeting, the Acting Mayor may exercise all the rights, powers and authority of the Mayor as head of Council.

3.5 Members

All Members shall:

- (a) attend scheduled Meetings; a Member that is absent for three (3) successive months must provide written notice to the Mayor and Council prior to the commencement of the absence. A Member who is making a request to be excused from Council must provide a reason for the absence and then may be excused by resolution of Council by a majority vote. Where the absence is not approved by Council, and the Member is absent three (3) successive months without being authorized by a resolution of Council, the Member shall vacate the office they hold in accordance with the *Municipal Act, 2001*;
- (b) carefully consider and make decisions about Meeting business, including seeking information and advice from staff prior to and during a Meeting;
- (c) not speak on any subject other than the subject in debate;
- (d) vote on all Motions put to a vote unless disqualified from voting under any statute. A failure by any Member to announce their vote openly and individually, including an "Abstention", is deemed to be a vote in the negative;
- (e) respect the rules of order as set out in this By-law;

- (f) refrain from private electronic communications with any individuals during a Meeting; this includes but is not limited to private electronic communications with staff, other Members of Council or Committee, the public, delegations or presenters;
- (g) not leave the meeting at any time without advising the Chair;
- (h) if a member arrives late at a Meeting, any prior discussion shall not be reviewed without the unanimous consent of all Members present.
- (i) listen attentively, participating in a Meeting and not interrupting, unless to raise a Point of Order or Point of Privilege, as set out in this By-law;
- (j) remain silent in their seats while Council or Committee votes until the Chair announces the result;
- (k) refrain from using any offensive, disrespectful or unparliamentary language;
- (l) respect the confidentiality of matters disclosed or discussed in Closed Meetings through any means including written, electronic or verbal communication to any individual or third party, any information that has been or will be discussed at a Closed Meeting or any records or documents disclosed thereat until Council or Committee has agreed to the disclosure of such information, records or documents or if directed to do so by a court or by a Closed meeting Investigator;
- (m) address Members of Council, Committee and staff by their appropriate title; and
- (n) respect and comply with the ruling of the Chair and the decisions of Council and Committee.

3.6 Attendees

- (a) The Chair may expel or exclude any person who disrupts a Meeting, and request security and/or police assistance in doing so.
- (b) No persons, other than Members and staff are permitted to approach the area where Council, Committee and staff are seated, unless they are invited by the Chair.
- (c) Attendees will submit all material for Council through the Clerk.
- (d) Attendees are responsible for:
 - (i) maintaining order and not heckling or engaging in conversation with other attendees, displaying placards or props or any behaviour that may be considered disruptive;
 - (ii) speaking respectfully at all times;

- (iii) ensuring all personal digital devices are turned off or set to silent mode during a Meeting; and
- (iv) using recording, broadcasting or streaming devices respectfully, and should the Chair direct it, moving or ceasing to use recording, broadcasting or streaming devices.

3.7 Rules of Debate and Questions from Members

- (a) The Chair will provide each Member an opportunity to speak to a matter or ask questions about a matter and Members will refrain from moving a Motion until each Member has had at least one opportunity to either speak to the matter or ask questions of staff regarding the matter.
- (b) A Member may ask a question only for the purpose of obtaining facts relevant to the matter under discussion and necessary for a clear understanding.
- (c) All Members and staff will address their questions and comments through the Chair.
- (d) The Chair may provide relevant facts or comment in a general manner on any matter before the Council or Committee prior to other members and may ask questions and state the Chair's position immediately prior to the vote without passing the chair to another Member but the Chair or any Member acting as Chair, must pass the chair to another Member before they can move a Motion or debate a question.
- (e) If during a Meeting of Council the Mayor desires to leave the chair to move a Motion or to take part in the debate, the Mayor shall call on the Acting Mayor to preside until the Mayor resumes the chair. In the event that the Acting Mayor is not in attendance, the next scheduled Member present at the meeting shall preside as Chair in accordance with the Acting Mayor Schedule.
- (f) Members are encouraged to provide questions to staff prior to the Meeting and address any answers received during the comments portion of the discussion.
- (g) When a Member is speaking, no interruptions are permitted except to raise a Point of Order or a Point of Privilege.
- (h) Comments are to be relevant to the matter of business at the Meeting.
- (i) Members shall express themselves succinctly without repetition.

3.8 Point of Order

- (a) A Member may raise a Point of Order when such Member feels there has been:

- (i) a deviation or departure from the rules set out in this By-law; or
 - (ii) a deviation from the matter under consideration and the current discussion is not within the scope of the proposed Motion.
- (b) Where a Member raises a Point of Order, the Chair shall:
 - (i) interrupt the matter under consideration;
 - (ii) ask the Member raising the Point of Order to state the substance of and the basis for the Point of Order; and
 - (iii) rule on the Point of Order immediately without debate by Council or Committee.
- (c) A Member may appeal the ruling of the Chair to Council or Committee which will then decide whether to uphold the decision or overturn the decision, without debate, by way of a Majority Vote of the Members present. If there is no appeal, the decision of the Chair is final.

3.9 Point of Privilege

- (a) A Member may raise a Point of Privilege at any time if they consider their integrity, the integrity of Council or Committee or Township staff or a delegation has been impugned.
- (b) Where a Member raises a Point of Privilege, the Chair shall:
 - (i) interrupt the matter under consideration;
 - (ii) ask the Member raising the Point of Privilege to state the substance of and the basis for the Point of Privilege; and
 - (iii) rule on the Point of Privilege immediately without debate by Council or Committee.
- (c) A Member may appeal the ruling of the Chair to Council or Committee which will then decide whether to uphold the decision or overturn the decision, without debate, by way of a Majority Vote of the Members present. If there is no appeal, the decision of the Chair is final.
- (d) Where the Chair considers the integrity of any Member or staff has been impugned or questioned, the Chair may permit that Member or staff to make a statement to Council or Committee.

4. MEETINGS

4.1 Inaugural Council Meeting

- (a) The first Meeting of Council following a regular election shall be held at a date and time set by the Clerk in accordance with the Act but in any case no later than 31 days after its term commences. The Meeting will be held

at the Puslinch Community centre or at such alternate location as determined by the Clerk.

- (b) At the Inaugural Meeting of Council, each Member present shall make his or her declaration of office and sign Council's Code of Conduct. The Clerk may provide additional policies or procedures to Council as appropriate. Council shall not proceed with any regular business at this Meeting.

4.2 Regular Meetings

- (a) Council shall meet on Wednesday at 10:00 o'clock in the morning on a 3-week frequency, after its inaugural meeting. With the exception of the months of July and August where there shall be one regular meeting in each month at 10:00 o'clock in the morning on a Wednesday determined by Council. When a meeting falls on a legal, public, civic holiday or declared holiday, the Council shall meet at the same hour the next following day that is not a legal, public, civic or declared holiday and at the same place, or unless postponement is made in the manner hereinafter provided.

4.3 Location and Schedule of Meetings

- (a) Meetings of Council and Committee will take place at the Township's office or at another location within the municipality or as provided for in the Act, as amended when notice is given. Electronic Meetings may also take place where Council or Committee, as a whole participates remotely or virtually via electronic means.
- (b) Council shall approve a schedule of regular Meetings of Council and Committees for each calendar year, which may be amended. The schedule of Meetings shall be posted on the Township's website and available from the Township's office.

4.4 Special Council or Committee Meetings

- (a) Subject to the provisions of the Municipal Act, the Council may be summoned to a special meeting by the Mayor or Chair in consultation with the Clerk on one (1) clear day's written notice specifying the purpose of such meeting which shall be the sole business transacted thereat.

4.5 Emergency Council Meetings

- (a) In accordance Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, where an emergency has been declared to exist in all or part of the municipality, any member of Council may participate in any open or closed Council meeting electronically and be counted for the purpose of establishing quorum.
- (b) At an Emergency Meeting of the Council under this section, no financial decisions shall be made or incurred, unless the same shall be referred to in the notice calling the meeting.

- (c) In accordance with *Section 236 of the Municipal Act*, an Emergency Meeting of Council may be called by the Mayor at any time and at any location as may be convenient. For the purposes of this section, an Emergency Meeting may be called for an emergency within the meaning of the Township's Emergency Response Plan or any other similar unforeseen circumstance. Notice of such an Emergency Meeting shall be given by contacting each Member of Council and verbally advising them of the time and place of the meeting, or notice may be given in writing or via voice recording or via e-mail message.
- (d) A Standing Committee of Council may be created, and delegated to that committee, to the extent possible, all of the powers of Council, for the duration of a Declared Emergency in the Township of Puslinch, providing it has been established that there is an inability, for valid reasons, for a majority of the members of Council to attend a properly scheduled meeting of Council.

4.6 Electronic Participation

- (a) The decision pertaining to whether a meeting is in-person or virtual shall apply to all Members of Council except in the case of Emergency Meetings in accordance with Section 4.5 of this By-law. Electronic participation at an in-person meeting is not permitted for Members of Council except in the case of Emergency Meetings in accordance with Section 4.5 of this By-law. Staff may participate either in-person or virtually at the discretion of the CAO.
- (b) Any Member who is not physically present in the location where an Emergency Meeting takes place is permitted to participate electronically in both Open and Closed Session and shall have the same rights to speak and vote as if the Member was physically present.
- (c) All Members who participate electronically shall be counted in determining whether or not a Quorum of Members is present.
- (d) All votes shall be by verbal consent or by show of hands.
- (e) The following may be adjusted at the discretion of the Chair:
 - (i) Setting out the order in which members speak.
 - (ii) Any other provision of this By-law where it is not possible to adhere to due to the functionality of the electronic means or service being used to permit electronic participation.
 - (iii) Delegations may participate in an electronic Meeting via telephone, videoconferencing software and/or other technology methods deemed appropriate by the Clerk.

4.7 Cancellation or Postponement of Meetings

- (a) A regular, special or emergency Meeting of Council may be cancelled or postponed where Quorum cannot be achieved or where the Meeting is deemed no longer required by the Mayor in consultation with the CAO.

- (b) Meetings of other Committees may be cancelled or postponed by the Clerk, Chair or other assigned person where Quorum cannot be achieved, in the event of an emergency or where the Meeting is deemed no longer required by the Chair in consultation with the Clerk.
- (c) Where a meeting has been cancelled pursuant to this by-law, the Clerk shall give notice of the cancellation or postponement of a regular, special or emergency Meeting of Council or Committee on the Township website or, where time is limited, will post a notice on the main entrance of the Township's office or or, if the meeting was to take place in another location, on the main entrance of that location.

4.8 Notice of Meetings

- (a) The Clerk shall provide the public with notice of the Council and Committee schedule by annually posting the meeting dates on the Township of Puslinch website. Any amendments to the schedule or cancellation of a meeting shall be posted on the website.
- (b) The meeting agenda shall constitute notice of each meeting. The agenda shall include the location of the meeting and shall relevant materials on a matter to be considered by Council or a Committee.
- (c) Notice of a Council or Committee meeting shall be provided by:
 - (i) Posting the agenda on the Township's website and making it available at the Township office; and in the case of a Regular Council or Committee Meeting, making it available one week (7 days) prior to the meeting.
 - (ii) Notice of a Special Council or Committee Meeting shall be provided as soon as it is available by posting the agenda on the Township's website and making it available at the Township Office.
 - (iii) Addendum Agenda items for Council or Committee that are identified prior to 12:00 noon on the business day prior to the Council or Committee meeting shall be posted on the Township's website and by making it available at the Township Office.
 - (iv) Additions to the Agenda shall be made in accordance with Section 6.2 (b) of this by-law.

4.9 Notice of Meeting Closed to the Public

Where a matter may be considered by Council for discussion in closed session, whenever possible, written notice will include:

- (i) the fact the Meeting will be closed to the public as provided by the appropriate legislation; and

- (ii) the general nature of the matter to be considered at the Closed Meeting.

4.10 Quorum

- (a) Members will attempt to advise the Clerk at least three (3) business days in advance if they are unable to attend a Meeting.
- (b) If Quorum is not achieved within thirty (30) minutes after the time appointed for a Meeting, the Clerk will record the names of the Members present and the Meeting is adjourned until the date of the next regular Meeting.

4.11 Open & Closed Meetings

- (a) All Meetings shall be open to the public, except as provided for in section 239 of the Act. Council or Committee may convene in a closed session in order to discuss the following matters:
 - (i) the security of the property of the Township or local board;
 - (ii) personal matters about an identifiable individual, including municipal or local board employees;
 - (iii) a proposed or pending acquisition or disposition of land by the Township or local board;
 - (iv) labour relations or employee negotiations;
 - (v) litigation or potential litigation, including matters before administrative tribunals, affecting the Township or local board;
 - (vi) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (vii) a matter in respect of which Council or Committee may hold a Closed Meeting under another statute;
 - (viii) information explicitly supplied in confidence to the Township or local board by Canada, a province or territory or a Crown agency of any of them;
 - (ix) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Township or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - (x) a trade secret or scientific, technical, commercial or financial information that belongs to the Township or local board and has monetary value or potential monetary value;

- (xi) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Township or local board; or
 - (xii) the Meeting is held for the purpose of educating or training the Members, providing no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council or Committee.
- (b) Council or Committee shall convene into a Closed Meeting for the following purposes:
- (i) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if Council or Committee is the head of an institution for the purposes of that statute; or
 - (ii) an ongoing investigation respecting the Township, a local board or a Township-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, a municipal Ombudsman referred to in subsection 223.13(1) of the Act, or a closed meeting investigator referred to in subsection 239.2(1).
- (c) No Member shall disclose or discuss, through any means including written, electronic or verbal communication to any individual or third party, any information that has been or will be discussed at a Closed Meeting or any records or documents disclosed thereat until Council or Committee has agreed to the disclosure of such information, records or documents or if directed to do so by a court or by a Closed meeting Investigator.

4.12 Preparation of Agendas

- (a) The Clerk provides administrative processes to support the approval, preparation, notice, publication and distribution of the agenda, in consultation with the CAO.
- (b) Agenda for Meetings of Council and Advisory Committees are made available to the public one week (7 days) immediately preceding the Meeting.

4.13 Record of the Meeting

- (a) The Clerk or delegate records the minutes of Council and Committee Meetings without note or comment in accordance with Section 239.7 of the *Municipal Act, 2001*. The minutes shall include:
 - (i) the date, time and location of the Meeting;
 - (ii) the name of all Members in attendance;
 - (iii) the name of presenters and delegations at the Meeting;

- (iv) all resolutions, decisions and other proceedings of the Meeting.
- (b) Minutes of each Meeting of Council and Committee are presented to a subsequent regular Meeting of Council for approval.
- (c) Minutes of Council and Committees will be posted on the Township's website following approval by Council.

4.14 Public Record

- (a) All Communications the Clerk receives pertaining to a matter on the agenda of a public or open Meeting will form part of the public record. Personal information shall be redacted.
- (b) Petitions shall not be included in the agenda of a public or open Meeting and may be circulated electronically to Members of Council or Committee upon request by the persons submitting the petition or a Member of Council or Committee.

4.15 Recording, Broadcasting and/or Streaming

All Council and Committee Meetings are audio and/or video recorded, broadcast and/or streamed publicly by the Township with the exception of proceedings closed to the public provided for by the Act or this By-law. Training sessions are not recorded. All Council and Committee Meeting recordings are published to the Township's YouTube page and retained for record keeping purposes and form part of the official record of the meeting.

5. MUNICIPAL COMMITTEES

5.1 Advisory Committees

- (a) Advisory Committees are created by Council which serve to make recommendations and/or to provide key information and materials to Council. The Advisory Committees include:
 - (i) Planning and Development Advisory Committee
 - (ii) Heritage Committee
 - (iii) Recreation Committee
- (b) Each Advisory Committee shall have a Terms of Reference, approved by Council, which sets out its purpose, guidelines for membership and how it will operate.
- (c) Advisory Committees are appointed by Council at the beginning of each term or as required.
- (d) A minimum of one (1) Member of Council will be appointed to an Advisory Committee in accordance with Section 3.2.

- (e) The Chair and Vice-Chair of Advisory Committees are appointed by the Members and may be a Member of Council.
- (f) The Rules of Procedure for Committee operation shall be those contained in this By-Law unless otherwise prescribed by statute or law.

5.2 Quasi-Judicial Committees

- (a) Quasi-Judicial Committees are appointed by Council to exercise a legislative or quasi-judicial power under the Planning Act, Building Code Act or an Act so prescribed.
 - (i) The Committee of Adjustment
 - (ii) Property Standards Appeal Committee
- (b) Each quasi-judicial Committee shall have a Terms of Reference, approved by Council, which sets out its purpose, guidelines for membership and how it will operate.
- (c) Quasi-judicial Committees are appointed by Council at the beginning of each term or as required.
- (d) A minimum of one (1) Member of Council will be appointed to a quasi-judicial Committee in accordance with Section 3.2.
- (e) The Chair and Vice-Chair of Quasi-judicial Committees are appointed by the Members and may be a Member of Council.
- (f) The Rules of Procedure for Committee operation shall be those contained in this By-Law unless otherwise prescribed by statute or law.

5.3 External Committees

- (a) Council shall at the beginning of each new term of council nominate and elect one Member of Council to each of the following External Committees:
 - (i) Emergency Management (Alternate to the Mayor)
 - (ii) Friends of Mill Creek
 - (iii) Halton Hamilton Source Water Protection
 - (iv) Halton Conservation Authority (Citizen Appointment)
 - (v) Hamilton Conservation Authority (Citizen Appointment)
 - (vi) Puslinch Lake Conservation Association
 - (vii) Safe Communities Committee
 - (viii) Well Protection Committee (Blue Triton)

- (ix) Wellington Farm and Home Safety Association

5.4 Head Ex-Officio

- a) The Head of Council shall be an ex-officio member of all Township Standing and Advisory Committees where not otherwise prohibited by any Act and shall have full voting privileges when in attendance at any meeting thereof but shall not have the privilege of raising new business or adding any matter to a previously completed meeting Agenda unless directed to do so by Council, such new business to be conveyed to the Committee Chair prior to the meeting.

6. ORDER OF BUSINESS

6.1 Council

The Clerk or his/her designate shall prepare the Agenda for all regular Council meetings consisting of the following "Order of Business" and record any such disclosures in the minutes of the meeting.

1. Call to Order
2. Roll Call
3. Moment of Reflection
4. Confirmation of the Agenda
5. Disclosure of Conflict of Interest
6. Delegations
7. Consent Agenda
8. Notice of Public Meetings/Hearings
9. Reports
10. Correspondence
11. Council Reports
 - Mayor Meeting Log
 - Council Member Reports

(Verbal or written updates from members who sit on boards/committees)
13. By-laws
14. Announcements
15. Closed Session – Pursuant to Section 239 of the Municipal Act, 2001
16. Business Arising from Closed Session
17. Notice of Motion
18. New Business

18. Confirmatory By-law

19. Adjournment

6.2 Addendums, Corrections and Additions to the Agenda

- (a) The Clerk shall give notice of any Addendums or Corrections in accordance with Section 4.8 of this By-law.
- (b) Additions to the agenda will require the consent of Council or Committee at the start of a Council or Committee meeting with a Two-Thirds Vote.

6.3 Staff Presentations

- (a) Presentations made at the request of staff by Township consultants or partners relating to a matter of Township business may be accompanied by a staff report and shall be listed under the Report Section of the Council or Committee Agenda.
- (b) Staff presentations are not subject to the provisions set out in Section 6.4 of this By-law.

6.4 Delegations

- (a) General Interest Delegations
 - (i) General Interest Delegations include delegations on matters that do not directly relate to an item on the Agenda;
 - (ii) Individuals shall provide the Clerk with written material for inclusion on the agenda by the agenda publication deadline;
 - (iii) General Interest Delegations by individuals shall not be added to an agenda as an addendum or addition;
 - (iv) A maximum of two (2) General Interest Delegations will be permitted at a Meeting;
 - (v) General Interest Delegations do not include third party presentations by Township consultants or presentations being made at the request of staff relating to a matter of Township business.
- (b) Specific Interest Delegations
 - (i) Specific Interest Delegations include delegations on matters that directly relate to an item on the Agenda;
 - (ii) For the purpose of Council and Committee agendas, Specific Interest Delegations have until noon the business day prior to the Meeting to notify the Clerk that they wish to register as a delegation by submitting a written submission using the prescribed form.

- (c) The following provisions apply to both General Interest Delegations and Specific Interest Delegations:
- (i) An individual may make a delegation at a Meeting of Council or Committee;
 - (ii) An individual who is under eighteen (18) years of age must provide to the Clerk written permission from the individual's parent or guardian;
 - (iii) Individuals who register as a delegation will have their name and the purpose of their delegation published on an agenda;
 - (iv) Delegations are limited to ten (10) minutes. Council or Committee may extend the ten (10) minute time period by a Majority Vote of the Members present by way of a Motion to be decided without debate;
 - (v) 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;
 - (vi) Delegations shall refrain from repeating information on the same matter presented by other delegates;
 - (vii) No delegation shall speak on a matter that is not within the jurisdiction of the Council or Committee. The Mayor and Committee Chairs in consultation with the Clerk and CAO will determine if a matter is within the jurisdiction of the Council or Committee;
 - (viii) 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;
 - (ix) No delegation shall be permitted to speak on a Notice of Motion to reconsider;
 - (x) Delegations shall not be permitted to appear before Council or Committee for the sole purpose of generating publicity for an event;
 - (xi) A delegation shall register a maximum of two (2) persons to speak.
 - (xii) 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;
 - (xiii) If a delegation is unable to attend the Meeting for which they are registered, they may provide their written submission to the Clerk;

- (xiv) Members of Council or Committee Members are not permitted to debate or discuss the matter with the delegate. Members are permitted to ask individuals making a delegation questions only for clarification and to obtain additional relevant information;
- (xv) 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. This determination shall be made by the Clerk and CAO;
- (xvi) Save and accept time sensitive matters as determined by the Chair, all new business raised by a delegation shall be referred to staff for a report at the next available Council meeting.

6.5 Notice of Motion

- (a) A Member of Council shall provide a proposed Notice of Motion to the Clerk, in writing, for inclusion on a regular agenda of Council, for the purpose of giving notice.
- (b) At a subsequent Meeting, the Member of Council who submitted the proposed Notice of Motion will introduce and subsequently move the Motion.
- (c) A Member of Council may request the Notice of Motion provisions be waived which will require a Two-Thirds vote.
- (d) No staff report will be prepared unless the Notice of Motion is referred to staff for a further report.
- (e) It is the duty of the Member of Council to:
 - (i) prepare the proposed Notice of Motion in writing; and
 - (ii) submit the proposed Notice of Motion to the Clerk prior to the publication deadline for the regular agenda of Council.

6.6 By-laws

- (a) All by-laws shall be passed in a single Motion by Council by Majority Vote, unless otherwise required by legislation.
- (b) A Confirmatory By-law shall be enacted at the conclusion of each Meeting of Council.
- (c) The following types of by-laws may be presented directly to Council without the requirement for a staff report:
 - (i) those directed to be presented to Council by Council;
 - (ii) appointment of staff authorized by the CAO; and

- (iii) general by-laws where the purpose and intent of the by-law has been clearly authorized by a previous resolution.

7. MOTIONS

7.1 General

- (a) All motions shall be governed according to Appendix "A" to this By-Law "Principle Rules Governing Motions".

7.2 Reconsideration of a Council Decision

- (a) Reconsideration of a Council decision shall only apply to decisions made by Council at the present meeting where the matter is being discussed; or where reconsideration of a Council decision that was decided on at the previous meeting and where the minutes of that meeting are included in the present Council Agenda; and provided that no substantive action has been taken on the matter; and
- (b) Such reconsideration can either amend the previous decision or rescind it subject to the following rules:
 - (i) any member may bring a Motion to reconsider and shall require the support of a Majority of the Members present at the meeting where the reconsideration is being considered; and
 - (ii) the question to be reconsidered shall require a Two-Thirds vote to be carried.
- (c) No delegation shall permitted to speak on a Motion to reconsider.

7.3 Voting

- (a) After a Motion is put to a vote by the Chair, no Member shall speak to it nor will any other Motion be made until after the vote is taken and the result has been declared.
- (b) All Members of Council or Committee will vote on all Motions unless disqualified from voting under any statute. A failure by any Member to announce their vote openly and individually, including an "Abstention", is deemed to be a vote in the negative.
- (c) Each Member present and voting indicates their vote by verbal consent or by show of hands, and no vote is taken by ballot or any other method of secret voting.
- (d) The following represents the required number of votes for a Majority Vote or Two-Thirds vote:

Number of Members Present	Majority Vote	Two-Thirds Vote
5	3	4
4	3	3
3	2	2
2	2	2

7.4 Tie Vote

- (a) Any Motion on which there is a tie vote is deemed to be lost.

7.5 Recorded Vote

- (a) Any Member may request a recorded vote immediately preceding or following the taking of a vote. All Members present at the Meeting shall vote unless they are disqualified from voting with respect to that item following which:

- (i) the Clerk shall call on Members by name, starting with the Member who requested the recorded vote, and shall call on each subsequent member in alphabetical order by last name; the vote will always end with the Chair;
- (ii) each Member present that is not disqualified from voting shall announce their vote openly, in the order set out above; and
- (iii) the Clerk shall announce and record the result of the vote, and record how each Member voted.

- (b) Notwithstanding a recorded voted, a record or notation of a Member's opposition to an issue is not recorded in any minutes of the meeting.

8. ADJOURNED MEETINGS

8.1 General

- (a) Unless otherwise determined by a resolution of Council passed by a majority of the whole number of the members thereof, the Council shall adjourn at 5:00 o'clock in the afternoon, if it is then in session, and shall reconvene at the hour, date and place determined in such resolution at which time the unfinished business of the preceding meeting shall be transacted including any business that might have been transacted at such preceding meeting but was not for want of time or opportunity to do so.

9. REPEAL OF BY-LAW 59/08, AS AMENDED

- (a) By-law 59/08, as amended and all previous by-laws relating to meeting procedures of Council and Committee are hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 9
DAY OF NOVEMBER, 2022.

Signed:

James Seeley, Mayor

Courtenay Hoytfox, Municipal Clerk

Appendix “A”
PRINCIPAL RULES GOVERNING MOTIONS

Order of Precedence	Can interrupt speaker?	Requires a seconder?	Debatable?	Amendable?	Vote Required?	Can be renewed at same meeting?
I. PRIVILEGED MOTIONS (dealing with special matters of immediate and overriding importance)						
1. Adjourn	No	Yes	No	No	Majority	Yes
2. Recess	No	Yes	No	Yes	Majority	Yes
3. Question of Privilege	No	No	No	No	No Vote	Yes
II. SUBSIDIARY MOTIONS (apply to other motions and assist the Council/Committee in dealing with a main motion)						
4. Postpone Temporarily (lay on the table)	No	Yes	No	No	Majority	Yes
5. Previous Question	No	Yes	No	No	Two-Thirds	Yes
6. Limit Debate	No	Yes	No	Yes	Two-Thirds	Yes
7. Defer to a Certain Time	No	Yes	Yes	Yes	Majority	Yes
8. Refer to Committee	No	Yes	Yes	Yes	Majority	Yes
9. Amend	No	Yes	Yes	Yes	Majority	No
10. Defer	No	Yes	Yes	No	Majority	No
III. MAIN MOTIONS (bring business before Council)						
11. A General Main Motion	No	Yes	Yes	Yes	Majority	No
12. Specific Main Motions Reconsideration	No	Yes	Yes	No	2/3 without notice	No
13. Rescind	No	Yes	Yes	No	Majority	No
14. Resume Consideration	No	Yes	No	No	Majority	Yes
IV. INCIDENTAL MOTIONS (usually arise while the main motion is open to debate)						
15. Appeal	Yes	Yes	Yes	No	Tie or Majority	No
16. Point of Order	Yes	No	No	No	No Vote	No
17. Division of a Question	No	No	No	No	Majority	No
18. Recorded Vote	Yes	No	No	No	No Vote	No



Township of Puslinch Council Recreation Advisory Committee Terms of Reference

TERM: 2022-2026
ADOPTED: December 7, 2022
REVISED:

1. ENABLING LEGISLATION

The Township's Procedural By-law provides that Council may at any time as is deemed necessary establish a Committee for matters within its jurisdiction.

The Recreation Committee was established through the adoption of By-law Number 2015-10.

2. ROLE

To serve in an advisory capacity to Township of Puslinch Council on matters, issues and policies that relate to recreation within the Township of Puslinch with a focus on maximizing the Township's recreation resources.

3. MANDATE

The primary function of the Recreation Committee is to advise Council and make recommendations on issues that affect recreation facilities, parks, playing fields, playgrounds, programs and community centre. In addition, the Recreation Advisory Committee is responsible to provide a forum for the exchange of information and engagement with the community.

4. PURPOSE

The Committee will accomplish its mandate by:

1. Advising Council where applicable;
2. Act as an advocate for recreation within the Township;
3. Receiving the Township proposed user Fees and Charges By-law and capital and operating quarterly reports;



4. Reviewing practices and policies identified by staff and Council and making recommendations to improve the delivery of services to the public.
5. Encouraging and assisting, where necessary, programs of recreation to meet the needs and interests of the community;
8. Actively engage the Community on matters relating to recreation by promoting public awareness of Township recreational services;
9. Discussing concerns raised by the public and staff.

5. TYPE OF COMMITTEE

Council Advisory Committee

6. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

a. Composition

- i. The Recreation Committee is composed of the following Members:
- ii. One (1) Council Member as appointed for the term by Council; four (4) members of the public as appointed by Council; and one (1) Township staff member being the Committee Coordinator (non-voting member).
- iii. A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

b. Roles and Responsibilities

- i. The Chair shall be the Councillor appointed to the Recreation Advisory Committee and shall be appointed at the first meeting of the Committee and shall serve in this capacity for 4 (four) years being the term of Council.
- ii. When the Chair is absent from a meeting, the Acting Chair may exercise all the rights, powers and authorities of the Chair. The Acting Chair will be identified based on a scheduled prepared for the full 4 (four) year term.



- iii. The Chair's main role is to facilitate meetings.

c. Subcommittees

- i. Subcommittees may be formed to complete specific tasks related to the Recreation Committee mandate and purpose but must report through the Recreation Committee. The maximum membership on any subcommittee is no more than two (2).

d. Qualifications

a. Citizen Appointee with the following qualifications:

- i. Interest in recreation;
- ii. Demonstrated commitment and interest in the municipality;
- iii. Knowledge of Township programs, clubs, sports organizations, etc. is considered an asset in addition to the following:
 - 1. Marketing / Communications
 - 2. Fundraising
 - 3. Financial
- iv. Flexibility to attend evening meetings is required including Special meetings with notice given in accordance with the Township Procedural By-law;
- v. Resident of the Township of Puslinch for the duration of the term;
- vi. At least 18 years of age;
- vii. Shall apply and be appointed by Council at the commencement of each new term

7. MEETING SCHEDULE

The Committee meets four (4) times annually on the third Tuesday of the month at 7:00 p.m., or another time mutually agreed upon by the Committee, and as many additional times as the Committee deems necessary.

During a municipal election year, meetings shall be cancelled where possible in the last quarter.



8. PROCEDURES AND PROTOCOLS

The Township Recreation Advisory Committee shall adhere to the Township's Procedural By-law.



REPORT REC-2023-002

TO: Recreation Advisory Committee

PREPARED BY: Justine Brotherston, Deputy Clerk

PRESENTED BY: Justine Brotherston, Deputy Clerk

MEETING DATE: February 21, 2023

SUBJECT: Committee Goals and Objectives Training

RECOMMENDATIONS

That staff report REC-2023-002 regarding Committee Goals and Objectives Training be received for information.

Purpose

The purpose of this report is to review the procedure for setting Committee Goals and Objectives.

Background

At the beginning of each term, the Recreation Advisory Committee sets Committee Goals and Objectives for approval and endorsement by Council. Over the term, Council may also refer or delegate Goals and Objectives to the Committee. Staff will provide a presentation at this meeting. In support of this presentation, there are two additional attachments, Attachment 1 - Advisory Committee Goals and Objectives Standard Operating Procedure and Attachment 2 - Advisory Committee Goals and Objectives Proposal Form.

Financial Implications

None

Applicable Legislation and Requirements

None

Attachments

Attachment 1 – Advisory Committee Goals and Objectives Standard Operating Procedure

Attachment 2 – Advisory Committee Goals and Objectives Proposal Form



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:

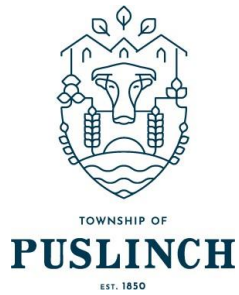
- Review approved annual committee goals and objectives
- Develop a detailed proposal of how implementation of the goal or objective will be achieved
- Provide a detailed break-down of budget implications if applicable

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.



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

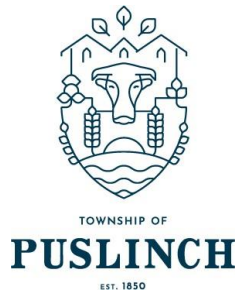
If yes, provide details supporting the demand/need for the initiative:

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

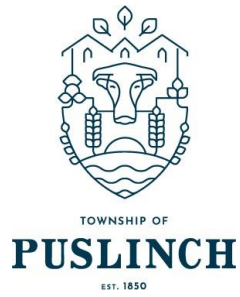
If yes, describe what marketing or advertising channels will be used (e.g. Social Media, Traditional or Digital Advertising, Township Events, etc.) and provide detail on why these channels are best to reach the target audience. (Any costs associated with marketing or advertising should be included in 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.



REPORT REC-2023-003

TO: Recreation Advisory Committee

PREPARED BY: Justine Brotherston, Deputy Clerk

PRESENTED BY: Justine Brotherston, Deputy Clerk

MEETING DATE: February 21, 2023

SUBJECT: 2021-2022 Committee Goals and Objectives Review

RECOMMENDATIONS

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

Purpose

The purpose of this report is to review the completed 2021-2022 Recreation Advisory Committee's Goals and Objectives and to review goals/objectives that will be carried forward into the 2022-2026 Term.

Background

In March of 2021, Council approved the 2021-2022 Recreation Advisory Committee Goals and Objectives. Each goal/objective had an assigned timeline and when required a sub-committee to created.

Comments

Below is a list of the 2021-2022 Goals and Objectives that were completed by the Recreation Advisory Committee in the 2018-2022 Council term.

2020-2022 Completed Committee Goals and Objectives

Goal/Objective	Sub-Committee	Budget	Person(s) Responsible	2022-2026 Status/Timeline
Regular Reporting to Council on Recreation initiatives and progress	N	N	Secretary of the Committee to draft report based Committee approved reporting template	Completed – Regular reporting provided to Council for 2021-2022
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 – Report brought to February 16, 2021 Recreation Advisory Committee Meeting
Public Engagement - Puslinch event spaces "Wellington Weddings"; promotion of facility rentals	Y Sub-committee: Daina Makinson, June Williams		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	Completed – Established and executed on external advertisement with GuelphToday. The remainder of this project was put on hold due to the need to recruit a Municipal Representative before continuing to promote rentals.
Committee Training	N	Y	Secretary to look into training opportunities for the Committee	Completed – Report brought to May 18, 2021 Recreation Advisory Committee meeting with training options
Preparation of Recreation Advisory Committee orientation package to new members of Council and Committee	Y Sub-Committee: Councillor Jessica Goyda, Vince Kilmkosz	N	Sub-Committee to be established; work with Secretary to develop orientation materials	Completed – Based on Sub-committee report Committee provided staff with recommendation for Orientation Package at November 16, 2021 Recreation Advisory 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 – Drinking Fountain Installed at the Optimist Recreation Centre in fall of 2021
Ball Diamond Netting	N	N		Completed – Council Resolution provided to Recreation Advisory Committee February 16, 2021 Meeting
CIL reserve fund	N	N		Completed – Report brought to February 16, 2021 Recreation Advisory Committee Meeting
Bang the Table	Y Sub-Committee: Councillor Jessica Goyda, Daina Makinson	N	Sub-Committee to be established to identify potential projects; Staff to create a proposal template for new projects including planning, budget, implementation, and reporting requirements.	Completed – Two engagement projects were completed in 2022. The first project was the Young Play Ground Planners for the Boreham Park Upgrade. The second project was a Recreation Facilities Survey to assist in setting the 2022-2026 Committee Goals and Objectives.
Tennis Club Use Agreement	N	Y		Completed – In January 2022 the Tennis Club ceased operations
Disc Golf	N	N	Recreation Advisory Committee asked to provide Council with comments.	Completed – At the September 20, 2022 Recreation Advisory Committee meeting the Committee provided Council with preliminary comments. At the December 7, 2022 Council meeting Council deferred the implementation of Disc Golf.

Parks Master Plan Update	N	N		Completed – Regular verbal reports provided to the Committee for 2021-2022
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2022-2026 Carry Forward Goals and Objectives

Below is a list of goals and objectives will be carried forward to the 2022-2026 Council term and will be included in the Committee's Goals and Objectives sent for Council's approval/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 Puslinch Community Centre Park Renovation and Upgrade and Replacement of Lights and Upgrading of Washrooms at Old Morriston Park	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	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 relations to recreation and Township recreation facilities.
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

None

Applicable Legislation and Requirements

None

Attachments

None



REPORT REC-2023-004

TO: Recreation Advisory Committee

PREPARED BY: Justine Brotherston, Deputy Clerk

PRESENTED BY: Justine Brotherston, Deputy Clerk

MEETING DATE: February 21, 2023

SUBJECT: Recreation Facility Survey Results

RECOMMENDATIONS

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

Purpose

The purpose of this report is to provide the Recreation Advisory Committee with the results of the Recreation Facility Survey for consideration when setting the 2022-2026 Committee Goals and Objectives.

Background

The EngagePuslinch sub-committee created a survey to collect feedback regarding the Township's recreation facilities to assist with preparing the Committee's Goals and Objectives for 2022-2026.

The survey was shared on EngagePuslinch.ca from September 1, 2022 until September 30, 2022. The project was viewed 189 times and there was 66 respondents. The survey was advertised through the Township's social media accounts, a Facebook advertisement, a banner on the Township website, and a classified advertisement on GuelphToday.ca.

Key Findings and Comments

Attachment 1 of this report is the Recreation Facility Survey Report which details summarized responses for each survey question. The comments below address recurring feedback that received through the survey.

Puslinch Community Centre Tennis Courts

The facility that received the most feedback was the Tennis Courts at the Puslinch Community Centre. The feedback primarily focused on the repair of the Tennis Court surfaces and upgrading the courts to include pickleball lines.

Staff can confirm that improvements to the Puslinch Community Centre Tennis Courts is planned for 2023. The tender has not been issued for this project at this time.

Optimist Creation Centre Gymnasium

The facility that received the second highest amount of feedback was the Gymnasium at the Optimist Recreation Centre. The feedback primarily focused on upgrading the gymnasium's floor to include lines for pickleball.

Staff can confirm that the painting of permanent pickleball lines is scheduled for May of 2023.

Requests for splashpad or pool

In the survey's comments section a number of respondents shared a desire for the Township to have a Splashpad or Pool.

Staff have identified that due to inadequate water sources and wastewater disposal a splashpad or pool is not a viable recreation facility for the Township of Puslinch.

Requests for additional programming at recreation facilities

In the survey's comment section a number of respondents shared a desire to see more programming at the Township's recreation facilities.

This feedback provides an opportunity for the Recreation Advisory Committee to set a Goal/Objective related to recommending options for recruitment of community partners to offer increased recreational programming.

Feedback regarding Facility Advertisement and Rentals

In the survey's comments section a number of respondents shared that it was difficult to find information regarding Township Facilities and Rentals.

This feedback provides an opportunity for the Recreation Advisory Committee to set a Goal/Objective related to recommending opportunities to advertise the Township's facility and rental.

Financial Implications

None

Applicable Legislation and Requirements

None

Attachments

Attachment 1 – Recreation Facility Survey Report

Recreation Facilities Survey

SURVEY RESPONSE REPORT

01 September 2022 - 30 September 2022

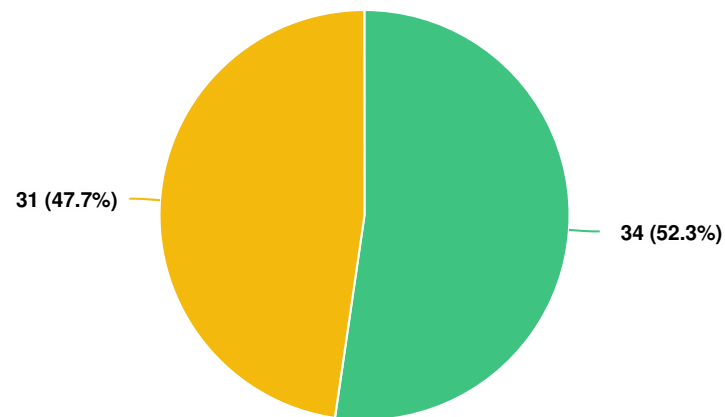
PROJECT NAME:

Recreation Facility Rental Survey



SURVEY QUESTIONS

Q1 Do you use any recreation facilities outside of Puslinch such as gyms, pools, rinks, performance spaces, meeting spaces or others?



Question options

● Yes ● No

Optional question (65 response(s), 1 skipped)

Question type: Radio Button Question

Question Options	Number of Respondents
Yes	34
No	31

Q2 What facilities outside of Puslinch do you use and where?

Anonymous

9/07/2022 01:29 PM

City of Guelph Indoor & Outdoor Pools

Anonymous

9/08/2022 08:10 AM

Swimming pool in Cambridge Badminton in Cambridge

Anonymous

9/08/2022 08:58 AM

Mini Lake pavilion

Anonymous

9/08/2022 11:35 AM

Y guelph School gym ugdsb Hamilton conservation

Anonymous

9/08/2022 12:38 PM

City if guelph rinks

Anonymous

9/08/2022 04:47 PM

Son has done karate and swimming lessons in Guelph

Anonymous

9/08/2022 05:52 PM

Movati Gym and Victoria Road Recreation Center

Anonymous

9/08/2022 07:31 PM

Victoria rec center meeting rooms

Anonymous

9/08/2022 08:47 PM

Rinks, indoor soccer fields

Anonymous

9/09/2022 08:34 AM

Tennis courts/pickle ball

Anonymous

9/09/2022 08:41 AM

Tennis courts

Anonymous

9/09/2022 09:11 AM

Cambridge facilities

Anonymous

9/09/2022 09:11 AM

Movati

Anonymous

9/09/2022 09:12 AM

None

Anonymous

9/09/2022 09:29 AM

Cambridge

Anonymous

9/09/2022 09:52 AM

Pickleball in Cambridge at the Baptist Church.

Anonymous

9/09/2022 10:38 AM

Guelph Wellington Senior Centre

Anonymous

9/09/2022 10:56 AM

Movati, Guelph

Anonymous

9/09/2022 11:14 AM

Swimming, Pickleball courts

Anonymous

9/09/2022 01:20 PM

none

Anonymous

9/09/2022 02:12 PM

Cambridge

Anonymous

9/09/2022 03:21 PM

Rockwood Tennis, Guelph West End Rec Centre (badminton), Royal City Tennis

Anonymous

9/09/2022 09:33 PM

Ice arena

Anonymous

9/10/2022 08:01 PM

Flamborough YMCA

Anonymous

9/11/2022 07:52 AM

swimming senior center

Anonymous

9/11/2022 05:02 PM

Community center facilities in Guelph and Cambridge and Milton

Anonymous

Swimming pool Beach volleyball

9/11/2022 08:51 PM

Anonymous

9/12/2022 09:59 AM

Guelph - All arenas; Public pool Guelph - the Zone arena Guelph - All ball diamonds

Anonymous

9/12/2022 04:18 PM

Swimming pools at Rec centres in Guelph.

Anonymous

9/13/2022 07:44 PM

Rim Park, Waterloo for pickleball. Rockwood for tennis. Milton for pickleball. Margaret Greene Park, Guelph for outdoor pickleball. Movati gym, Guelph for pool, fitness and squash. Royal Distribution centre, Guelph/ Eramosa Township for indoor walking track.

Anonymous

9/14/2022 01:46 AM

Indoor pools in Guelph Dog parks-off leash

Anonymous

9/14/2022 10:15 AM

Leash free dog park in Guelph

Anonymous

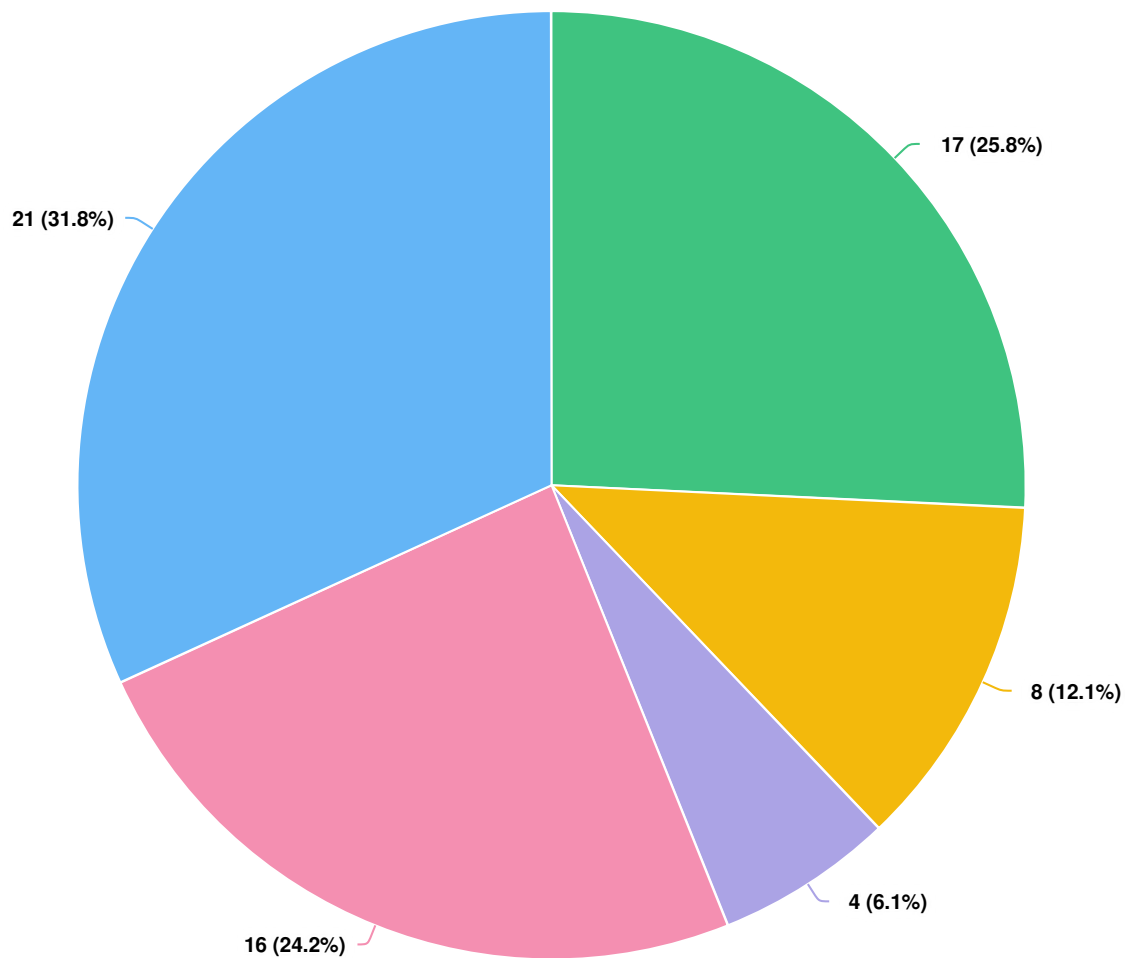
9/15/2022 11:46 AM

West End Center pool, Guelph Curling Club, Guelph Hiking Club Trails

Optional question (33 response(s), 33 skipped)

Question type: Essay Question

Q3 How often do you or members of your household use Puslinch recreation facilities?
(Please consider your level of participation prior to the COVID-19 Pandemic)



Question options

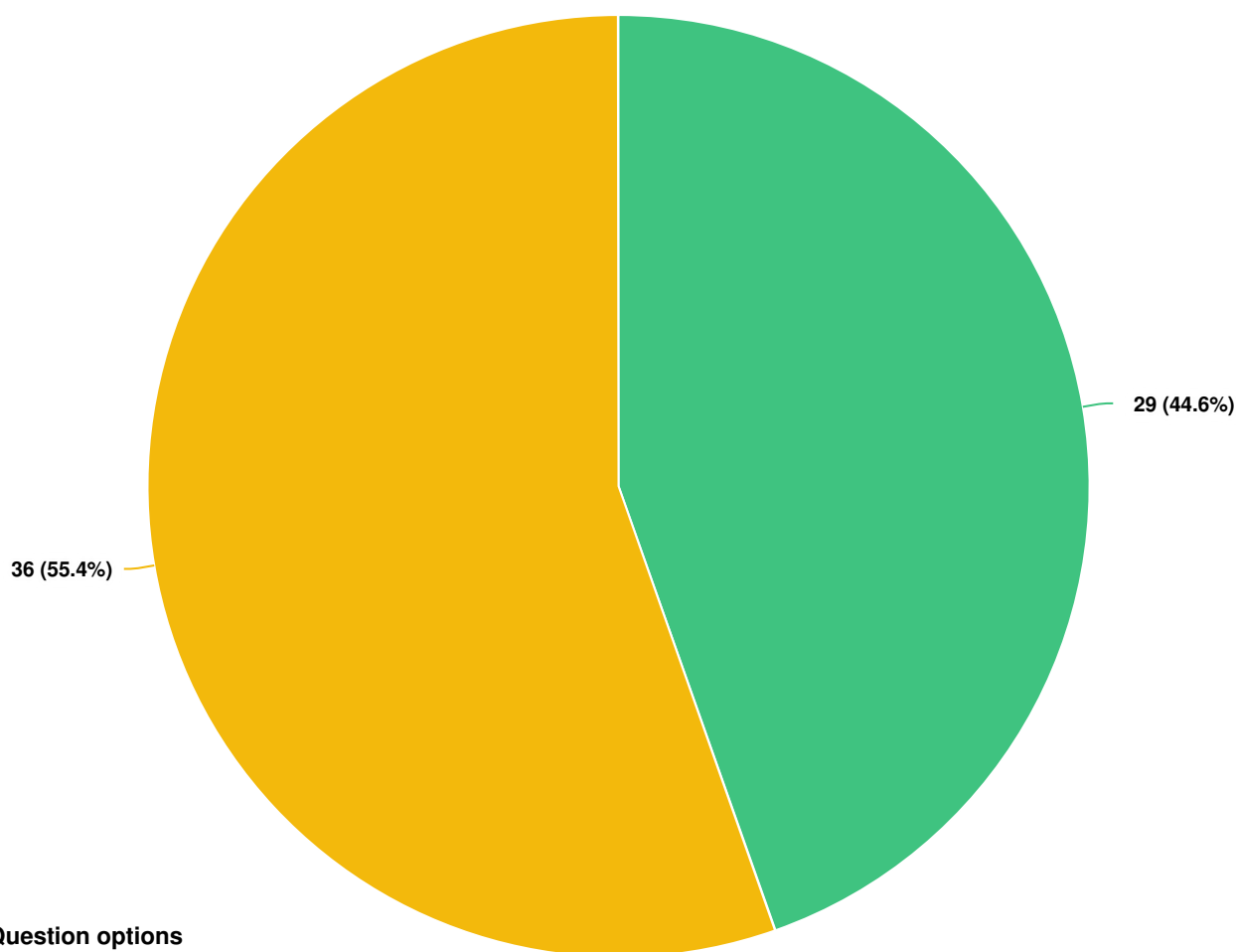
● Never
 ● Every 2-3 Months
 ● Once or twice a month
 ● Weekly
 ● Frequently (several times a week or daily)

Optional question (66 response(s), 0 skipped)

Question type: Radio Button Question

Question Options	Number of Respondents
Frequently	21
Weekly	16
One or twice a month	4
Every 2-3 months	8
Never	17

Q4 Do the recreation facilities in Puslinch meet the needs of your household?



Question options

● Yes ● No

Optional question (65 response(s), 1 skipped)

Question type: Radio Button Question

Question Options	Number of Respondents
Yes	29
No	36

Q5 Explain why the recreation facilities do not meet your households needs.

Anonymous

9/07/2022 01:29 PM

Washrooms at playgrounds are not open without rental of other onsite facilities

Anonymous

9/08/2022 08:10 AM

Just moved here. Been playing pickleball outside in puslinch. Will play inside in the winter if it's not too crowded

Anonymous

9/08/2022 10:18 AM

Would like pickleball but little information about it

Anonymous

9/08/2022 11:35 AM

There doesn't seem to be an easy way to find out what is available

Anonymous

9/08/2022 04:01 PM

We need a swimming pool for the community. A splash pad would be good too.

Anonymous

9/08/2022 04:47 PM

Wish the after school free gym hours went later into the evening more so parents had more opportunity to bring kids after they get home from working Offer skating and learn to skate lessons in the winter months if were able to obtain teachers. Offer ball hockey lessons/groups in spring, summer and fall months on arena floor

Anonymous

9/08/2022 05:52 PM

A swimming pool is most important to us. We love swimming and water aerobics

Anonymous

9/08/2022 06:19 PM

A pool for swimming a year would work with us

Anonymous

9/08/2022 08:01 PM

No need to use them

Anonymous

9/08/2022 08:47 PM

We need to complete the new soccer field . More indoor facilities for sports would also be great .

Anonymous

9/09/2022 08:06 AM

We use the tennis courts for Pickleball and need proper Pickleball courts. The tennis courts are in terrible shape and dangerous to use due to the large cracks (tripping hazards).

Anonymous

9/09/2022 08:34 AM

Made for tennis needs to be recovered and lined for pickle ball

Anonymous

9/09/2022 08:41 AM

Out door courts are not safe. Cracked and uneven surfaces. Require lines for pickleball would be great.

Anonymous

9/09/2022 08:51 AM

The current tennis courts are not safe. The surface is full of cracks and has fallen into disrepair. The potential risk of injury is great due to falls.

Anonymous

9/09/2022 08:54 AM

Having to tape every time for pickleball is expensive

Anonymous

9/09/2022 09:11 AM

The tennis courts are in a sad state and require repairs/replacement due to sinking issues and numerous cracks, which have been repaired but with little or no success. Regretfully, these deficiency's impact the ability to have a proper game.

Anonymous

9/09/2022 09:33 AM

The tennis courts in Aberfoyle are a disgrace....we TRY to play pickleball on them 3 x per week.

Anonymous

9/09/2022 09:35 AM

I play pickleball and we need to improve the outdoor courts. They are a hazard because of the cracks in them.

Anonymous

9/09/2022 10:35 AM

I'd love to see a pickleball ball court . The tennis courts are not ideal & uneven to run on. The indoor court is slippery & not ideal for pickleball although thankful to have what we have!

Anonymous

9/09/2022 11:00 AM

Not enough programming and variety of activities.

Anonymous

9/09/2022 11:14 AM

I would like to see senior coordinator to facilitate more activities during the day for over 50

Anonymous

9/09/2022 11:58 AM

Need specifiied pickelball courts. The sport has become extremely popular, need more space.

Anonymous

There are no designated Pickle Ball facilities.

9/09/2022 02:12 PM

Anonymous

9/09/2022 02:34 PM

Would prefer to have permanent pickleball courts. Better maintenance of the existing tennis courts is needed.

Anonymous

9/09/2022 03:21 PM

Aberfoyle tennis courts need repair. Aberfoyle gym very small.

Anonymous

9/10/2022 08:33 AM

We are rarely able to access them

Anonymous

9/10/2022 08:01 PM

We need an aquatic facility. I realize it is costly but aqua exercise is sometimes the only exercise seniors can do because it doesn't irritate joints. It would also be great to have a splash pad.

Anonymous

9/11/2022 07:52 AM

tennis courts need to be done over .

Anonymous

9/11/2022 05:02 PM

Other than soccer fields there is not much available

Anonymous

9/12/2022 09:03 AM

Pickleball has developed at such an incredible pace and resurfaced courts are needed immediately.

Anonymous

9/12/2022 04:18 PM

With small children, it would be great to have access to swimming lessons and/or a splash pad. Some aspects of certain facilities are in poor repair (ie, flooring uneven creating a tripping hazard, bathrooms constantly backing up and/or flooding, picnic tables could use a facelift by way of some fresh paint or new boards, a shaded pavilion space with seating like picnic tables would be great for outdoor events like reunions, birthday parties etc at the community centre (like what is already available in Morriston).

Anonymous

9/13/2022 07:44 PM

Too small for indoor pickleball. Courts not lined or suitable for outdoor pickleball plus the attitude of the tennis people towards pickleball! No indoor walking tracks, squash courts gyms, pools or indoor winter fitness facilities— the MURF does not promote a higher level of pickleball playing.

Anonymous

9/14/2022 01:46 AM

No indoor pool near home in Morriston I do not skate etc Accessibility issues

Anonymous

9/14/2022 10:15 AM

Would be nice to have a leash free dog park in Puslinch so don't have to drive to Guelph.

Anonymous

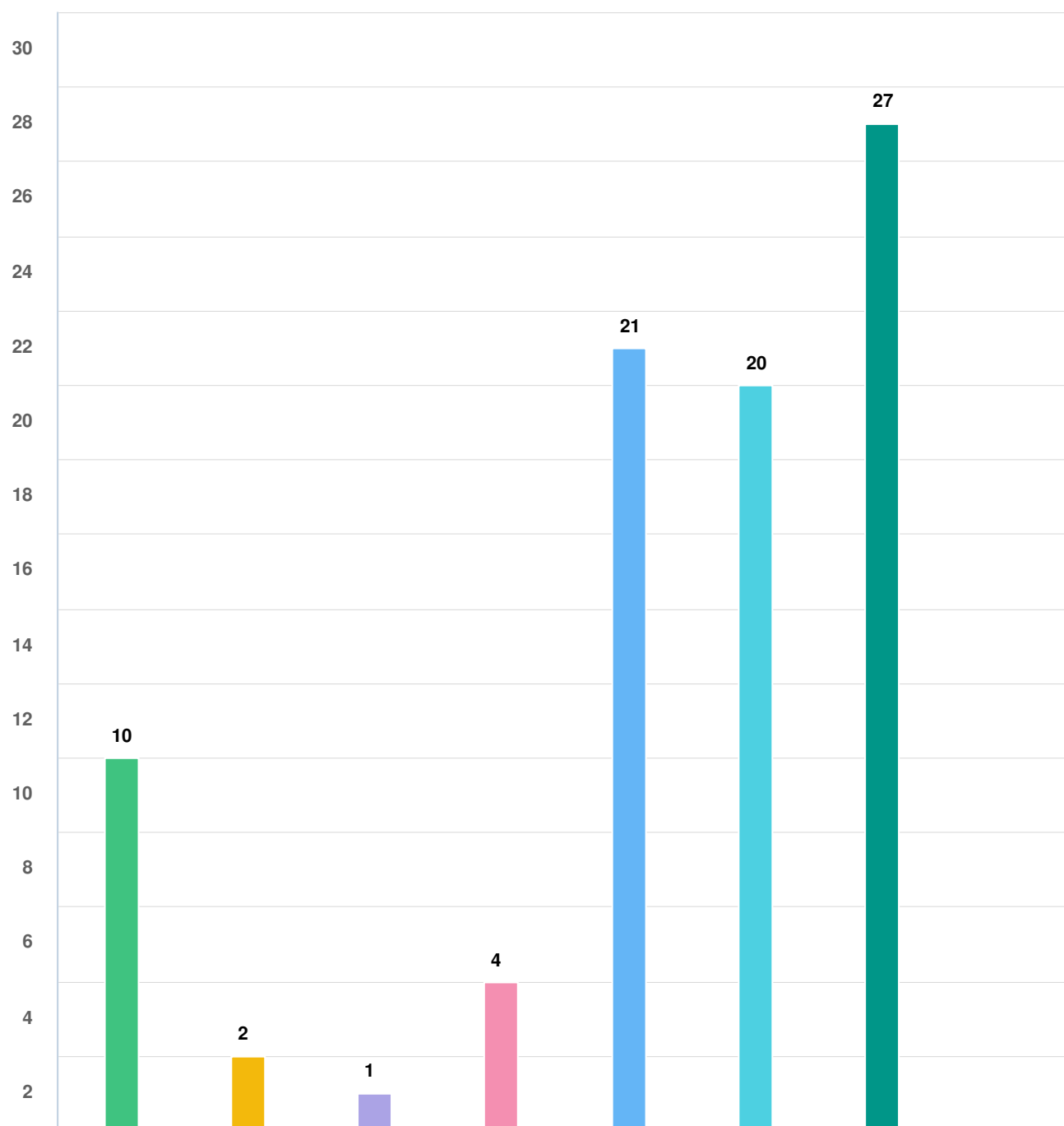
9/15/2022 07:18 PM

I would like a gym, with weight lifting and classes

Optional question (35 response(s), 31 skipped)

Question type: Essay Question

Q6 What prevents you or someone in your household from using Puslinch facilities? Select all that apply:



Question options

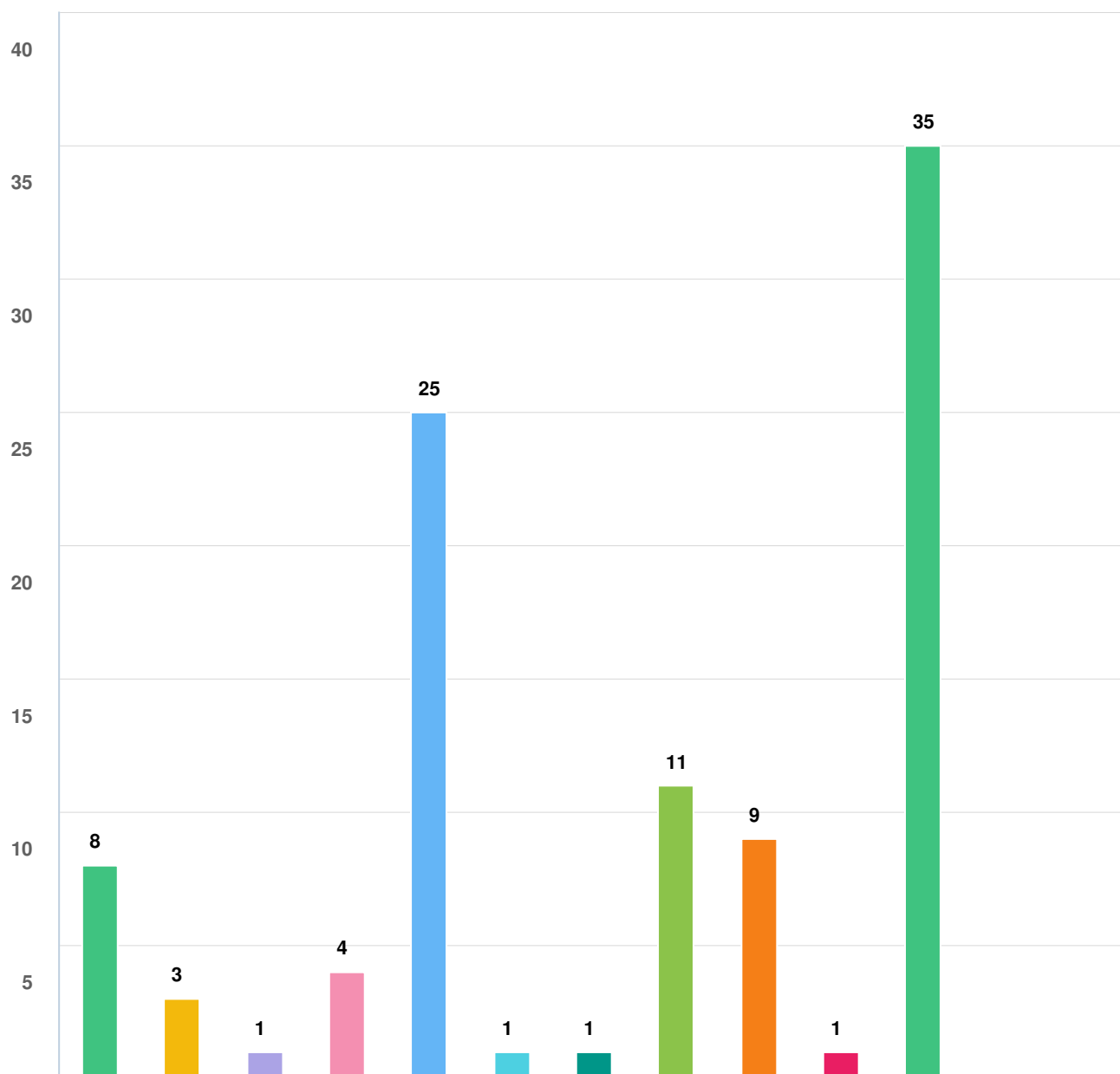
- Rentals fees too high
 ● Too busy to participate
 ● Physical accessibility barriers
 ● Unsure how to rent spaces
- Lack of programming
 ● Other/Better or more appealing opportunities elsewhere
- Nothing prevents our household's participation
 ● Lack of parking

Optional question (61 response(s), 5 skipped)

Question type: Checkbox Question

Question Options	Number of Respondents
Rental fees too high	10
Too busy to participate	2
Physical accessibility barriers	1
Unsure how to rent spaces	4
Lack of programming	21
Other/Better or more appealing opportunities elsewhere	20
Nothing prevents our household's participation	27
Lack of parking	0

Q7 Select all facilities you would like to supply feedback for:



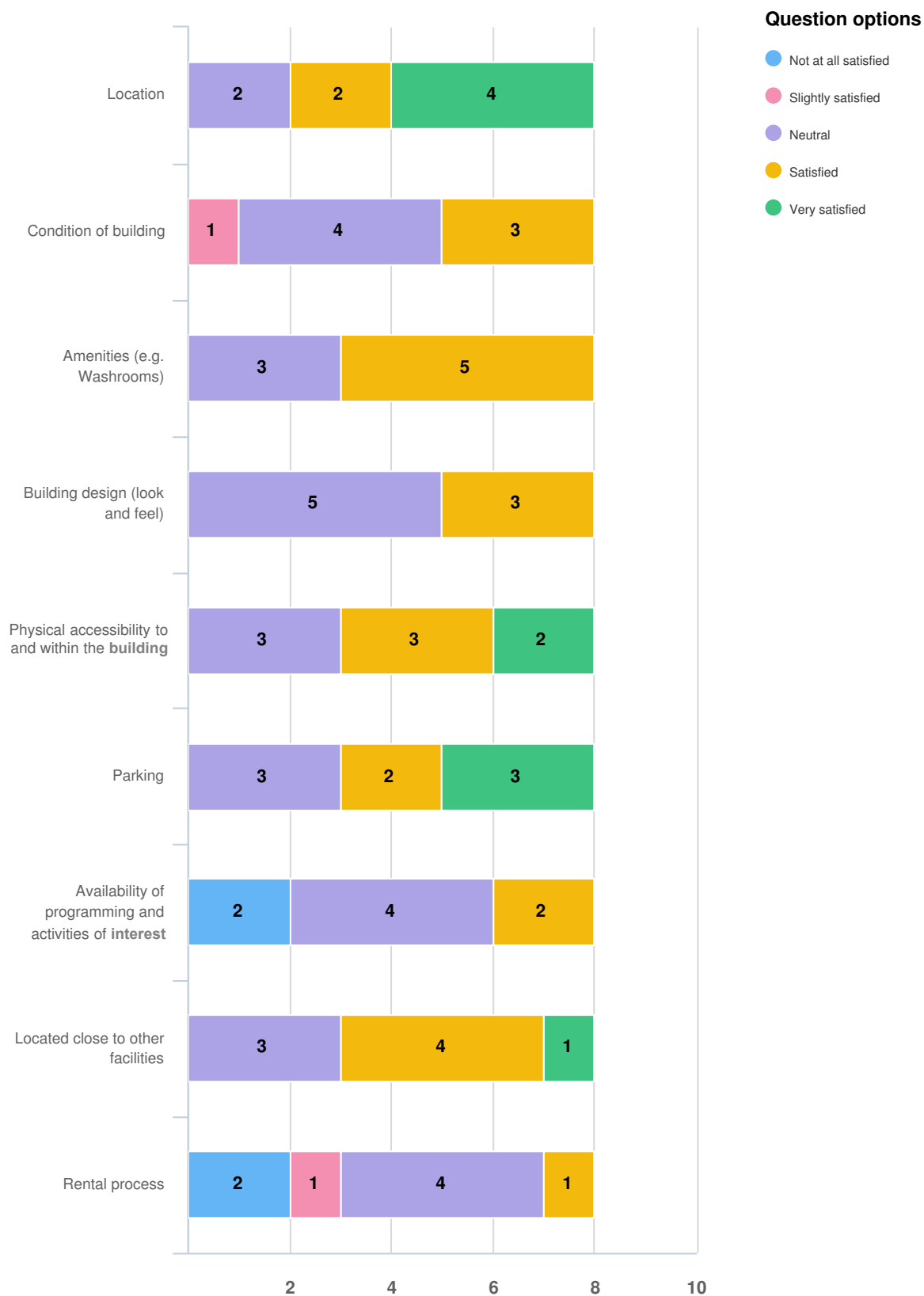
Question options

- Archie MacRobbie Hall - Puslinch Community Centre
 ● Aberfoyle Soccer Pitch
 ● Aberfoyle Baseball Diamond
- Alf Hales Room - Puslinch Community Centre
 ● Gymnasium - Optimist Recreation Centre
- Horse Paddock - Puslinch Community Centre
 ● Morriston Meadows Baseball Diamond
- Outdoor Arena - Ice Rental - Optimist Recreation Centre
 ● Outdoor Arena - Summer Rental - Optimist Recreation Centre
- Old Morriston Baseball Diamond
 ● Tennis Courts - Puslinch Community Centre
 ● Badenoch Soccer Pitch
- Morriston Meadows Picnic Pavilion

Optional question (49 response(s), 17 skipped)
Question type: Checkbox Question

Question Options	Number of Respondents
Archie MacRobbie Hall – Puslinch Community Centre	8
Aberfoyle Soccer Pitch	3
Aberfoyle Baseball Diamond	1
Alf Hales Room – Puslinch Community Centre	4
Gymnasium – Optimist Recreation Centre	25
Horse Paddock – Puslinch Community Centre	1
Morrison Meadows Baseball Diamond	1
Outdoor Arena – Ice Rental – Optimist Recreation Centre	11
Outdoor Arena – Summer Rental – Optimist Recreation Centre	9
Old Morrison Baseball Diamond	1
Tennis Courts – Puslinch Community Centre	35
Badenoch Soccer Pitch	0
Morrison Meadows Picnic Pavilion	0

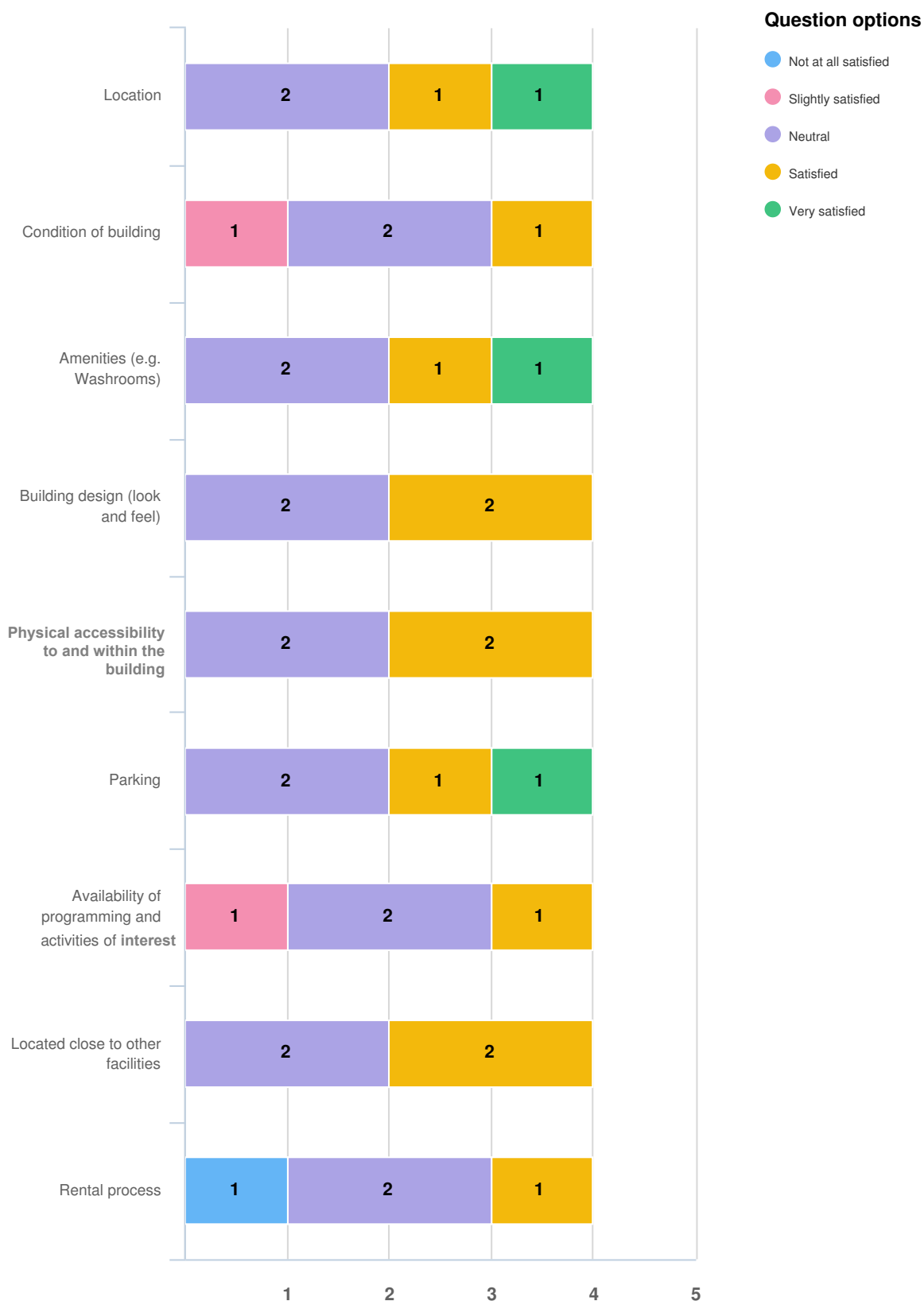
Q8 | Archie MacRobbie Hall, Puslinch Community Centre - How satisfied are you with the following:



Optional question (8 response(s), 58 skipped)

Question type: Likert Question

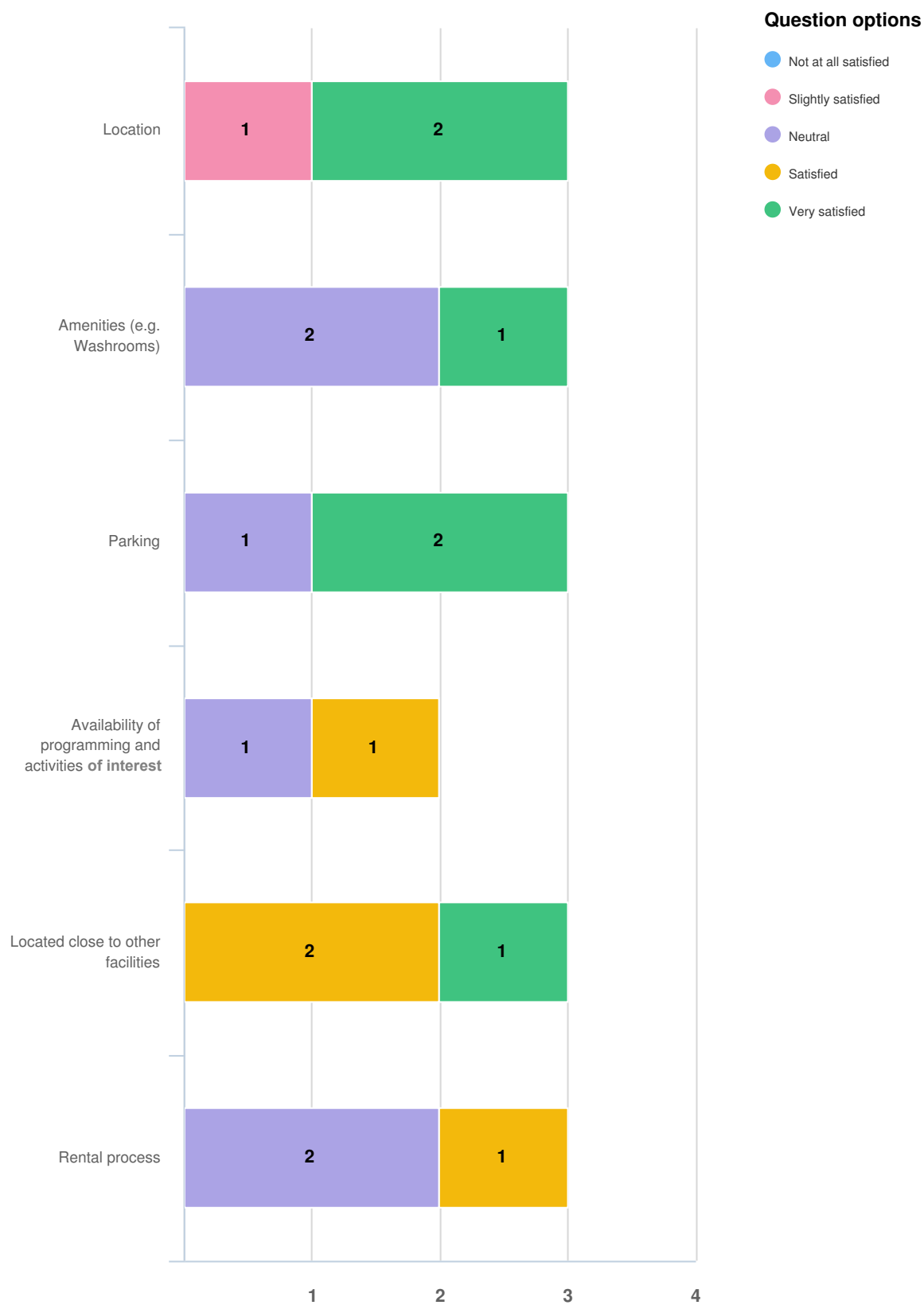
Q9 Alf Hales Room, Puslinch Community Centre- How satisfied are you with the following:



Optional question (4 response(s), 62 skipped)

Question type: Likert Question

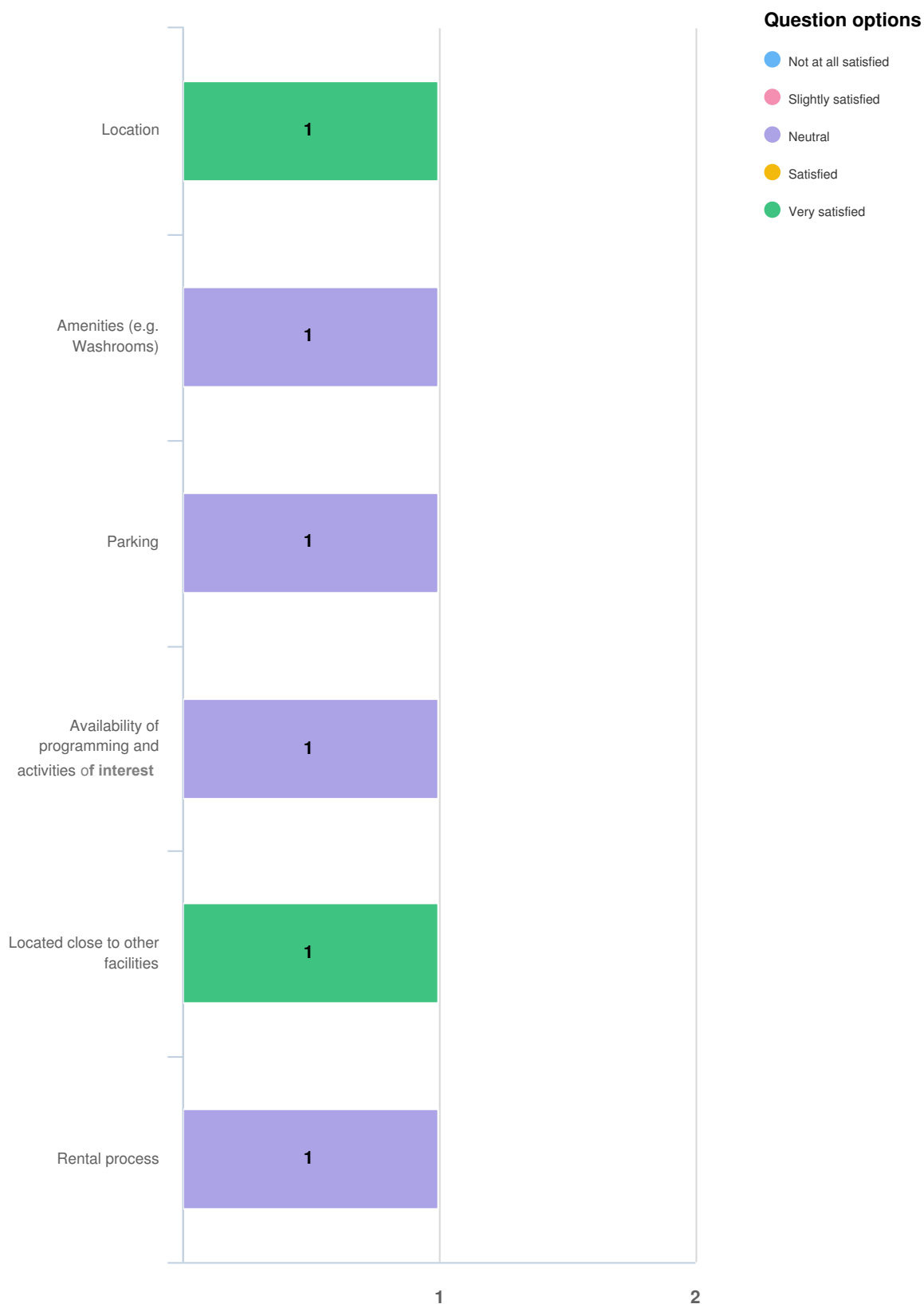
Q11 Aberfoyle Soccer Pitch - How satisfied are you with the following:



Optional question (3 response(s), 63 skipped)

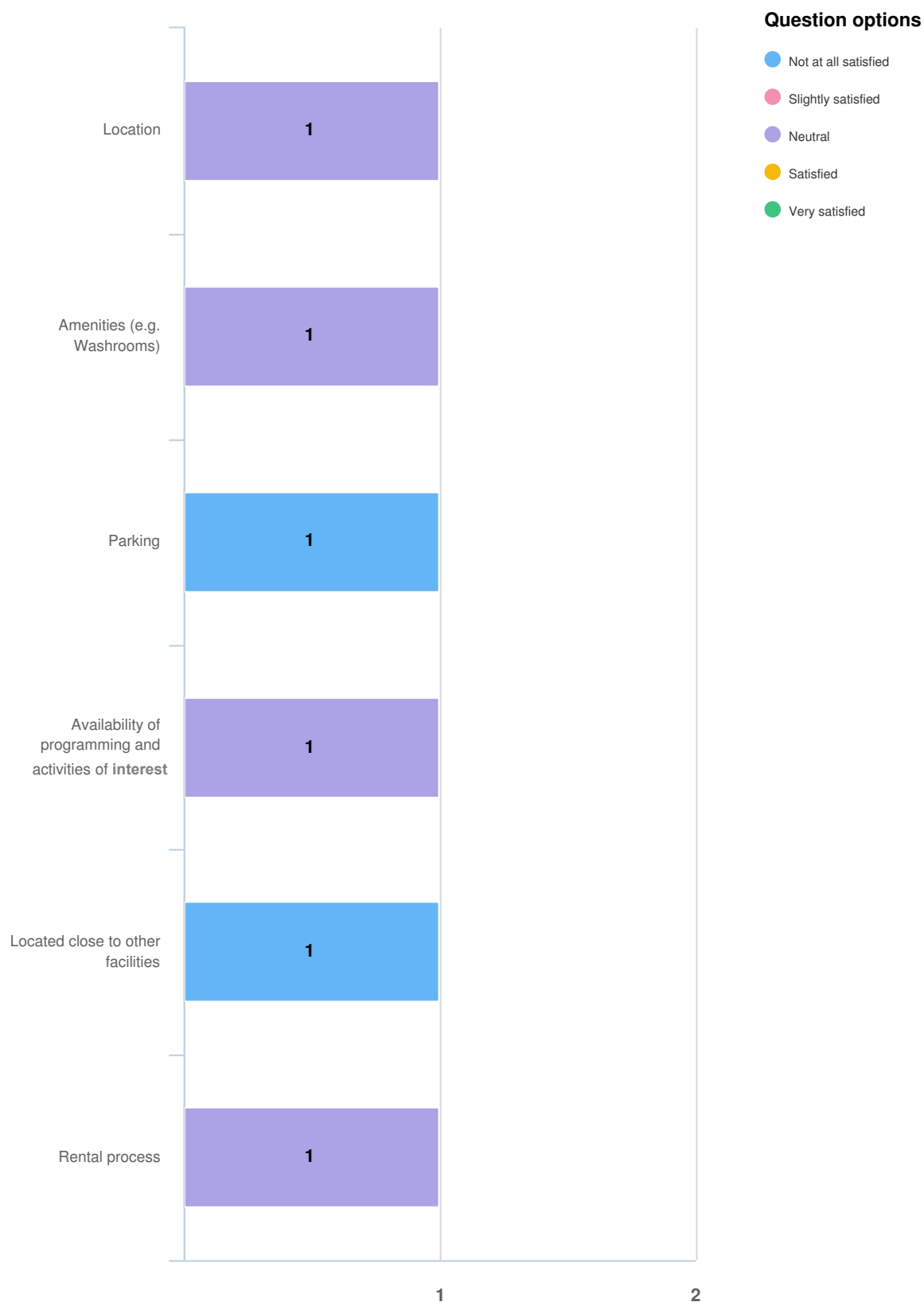
Question type: Likert Question

Q12 Aberfoyle Baseball Diamond - How satisfied are you with the following:



Optional question (1 response(s), 65 skipped)
Question type: Likert Question

Q13 **Morrison Meadows Baseball Diamond - How satisfied are you with the following:**



Optional question (1 response(s), 65 skipped)

Question type: Likert Question

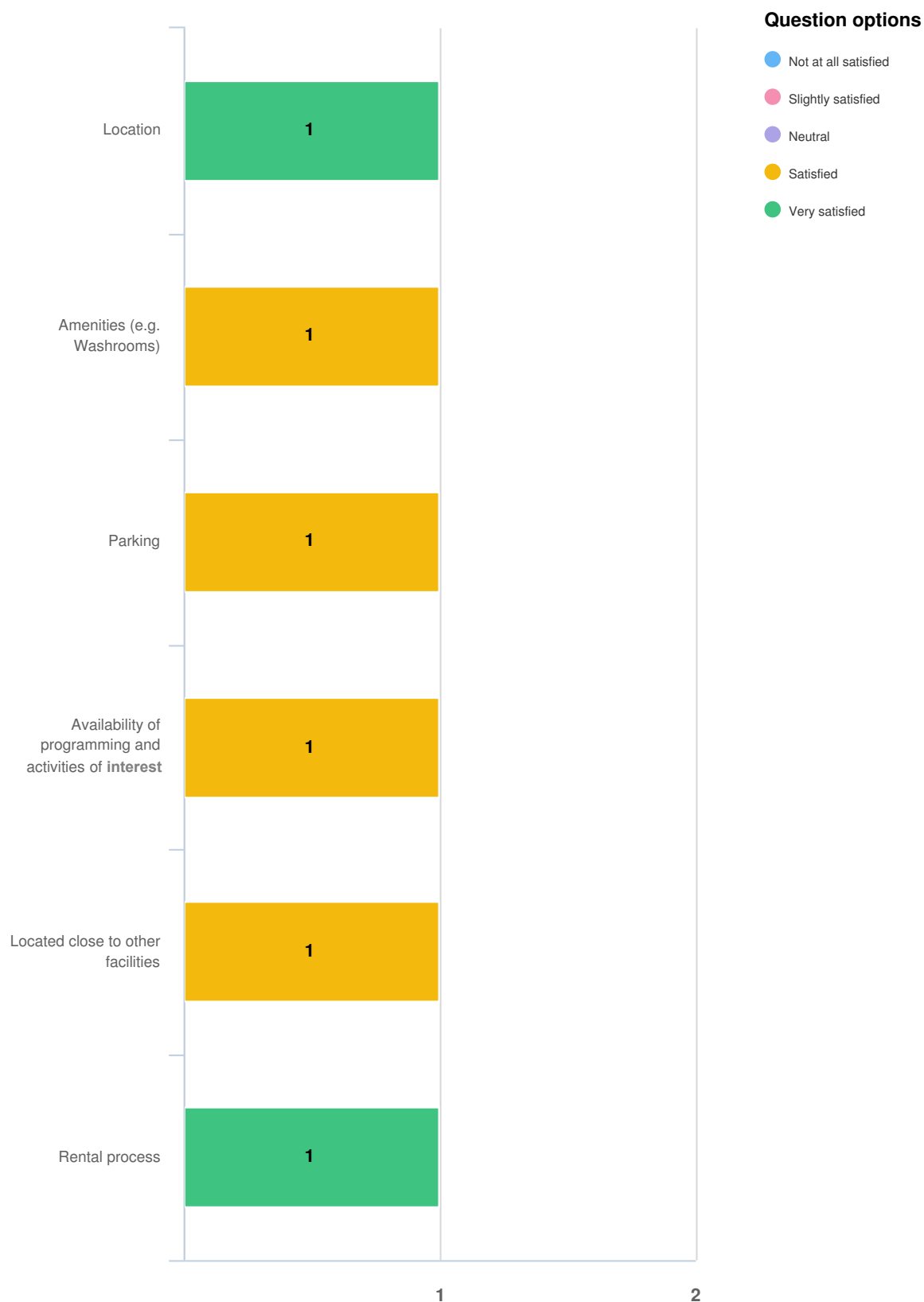
Q14 **Gymnasium, Optimist Recreation Centre - How satisfied are you with the following:**



Optional question (24 response(s), 42 skipped)

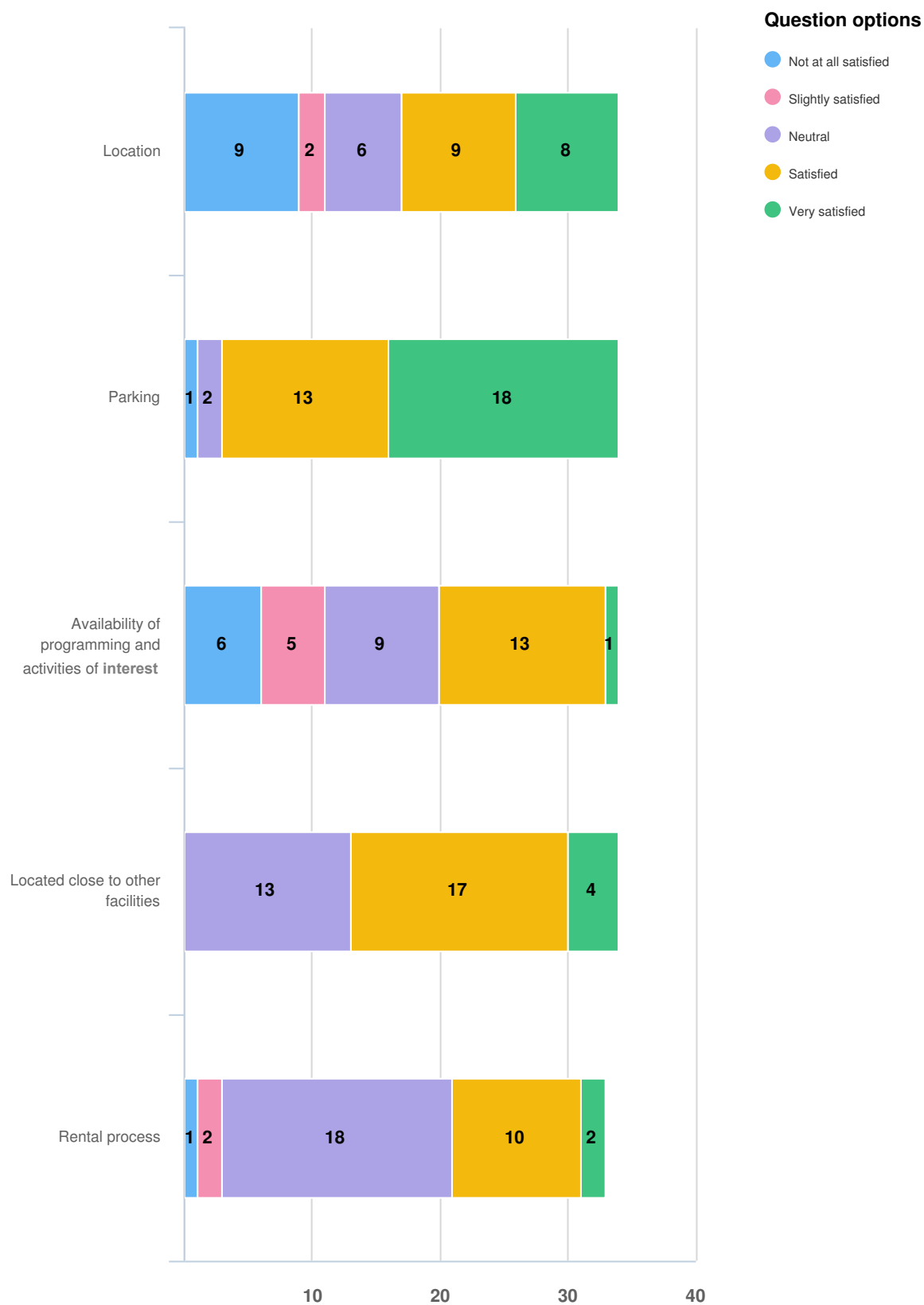
Question type: Likert Question

Q15 Old Morriston Baseball Diamond - How satisfied are you with the following:



Optional question (1 response(s), 65 skipped)
Question type: Likert Question

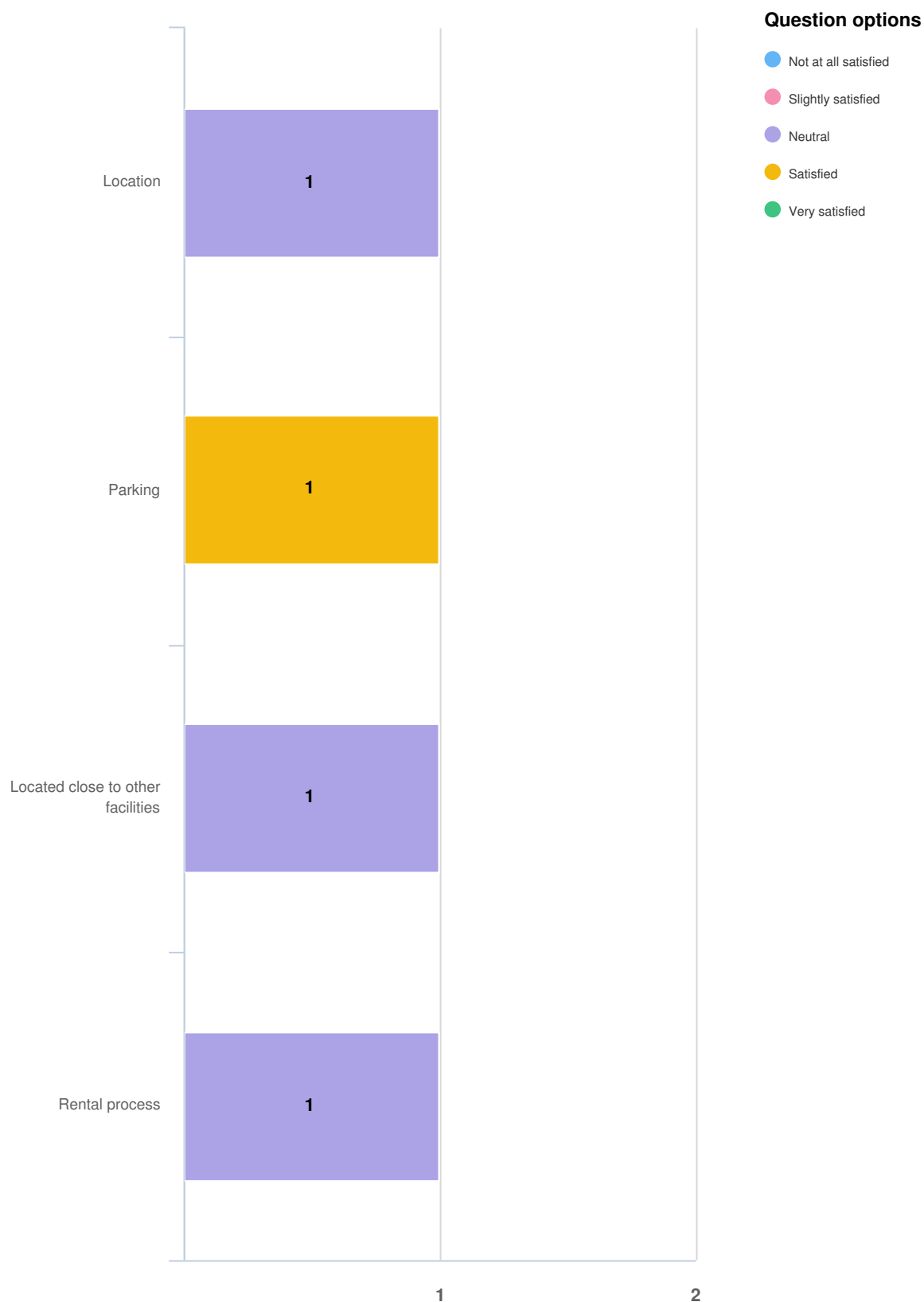
Q16 Tennis Courts, Puslinch Community Centre - How satisfied are you with the following:



Optional question (34 response(s), 32 skipped)

Question type: Likert Question

Q17 Horse Paddock, Puslinch Community Centre - How satisfied are you with the following:



Optional question (1 response(s), 65 skipped)
Question type: Likert Question

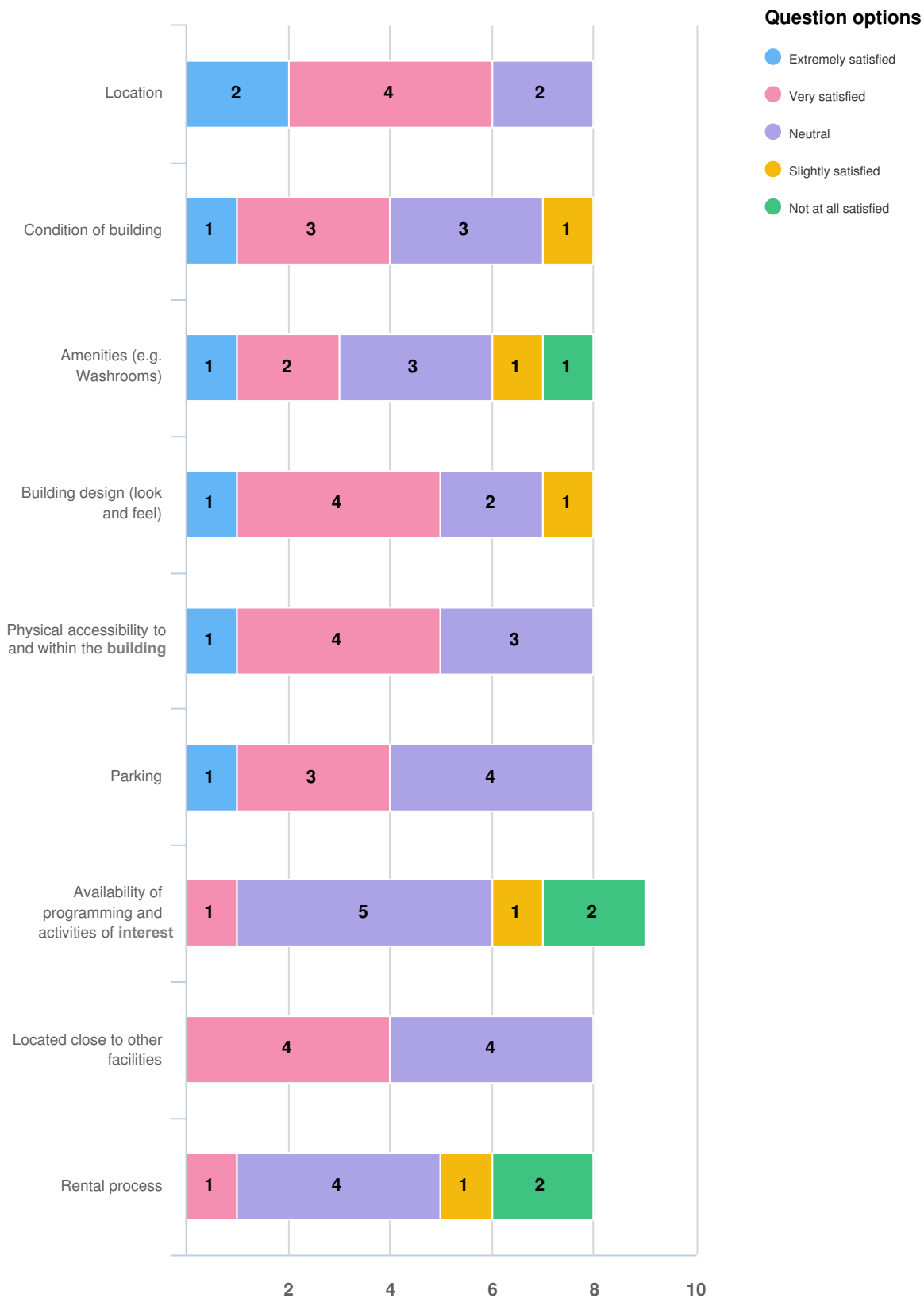
Q19 Outdoor Arena - Ice Rental - Optimist Recreation Centre - How satisfied are you with the following:



Optional question (11 response(s), 55 skipped)

Question type: Likert Question

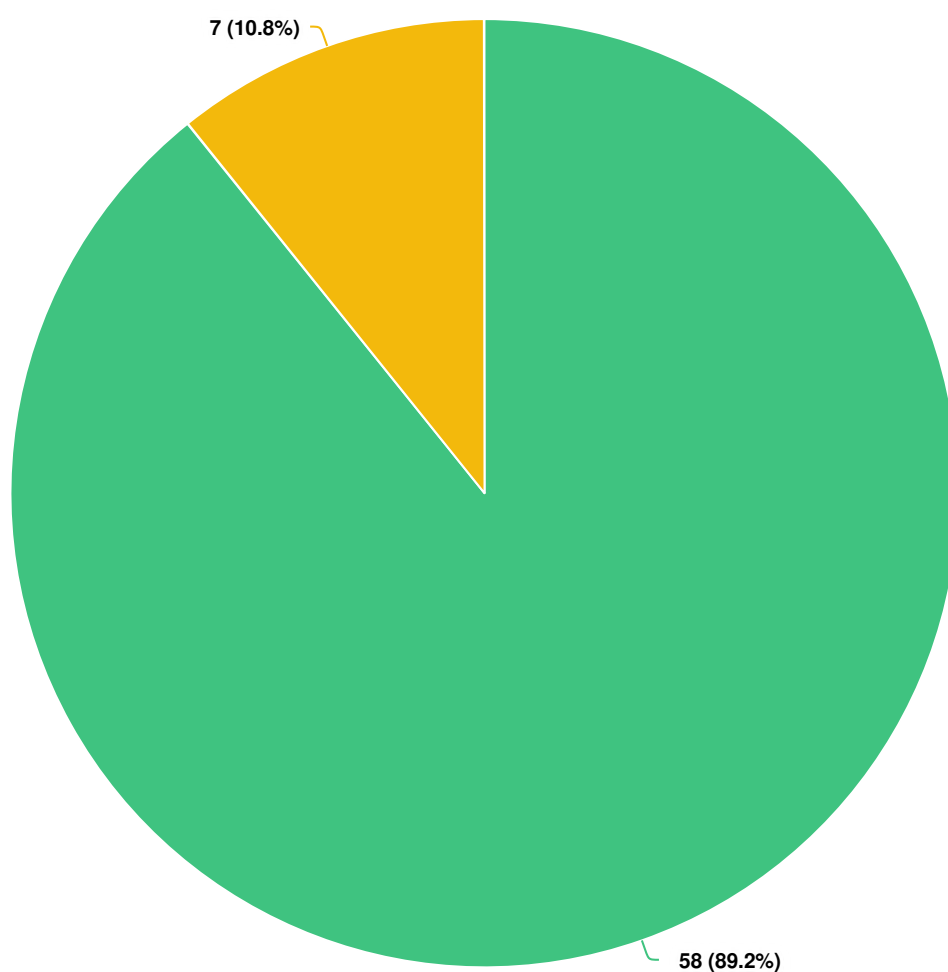
Q20 Outdoor Arena - Summer Rental - Optimist Recreation Centre - How satisfied are you with the following:



Optional question (9 response(s), 57 skipped)

Question type: Likert Question

Q21 Are you a Puslinch resident?



Question options

● No ● Yes

Optional question (65 response(s), 1 skipped)

Question type: Radio Button Question

Question Options	Number of Respondents
Yes	58
No	7

Q22 | **Where are you from?**

Anonymous

9/09/2022 08:34 AM

Cambridge

Anonymous

9/09/2022 08:39 AM

Guelph

Anonymous

9/09/2022 08:41 AM

Cambridge

Anonymous

9/09/2022 09:11 AM

Guelph

Anonymous

9/09/2022 09:12 AM

Guelph

Anonymous

9/09/2022 09:33 AM

Lived in Aberfoyle....moved to south Guelph 10 yrs ago

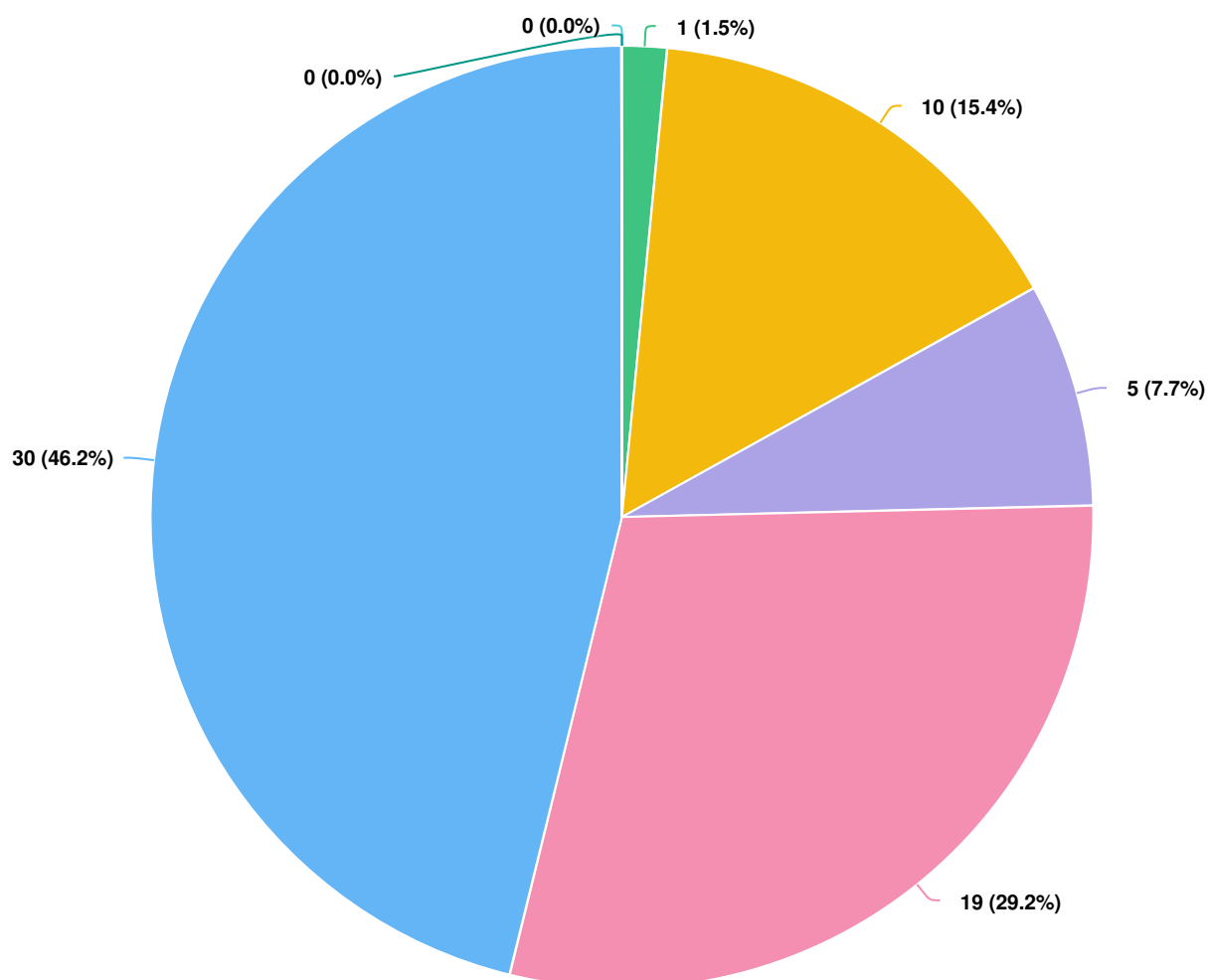
Anonymous

9/09/2022 10:55 AM

Nassagaweya

Optional question (7 response(s), 59 skipped)

Question type: Single Line Question

Q23 How old are you?**Question options**

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

Optional question (65 response(s), 1 skipped)
Question type: Radio Button Question

Question Options	Number of Respondents
Under 18	0
18-24	0
25-34	1
35-44	10
45-54	5
55-64	19
65+	30

Q24 Is there additional feedback you would like to provide?

Anonymous

9/05/2022 01:41 PM

I feel from listening to individuals trying to rent facilities it is getting more difficult and demanding. There appears to be no leeway especially for service groups who are trying to provide a service to the community. Rentals involving higher liability premiums, security deposits, etc. are becoming just out of reach for the ordinary person or leisure group.

Anonymous

9/07/2022 01:29 PM

Splash Pad or public pool would be a great addition to either the Aberfoyle or Morriston Meadows activity areas

Anonymous

9/08/2022 07:15 AM

I would like to see an up-to-date community calendar, front and center, on the township website home page. I can never find out what's going on. Although to be honest, most of my experiences has been through COVID.

Anonymous

9/08/2022 08:10 AM

Where can I play badminton?

Anonymous

9/08/2022 10:18 AM

Information is not readily available. Maybe a full page in Puslinch Pioneer of programming and rental info quarterly

Anonymous

9/08/2022 11:35 AM

Website needs to provide more info.

Anonymous

9/08/2022 12:38 PM

I think it would be an easy revenue generating if more advertising was along the boards at the rink and the fences of the ball diamonds.

Anonymous

9/08/2022 04:01 PM

It's a very nice rink, the curtains work well, very well kept

Anonymous

9/08/2022 04:47 PM

Thank you for asking for our feedback and suggestions. Would be great to see and have more activities offered! Especially in spring and fall months. Make more use of these nice buildings!

Anonymous

9/08/2022 05:52 PM

A full recreational facility with pool would be great.

Anonymous

9/08/2022 07:31 PM

Kitchen is small in gym and food is not allowed outside kitchen so it limiting for kid parties

Anonymous

9/09/2022 08:06 AM

Please fix the tennis courts and add Pickleball courts/lines

Anonymous

9/09/2022 08:39 AM

Improvement of the tennis courts/ pickleball, , large cracked in the pavement , only one net available due to vandalism

Anonymous

9/09/2022 08:41 AM

Washrooms open for the outdoor courts.

Anonymous

9/09/2022 08:54 AM

Would like to have lines painted in gym and tennis court for pickleball. The sport is growing rapidly.

Anonymous

9/09/2022 09:11 AM

I play pickleball at the Puslinch tennis courts, and the courts are in terrible condition. There are large cracks, and it is not safe to play on the courts. One can trip over and fall. I would highly suggest that they be repaved as soon as possible to ensure its safety. Pickleball is popular and many seniors play with this club so Puslinch needs to be responsible for its safety and court condition. Thank you!

Anonymous

9/09/2022 09:12 AM

Improvement for pickleball courts

Anonymous

9/09/2022 09:29 AM

Maybe some upgrade to the tennis court to accommodate pickleball.

Anonymous

9/09/2022 09:42 AM

Pickle Ball very enjoyable and members are exceptional - please ensure number of courts are available the ladies running this in Aberfoyle do a great job -

Anonymous

9/09/2022 09:47 AM

Permanent lines for pickleball on tennis courts and in gym. Bigger entrance to gym, ie place to sit to change shoes, bigger coat rack. Fix cracks on tennis courts. Thank you

Anonymous

9/09/2022 09:52 AM

June Williams represents the interests of our Puslinch Pickleball group and does an outstanding job! We really appreciate the opportunities that Puslinch provides for Pickleball!! Thank you!

Anonymous

9/09/2022 10:38 AM

I would like to see more recreational activities for active seniors... eg line dancing, get fit work outs, could be strengthening or stability type of exercises., badminton, currently doing pickel ball and love it ..

Anonymous

9/09/2022 10:55 AM

We need more facilities for pickle ball,

Anonymous

9/09/2022 10:56 AM

The reason for" slightly satisfied for the gym" is there are no lines for Pickleball. We have to measure and tape the lines every 2 weeks. We have been doing this for quite a number of years now. The tennis courts need to be renovated. The cracks are a safety hazard, and unsightly with weeds growing from them. The one court needs to be levelled. Lines and permanent nets for Pickleball should be incorporated with the tennis. A shade structure for summer play would be an added asset. Thank you

Anonymous

9/09/2022 11:00 AM

There appears to be a lack of programming, availability of information on what is available and how to engage in activities. Could there be fitness classes, yoga, etc available as part of Parks and Rec programming for residents. Tennis courts are in poor condition and it would great if there was Pickleball courts too. It seems to be more or just as popular as tennis.

Anonymous

9/09/2022 11:14 AM

Those tennis courts are a mess. Also still missing a net perhaps locking the gate would help. Tennis people leave their balls everywhere not ok.

Anonymous

9/09/2022 11:58 AM

More advertising in reference to schedules ie: open skating, pickleball timings,,etc

Anonymous

9/09/2022 12:26 PM

Nothing

Anonymous

9/09/2022 01:20 PM

would be nice to have pickle ball courts also to update the tennis courts

Anonymous

9/09/2022 01:38 PM

As a Pickleball enthusiast I'm hopeful the outdoor courts will be repaired, lines painted and ready for play next spring!

Anonymous

9/09/2022 02:12 PM

Would like to see the tennis court's restored/repared and converted to regulation pickle ball courts. Some for the Aberfoyle gymnasium. Would like to see Pickle ball regulation floor lines.... please.

Anonymous

9/09/2022 02:34 PM

Pickleball is one of Canada's fastest growing sports. All ages can play this sport. Permanent pickleball courts Indoor and outdoor should be constructed.

Anonymous

9/09/2022 03:21 PM

Dedicated Pickleball courts would be nice. We could use the Aberfoyle skating rink when the ice is out if there is availability.

Anonymous

9/09/2022 09:33 PM

Would appreciate improvement to tennis courts to accommodate pickelball Also for the outdoor arena would like separate ice availability for senior skating. I would not be opposed to paying a fair useage fee for ice

Anonymous

9/10/2022 08:01 PM

We need a position of a recreation director in the Township. It's hard for programming to be organized if there is no central leader. I am constantly hearing that the hall is not clean, bookings are mixed up. Doors aren't unlocked when they should be etc. I was at the Fall Fair and by early afternoon the toilet paper was out. And there didn't seem to be anyone from the Township around to monitor anything. This is the biggest yearly event at the PCC and grounds. Visitors come from the surrounding areas. It doesn't show us in a good light. On a positive note the gardens at the entry way into the PCC are lovely.

Anonymous

9/11/2022 04:42 PM

Publishing events , fees, a calendar or something would help new residents know what puslinch has to offer

Anonymous

9/11/2022 05:02 PM

We need a proper community center with programming

Anonymous

9/12/2022 09:03 AM

Resurfacing for SAFETY is a dire need. New nets/new dedicated lines for both Pickleball and tennis.

Anonymous

9/12/2022 04:18 PM

Parts of the rental process are too rigid. For example, the required deposits. It seems a bit overkill that a community group hosting a small meeting is asked to provide the same deposit as a larger event (ie. stag & doe or wedding reception, where one would expect the risk of damage to be much higher given the larger number of attendees, alcohol consumption, etc.). Additionally, some customer service staff

involved in the rental process are abrasive, misinformed and lack the flexibility to accommodate the needs of different groups. This in itself would encourage potential renters to look elsewhere. Speaking from experience, renters would also appreciate being able to make full use of the rental time they are paying for by not having move or put away equipment from a previous rental.

Anonymous

9/13/2022 07:03 AM

No mechanism to rent facility on short notice or outside of normal business hours. Online payment with a printable receipt to provide student working would be great

Anonymous

9/13/2022 07:44 PM

Many smaller, poorer communities in our area and surrounding areas seem to be much more aggressive in their pursuit of recreation facilities. Towns like Paris have dedicated pickleball courts, Fisherville has 4 covered courts in their MURF like hockey arena. Rockwood has 3 beautiful tennis courts as well as other places nearby. Most residents don't have or get access to Puslinch Lake yet we have no swimming pool. The township should be doing better!

Anonymous

9/13/2022 08:14 PM

Aberfoyle has become a great hub for all rec sports. Having everything centralized is convenient and necessary for our community. Old Morriston ball park should be repurposed for other rec sport or should have other facilities put in place to attract more of the community to its location. It is very run down and in need of a "facelift". Lights need to be installed at Morriston meadows and should become the primary ball diamond for that area.

Anonymous

9/14/2022 01:46 AM

We need an indoor pool!

Anonymous

9/14/2022 10:15 AM

Available recreation facilities need to be better advertised. Please consider using Puslinch Pioneer to regularly feature /promote available facilities. Many new Puslinch residents are not aware of what's available here.

Anonymous

9/15/2022 11:46 AM

I do not see evidence that the horseshoe pits are being regularly used. Perhaps the fenced space could be converted so that the junior garden club can have a secure space for their vegetable garden where it is more difficult for wildlife to interfere with their projects. The Wayne Stokely Trail is often impassible on the northeast area in springtime as the Mill Creek overflows. Can this be improved? We like to ride our bicycles. I would be happy to see bike lanes added throughout the township so that the roads are safer for me on my

bike.

Anonymous

9/15/2022 07:18 PM

I didn't know there was a gymnasium. But i done think this one has a weight room and classes

Optional question (46 response(s), 20 skipped)

Question type: Essay Question



REPORT REC-2023-005

TO: Recreation Advisory Committee

PREPARED BY: Justine Brotherston, Deputy Clerk

PRESENTED BY: Justine Brotherston, Deputy Clerk

MEETING DATE: February 21, 2023

SUBJECT: 2023 Conference Opportunities

RECOMMENDATIONS

That staff report REC-2023-005 regarding the 2023 PRO Education Forum be received for information; and further,

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

Purpose

The purpose of this report is to provide the Recreation Advisory Committee with information relating to the opportunity to attend either the 2023 PRO Educational Forum or the Ontario Parks Association Annual Parks Education Forum.

Background

In accordance with the Council, Committees and Other Appointments – Compensation, Benefits and Expense Policy committees must request conference, seminar or training expenses in the annual budget. A request was made for the 2023 Budget to allow the Recreation Advisory Committee Members to attend either the PRO Educational Forum or the Ontario Parks Association Annual Parks Education Forum. The 2023 Budget was approved on February 8, 2023 and includes \$500 for training. The approved 2023 Budget for the Recreation Advisory Committee is provided below.

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

Comments

2023 Pro Educational Forum

The 2023 PRO Educational Forum is set to take place from March 28-29, 2023 in Hamilton, Ontario. This Educational Forum will include meeting sessions, breakout sessions, micro-learning and networking opportunities alongside a two-day trade show. This year's event is centered on four key themes:

1. Trends and innovations
2. Programs
3. Parks and open spaces
4. Engagement

Attachment 1 to this report is the PRO Educational Forum Program Schedule.

It is staff's recommendation that a member of the Committee attend one day of the 2023 PRO Educational Forum.

Ontario Parks Association Annual Parks Education Forum

The theme and date for the 2023 Ontario Parks Association Annual Parks Education Forum has not been determined at this time.

Financial Implications

The cost to attend the full 2023 PRO Educational Forum is \$875.00 and the cost to attend a single day is \$512.00.

The approved 2023 budget includes \$500.00 for training, however lower spending in other approved areas of the budget may be used to offset overages in other areas.

Applicable Legislation and Requirements

None

Attachments

Attachment 1 – PRO Educational Forum Program Schedule



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(<https://www.youtube.com/channel/UCgL-tzcliWzhcloqx5oGkwQ>)

Register (</mpower/event/loadevent.action?e=317>)

PRO Educational Forum Program

OPENING KEYNOTE

Waneek Horn-Miller

At the age of fourteen **WANEK HORN-MILLER** was stabbed in the chest by a Canadian soldier while protesting a condo development on traditional Mohawk lands. A photo of the event launched her into the public eye as a symbol of Indigenous struggle, but Horn-Miller battled the very real trauma and PTSD that followed. On stage, she traces the path from the pain depicted in that picture to the strength depicted in her iconic TIME cover, an image of incredible power, poise and dignity as the first Canadian Mohawk woman to compete in the Olympic games.



DAY 1: CONCURRENT SESSIONS

Building Teams Building Communities (Show Details)

Envisioning the Future of Pickleball in Canada (Show Details)

OK Boomer: How Gen Z and the Pandemic Created Opportunity for Change (Show Details)

Re-creating Recreation: Reimagining Traditional Programs to Engage Diverse Communities (Show Details)

Responding to Community Needs: Shifting to an Equitable Camp Delivery Model (Show Details)

Digital Transformation for the Post-Pandemic World (Show Details)

Barefoot Paths: An Affordable, Adaptable Recreation Experience ([Show Details](#))

Building an Accessible Playground for Children of all Abilities ([Show Details](#))

Partnership Power: Leading the Way in Tennis Access ([Show Details](#))

Engaging Youth: Stoking Curiosity and Building Accessibility in Recreation Programming ([Show Details](#))

Redefining Community Space: Planning and Designing Multifaceted Parks ([Show Details](#))

Capital Projects: Getting to the Root of Successful Planning ([Show Details](#))

Healthy Aging: Recreation for an Older Population ([Show Details](#))

Adaptive and Inclusive Programming: Where We Are and Where We're Going ([Show Details](#))

DAY 2: CONCURRENT SESSIONS

Community Engagement: The Key to Strong Community Spaces ([Show Details](#))

Geofencing: The Future of Data Collection for Parks and Recreation ([Show Details](#))

The Power of Mindfulness: Strategies and Practices ([Show Details](#))

Putting the FUN back in Work: Creating a Positive Workplace Culture ([Show Details](#))

Green Energy: Innovation in Aquatics ([Show Details](#))

Designing and Building in Uncertain Times ([Show Details](#))

Data: How to Make it Work for You ([Show Details](#))

Conversations in EDI: Building a Better Team ([Show Details](#))

PRO FORUM PROGRAM*

Day 1: March 28, 2023

Time	Session
9:00 am - 10:00 am	Registration Opens
9:00 am - 10:00 am	Continental Breakfast and Mingling
10:00 am - 10:10 am	Conference Opening
10:10 am - 11:20 am	Keynote Speaker: Waneek Horn Miller Indigenous Reconciliation, Finding Common Ground Through Dialogue

11:30 am - 12:20 pm	Concurrent Sessions			
	Building Teams, Building Communities Chris Wilson, CIRA Ontario	Envisioning the Future of Pickleball in Canada Matt Cunningham, Pickleball Hamilton Association	OK Boomer: How Gen Z and the Pandemic Created Opportunity for Change Heather Davidson, Jenna Kempf, Katelyn Burns, City of Hamilton	Re-creating Recreation: Reimagining Traditional Programs to Engage Diverse Communities Catherine Vincelli, Sheldon Dixon, City of Toronto
12:20 pm - 1:50 pm	Lunch and Launch Event for Ontario Trillium Foundation Grant			
2:00 pm - 2:50 pm	Concurrent Sessions			
	Responding to Community Needs: Shifting to an Equitable Camp Delivery Model Serena Bebee, City of Ottawa	Digital Transformation Projects & Engagement Tools Howie Dayton, Daniel Fusca, City of Toronto	Barefoot Paths: An Affordable, Adaptable, Recreation Experience Manuel Spiller, NAK Designs	Building an Accessible Playground for Children of All Abilities David Woord, Envision Tatham, Dean Collver, Town of Collingwood
3:00 pm - 3:50 pm	Concurrent Sessions			
	Partnership Power: Leading the Way in Tennis Access Anita Comella, Tennis Canada	Engaging Youth: Stoking Curiosity and Building Accessibility in Recreation Programming Angel Suarez Esquivel, The Humber Arboretum and Centre for Urban Ecology	Panel Placemaking and Bill 23: Implications for Parks and Recreation Amanda O'Rourke, 8-80 Cities, Natalie Brown, Park People, Pari Rajagopalan, PRO	Active Aging and its Impact on Aging in Place Sue Lantz, Collaborative Aging
4:00 pm - 4:50 pm	Concurrent Sessions			
	Capital Projects: Getting to the Root of Successful Planning Troy Sykes, Todd Reichardt, Xyst Canada	Healthy Aging: Recreation for an Older Population Steve Di Ciacca, Canadian Centre for Activity and Aging (CCAA)	Adaptive and Inclusive Programming: Where We Are and Where We're Going Joannah Campbell and Francesca Gable, Recreation Supervisors, City of London	Best Practices for Youth Friendly Communities Ryan Lo, Urban Minds
5:00 pm - 9:00 pm	Delegates go to Dinner in the Hamilton			
7:30 pm - 9:00 pm	Awards Cocktail Reception (by invitation only)			
9:00 pm - 1:00 am	Social			

Day 2: March 29, 2023

Time	Session
9:00 am - 10:00 am	Registration Opens and Conference Breakfast
10:00 am - 11:00 am	Jenn Wilson, CEO, Parks and Recreation Ontario, in conversation with Martin Sampson, CEO, Canadian Parks and Recreation Association on the Future of Parks and Recreation

11:10 am - 12:00 pm	Concurrent Sessions			
	The Power of Mindfulness: Strategies and Practices	Putting the FUN back in Work: Creating a Positive Workplace Culture	Community Engagement: The Key to Strong Community Spaces	Leveraging Innovation in Outreach: Reengaging Recreation Participants Post-Pandemic
	Heidi Bornstein, Angela Ventrice, Mindfulness Everyday	Anthony De Laurentis, City of Toronto	Jeanne Ng, Melanie Taylor, and Timothy Belanger, MacLennan Jaunkalns Miller Architects (MJMA)	Marcia Vona, City of Richmond Hill
12:00pm - 2:00 pm	Trade Show Luncheon			
2:00 pm - 5:00 pm	Trade Show Open to Delegates			
2:00 pm - 2:50 pm	Concurrent Sessions			
	Green Energy: Innovation in Aquatics	No Hassle Teambuilding: Material-Free Activities for the Workplace	Geofencing: The Future of Data Collection for Parks and Recreation	Busch Systems Product Experience Sponsor Session
	Scott Bowron, Clear Aquatics and Els Vanbeckevoort, SanEcoTec	Anthony De Laurentis, City of Toronto	Dr. Martha Barnes, Dr. Julie Stevens, Brock University	
3:00 pm - 3:50 pm	Concurrent Sessions			
	Designing and Building the Future of Recreation		Data: How to Make it Work for You	
	Robert Allen, Tarisha Dolyniuk, MacLennan Jaunkalns Miller Architects (MJMA) and Gary Sanger, City of Toronto		Darryl McWilliam, Scott O'Donnell, Town of Oakville	
4:00 pm - 4:50 pm	Concurrent Sessions			Understanding and Applying Anti-Oppression
	Conversations in EDI: Building a Better Team	Beauty and Wonder in Planning and Designing Parks and Open Spaces for Community-Oriented Public Buildings	Adaptive Programming	Parul Pandya, Community Impact Consulting
	Uzma Shakir, Lisa Boyce-Gonsalves, Kristina Zietsma, Director of Recreation, City of Mississauga	Hyaeinn Lee, MacLennan Jaunkalns Miller Architects (MJMA)	Kelly Kasper, Abilities Centre	
4:50 pm +	Conference Closing			

* Program subject to change.

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REPORT REC-2023-006

TO: Recreation Advisory Committee

PREPARED BY: Justine Brotherston, Deputy Clerk

PRESENTED BY: Justine Brotherston, Deputy Clerk

MEETING DATE: February 21, 2023

SUBJECT: Alternate Chair Schedule in the event of the Chair's absence or vacancy

RECOMMENDATION

That Report REC-2023-006 regarding the Alternate Chair Schedule in the event of the Chair's absence 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.

Purpose

It is expedient for the Committee to pass a resolution that defines when Committee Members shall act in the place of the Chair during an absence or vacancy for the duration of the 2022-2026 Committee Term.

Committee Members are appointed on a monthly basis in alphabetical order starting January, 2023 to act in the place and instead of the Chair during an absence or vacancy.

Member	Term
Mary Christidis	January 2023
Joanna Jefferson	February 2023
Vincent Klimkosz	March 2023
Stephanie McCrone	April 2023
Mary Christidis	May 2023
Joanna Jefferson	June 2023
Vincent Klimkosz	July 2023
Stephanie McCrone	August 2023
Mary Christidis	September 2023

Joanna Jefferson	October 2023
Vincent Klimkosz	November 2023
Stephanie McCrone	December 2023
Mary Christidis	January 2024
Joanna Jefferson	February 2024
Vincent Klimkosz	March 2024
Stephanie McCrone	April 2024
Mary Christidis	May 2024
Joanna Jefferson	June 2024
Vincent Klimkosz	July 2024
Stephanie McCrone	August 2024
Mary Christidis	September 2024
Joanna Jefferson	October 2024
Vincent Klimkosz	November 2024
Stephanie McCrone	December 2024
Mary Christidis	January 2025
Joanna Jefferson	February 2025
Vincent Klimkosz	March 2025
Stephanie McCrone	April 2025
Mary Christidis	May 2025
Joanna Jefferson	June 2025
Vincent Klimkosz	July 2025
Stephanie McCrone	August 2025
Mary Christidis	September 2025
Joanna Jefferson	October 2025
Vincent Klimkosz	November 2025
Stephanie McCrone	December 2025
Mary Christidis	January 2026
Joanna Jefferson	February 2026
Vincent Klimkosz	March 2026
Stephanie McCrone	April 2026
Mary Christidis	May 2026
Joanna Jefferson	June 2026
Vincent Klimkosz	July 2026
Stephanie McCrone	August 2026
Mary Christidis	September 2026
Joanna Jefferson	October 2026
Vincent Klimkosz	November 2026

Background

None

Financial Implications

None

Applicable Legislation and Requirements

None

Attachments

None