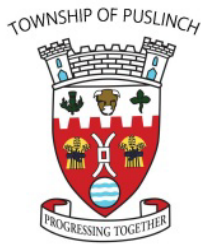


Recreation Committee
Tuesday, March 20, 2018
7:00 p.m.
Council Chambers, Aberfoyle

AGENDA

≠ - Denotes Recommendation

1. Call meeting to order
2. Disclosure of Pecuniary Interest
3. Approval of Minutes ≠
 - a) February 20, 2018
4. Delegations/Presentations
5. Regular Business ≠
 1. Puslinch Community Newsletter update
 - Overview of Council approved Report REC-2018-001 Puslinch Community Newsletter Update
 - Determination of launch date
 2. Revenues for February
 3. Report FIN-2018-010 - Fourth Quarter Financial Report – 2017- Schedule A - Departmental Detail
6. Closed Meeting
7. Adjournment
8. Next meeting – April 17, 2018 at 7:00 p.m. in the Council Chambers



MINUTES

MEMBERS PRESENT

Margaret Hauwert
Daina Makinson (Chair)
June Williams
Councillor Susan Fielding

TOWNSHIP STAFF

Nina Lecic, Deputy Clerk

OTHERS PRESENT

1. CALL TO ORDER

Daina Makinson called the meeting to order at 7:00 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None

3. APPROVAL OF MINUTES

a. January 30, 2018 – Regular meeting

REC-2018-002

That the Minutes of the Recreation Committee meeting dated January 30, 2018 be adopted. CARRIED

4. DELEGATIONS/PRESENTATIONS

5. REGULAR BUSINESS

1. Review of Puslinch Community Newsletter applications

The Committee received and reviewed the PCN applicants and approved the following for inclusion in the PCN:

- Optimist Club of Puslinch
- Duff's Presbyterian Church
- Aberfoyle Farmer's market
- Puslinch Kodiaks Mens Fastball Team
- Sunrise Therapeutic Riding and Learning Centre
- Crieff Hills Retreat and Conference Centre
- Wellington County Library - Puslinch Branch
- Parish Nurse Program from Duff's church
- Knox Presbyterian Church Crieff
- Whistle Stop Co-Op Inc.
- Puslinch Minor Ball
- Mount Carmel-Zion United Church
- Badenoch Community Centre
- YMCA-YWCA of Guelph (information to be provided on YMCA events taking place at Puslinch Community Centre. A link will be provided to all the other events).



Puslinch Recreation Committee
Tuesday, February 20, 2017
7:00 p.m.
Council Chambers, Aberfoyle

With respect to the format of the PCN, the Committee agreed that organizations will be listed in an alphabetical order.

2. Revenues for January

The committee reviewed the January revenues.

6. CLOSED MEETING

None

7. ADJOURNMENT

The Committee adjourned at 8:21 p.m.

8. NEXT MEETING

Next meeting – March 20, 2018 at 7:00 p.m. in the Council Chambers



REPORT REC-2018-001

TO: Mayor and Members of Council

FROM: Nina Lecic, Deputy Clerk

MEETING DATE: March 7, 2018

SUBJECT: Puslinch Community Newsletter Policy Update

RECOMMENDATIONS

That Report REC-2018-001 regarding the Update to the Puslinch Community Newsletter Policy be received;

And that Council approves the amendments to the Puslinch Community Newsletter Policy.

Background

Council approved the Puslinch Community Newsletter Policy (PCN) on July 19, 2017. The following has taken place since that approval:

- Notice was sent out to advise organizations of the opportunity to be a PCN Participant.
- The Recreation Committee received 21 applicants for inclusion in the PCN.

As per the PCN Policy, the Committee reviewed the applications as per the participant and event criteria. In processing the requests, the following two changes are being recommended

1. That section 3(b), Approval of PCN Organizations, be amended to remove the requirement to report to Council recommending approval of the qualified organizations. Eliminating that requirement would allow the Committee to expedite the process as Council has established criteria and has set out the process for evaluating organizations and events.
 - Included in this report is the list of the organizations the Recreation Committee has approved based on the initial applications, for Council's reference.
2. That section 3(c) be amended to give organizations the opportunity to submit applications for participation in the PCN at any point in time (whereas the policy currently states that Notice inviting organizations to participate in the PCN Program will be given in February and September each year, by Township staff.) This change will allow staff and Recreation Committee members to include

eligible organizations faster, and to give a broader opportunity for participation other than twice a year.

Purpose

The purpose of this report is for Council to amend the Community Newsletter Policy. For Council's reference, below is the list of the organizations the Committee has approved:

1. The Donkey Sanctuary of Canada
2. Puslinch Historical Society
3. Arkell United Church
4. Puslinch Minor Soccer Club
5. Puslinch Fire and Rescue
6. Friends of Mill Creek
7. Aberfoyle Agricultural Society
8. Optimist Club of Puslinch
9. Duff's Presbyterian Church
10. Aberfoyle Farmer's market
11. Puslinch Kodiaks Men's Fastball Team
12. Sunrise Therapeutic Riding and Learning Centre
13. Crieff Hills Retreat and Conference Centre
14. Wellington County Library - Puslinch Branch
15. Parish Nurse Program from Duff's church
16. Knox Presbyterian Church Crieff
17. Whistle Stop Co-Op Inc.
18. Puslinch Minor Ball
19. Mount Carmel-Zion United Church
20. Badenoch Community Centre
21. YMCA-YWCA of Guelph

Following approval of this report, the following will take place:

- A launch date will be determined.
- The Committee will advise the community of the launch of the Newsletter and how to subscribe.
- Notice will be sent to the approved groups advising them of the launch

FINANCIAL IMPLICATIONS

Not applicable

ATTACHMENTS:

Community Newsletter Policy



Purpose

The purpose of this policy is to provide guidance when:

- evaluating requests for participation in the distribution of a Puslinch Community Newsletter “PCN” Program; and
- developing a subscription list
- preparing a PCN

Guiding Principles

1. The PCN shall be:
 - compatible with the Township’s image, values and standards; and
 - in compliance with Township’s policies and by-laws
2. Approval as a PCN participant does not act as the Township’s endorsement of the organization or the event.
3. The Township reserves the right to reject an organization and event that is not compatible with the Township’s image, values and standards.

PCN Program

1. The PCN will be provided in digital form, and in print form upon request.

Policy Details

1. Participant Criteria
 - a) The following type of organization may apply to participate in the PCN Program:
 - A Registered Charitable Organization that either provides services to Puslinch residents or is located in the Township of Puslinch
 - A Puslinch community group that is providing a program or service to the Puslinch community
 - The Township of Puslinch or any other government body authorized by the Township
 - b) An organization shall submit a request to be included in the PCN Program in the prescribed form as provided by the Township.



- c) An organization that has contravened any federal, provincial legislation or municipal policy or by-law is not eligible to participate in the PCN Program.

2. Event Criteria

- a) An event shall be of benefit to the public at large.
- b) The following type of event does not qualify:
- A political event
 - A religious event other than a fundraising event that is open to the public e.g. Bazaar
 - Editorial
- c) A fee is not payable for inclusion of an event in the PCN.

3. Approval of PCN Organizations

- a) Two (2) months prior to the launch of the PCN Program the Recreation Committee will prepare a notice in a form approved by Township staff to advise organizations of the opportunity to be a PCN Program participant. The notice shall include information on where to obtain information, applicant and event criteria, how to apply and the deadline for submitting an application.
- b) The Recreation Committee shall review the applications and prepare a report to Council recommending approval of the qualified organizations.
- c) Notice inviting organizations to participate in the PCN Program will be given in February and September each year, by Township staff.
- d) Township staff will maintain a list of approved organizations and provide the list to the Recreation Committee.

4. PCN Preparation and Distribution

- a) An approved organization will submit its news event item to the Township by the 2nd day of the month for the following month's publication.
- b) A news event item submission will be forwarded by the Township to the designated Recreation Committee member immediately upon receipt.



- c) The designated Recreation Committee member (RCM) will review the event details and ensure it meets the policy criteria.
- d) A RCM will be responsible for preparing the PCN in the Township approved format and in accordance with the PCN Policy.
- e) A PCN shall be prepared by a RCM by the 7th day of each month.
- f) The RCM shall submit the draft PCN to the designated staff by 8th day of each month.
- g) The designated staff shall post the PCN by the 10th day of each month on the Township's website.
- h) An individual may sign up to receive notification of the posting of the PCN utilizing the "subscribe" feature on the Township's website.
- j) The Township in accordance with the Antispam legislation shall provide the opportunity for any individual who has requested to receive the PCN the opportunity to unsubscribe.

5. Launch of the PCN

- a) Two (2) months prior to the launch of the first PCN the Recreation Committee will prepare a notice in a form approved by Township staff to advise the community of the launch of the PCN and how to subscribe.

Township of Puslinch

Alf Hales Room Revenue Comparison From FEB 1,2017 To FEB 28,2017

February 2017

Alf Hales Room	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	81.48	0.00	50.00	131.48
Week 2	0.00	0.00	0.00	0.00	81.48	0.00	0.00	81.48
Week 3	0.00	0.00	0.00	55.32	0.00	0.00	0.00	55.32
Week 4	0.00	0.00	53.70	55.32	0.00	82.50	0.00	191.52
Week 5	81.48	78.66	0.00	0.00	0.00	0.00	0.00	160.14
Totals:	81.48	78.66	53.70	110.64	162.96	82.50	50.00	619.94
							Total Charges	\$619.94

Township of Puslinch

Alf Hales Room Revenue Comparison From FEB 1,2018 To FEB 28,2018

February 2018

Alf Hales Room	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	63.75	53.70	0.00	117.45
Week 2	0.00	0.00	0.00	0.00	79.70	127.50	0.00	207.20
Week 3	0.00	0.00	17.22	0.00	60.08	0.00	0.00	77.30
Week 4	0.00	0.00	0.00	6.38	63.75	0.00	382.50	452.63
Week 5	79.20	76.50	7.65	0.00	0.00	0.00	0.00	163.35
Totals:	79.20	76.50	24.87	6.38	267.28	181.20	382.50	1,017.93
							Total Charges	\$1,017.93

Township of Puslinch

Archie MacRobbie Hall Revenue Comparison From FEB 1,2017 To FEB 28,2017

February 2017

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	952.00	952.00
Week 2	0.00	0.00	0.00	0.00	0.00	0.00	1,013.20	1,013.20
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	402.40	657.80	1,060.20
Week 5	241.00	0.00	117.00	0.00	0.00	0.00	0.00	358.00
Totals:	241.00	0.00	117.00	0.00	0.00	402.40	2,623.00	3,383.40

Total Charges \$3,383.40

Township of Puslinch

Archie MacRobbie Hall Revenue Comparison From FEB 1,2018 To FEB 28,2018

February 2018

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	273.00	0.00	0.00	0.00	0.00	722.00	515.00	1,510.00
Week 3	219.00	0.00	0.00	0.00	0.00	0.00	127.20	346.20
Week 4	127.20	0.00	0.00	0.00	0.00	0.00	742.40	869.60
Week 5	733.00	0.00	223.03	0.00	0.00	0.00	0.00	956.03
Totals:	1,352.20	0.00	223.03	0.00	0.00	722.00	1,384.60	3,681.83
							Total Charges	\$3,681.83

Township of Puslinch

Gym Revenue Comparison From FEB 1,2017 To FEB 28,2017

February 2017

Gym	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	71.16	26.00	0.00	206.64	303.80
Week 2	56.32	58.16	26.00	39.00	58.16	64.32	238.80	540.76
Week 3	209.04	58.16	74.24	67.16	58.16	64.32	201.04	732.12
Week 4	96.48	0.00	58.16	67.16	32.16	0.00	174.48	428.44
Week 5	240.12	58.16	26.00	0.00	0.00	0.00	0.00	324.28
Totals:	601.96	174.48	184.40	244.48	174.48	128.64	820.96	2,329.40
							Total Charges	\$2,329.40

Township of Puslinch

Gym Revenue Comparison From FEB 1,2018 To FEB 28,2018

February 2018

Gym	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	30.00	0.00	223.08	253.08
Week 2	154.44	76.51	77.27	63.02	75.00	0.00	218.87	665.11
Week 3	167.27	31.51	77.27	63.02	30.00	102.96	274.56	746.59
Week 4	102.96	0.00	31.51	63.02	45.00	120.12	102.96	465.57
Week 5	171.60	76.51	77.27	63.02	0.00	0.00	0.00	388.40
Totals:	596.27	184.53	263.32	252.08	180.00	223.08	819.47	2,518.75

Total Charges \$2,518.75

Township of Puslinch

Kitchen Revenue Comparison From FEB 1,2017 To FEB 28,2017

February 2017

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	107.00	0.00	0.00	107.00
Week 4	0.00	0.00	0.00	0.00	170.00	0.00	0.00	170.00
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	277.00	0.00	0.00	277.00
							Total Charges	\$277.00

Township of Puslinch

Kitchen Revenue Comparison From FEB 1,2018 To FEB 28,2018

February 2018

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	214.00	0.00	0.00	214.00
Week 3	0.00	0.00	0.00	0.00	107.00	0.00	0.00	107.00
Week 4	0.00	0.00	0.00	0.00	107.00	0.00	0.00	107.00
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	428.00	0.00	0.00	428.00
							Total Charges	\$428.00

Township of Puslinch

Rink Revenue Comparison From FEB 1,2017 To FEB 28,2017

February 2017

Rink	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	465.00	465.00	232.50	0.00	1,162.50
Week 2	310.00	0.00	365.00	465.00	465.00	232.50	0.00	1,837.50
Week 3	620.00	0.00	210.00	620.00	465.00	232.50	0.00	2,147.50
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:	930.00	0.00	575.00	1,550.00	1,395.00	697.50	0.00	5,147.50
							Total Charges	\$5,147.50

Township of Puslinch

Rink Revenue Comparison From FEB 1,2018 To FEB 28,2018

February 2018

Rink	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Total
Week 1	0.00	0.00	0.00	0.00	395.00	237.00	158.00	790.00
Week 2	316.00	158.00	395.00	632.00	395.00	237.00	158.00	2,291.00
Week 3	316.00	158.00	395.00	632.00	395.00	237.00	210.48	2,343.48
Week 4	456.00	0.00	0.00	0.00	0.00	0.00	0.00	456.00
Week 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals:	1,088.00	316.00	790.00	1,264.00	1,185.00	711.00	526.48	5,880.48

Total Charges \$5,880.48

Report FIN-2018-010 - Fourth Quarter Financial Report - 2017
Schedule A - Departmental Detail

Description	Current Qtr Actuals	Quarterly Budget	YTD Actuals	YTD Budget	\$ Budget Remaining	Total Budget	% Budget Remaining
ORC							
Expenditures							
Building Maintenance							
Bldg-Cleaning, Maint,Supplies Exterior	\$3,076	\$2,500	\$5,069	\$9,973	\$4,931	\$10,000	49%
Bldg-Cleaning, Maint,Supplies Interior	\$854	\$2,000	\$2,846	\$7,978	\$5,154	\$8,000	64%
Contract Services/Professional Fees							
Contract Services	\$66	\$100	\$66	\$399	\$334	\$400	83%
Professional Fees - Engineering	\$0	\$0	\$0	\$0	\$0	\$0	N/A
Water Protection	\$92	\$175	\$829	\$698	-\$129	\$700	-18%
Materials and Supplies							
Advertising	\$0	\$75	\$371	\$299	-\$71	\$300	-24%
Clothing Safety Allowance	\$0	\$38	\$0	\$150	\$150	\$150	100%
Drink Machine Supplies	\$0	\$125	\$0	\$499	\$500	\$500	100%
Signage	\$0	\$25	\$28	\$100	\$72	\$100	72%
Office Equipment and Supplies							
Office Supplies	\$54	\$75	\$390	\$299	-\$90	\$300	-30%
Professional Development							
Employee Travel - Meals	\$0	\$25	\$0	\$100	\$100	\$100	100%
Membership and Subscription Fees	\$0	\$38	\$218	\$150	-\$68	\$150	-45%
Professional Development	\$0	\$250	\$555	\$997	\$445	\$1,000	45%
Salaries, Wages and Benefits							
FT Benefits - ORC	\$2,531	\$2,595	\$10,196	\$10,353	\$185	\$10,381	2%
FT Wages - ORC	\$15,551	\$14,441	\$57,980	\$57,604	-\$217	\$57,762	0%
Manulife Benefits	\$1,945	\$1,949	\$7,779	\$7,774	\$16	\$7,796	0%
OT Wages - ORC	\$375	\$500	\$1,464	\$1,995	\$536	\$2,000	27%
PT Benefits - ORC	\$636	\$574	\$1,158	\$2,290	\$1,138	\$2,296	50%
PT Wages - ORC	\$6,135	\$6,252	\$21,318	\$24,938	\$3,688	\$25,006	15%
WSIB	\$571	\$646	\$2,466	\$2,578	\$120	\$2,585	5%
Utilities							
Communication(phone, fax, intern)	\$591	\$625	\$2,368	\$2,493	\$132	\$2,500	5%

Report FIN-2018-010 - Fourth Quarter Financial Report - 2017
Schedule A - Departmental Detail

Description	Current Qtr Actuals	Quarterly Budget	YTD Actuals	YTD Budget	\$ Budget Remaining	Total Budget	% Budget Remaining
Fuel	\$0	\$0	\$446	\$0	-\$446	\$0	N/A
Heat	\$1,243	\$1,050	\$5,570	\$4,188	-\$1,370	\$4,200	-33%
Hydro	\$2,850	\$8,188	\$25,728	\$32,660	\$7,022	\$32,750	21%
Insurance	-\$11	\$2,218	\$8,733	\$8,848	\$139	\$8,872	2%
Waste Removal	\$245	\$150	\$716	\$598	-\$116	\$600	-19%
Vehicles and Equipment							
Equipment Maintenance & Supplies	\$5,365	\$2,500	\$7,985	\$9,973	\$2,015	\$10,000	20%
Mileage	\$0	\$25	\$0	\$100	\$100	\$100	100%
Expenditures Total	\$42,168	\$47,137	\$164,278	\$188,032	\$24,271	\$188,549	13%
Revenues							
Recoveries							
Other Recoveries	\$0	-\$125	\$0	-\$499	-\$500	-\$500	100%
User Fees, Licenses and Fines							
Arena Summer Rentals	-\$4,053	-\$5,500	-\$14,841	-\$21,940	-\$7,159	-\$22,000	33%
Gymnasium Rental	-\$6,877	-\$3,750	-\$20,206	-\$14,959	\$5,206	-\$15,000	-35%
Ice Rental - Non-Prime	\$0	-\$500	-\$385	-\$1,995	-\$1,615	-\$2,000	81%
Ice Rental - Prime	\$52	-\$7,250	-\$13,200	-\$28,921	-\$15,800	-\$29,000	54%
ORC Drink Machine	-\$95	-\$325	-\$575	-\$1,296	-\$725	-\$1,300	56%
Rink Board and Ball Diamond Advertising	\$0	-\$88	\$0	-\$349	-\$350	-\$350	100%
Revenues Total	-\$10,972	-\$17,538	-\$49,208	-\$69,958	-\$20,942	-\$70,150	30%

Report FIN-2018-010 - Fourth Quarter Financial Report - 2017
Schedule A - Departmental Detail

Description	Current Qtr Actuals	Quarterly Budget	YTD Actuals	YTD Budget	\$ Budget Remaining	Total Budget	% Budget Remaining
Parks							
Expenditures							
Contract Services/Professional Fees							
Contract Services	\$6,052	\$5,175	\$28,474	\$20,643	-\$7,774	\$20,700	-38%
Water Protection	\$627	\$250	\$657	\$997	\$343	\$1,000	34%
Materials and Supplies							
Advertising	\$0	\$38	\$623	\$150	-\$473	\$150	-315%
Maintenance Grounds	\$982	\$2,500	\$10,393	\$9,973	-\$393	\$10,000	-4%
Salaries, Wages and Benefits							
FT Benefits - Parks	\$0	\$0	\$0	\$0	\$0	\$0	N/A
FT Wages - Parks	\$0	\$0	\$0	\$0	\$0	\$0	N/A
OT Wages - Parks	\$0	\$0	\$0	\$0	\$0	\$0	N/A
PT Benefits - Parks	\$315	\$467	\$1,138	\$1,862	\$729	\$1,867	39%
PT Wages - Parks	\$835	\$5,084	\$13,228	\$20,282	\$7,109	\$20,338	35%
WSIB	\$25	\$155	\$419	\$619	\$201	\$620	32%
Utilities							
Fuel	\$1,910	\$550	\$1,910	\$2,194	\$290	\$2,200	13%
Hydro	\$645	\$850	\$2,552	\$3,391	\$848	\$3,400	25%
Insurance	\$0	\$1,611	\$6,346	\$6,425	\$96	\$6,442	1%
Vehicles and Equipment							
Equipment Lease	\$0	\$0	\$0	\$0	\$0	\$0	N/A
Equipment Maintenance and Supplies	\$0	\$1,125	\$1,118	\$4,488	\$3,382	\$4,500	75%
Mileage	\$0	\$125	\$0	\$499	\$500	\$500	100%
Vehicle Maintenance	\$542	\$125	\$542	\$499	-\$42	\$500	-8%
Expenditures Total	\$11,933	\$18,054	\$67,402	\$72,020	\$4,816	\$72,218	7%
Revenues							
User Fees, Licenses and Fines							
Aberfoyle/Morrison Ball Park/ Morrison Mea	-\$1,302	-\$750	-\$2,606	-\$2,992	-\$394	-\$3,000	13%
Horse Paddock Rental	-\$200	\$0	-\$200	\$0	\$200	\$0	N/A

Report FIN-2018-010 - Fourth Quarter Financial Report - 2017
Schedule A - Departmental Detail

Description	Current Qtr Actuals	Quarterly Budget	YTD Actuals	YTD Budget	\$ Budget Remaining	Total Budget	% Budget Remaining
PCC							
Expenditures							
Building Maintenance							
Bldg-Cleaning, Maint,Supplies Interior	\$1,461	\$3,750	\$8,385	\$14,959	\$6,615	\$15,000	44%
Outdoor Maintenance of Building	\$0	\$300	\$2,618	\$1,197	-\$1,418	\$1,200	-118%
Contract Services/Professional Fees							
Contract Services	\$1,267	\$513	\$1,611	\$2,044	\$439	\$2,050	21%
Water Protection	\$3,209	\$1,275	\$4,875	\$5,086	\$225	\$5,100	4%
Materials and Supplies							
Advertising	\$0	\$500	\$0	\$1,995	\$2,000	\$2,000	100%
Office Equipment and Supplies							
Kitchen Supplies and Equipment	\$737	\$375	\$5,944	\$1,496	-\$4,444	\$1,500	-296%
Office Supplies	\$0	\$38	\$265	\$150	-\$115	\$150	-77%
Professional Development							
Employee Travel - Accomodations	\$0	\$113	\$0	\$449	\$450	\$450	100%
Employee Travel - Meals	\$0	\$38	\$0	\$150	\$150	\$150	100%
Membership and Subscription Fees	\$0	\$500	\$0	\$1,995	\$2,000	\$2,000	100%
Professional Development	\$36	\$0	\$36	\$0	-\$36	\$0	N/A
Salaries, Wages and Benefits							
FT Benefits - Recreation	\$12	\$0	\$12	\$0	-\$12	\$0	N/A
FT Wages - Recreation	\$70	\$0	\$6,946	\$0	-\$6,946	\$0	N/A
Manulife Benefits - Recreation	\$0	\$0	\$0	\$0	\$0	\$0	N/A
OT Wages - Recreation	\$54	\$125	\$853	\$499	-\$353	\$500	-71%
PT Benefits - Recreation	\$1,316	\$860	\$2,163	\$3,432	\$1,279	\$3,442	37%
PT Wages - Recreation	\$13,638	\$9,246	\$47,348	\$36,882	-\$10,364	\$36,984	-28%
WSIB	\$401	\$286	\$1,520	\$1,140	-\$377	\$1,143	-33%
Utilities							
Communication(phone, fax, intern)	\$521	\$700	\$2,278	\$2,792	\$522	\$2,800	19%
Fuel	\$0	\$125	\$0	\$499	\$500	\$500	100%
Heat	\$1,126	\$1,000	\$4,300	\$3,989	-\$300	\$4,000	-7%

Report FIN-2018-010 - Fourth Quarter Financial Report - 2017
Schedule A - Departmental Detail

Description	Current Qtr Actuals	Quarterly Budget	YTD Actuals	YTD Budget	\$ Budget Remaining	Total Budget	% Budget Remaining
Hydro	\$3,083	\$6,100	\$16,043	\$24,333	\$8,357	\$24,400	34%
Insurance	\$0	\$1,825	\$7,110	\$7,281	\$191	\$7,301	3%
Waste Removal	\$981	\$625	\$2,864	\$2,493	-\$364	\$2,500	-15%
Vehicles and Equipment							
Mileage	\$0	\$75	\$0	\$299	\$300	\$300	100%
Expenditures Total	\$27,911	\$28,367	\$115,171	\$113,159	-\$1,701	\$113,470	-1%
Revenues							
Grants							
Recreation Conditional Grants	-\$6,253	-\$1,292	-\$6,253	-\$5,153	\$1,086	-\$5,167	-21%
Recoveries							
Other Recoveries	-\$50	-\$100	-\$360	-\$399	-\$40	-\$400	10%
User Fees, Licenses and Fines							
Advertising Sign	-\$193	-\$75	-\$225	-\$299	-\$75	-\$300	25%
Alf Hales Room	-\$3,505	-\$1,250	-\$9,324	-\$4,986	\$4,324	-\$5,000	-86%
Archie MacRobbie Hall - Non-Prime	-\$7,286	-\$3,750	-\$16,971	-\$14,959	\$1,971	-\$15,000	-13%
Archie MacRobbie Hall - Prime	-\$9,963	-\$4,750	-\$25,713	-\$18,948	\$6,713	-\$19,000	-35%
Bartenders	-\$4,031	-\$1,750	-\$10,434	-\$6,981	\$3,434	-\$7,000	-49%
Commercial Rentals	-\$765	-\$191	-\$765	-\$763	\$0	-\$765	0%
Kitchen Facilities	-\$963	-\$1,000	-\$3,251	-\$3,989	-\$749	-\$4,000	19%
Licensed Events Using Patio	-\$56	-\$25	-\$334	-\$100	\$234	-\$100	-234%
Pop, Glasses, & Ice	\$0	\$0	\$0	\$0	\$0	\$0	N/A
Revenues Total	-\$33,064	-\$14,183	-\$73,630	-\$56,577	\$16,898	-\$56,732	-30%