



REPORT ADM-2014-010

TO: Mayor and Members of Council

FROM: Donna Tremblay, Deputy Clerk

SUBJECT: Update – In-Kind Bookings – Puslinch Community Centre

RECOMMENDATIONS

That Report ADM-2014-010 regarding Update – In-Kind Bookings – Puslinch Community Centre be received; and

That the matter of a reduction or waiving of fees to specific groups and organizations be reviewed as part of the annual review of the Township's User Fee By-Law.

PURPOSE

The purpose of this Report is to provide Council with the requested financial information including 2013 Financial Statements and 2014 Budgets received from the various Service, Community Groups, Clubs, Daycare and Playgroups receiving in-kind bookings at the Puslinch Community Centre.

DISCUSSION

At the February 5, 2014, Operating Budget Meeting, Council received report FIN-2014-006–2014 Grant Requests. Before, consideration of the various grant requests, Council requested that staff obtain financial information from the various service, community groups, clubs, daycare and playgroup groups receiving in-kind bookings at the Puslinch Community Centre.

Staff provided correspondence only to those groups which staff had indicated in Report ADM-2013-011, attached as **Schedule "A"**, had received in-kind bookings at the Puslinch Community Center and had not previously submitted financial information as part of the Township's grant application process.

The following chart indicates where financial information has been received, amount of the 2013 in-kind bookings received and the amount of the 2014 grant request:

Group	Financial Documents Schedule	2013 In-kind bookings	2014 Grant Request
Optimist Club – <i>See Note “A” below</i>	n/a	\$5,600	Nil
Mill Creek Subwatershed Community Liaison Team	B	\$660	Nil
Friends of Mill Creek – Provided with Grant application	*	\$650	\$5,000
COPS	*	Nil	\$750
Morrison United Church – Mount Carmel-Zion United Church	C	\$1,460	Nil
Agriculture Society	*	\$2,800	\$3,000
Aberfoyle Public School – no correspondence sent	n/a	\$780.00	Nil
Puslinch Soccer Club	D	\$825	Nil
Whistle Stop Daycare	E	\$6015	Nil
Guelph Community Health Centre (Playgroup)	F	\$2035	Nil
* provided with 2014 Grant Application materials			

Note A:

The Optimist Club of Puslinch has indicated in an email to the Township dated February 12, 2014, that the matter would be discussed at their next meeting scheduled for March 4, 2015.

Financial Implications

Based on the Township’s 2013 User Fee By-Law the total annual financial impact to the Township is \$26,965. This is derived from the following:

Puslinch Historical Society-Library Rental	\$5000
Schedule “A”: Service Community Groups & Clubs	\$13,965
Schedule “B”: Daycare/Playgroups	\$8,000
Total:	\$26,965.00

Applicable Legislation and Requirements

Township User Fee By-Law

ATTACHMENTS

Schedules "A" to "F"

SCHEDULE "A"



REPORT ADM-2013-011

TO: Mayor and Members of Council

FROM: Donna Tremblay Deputy Clerk

SUBJECT: In-kind Bookings – Township Facilities

File No. C11-ADM

RECOMMENDATIONS

The Report ADM-2013-011 regarding in-kind bookings at Township Facilities be received; and

That commencing January 1, 2014, any community group meetings utilizing Township facilities be accommodated at the Puslinch Community Centre.

DISCUSSION

Purpose

The purpose of this Report is provide Council with information regarding in-kind bookings at the various Township Facilities. Grants provided by the Township is discussed in Report FIN-2013-005.

Background

The Township has various facilities for daily rental. As requested by Council during the 2013 budget deliberations and in preparation of the 2014 User Fees By-Law, staff has comprised a list of service groups, community groups and clubs which receive in-kind bookings at the various Township Facilities.

Service Community Groups and Clubs

Attached to this Report as **Schedule "A"** is a chart which provides details regarding the user group, event, facility used, duration of event and revenues which were waived for the rental of the facility.

Daycare and Playgroup

On August 14, 2013, Township Council received reports:

- REC-2013-002-regarding the Agreement with Whistle Stop Daycare; and
- REC-2013-003- regarding the Agreement with Guelph Community Health Centre – for daycare services - Puslinch Community Centre – 23 Brock Road S;

The Township has entered into Agreements for the 2013/2014 season with both Whistle Stop Daycare and Guelph Community Health Centre. No compensation is paid for the rental of the Township facilities. Staff indicated in the August 14, 2013 reports that they would be providing a further report summarizing the various agreements or arrangements where there is minimal monetary consideration and grants issued by the Township.

Attached to this Report as **Schedule “B”** is a chart which provides details regarding the Whistle Stop Daycare and Guelph Community Health Centre (playgroup) of the township’s facilities.

Storage Facilities

This report does not include information on the various groups using the various Township facilities for storage. The Township does not have a fee associated with storage.

Organized Sports Associations/Groups

This report does not address the fees charged and the recovery of costs to the Township for the use of outdoor facilities such as soccer fields and baseball diamonds.

Puslinch Historical Society

The Township has entered into a 5 year Lease Agreement from September 16, 2011 to September 16, 2016, with the County of Wellington to pay the costs associated with the rental of office space at the Puslinch County Library. The costs associated with this lease amounts to \$5,000 per annum.

Discount to Township Residents

As of January 1, 2012, the Township moved from a resident/non-resident rate fee structure to one rate in its User Fee By-Law. In an effort to encourage Puslinch Resident's to book the Township's facilities a 13% resident discount has been offered when requested to Puslinch Residents who book the facilities.

Attached to this Report as **Schedule "C"** is a chart which shows the resident discount amounts waived in 2012 and as of September 30, 2013.

Financial Implications

Based on the Townships 2013 User Fee By-Law the total annual financial impact to the Township is \$29,218.37.

Applicable Legislation and Requirements

Township User Fee By-Law

Agreement between The Corporation of the Township of Puslinch and Whistle Stop Daycare

Agreement between The Corporation of the Township of Puslinch and Guelph Community Health Centre

Agreement between The Corporation of the County of Wellington and The Corporation of the Township of Puslinch

Schedule "A"

Service Community Groups and Clubs

User Group	Event	Facility Used	Details	Revenues
Optimist Club	Euchre	Community Centre Archie MacRobbie	Oct-May 1 st Friday of Month 8 days (8 x 470)	\$3,760
	Regular Meetings	Community Centre Archie MacRobbie	Sept-June 4 th Tuesday Use large hall, pay small hall rate 10 days 10 x 210 = 2,100 lrg 10 x 55 = <u>55 sm</u> 1,500 diff	\$1,500
	Santa Clause Parade	ORC – Rink Pad	1 day Nov – yearly 4 hours x 77	\$308
	Cribbage Tournament	Sign Rental	One week \$32.00 for 2 lines	\$32
Senior's Community Event	Euchre	Alf Hales Community Centre	Oct-April 2 nd and 4 th Tuesday of Month 14 days x 55.00	\$770
Mill Creek	Meeting	Alf Hales Community Centre	Monthly 3 rd Thursday 12 days x 55.00	\$660
Friends of Mill Creek	Meetings	Fire hall	3 rd Wednesday Monthly (except August) 11 x \$40.00	\$440
	BBQ	Archie MacRobbie	2-5 p.m. ½ day rental	\$210
COPS	Meeting	Township Lunch Room	n/a	n/a
Morrison United Church	Senior Luncheon	Archie MacRobbie	4 times per year April, June, Oct, Dec 4 X 365.00	\$1,460
Junior Garden Club	Registration	Foyer/ Alf Hales	1 st Wed, April 6:30pm to 8:30 pm ½ day rental – 55.00	\$55
	Banquet	Archie MacRobbie	4 th Wed, Sept 1 x 365.00	\$365
Agriculture Society	Chicken BBQ	Archie MacRobbie	2 nd Thurs, June 1 x 365.00	\$365

User Group	Event	Facility Used	Duration	Revenues
Agriculture Society	Fall Fair	Archie MacRobbie Alf Hales Horse Paddock Soccer Pitches	Thurs, Fri, Sat Sept 1 x 365 – Thur LR 1x 110 Thurs SR 2 x 470 – Fri Sat – LR 2 x 110.00 – Fri Sat 4 x 200 - Paddock	\$2,435
Aberfoyle Public School	Graduation	Archie MacRobbie Alf Hales	Last Wed, June Full Day – LR x 365.00 Evening – SR x 55.00	\$420
	Cross Country Event	Community Centre Grounds	Township does not have a rental rate for community centre grounds	n/a
	Kids Skate	Optimist – Rink	1 hour each session \$2.00 per child Unable to quantify benefit due to lack of information.	n/a
	Chest Tournament	Archie MacRobbie	April each year 1 x 360	\$360
Soccer Club	Meetings	Alf Hales	Monthly except – Jul, Aug, Oct, Dec 2 meetings – Jan, Nov 12 x 55	\$660
	Registration	Alf Hales	Jan, Nov 2 x 55	\$110
	BBQ	Grounds	n/a	n/a
	Coaches Clinic	Alf Hales	May 1 x 55	\$55
Total				\$13,965

Schedule "B"

Daycare /Playgroup

Daycare/Playgroup	Details	
Whistle Stop Daycare	Sept to June each year 3 – ½ days per week Less – March Break 2 weeks in December Approx. 111 days x \$55/day	\$6,015.00
Guelph Community Health Centre (Playgroup)	Sept to June 1 ½ per week Less – March Break 2 days in December Approx 37 days x 55/day	\$2,035.00
Total:		<u>\$8,050.00</u>

Schedule "C"

Resident's Discount

Year	Amount Waived
2012	\$5,937.75
2013	\$2,203.37 as of September 30, 2013
Total:	\$8,141.12