

*Request for Decision United Townships of Head, Clara & Maria Council*

Type of Decision									
Meeting Date	Friday, August 22, 2014				Report Date	Tuesday, August-19-14			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

## #22/08/14/1201 – Recreation Committee Spending Limit

**Subject:**

Authorization, delegation and spending limits for Recreation Committee.

**RECOMMENDATION:**

That Council authorize a spending limit for routine purchases of consumables for holding events for community wide events, open to the public where receipts and profits would return to the municipality; for purchase of hall equipment; and routine expenses.

**WHEREAS** Council has established a Recreation Committee for the management and hosting of events in the municipal hall and other municipal venues;

**AND WHEREAS** it is expected that unless otherwise approved by Council, events hosted by the Recreation Committee are to be on a “for profit” or “cost only” basis with the intent that the Committee can effectively sustain itself;

**AND WHEREAS** for ease of administration delegating the authority for routine purchases and expenditures as per the Municipal Procurement By-law and other municipal policies for items such as consumables, advertising, licensing, tickets, etc. will facilitate operations;

**AND WHEREAS** municipal funds may be utilized to provide a float for events and to provide “seed money” for expenses prior to events;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to authorize the Clerk and Treasurer to permit expenses by the Recreation Committee for said routine purchases up to a limit of \$2,000 for the remainder of 2014;

**AND FURTHER THAT** Council authorizes staff to work with the Recreation Committee to equip the Municipal Hall with products which improve facility use, are cost effective and improve efficiencies such as the purchase of permanent plastic cups with appropriate dish racks, additional kitchen equipment up to a maximum of \$2,000 for the remainder of 2014;

**AND FURTHER THAT** the Treasurer is hereby authorized to provide funds for float purposes and cash advances for Recreation Committee events for which two committee members must sign;

**AND FURTHER THAT** within one week following any event an Event Accounting Workbook shall be returned to the Treasurer with all proceeds, invoices, and purchase receipts included with all revenues to be recorded by and all expenses to be paid by the Treasurer;

**AND FURTHER THAT** Council hereby agrees that profits from Recreation Committee Events will be retained and segregated for the purpose of future Recreation purposes;

**AND FURTHER THAT** Council authorizes the Chair and/or Co-Chair of the Recreation Committee or event delegate to apply for and obtain Special Occasion Permits in the name of the Municipality for Committee approved events;

**AND FURTHER THAT** Council authorizes free use of the Municipal Hall and/or Grounds and Old Mackey Park to the Recreation Committee to facilitate events such as the Gospel Sing, Community Christmas Party, Library Board Fundraisers, Missing Link Snowmobile Club Appreciation Dinners, Community Events where the public are invited, Arts and Crafts events, Community Breakfasts and other Recreation Committee sponsored events without having to obtain specific Council approval;

**AND FURTHER THAT** Council retains the authority to approve the use of funds raised for permanent improvements within the community prior to purchase but will rely on recommendations from the Recreation Committee.

### **BACKGROUND/EXECUTIVE SUMMARY:**

It is recommended that this chart be continued as a quick accounting of all committee or Council events held.

<b>Event</b>	<b>Profit/Loss</b>	<b>Council Support</b>	<b>Profit/Surplus Purpose</b>
<b>New Year's Eve 2013-2014</b>	\$593.88	\$0 – Initial expenses paid for by Council and reimbursed	Deferred for New Year's Eve 2014-15
<b>St. Patrick's Day</b>	\$302.94	\$250	Old Mackey Park Improvements
<b>Canada Day Breakfast</b>	\$459.51	\$0 – Initial expenses paid for by Council and reimbursed	Canada Day and/or Hall Kitchen Equipment
<b>Canada Day</b>	\$1,536.49 Surplus - Not a Fundraising Event!	\$1,000	Defer surplus for Canada Day 2015
<b>Community Breakfast – September</b>		\$0 – Initial expenses paid for by Council and reimbursed	Recreation – general
<b>Ball Tournament – September</b>		\$0 – Initial expenses paid for by Council and reimbursed	Recreation – general
<b>Yate's Going Away Party</b>			
<b>Music Fest – September</b>		\$0 – Initial expenses paid for by Council and reimbursed	Old Mackey Park
<b>Remembrance Day</b>	Not A Fundraising Event		

### **Options/Discussion:**

Marlene Gibson has agreed to assume responsibility for purchasing cups/serviettes/coffee – consumables for the hall. This section of the resolution simply transfers authority and poses a limit for 2014 events.

In an effort to reduce waste the committee agreed to pursue the purchase of permanent plastic cups and appropriate dish racks. Marlene has obtained quotes. The committee will review and recommend purchase. This resolution is for Council to pre-authorize such purchases, delegating this authority to staff and committee up to a set amount. Other suggestions were a cutlery rack and a larger range of pots and pans.

Other routine costs would include:

1. Liquor License – until/unless permanent received;
2. Advertising – posters;
3. Tickets;
4. Decorations;
5. Floats;

The next section simply provides Noella with the authority to finance events at the front, Council funds to be paid back through sales.

Signing the cheque for advances just provides a record.

An Event Accounting Workbook simplifies event revenues and expenses for Noella to input into the accounting system. A formalized process provides for continuity and includes reminders for all expenses which might be required for hosting any event. It is important that no one is reimbursed for expenses incurred through cash receipts as it is then difficult for Noella to account for the funds. All expenses and reimbursements must go through the Treasurer.

Special Occasion Permits obtained for use on municipal property and authorized events through the Recreation Committee require application in the name of someone in authority who will be at the event and in control of it. We need to ensure control of SOP applications.

Events which have traditionally been held with Council's authority free of charge have simply been added to a list so that due to timeliness, the Recreation Committee has the authority to approve them. This clause delegates Council's authority to the Rec Committee.

### **Financial Considerations/Budget Impact:**

Funds described above are available within the original \$7,000 budgeted by Council for this purpose for 2014. This resolution is simply a delegation of mainly the Clerk and Treasurer's duties with Council approval.

**Policy Impact:**

The Terms of Reference of the Rec Committee allow for delegation of authority for certain functions to the committee through Council. This resolution takes care of delegation of decision making for routine actions which are required when managing a recreation facility and events. Any large purchases, events out of the ordinary or with special conditions would still need to come to Council for approval.

**Others Consulted:**

Recreation Committee members; Gayle Watters, Co-chair and Office Admin Assistant; Noella LeBreton, Treasurer;

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk