



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
APRIL 16, 2024 RECREATION ADVISORY COMMITTEE MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &
IN-PERSON AT THE MUNICIPAL OFFICE –
7404 WELLINGTON RD 34, PUSLINCH

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AGENDA

DATE: April 16, 2024

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. November 30, 2023 Recreation Advisory Committee Minutes
 - 7.2. Facility Revenues and previous year comparators for November 1, 2023 to January 30, 2024
 - 7.2.1. Optimist Recreation Centre Gym



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- 7.2.2. Optimist Recreation Centre Rink
- 7.2.3. Puslinch Community Centre Alf Hales Room
- 7.2.4. Puslinch Community Centre Archie MacRobbie Hall
- 7.2.5. Puslinch Community Centre Kitchen

8. Reports ≠

- 8.1. Report – REC-2024-001 – 2022-2026 Goals and Objectives
- 8.2. Committee Memo – MEMO-2024-001 – Engagement Sub-committee
- 8.3. Report – REC-2024-002 – Finance and Budget Training
- 8.4. Verbal Update - Recreation Master Plan

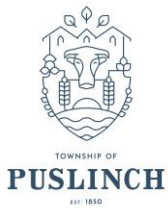
9. Correspondence

10. Announcements

11. Notice of Motion

12. New Business

13. Adjournment ≠



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
NOVEMBER 30, 2023 RECREATION ADVISORY COMMITTEE MEETING
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION -
7404 WELLINGTON RD 34, PUSLINCH ON

MINUTES

DATE: November 30, 2023

MEETING: 7:00 P.M.

The November 30, 2023 Recreation Advisory Committee was held on the above date and called to order at 7:09 p.m. via in person participation at the Municipal Office at 7404 Wellington Road 34, and via electronic participation.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

Councillor Jessica Goyda

Joanna Jefferson

Stephanie McCrone

Staff in Attendance:

Justine Brotherston, Interim Municipal Clerk

Laura Emery, Communications and Committee Coordinator

Sarah Huether, Interim Deputy Clerk

Mike Fowler, Director of Public Works, Parks and Facilities

Absent:

Vince Klimkosz

Mary Christidis

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2023-030:

Moved by Joanna Jefferson and
Seconded by Stephanie McCrone

That the Recreation Advisory Committee approves the November 30, 2023 Agenda as circulated.

CARRIED



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5. DISCLOSURE OF CONFLICT OF INTEREST

None

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1 October 3, 2023 Recreation Advisory Committee Minutes

7.2 Township of Puslinch Council Resolution 2023-324 Recreation Advisory Committee
Terms of Reference

7.3 Township of Puslinch Council Resolution 2023-377 remove requirement for Recreation
Advisory Committee Meetings to be video recorded and published to Township's YouTube
page

7.4 Facility Revenues and previous year comparators for September 1, 2023 to October 31,
2023

Resolution No. 2023-031:

Moved by Stephanie McCrone and
Seconded by Joanna Jefferson

That Consent Agenda item 7.1 October 3, 2023 Recreation Advisory Committee Minutes
be received for information.

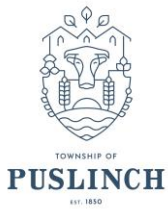
CARRIED

Resolution No. 2023-032:

Moved by Joanna Jefferson and
Seconded by Stephanie McCrone

That Consent Agenda item 7.2 Township of Puslinch Council Resolution 2023-324
Recreation Advisory Committee Terms of Reference be received for information.

CARRIED



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
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Resolution No. 2023-033:

Moved by Stephanie McCrone and
Seconded by Joanna Jefferson

That Consent Agenda item 7.3 Township of Puslinch Council Resolution 2023-377 remove requirement for Recreation Advisory Committee Meetings to be video recorded and published to Township's YouTube page be received for information.

CARRIED

Resolution No. 2023-034:

Moved by Joanna Jefferson and
Seconded by Stephanie McCrone

That Consent Agenda item 7.4 Facility Revenues and previous year comparators for September 1, 2023 to October 31, 2023 be received for information.

CARRIED

8. COMMITTEE AND STAFF REPORTS

8.1 Report – REC-2023-015 – Open Gym on PA Days

Resolution No. 2023-035:

Moved by Joanna Jefferson and
Seconded by Stephanie McCrone

That staff report REC-2023-015 regarding the Open Gym on School PA Days be received for information; and,

That the Recreation Advisory Committee provides the following comments with respect to having Open Gym times for Council's consideration:

The committee is supportive of having Open Gym times on PA days from 9:00 a.m. to 11:00 a.m. and additionally recommends having Parent and Tot open gym programming in the mornings one day a week.

CARRIED



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8.2 Report – REC-2023-016 – Proposed 2024 Recreation Advisory Committee Meeting
Schedule

Resolution No. 2023-036:

Moved by Joanna Jefferson and
Seconded by Stephanie McCrone

That staff report REC-2023-16 regarding the Proposed 2024 Recreation Advisory
Committee Schedule be received for information; and further,

That the 2024 Recreation Advisory Committee meet at the following dates:

Tuesday February 20th,

Tuesday April 16th,

Tuesday June 18th,

Tuesday September 17th,

Tuesday October 15th,

Tuesday November 19th.

CARRIED

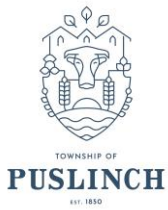
8.3 Report – REC-2023-013 – 2022-2026 Committee Goals and Objectives

Resolution No. 2023-037:

Moved by Stephanie McCrone and
Seconded by Joanna Jefferson

That staff report REC-2023-017 entitled 2022-2026 Recreation Advisory Committee
Goals and Objectives be received for information.

CARRIED



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8.4 Verbal update – Parks Master Plan Update – Director of Public Works, Parks and Facilities

Resolution No. 2023-038:

Moved by Joanna Jefferson and
Seconded by Stephanie McCrone

That the verbal update from Mike Fowler, Director of Public Works, Parks and Facilities be received for information.

CARRIED.

9. CORRESPONDENCE

None

10. ANNOUCEMENTS

None

11. NOTICE OF MOTION

None

12. NEW BUSINESS

None

13. ADJOURNMENT

Resolution No. 2023-039:

Moved by Joanna Jefferson and
Seconded by Stephanie McCrone

That the Recreation Advisory Committee hereby adjourns at 7:56 p.m.

CARRIED

Township of Puslinch

Gym Revenue Comparison From NOV 1,2023 To JAN 31,2024

January 2024

Gym	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	115.35	220.29	220.29	250.31	158.50	964.74
Week 2	0.00	98.16	115.65	133.14	63.18	0.00	36.07	446.20
Week 3	123.52	134.23	115.65	133.14	117.29	108.21	34.98	767.02
Week 4	124.07	98.16	115.65	133.14	189.43	196.21	298.42	1,155.08
Week 5	216.43	98.16	115.65	10.71	0.00	0.00	0.00	440.95
Totals:	464.02	428.71	577.95	630.42	590.19	554.73	527.97	3,773.99

December 2023

Gym	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	87.45	87.45
Week 2	0.00	97.86	132.84	45.39	80.37	0.00	139.92	496.38
Week 3	192.39	97.86	62.88	115.35	132.84	0.00	174.90	776.22
Week 4	0.00	97.86	132.84	150.33	115.35	0.00	0.00	496.38
Week 5	0.00	0.00	0.00	62.88	73.29	122.43	0.00	258.60
Totals:	192.39	293.58	328.56	373.95	401.85	122.43	402.27	2,115.03

November 2023

Gym	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	45.39	132.84	0.00	0.00	178.23
Week 2	87.45	132.84	139.78	45.39	80.37	0.00	0.00	485.83
Week 3	244.86	97.86	69.82	45.39	80.37	0.00	122.43	660.73
Week 4	122.43	132.84	62.88	115.35	80.37	174.90	87.45	776.22
Week 5	0.00	97.86	62.88	45.39	132.84	0.00	0.00	338.97
Totals:	454.74	461.40	335.36	296.91	506.79	174.90	209.88	2,439.98

Total Charges \$8,329.00

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

Rink Revenue Comparison From NOV 1,2023 To JAN 31,2024

January 2024

Rink	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	552.54	368.36	552.54	368.36	368.36	2,210.16
Week 2	276.27	736.72	736.72	368.36	559.60	184.18	184.18	3,046.03
Week 3	920.90	736.72	552.54	368.36	878.63	535.18	1,523.26	5,515.59
Week 4	736.72	736.72	552.54	368.36	460.45	184.18	1,254.54	4,293.51
Week 5	552.54	736.72	552.54	368.36	0.00	0.00	0.00	2,210.16
Totals:	2,486.43	2,946.88	2,946.88	1,841.80	2,451.22	1,271.90	3,330.34	17,275.45

December 2023

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

November 2023

Rink	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	115.31	0.00	0.00	0.00	115.31
Week 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 3	0.00	115.31	0.00	0.00	0.00	0.00	0.00	115.31
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	115.31	0.00	115.31	0.00	0.00	0.00	230.62

Total Charges \$17,506.07

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

Alf Hales Room Revenue Comparison From JAN 1,2024 To JAN 31,2024

January 2024

Alf Hales Room	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	14.72	11.04	0.00	0.00	167.04	192.80
Week 2	0.00	130.60	8.88	104.64	8.88	11.84	0.00	264.84
Week 3	153.10	11.84	8.88	11.84	30.96	11.84	148.48	376.94
Week 4	0.00	11.84	8.88	11.84	8.88	0.00	74.24	115.68
Week 5	0.00	11.84	8.88	11.84	0.00	0.00	0.00	32.56
Totals:	153.10	166.12	50.24	151.20	48.72	23.68	389.76	982.82
							Total Charges	\$982.82

Township of Puslinch

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

December 2023

Alf Hales Room	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	11.84	0.00	11.84
Week 2	0.00	11.84	16.50	11.84	16.50	11.84	0.00	68.52
Week 3	0.00	11.84	135.26	109.08	16.50	26.64	0.00	299.32
Week 4	0.00	0.00	16.50	0.00	16.50	0.00	0.00	33.00
Week 5	0.00	0.00	0.00	0.00	16.50	0.00	0.00	16.50
Totals:	0.00	23.68	168.26	120.92	66.00	50.32	0.00	429.18

November 2023

Alf Hales Room	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	11.84	16.50	232.16	0.00	260.50
Week 2	148.48	11.84	28.45	123.04	16.50	11.84	0.00	340.15
Week 3	0.00	11.84	28.45	41.28	19.46	11.84	259.84	372.71
Week 4	0.00	11.84	16.50	11.84	16.50	0.00	111.36	168.04
Week 5	0.00	11.84	26.75	11.84	16.50	0.00	0.00	66.93
Totals:	148.48	47.36	100.15	199.84	85.46	255.84	371.20	1,208.33

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 \$2,914.07

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 NOV 1,2023 To JAN 31,2024

January 2024

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	398.55	0.00	0.00	711.01	1,109.56
Week 3	328.80	0.00	0.00	0.00	0.00	0.00	568.81	897.61
Week 4	433.67	0.00	0.00	0.00	0.00	0.00	0.00	433.67
Week 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals:	762.47	0.00	0.00	398.55	0.00	0.00	1,279.82	2,440.84

December 2023

Archie MacRobbie Hall	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	711.01	711.01
Week 2	43.33	0.00	0.00	0.00	0.00	0.00	0.00	43.33
Week 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 4	542.08	0.00	0.00	0.00	0.00	0.00	711.01	1,253.09
Week 5	0.00	0.00	0.00	0.00	0.00	711.01	0.00	711.01
Totals:	585.41	0.00	0.00	0.00	0.00	711.01	1,422.02	2,718.44

November 2023

Archie MacRobbie Hall	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	0.00	527.65	711.01	1,238.66
Week 2	0.00	0.00	0.00	0.00	0.00	0.00	711.01	711.01
Week 3	0.00	0.00	0.00	0.00	0.00	711.01	568.81	1,279.82
Week 4	0.00	0.00	0.00	0.00	677.54	0.00	711.01	1,388.55
Week 5	0.00	0.00	350.79	0.00	0.00	0.00	0.00	350.79
Totals:	0.00	0.00	350.79	0.00	677.54	1,238.66	2,701.84	4,968.83

Total Charges \$10,128.11

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

Township of Puslinch

Kitchen Revenue Comparison From NOV 1,2023 To JAN 31,2024

January 2024

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

December 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	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	233.46	0.00	0.00	0.00	233.46
Totals:	0.00	0.00	0.00	233.46	0.00	0.00	0.00	233.46

November 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	0.00	0.00	0.00	0.00
Week 4	0.00	0.00	0.00	155.64	0.00	0.00	0.00	155.64
Week 5	0.00	0.00	0.00	0.00	155.64	0.00	0.00	155.64
Totals:	0.00	0.00	0.00	155.64	155.64	0.00	0.00	311.28

Total Charges \$856.02

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-2024-001

TO: Recreation Advisory Committee

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: April 16, 2024

SUBJECT: 2022-2026 Committee Goals and Objectives Update

RECOMMENDATIONS

That staff report REC-2024-001 entitled 2022-2026 Recreation Advisory Committee Goals and Objectives Update be received for information.

Purpose

The purpose of this report is provide the Recreation Advisory Committee with an update on its goals and objectives for the 2022-2026 Term.

Background

The Recreation Advisory Committee approved the 2022-2026 Goals and Objectives at its October 3, 2023 meeting. The 2022-2026 Recreation Advisory Committee Goals and Objectives were approved and endorsed by Council at its October 18, 2023 meeting as amended, as follows:

Resolution No. 2023-323:

Moved by Councillor Hurst and
Seconded by Councillor Bailey

That Report ADM-2023-055 entitled 2022-2026 Recreation Advisory Committee Goals and Objectives be received; and,

That Council approve the 2022-2026 Recreation Advisory Committee Goals and Objectives as amended to revise the Fundraising Sub-Committee to be renamed to the Community Liaison Committee.

CARRIED

Goals and Objective Updates

Regular Reporting to Council

At the February 7, 2024 Council meeting a progress update on the 2022-2026 Recreation Advisory Committee Goals and Objectives report was received for information by Council.

Engagement Opportunities

The Engagement Sub-committee has developed a survey to solicit feedback from the community regarding the type of programming the public is interested in seeing within the Township in order to promote the availability of Township facilities to organizations who may be interested in providing the programs. Further, this survey will serve to assist in identifying possible programs for organizations eligible to apply for the Seniors Active Living Centre Program Expansion Grant in accordance with Council's direction. The survey will open the week of April 15, 2024 and close on May 31, 2024. Further information is provided in MEMO-2024-001.

Recreation Facility Promotion

Staff will set-up the first meeting of the Recreation Facility Promotion Sub-committee following the completion of the Engagement Opportunities Sub-committee survey, the sub-committee will develop recommendations for promotions of the facilities to organizations to increase programming options within the Township.

Community Liaison Sub-committee

At the October 18, 2023 Council meeting, Council clarified the role of the Liaison Sub-Committee. This sub-committee's goal is to act as a liaison to assist community groups in fundraising for Township initiatives such as the digital sign replacement and parks revitalization projects. The next steps for this sub-committee with respect to fundraising require the adoption of the Donation Policy that Council will consider at a future meeting.

Until the Donation Policy is adopted the Community Liaison Sub-committee may wish to consider other opportunities to develop relationships with community organizations such as attending community groups annual general meetings to learn about their upcoming initiatives and report back to the Committee. The goal of this sub-committee may change as further direction is received with respect to Committee Goals/Objectives.

- Monday April 8
- Friday June 7
- Friday October 25
- Friday November 29

Financial Implications

None

Applicable Legislation and Requirements

None

Attachments

Schedule A – 2022-2026 Recreation Advisory Committee Goals/Objectives Status

Schedule A – 2022-2026 Recreation Advisory Committee Goals/Objectives Status

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) Complete - Approval of Committee Goals and Objectives 2) Progress reports of Committee Goals and Objectives
Recreation Facilities Promotion	Y	Y	Sub-Committee	Sub-committee is to develop recommendations for promotions of the facilities to organizations after the Engagement Opportunities Sub-committee survey.
Engagement Opportunities	Y	N	Sub-Committee	Sub-committee has finalized a survey in relation to the promotion the Seniors Active Living Centre Program Expansion Grant.
Community Liaison	Y	Y	Sub-committee	Sub-committee to liaise with community groups regarding following: <ul style="list-style-type: none"> - Fundraising Opportunities for the Parks Revitalization Projects - Fundraising opportunities for Puslinch Community Centre Electronic Sign Replacement - Wayne Stokley Trail Bench development of Goals/Objectives proposal
Open Gym on PD days	N	Y	Secretary of the Committee	A report was brought to Council at the February 28, 2024 Council meeting and this item is not completed.
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.

COMMITTEE MEMO

TO: RECREATION ADVISORY COMMITTEE

FROM: JESSICA GOYDA & JOANNA JEFFERSON
COMMUNITY ENGAGEMENT SUB-COMMITTEE

MEETING DATE: APRIL 16 2024

SUBJECT: RECREATIONAL PROGRAMMING SURVEY

RECOMMENDATIONS

That Committee Memo MEMO-2024-001 be received for information; and,

That the Committee support the survey as outlined in the memo.

Purpose

To gauge interest from the community so that the Township can promote its facilities to organizations who may be able or interested in providing programming within its facilities.

Background

As part of the 2022-2026 Recreation Advisory Committee Goals and Objectives, the committee established a sub-committee to seek out engagement opportunities within the Township. In addition, Council referred to the Recreation Advisory Committee to engage with the community regarding promotion of the Provincial Seniors Active Living Centre Program Expansion Grant. The Engagement Sub-Committee is proposing a survey to obtain feedback from the community to assist with this goal/objective.

The Township of Puslinch does not offer any organized recreational, social or educational programming within its facilities. The Township does not have the resources to offer and execute programming, however, the Township does recognize the value these programs can bring to the community and wish to gauge interest from residents in regards to what types of programs would be of interest in our facilities. It is important to note, that the intent is not to get feedback for programming that the Township will provide, but rather, to obtain feedback

that can then be used to promote Township facilities to organizations that provide programming that align with the interests of the community.

Comments

The Survey attached to this memo will circulate in the community both digitally and in print. It is proposed to run the survey between the week of April 15th 2024 through to May 30th 2024.

As part of the joint Recreation and Youth Advisory Committee meeting held on January 15, 2024, a total of 4 members volunteered to assist in the circulation of this survey during the Optimist Club of Puslinch annual Fish Fry on May 9th. The Optimist club has provided permission to circulate the survey and in exchange, the Optimist Club has requested that the Township share the results of the survey with them as well to assist their organization in providing meaningful contributions to the community

In addition to circulating the survey at the event mentioned above, the survey will be posted on the Township Engage Puslinch website and promoted via the Township website and social media outlets to obtain added feedback. Hard Copies of the survey will be available to fill to at the library as well as the municipal office front desk area. It is also proposed that the sub committee will do pop-in visits during pickleball rentals at the gym and also at local churches to try and reach as many local residents as possible. Hard copies of completed surveys can be mailed or dropped off to the municipal office drop box and digitally completed surveys will be collected via the online platform.

Once the results of the survey have been obtained, the next step would be to reach out to groups or existing programs in the surrounding area to promote the use of Township facilities to run programming.

Financial Implications

None

Attachments

Survey attached

Community Engagement Survey

The Township of Puslinch's Recreation Advisory Committee is conducting a survey to determine the community's knowledge of existing recreation facilities and gather a better understanding of the community's wishes with respect to recreation and leisure activities. The information gathered will help to develop a long-term strategy to support and promote social, recreational and cultural opportunities accessible in the Township. The responses will remain confidential. Please complete the survey at your earliest convenience and no later than May 31, 2024.

1. Are you a Resident of the Township of Puslinch?
Yes No

2. My age is:
Under 15 Years
15 - 24 Years
25 -34 Years
35 - 44 Years
45 - 54 Years
55 – 64 Years
65 – 74 Years
75 Years +

3. Do you currently participate in any recreation programs or activities within the Township?
Yes No
If yes, please specify: _____

4. Do you currently participate in any recreation programs or activities outside of the Township?
Yes No
if yes, please specify: _____

5. What, if any, obstacles do you face in order to participate in recreation programs and activities within the Township of Puslinch?
Financial
Transportation
Time
Facilities
Health
Nothing I want to do
Other, please specify: _____

6. Please select any recreation activities or programs you would be interested in from the list below.

Badminton
Walking Group
Yoga
Painting/Drawing
Technology Classes
Pickleball
Cards
Bingo
Tennis
Volleyball
Gardening
Fitness Classes

Crafts
Soccer
Basketball
Square Dancing
Cooking
Skating
Ballroom Dancing
Hockey
Carpentry
Pottery
Other _____

7. What methods of communication would you be most likely to use to find out about programs available in the Township?

Puslinch Website
Puslinch Pioneer
Wellington Advertiser
Puslinch Today
Guelph Today

Social Media
Community Info Board at Library or other township facility
Council Meeting
Word of Mouth

8. What is (are) your favourite event(s) in the Township?

9. What new event(s) would you like to see in the Township?

10. Are you aware of any groups or organizations that have programs, services, programs or infrastructure that may be able to provide active living opportunities in the Township?

Yes No

If yes, please specify: _____

11. Do you have any other information or ideas you would like to share as it relates to social, recreational and cultural opportunities within the Township of Puslinch?

12. Are you aware of any organizations, groups or individuals who might be interested in providing programs at Township facilities? If so, please provide name and any known contact information:

This survey can also be completed online through the following QR code link or at [EngagePuslinch.ca](https://engagepuslinch.ca):

Hard copies of completed surveys can be returned to any member of the Recreational Advisory Committee, Youth Advisory Committee or be put in the Township of Puslinch Dropbox located on the front door of the municipal office at 7404 Wellington Road 34, Puslinch, Ontario.



REPORT REC-2024-002

TO: Recreation Advisory Committee

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: April 16, 2024

SUBJECT: Finance and Budget Training

RECOMMENDATIONS

That staff report REC-2024-002 entitled Finance and Budget Training be received for information.

Purpose

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

Background

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

As part of the budget process, the Township's Advisory Committees must submit their 2025 budget requests for the year to support their goals and objectives as approved by the Committee as a whole. The Committee's approved budget proposal will be provided to Council for consideration as part of 2025 budget deliberations.

2024 Approved Capital and Operating Budget

2024 Capital Budget and Forecast

The Township's capital budget and forecast includes several capital projects relevant to Parks and Recreation including the Optimist Recreation Centre (ORC), projects at various Township Parks, and the Puslinch Community Centre (PCC). Attached as Schedule A to this Report is the 2024 capital budget and forecast specific to Parks and Recreation including capital carry forward projects approved in previous years.

2024 Approved Operating Budget

Attached as Schedule B to this Report is the 2024 approved operating budget applicable to the Committee and specific to Parks and Recreation.

2025 Proposed Capital and Operating Budget

Any new 2025 budget requests must include the following items which must be approved by the Committee as a whole:

- Committee Memo
- Advisory Committee Goals and Objectives Proposal Form

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

As of the date of publishing this report, no 2025 budget requests have been received. Below is a chart the Committee may use to facilitate 2025 budget requests during the September 17, 2024 Committee Meeting for the Committee's approval. Supporting documents including a completed Committee Memo and completed Advisory Committee Goals and Objectives Proposal Form will be required to be submitted to the Committee Secretary for review with the Municipal Clerk and Director of Finance/Treasurer prior to presenting this information to Council for approval as part of 2025 budget deliberations. If there is a budget item that is not connected to a current goal or objective this is also an opportunity for the Committee to add to its goals and objectives for Council's endorsement.

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

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

Summary of Budget Development and Control Policy

The Township adopted a Budget Development and Control Policy on October 27, 2021 to serve as a guideline for the development and control of the Township's annual budgets. The Budget Development and Control Policy and information on current year and previous year approved budgets is located on the Township's website at [Puslinch.ca/budget](https://puslinch.ca/budget).

Outlined below is a high-level summary of information within the Budget Development and Control Policy regarding the Ten Year Capital Budget and Forecast which may be applicable to the Committee for any new 2025 budget requests:

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

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

- The base operating budget is prepared using the following methodology with focus on the Township's key initiatives as previously approved by Council:
 - 2-years of historical data, current year to date data, and prior year approved budget is reviewed when developing the proposed base operating budget.
 - Consumer Price Index (CPI) adjustments for volatile commodity price shifts (ie. fuel, natural gas, etc.).
 - Unavoidable price changes as per contractual obligations (ie. insurance, etc.).
 - Provincial or Federal funding announcements.

- Efficiencies and cost savings achieved through new innovative approaches to delivering services.
- Revenue and recovery amounts based on the approved User Fees and Charges By-law.
- User fees and charges shall be automatically adjusted annually based on the CPI for Ontario from May to May. When recommending a new user fee and charge or where the pressure on user fees and charges indicates an alternate rate change over and above the CPI inflation rate to ensure tax subsidization does not increase, the Township will consider changes to the user fees and charges that closely reflect the actual cost for providing the service while keeping in line with comparator municipalities.
- The Director of Finance/Treasurer or designate will determine and incorporate in the base operating budget a cost of living adjustment for Council's approval.
- Base budget increase requests are provided separately via a Base Budget Increase form and require approval from the Chief Administrative Officer and Director of Finance/Treasurer prior to being presented to Council. Base budget increase requests are required if an operating line item expenditure is increasing due to a proposed new project/initiative/service level/governing legislation. These requests are not incorporated in the base operating budget. The Department Head must indicate whether the base budget increase request is one-time or recurring.

Summary of User Fees and Charges Processes

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

The timelines associated with this process are further outlined below:

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

The Township's User Fees and Charges By-law No. 042-2023 effective January 1, 2024 is located on the Township's website at [Puslinch.ca/by-laws](https://puslinch.ca/by-laws).

Quarterly Financial and Facility Usage Reports

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

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

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

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

Financial Implications

Any new 2025 budget requests must include the following items which are to be approved by the Committee as a whole prior to being provided to Council for consideration as part of 2025 budget deliberations:

- Committee Memo
- Advisory Committee Goals and Objectives Proposal Form

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

Applicable Legislation and Requirements

Municipal Act, 2001

Attachments

Schedule A – 2020 to 2033 Capital Budget and Forecast

Schedule B – 2024 Approved Operating Budget

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

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

Projects by Year

Project Cost		2020	2022	2023	2024	2025	2026	2027	2028	2029	2031	2033
ORC												
	Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment	\$5,000								\$7,500		
	Rinkboard Replacement (Interior and Exterior)					\$200,000						
	Drinking Fountain										\$5,000	
	Floor Scrubber									\$15,000		
ORC Total		\$5,000				\$200,000				\$22,500	\$5,000	

Projects by Year

Project Cost		2020	2022	2023	2024	2025	2026	2027	2028	2029	2031	2033
Parks												
	Recreation and Parks Master Plan					\$25,000	\$25,000					
	Puslinch Community Centre Park Renovation and Upgrade		\$327,102									
	Pickup Truck - Trsfr from Public Works						\$6,000				\$6,000	
	Parking Lot & Associated Enhancements (curbing, entrance, and additional lighting) at the front of the Puslinch Community Centre			\$266,720	\$150,000							
	Landscape Trailer									\$10,000		
	Light Poles Replacement at the Puslinch Community Centre Grounds						\$5,200					
	Fencing Replacement at the Badenoch Soccer Field (East Side)						\$14,934					
	Replacement of metal roofing panels in Blue Storage Building Behind PCC								\$30,000			
	Kabota Lawnmower								\$30,000			
	Gravel Road Rehabilitation at Old Morriston Park								\$7,740			
	Kubota Lawn Tractor											\$23,843
	Pickup truck - 1/2 ton - Crew Cab				\$55,000							
Parks Total			\$327,102	\$266,720	\$205,000	\$25,000	\$51,134		\$67,740	\$10,000	\$6,000	\$23,843

Projects by Year

Project Cost		2020	2022	2023	2024	2025	2026	2027	2028	2029	2031	2033
PCC												
	Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment	\$5,000								\$7,500		
	Emergency Generator					\$170,000						
	Bar Counter, Bar Door, Cosmetic Upgrades					\$100,000						
	Replacement of Ceiling Components			\$34,682								
	Replacement of UV Pure Water Treatment System				\$20,000							
	Replacement of metal roofing panels								\$100,000			
	Exterior wall rehabilitation									\$35,000		
	Replacement of fire alarm system (fire extinguishers, panels, bells, pullstations, heat & smoke detectors)									\$5,000		
	Replacement of Sanitary Pumps and Control System											\$5,000
	Rebalancing of HVAC system							\$5,000				
	Window and Door Replacement Program				\$140,000							
	Electronic Sign Replacement					\$37,500						
	Roof Inspection		\$5,000									
PCC Total		\$5,000	\$5,000	\$34,682	\$160,000	\$307,500		\$5,000	\$100,000	\$47,500		\$5,000
		\$10,000	\$332,102	\$301,402	\$365,000	\$532,500	\$51,134	\$5,000	\$167,740	\$80,000	\$11,000	\$28,843

Department	Account Type	Ac Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
ORC							
	Expenditures						
		FT Wages	\$45,131	\$46,971	\$55,068	\$58,906	\$61,277
		PT Wages	\$20,160	\$36,406	\$43,442	\$33,272	\$27,274
		OT Wages	\$368	\$5,045	\$3,118	\$4,000	\$4,000
		FT Wage Related Expenses	\$9,401	\$8,909	\$10,579	\$11,707	\$12,189
		PT Wage Related Expenses	\$907	\$2,156	\$4,824	\$6,382	\$5,243
		Group Benefits	\$7,168	\$2,218	\$4,387	\$5,350	\$9,947
		WSIB	\$1,969	\$1,973	\$3,155	\$3,145	\$3,008
		Office Supplies & Equipment	\$223	\$81	\$70	\$150	\$100
		Hydro	\$21,484	\$21,936	\$30,484	\$25,000	\$25,000
		Heat	\$4,932	\$6,362	\$5,143	\$6,000	\$5,500
		Water Protection	\$833	\$1,278	\$958	\$1,000	\$1,000
		Equipment Maintenance & Supplies	\$4,065	\$11,273	\$13,578	\$6,870	\$9,000
		Bldg-Cleaning, Maint,Supplies Interior	\$2,928	\$8,563	\$8,829	\$5,800	\$6,500
		Waste Removal	\$2,038	\$2,389	\$3,031	\$2,135	\$2,400
		Bldg-Cleaning, Maint,Supplies Exterior	\$5,014	\$19,900	\$7,407	\$8,000	\$8,000
		Communication (phone, fax, internet)	\$2,851	\$2,583	\$2,769	\$2,616	\$2,760
		Mileage	\$0	\$0	\$0	\$100	\$100
		Professional Development	\$0	\$0	\$0	\$1,000	\$0
		Membership and Subscription Fees	\$0	\$0	\$0	\$150	\$0
		Meals	\$0	\$0	\$0	\$50	\$50
		Insurance	\$3,321	\$8,432	\$10,586	\$10,653	\$12,064
		Advertising	\$175	\$1,323	\$418	\$2,100	\$1,000
		Contract Services	\$791	\$1,118	\$605	\$1,615	\$1,471
		Clothing, Safety Allowance	\$0	\$452	\$813	\$600	\$600
	Expenditures		\$133,759	\$189,366	\$209,265	\$196,600	\$198,482
	Revenues						
		Ice Rental - Prime	\$0	-\$36,021	-\$23,542	-\$38,808	-\$38,100
		Ice Rental - Non-Prime	\$0	-\$583	\$0	-\$628	-\$647
		Arena Summer Rentals	-\$12,850	-\$10,991	-\$6,048	-\$13,000	-\$10,310
		Gymnasium Rental	-\$3,948	-\$19,116	-\$27,107	-\$25,000	-\$25,775
		Rink Board and Ball Diamond Advertising	\$0	-\$1,518	-\$1,197	-\$1,617	-\$1,235

Department	Account Type	Ac Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
PCC							
	Expenditures						
		FT Wages	\$59,255	\$65,522	\$70,430	\$70,429	\$132,018
		PT Wages	\$0	\$0	\$8,486	\$31,637	\$0
		OT Wages	\$1,184	\$1,322	\$3,301	\$500	\$500
		FT Wage Related Expenses	\$10,756	\$12,115	\$13,020	\$13,135	\$24,976
		PT Wage Related Expenses	\$0	\$0	\$362	\$6,069	\$0
		Group Benefits	\$8,381	\$8,513	\$9,397	\$9,409	\$17,627
		WSIB	\$1,822	\$1,545	\$2,486	\$3,354	\$4,307
		Office Supplies & Equipment	\$0	\$102	\$0	\$150	\$100
		Hydro	\$7,085	\$11,116	\$12,061	\$12,000	\$12,000
		Heat	\$4,549	\$3,782	\$6,402	\$4,300	\$4,500
		Water Protection	\$4,096	\$3,551	\$3,910	\$4,500	\$3,700
		Bldg-Cleaning, Maint,Supplies Interior	\$3,607	\$6,366	\$6,696	\$10,000	\$6,500
		Kitchen Supplies and Equipment	\$0	\$1,697	\$317	\$1,500	\$1,500
		Waste Removal	\$8,100	\$9,453	\$12,123	\$8,541	\$9,500
		Outdoor Maintenance of Building	\$5,360	\$3,753	\$4,040	\$4,000	\$4,400
		Communication (phone, fax, internet)	\$2,682	\$2,790	\$2,556	\$2,616	\$2,448
		Mileage	\$0	\$0	\$0	\$0	\$0
		Professional Development	\$0	\$0	\$0	\$0	\$0
		Membership and Subscription Fees	\$500	\$0	\$0	\$500	\$500
		Meals	\$0	\$0	\$0	\$0	\$0
		Travel - Accomodations & Parking	\$0	\$0	\$0	\$0	\$0
		Insurance	\$3,321	\$8,432	\$10,586	\$10,653	\$12,064
		Advertising	\$0	\$1,507	\$0	\$2,100	\$1,000
		Contract Services	\$4,349	\$3,630	\$3,164	\$4,502	\$5,033
		Clothing, Safety Allowance	\$208	\$172	\$292	\$260	\$260
	Expenditures		\$125,256	\$145,368	\$169,628	\$200,154	\$242,932
	Revenues						
		Hall - Prime	\$26	-\$15,587	-\$26,770	-\$29,365	-\$34,739
		Hall - Non-Prime	\$26	-\$14,975	-\$20,756	-\$19,969	-\$20,434
		Meeting Room	\$0	-\$4,143	-\$11,047	-\$13,427	-\$13,427
		Projector and Microphone Rental Fee	\$0	-\$26	\$0	\$0	\$0
		Licensed Events Using Patio	\$0	-\$181	-\$126	-\$285	-\$130

Department	Account Type	Ac Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Recreation Advisory Committee							
	Expenditures						
		Per Diems	\$2,709	\$1,211	\$1,538	\$1,641	\$3,413
		Office Supplies & Equipment	\$0	\$0	\$65	\$100	\$100
		Mileage	\$0	\$0	\$0	\$150	\$150
		Professional Development	\$0	\$400	\$521	\$500	\$500
		Meals	\$0	\$0	\$0	\$50	\$50
		Travel - Accomodations & Parking	\$0	\$0	\$0	\$500	\$200
	Expenditures		\$2,709	\$1,611	\$2,124	\$2,941	\$4,413
Grand Total			\$292,969	\$308,457	\$436,038	\$415,516	\$471,147



SOP: Advisory Committee Goals and Objectives

Last updated: October 1, 2021

Department: Advisory Committees

Online form? No

Payment required? No

Staff responsible: Advisory Committees, Subcommittees, Committee Secretary

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

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

Procedure:

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



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

COMMITTEE MEMO

TO: COMMITTEE NAME

FROM: COMMITTEE MEMBER NAME

MEETING DATE: MONTH DAY, YEAR

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

RECOMMENDATIONS

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

Purpose

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

Background

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

Comments

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

Financial Implications

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

Attachments

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

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

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:

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

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)

Will this initiative generate revenue?

Yes

No

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



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

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

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

Policy Statement:

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

Scope:

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

Purpose:

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

1. Compensation

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

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

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

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

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

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

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

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

3. Expenses

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

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

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

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

5. Mileage

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

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

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

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

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

6. Expenses Related to Conference/Seminar/Training Sessions

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

6.2. The reimbursable costs are outlined below:

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

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

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

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

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

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

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

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

6.7. Third party billing is not permitted.

7. Other Expenses

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

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

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

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

8. Expense Approval – General

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

8.2. The following expenses will not be reimbursed:

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

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

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

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

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

9. Accountability

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

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

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

Name of Claimant: Surname, First Name

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

 Claimant's Signature

Date (DD/MM/YY)

Check if the above is not applicable

 Approval

Date (DD/MM/YY)

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

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



Conference Approval Process

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

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

Approved Conferences for Advisory Committees

Heritage Advisory Committee

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

Recreation Advisory Committee

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

Planning and Development Advisory Committee

No conferences have been requested for approval at this time.

Conference Registration, Accommodation and Travel Arrangements

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

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

Conference Travel

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



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

Other Conference Expenses

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

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

The following expenses will not be reimbursed:

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

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

Expense Approval

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



PUSLINCH

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

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

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