



Regular Council Meeting

To:	Mayor and Council
Date:	September 21, 2020
From:	Chris Allison, Supervisor Parks and Facilities
Report Number:	CAO/Parks and Facilities 2020-05
Subject:	COVID-19 Re-Opening Cavan Monaghan Community Centre

Recommendations:

1. That Council support two phased re-opening approach for the Cavan Monaghan Community Centre, and
2. That Council support October 13th 2020 as the re-opening date for the ice surface and walking track appointment based as Phase One, and
3. That Phase Two will include the additional bookable spaces; Community Hall, Studio Room, Meeting Room and Overlook Room.

Overview:

In March of 2020, under the direction of the Province of Ontario, Peterborough Public Health Unit and the Township of Cavan Monaghan coordinated a shutdown of the Cavan Monaghan Community Centre due to the COVID-19 Pandemic.

As of July 17th, 2020, the Peterborough Public Health Unit moved into Stage Three of the Provinces re-opening plan. In this stage multi-use recreational centres were permitted to re-open.

In preparation for the Cavan Monaghan Community Centres re-opening plans, correspondence was sent to regular ice allocation user groups providing them with preliminary COVID-19 restrictions and their newly assigned ice allocation times based on COVID-19 required cleaning procedures. The purpose was to gather information and commitment to see if a re-opening was fiscally practical.

Estimated revenues for the 2020-2021 season are based off of current requests for ice from ice allocation users only. Individual/one-time requests were not taken into consideration for this report however, the ice could be booked for specific use. In response, three groups totaling 4.5 hours of Prime -Time Ice at the rate of \$182.00/hour were unable to commit. These groups noted the later start time, insurance requirements and reduced time in the change rooms as some of the reasons they are unable to commit for the 2020-2021 season.

Phase One of the Cavan Monaghan Community Centres re-opening would include the use of ice for permitted use only and the walking track by appointment only. This also includes cancellation of public skating/puck and stick as per provincial regulations. The rest of the bookable spaces including the Community Hall, Studio, Meeting Room and Overlook Room are not being considered to re-open until Phase Two.

Financial Impact

CMCC 2019/2020 Season

	2019	2020	2019/2020
<u>Revenues</u>	<u>Sept. - Dec.</u>	<u>Jan. - Apr.</u>	<u>SEASON</u>
Community Hall Rental	\$ 1,015.00	\$ 3,620.00	\$ 4,635.00
Kitchen Hall Rental	\$ 100.00	\$ 100.00	\$ 200.00
Meeting Room Rental	\$ 300.00	\$ 190.00	\$ 490.00
Studio / Gym Rental	\$ 1,800.00	\$ 1,815.00	\$ 3,615.00
Rents and Franchises (General)	\$ 62,906.04	\$ 94,480.62	\$ 157,386.66
Donations		\$ 1,600.00	\$ 1,600.00
Users Fees and Charges	\$ 4,960.90	\$ 5,037.36	\$ 9,998.26
CMCC Sponsorship	\$ -	\$ -	\$ -
Total Revenues	\$ 71,081.94	\$ 106,842.98	\$ 177,924.92
<u>Expenses</u>			\$ -
Gross Wages – full time	\$ 27,498.42	\$ 41,860.14	\$ 69,358.56
Gross Wages - Part Time	\$ 41,630.64	\$ 47,611.69	\$ 89,242.33
Gross Wages – Vacation Pay	\$ 2,127.90	\$ 1,903.27	\$ 4,031.17
Benefits – OMERS	\$ 4,026.97	\$ 6,181.51	\$ 10,208.48
Benefits – EI Premium	\$ 975.54	\$ 1,095.25	\$ 2,070.79
Benefits – EI Reduced Premium	\$ 508.76	\$ 781.06	\$ 1,289.82
Benefits – CPP	\$ 3,269.13	\$ 4,207.01	\$ 7,476.14
Benefits – EHT	\$ 1,383.01	\$ 1,791.31	\$ 3,174.32
Benefits – WSIB	\$ 2,082.65	\$ 2,892.79	\$ 4,975.44
Manulife Group Benefits	\$ 3,278.97	\$ 7,325.73	\$ 10,604.70
Staff Training & Development	\$ -	\$ 39.67	\$ 39.67
Uniforms/Clothing	\$ 825.23	\$ 3,268.64	\$ 4,093.87
Memberships	\$ -	\$ 488.46	\$ 488.46
Marketing and Promotion Costs	\$ -	\$ 1,092.73	\$ 1,092.73
Building Repair and Maintenance	\$ 1,066.02	\$ 11,374.34	\$ 12,440.36
Mat Rentals	\$ 141.33	\$ 379.87	\$ 521.20
Equipment Maintenance	\$ 1,113.45	\$ 1,424.76	\$ 2,538.21
Elevator Line	\$ 145.02	\$ 167.34	\$ 312.36
Cleaning Supplies	\$ 2,655.42	\$ 977.33	\$ 3,632.75
Office Supplies	\$ 1,829.83	\$ 341.05	\$ 2,170.88
Toner/Toner Contracts	\$ -	\$ 358.97	\$ 358.97
Concession Supplies	\$ 132.37	\$ -	\$ 132.37
Materials and Supplies	\$ 6,874.63	\$ 4,956.02	\$ 11,830.65
Voip Telephone	\$ 498.20	\$ 562.83	\$ 1,061.03
Managed Router/Internet Services	\$ 382.53	\$ -	\$ 382.53
WiFi Network Services	\$ 1,363.53	\$ 2,014.62	\$ 3,378.15
Courier	\$ 50.83	\$ 4.14	\$ 54.97
Security Services	\$ 113.49	\$ 539.69	\$ 653.18
Hydro	\$ 63,077.58	\$ 45,995.53	\$ 109,073.11
Gas - Heating	\$ 9,792.19	\$ 11,936.58	\$ 21,728.77
Contracted Services	\$ 2,059.42	\$ 355.55	\$ 2,414.97
Water & Sewer	\$ 14,400.00	\$ 14,400.00	\$ 28,800.00
Total Expenses	\$ 193,303.06	\$ 216,327.88	\$ 409,630.94
Net Revenue (Loss) @ CMCC			(\$231,706.02)

Note:

* Removed CMCC Sponsorship Revenue (relates to CMCC Capital Infrastructure)

* Added Water/Sewer billings per historical consumption estimates

CMCC 2019-2020 Ice Season

- Started in mid-September until mid-March when the facility was closed due to COVID-19 (26 weeks).
- Revenue sources from all bookable spaces are reflected, including Public Skating.
- Public skating revenue totaled \$9,998.26.

- Hydro was billed at a shared cost for September as part of capital infrastructure between the general contractor.

CMCC 2020/2021 Season

	2020		2021		2020/2021
	Sept. - Dec.		Jan. - Apr.		SEASON
Revenues					
Community Hall Rental					
Kitchen Hall Rental					
Meeting Room Rental					
Studio / Gym Rental					
Rents and Franchises (General)	\$	69,718.00	\$	69,718.00	\$ 139,436.00
Donations					
Users Fees and Charges					
CMCC Sponsorship					
Total Revenues	\$	69,718.00	\$	69,718.00	\$ 139,436.00
Expenses					
Gross Wages – full time	\$	28,048.39	\$	42,697.34	\$ 70,745.73
Gross Wages - Part Time	\$	42,463.25	\$	48,563.92	\$ 91,027.17
Gross Wages – Vacation Pay	\$	2,170.46	\$	1,941.34	\$ 4,111.80
Benefits – OMERS	\$	4,107.51	\$	6,305.14	\$ 10,412.65
Benefits – EI Premium	\$	995.05	\$	1,117.16	\$ 2,112.21
Benefits – EI Reduced Premium	\$	518.94	\$	796.68	\$ 1,315.62
Benefits – CPP	\$	3,334.51	\$	4,291.15	\$ 7,625.66
Benefits – EHT	\$	1,410.67	\$	1,827.14	\$ 3,237.81
Benefits – WSIB	\$	2,124.30	\$	2,950.65	\$ 5,074.95
Manulife Group Benefits	\$	6,332.00	\$	6,332.00	\$ 12,664.00
Staff Training & Development			\$	40.46	\$ 40.46
Uniforms/Clothing	\$	841.73	\$	3,334.01	\$ 4,175.74
Memberships			\$	498.23	\$ 498.23
Marketing and Promotion Costs			\$	1,092.73	\$ 1,092.73
Building Repair and Maintenance	\$	6,344.00	\$	6,344.00	\$ 12,688.00
Mat Rentals	\$	144.16	\$	387.47	\$ 531.63
Equipment Maintenance	\$	1,135.72	\$	1,453.26	\$ 2,588.98
Elevator Line	\$	147.92	\$	170.69	\$ 318.61
Cleaning Supplies	\$	2,179.65	\$	2,179.65	\$ 4,359.30
Office Supplies	\$	1,866.43	\$	347.87	\$ 2,214.30
Toner/Toner Contracts	\$	-	\$	366.15	\$ 366.15
Concession Supplies					
Materials and Supplies	\$	7,012.12	\$	5,055.14	\$ 12,067.26
Voip Telephone	\$	508.16	\$	547.09	\$ 1,055.25
Managed Router/Internet Services	\$	390.18			\$ 390.18
WiFi Network Services	\$	139.80	\$	2,054.91	\$ 2,194.71
Courier	\$	51.85	\$	4.22	\$ 56.07
Security Services	\$	115.76	\$	550.48	\$ 666.24
Hydro	\$	68,695.27	\$	68,695.27	\$ 137,390.54
Gas - Heating	\$	9,988.03	\$	11,936.58	\$ 21,924.61
Contracted Services	\$	4,100.61	\$	362.66	\$ 4,463.27
Water & Sewer	\$	14,688.00	\$	14,688.00	\$ 29,376.00
Total Expenses	\$	209,854.47	\$	236,931.39	\$ 446,785.86
Net Revenue (Loss) @ CMCC					\$ (307,349.86)

Note:

* Removed CMCC Sponsorship Revenue (relates to CMCC Capital Infrastructure)

* Added Water/Sewer billings per historical consumption estimates

* 20% was added to overall cost for covid cleaning supplies and increased cleaning schedule requirements

*\$2,000.00 Was added for cost of CIMCO refrigeration ice plant start up

CMCC 2020-2021 Ice Season

- Anticipated Phase One opening date of October 13th 2020 until the end of March (22 weeks).
- Revenue sources from all bookable spaces are not reflected as they are not included in Phase One of the Re-Opening Plan.
- Potential for increased revenue in Stage Two, if other spaces are open for bookings.
- A 2% cost of living increase was added to all expenses for the new season
- A 20% overall cost was added to cleaning supplies for COVID-19 cleaning supplies increased cleaning requirements.
- \$2,000.00 was added to contracted services for the cost of CIMCO Refrigeration Ice Plant start up. This cost was not seen in 2019-2020 as it was included in part of the new build under the general contractor.
- Loss of potential public skating/stick and puck revenues.
- Concessions will not be in operation as part of Phase One.

Estimated Revenue based on current bookings 2020-2021 Season

Rate	Cost	Hours Per Week	Total Estimated Revenue Per Week	Total Estimated Revenue 2020-2021 Season (22 Weeks)
Non-Prime Time	\$90.00/hr	4	\$360.00	\$7,920.00
Minor Sports	\$140.00/hr	24.5	\$3,430	\$75,460.00
Prime Time	\$182.00	14	\$2,548	\$56,056.00
Total Estimated Revenue				\$139,436.00

Comparison of Ice Surface Revenue and Total Expenses Per Season

Comparison Summary	2019/2020	2020/2021 (Estimated)	Variance
Total Ice Revenue Per Season (Not including Public Skating)	\$157,386.66	\$139,436.00	\$17,950.66
Total Expenses	\$409,630.94	\$446,785.86	\$49,957.50
Net Loss	-\$231,706.02	-\$307,349.86	\$75,643.84

***Estimated numbers based on historical and projected numbers**

Comparison charts 2019/2020 and 2020/2021 Ice Schedule

2019-2020 Ice Schedule							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
7:30 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
8:00 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
8:30 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
9:00 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
9:30 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10:00 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10:30 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
11:00 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
11:30 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
12:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
12:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
1:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
1:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
2:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
2:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
3:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
3:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
4:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
4:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
5:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
5:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
6:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
6:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
7:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
7:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
8:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
8:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
9:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
9:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Total daily hours of Ice used	8	8	7.5	8.5	8	14.5	16
Total Unused Ice	8	8	8.5	7.5	8	1.5	0
Total # of hours per day	16	16	16	16	16	16	16

- White represents unused ice
- Grey represents ice usage

2020-2021 COVID-19 Ice Schedule							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
7:30 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
8:00 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
8:30 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
9:00 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
9:30 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10:00 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10:30 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
11:00 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
11:30 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
12:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
12:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
1:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
1:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
2:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
2:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
3:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
3:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
4:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
4:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
5:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
5:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
6:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
6:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
7:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
7:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
8:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
8:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
9:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
9:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Total daily hours of Ice used	4	5	4	5	5	11	8.5
Total Unused Ice	8	6.5	8	6.5	6.5	0	3.5
NEW Covid Cleaning	4	4.5	4	4.5	4.5	5	4
Total # of hours per day	16	16	16	16	16	16	16

- White represents unused ice
- Grey represents ice usage
- Yellow represents COVID-19 cleaning

Comparison Summary 2019-2020 and 2020-2021 Ice Schedule

Comparison Summary	2019/2020	2020/2021	Variance
Total hours of Ice used Weekly	70.5	42.5	28
Total hours of Ice unused Weekly	41.5	39	2.5
Total Hours of COVID Cleaning Weekly	0	30.5	30.5
Total Ice Hours of Operation Weekly	112	112	0

- 28 Hours less are being used in 2020-2021 compared to 2019-2020
- 30.5 Hours have been dedicated to COVID-19 required cleaning procedures and to allow time between each user group
- Building hours of operation have not changed

It is important to recognize that Community Centres rates are subsidized. Staff and Council try to secure rentals for these facilities and Ice rentals are the largest revenue source at the CMCC. This upcoming season will be difficult to judge given COVID-19 guidelines, staging openings will be important. Municipalities across the region are all trying to make the best decision pertaining to opening their facilities.

Respectfully Submitted by,

Reviewed by,

Chris Allison
Supervisor Parks and Facilities

Yvette Hurley
Chief Administrative Officer