



**COMMUNITY SERVICES DIVISION
MEMORANDUM**

**PARKS & RECREATION
ADVISORY COMMITTEE**

TO:	Brent Larmer, Municipal Clerk
FROM:	Jodi Ware-Simpson, Secretary
DATE OF MEETING:	September 8, 2020
REPORT TITLE/SUBJECT:	Memo to Council – Events at the Cobourg Community Centre

The following motion was approved at the September 8, 2020 meeting of the Parks and Recreation Advisory Committee:

WHEREAS the Cobourg Community Centre (CCC) is operating in a deficit each year;

AND WHEREAS the Parks and Recreation Advisory Committee is tasked with advising council on policy related to the CCC and the best use of the CCC for the residents of Cobourg;

AND WHEREAS, in order to advise on the policies to apply to the CCC specifically in relation to major events, the Parks and Recreation Advisory Committee requires information concerning the CCC's funding and budget;

BE IT RESOLVED THAT:

Staff provide to the Parks and Recreation Advisory Committee the following information in regard to the latest 5 major events:

- Time the venue was unavailable for normal usage together with forgone revenue for ice rental and other activities during that time
- Revenue
- Advertising and sponsorship revenue
- Advertising expenses including preparation, printing, distribution
- Event revenues guarantees if any
- Full-time staff costs including wages, salaries, and benefits
- Part-time staff costs including recruiting, wages, salaries and benefits
- Management cost allocation
- Material costs

- Costs for any required special equipment
- Cost gap guarantees
- Utilities
- Rentals
- Insurance
- Janitorial services
- Recycling/waste removal
- Security/police
- Ticketing and gate costs including bank and credit card fees
- Concession net cost (revenue less materials + staff + insurance + utilities + janitorial + waste removal)

All of which will be respectfully submitted to the advisory committee for its consideration.

CARRIED