



STAFF REPORT TO COUNCIL

Report No. 40-2024

Date: June 3, 2024

From: Matthew Armstrong, Chief Administrative Officer & Treasurer

Re: 2023-2024 Ice Season Review

Recommendation:

That Council direct Staff to undertake the recruitment of a casual / part-time Operations Employee to cover leaves of absence and address workload requirements of the unionized Operations Staff throughout the year; and

That Council direct Staff to develop and release a Request for Proposal for the operation of the Canteen at the Alaine Chartrand Community Centre for the 2024/2025 Ice Season.

Background/Analysis:

The 2023/2024 inaugural ice season at the Alaine Chartrand Community Centre ran from September 1, 2023 to May 15, 2024. This report is intended to provide a review of the season from an operational and financial perspective.

Parks and Recreation Staffing

The Parks and Recreation Staff operate the arena on a daily basis throughout the ice season. They are also responsible for park and recreational facility maintenance during the spring, summer, and fall. Once ice rentals at the arena start, the Parks and Recreation Staff move to a 12-hour shift rotation, so that evening and weekend rentals can be accommodated. During the shoulder seasons of fall and spring, the Parks and Recreation Staff perform work outside the arena, in the parks and at other facilities throughout the day, which is why the walking track is open during rental hours as Staff are not always in building otherwise.

To help accommodate the added workload this spring while the arena remained open until May 15th four post-secondary seasonal employees started in April as opposed to a usual start date in May. An additional five seasonal employees will start in June and early July once secondary school has finished for the summer.



A core of three part-time seasonal Staff is hired each year to prepare, plant, and maintain the gardens throughout Town. Seasonal employees are also added to this complement to assist throughout the preparation and planting seasons when the workload is the highest.

The 2024/2025 ice season will begin August 5th with a focus to rent as many hours as possible throughout the day, evening, and weekend to generate revenue to help offset the increased operational costs associated with making ice during a hot and humid summer month. The full complement of seasonal employees will be working at the start of August but will start to decrease in the second half of August as post-secondary and secondary students return to school. The daytime Parks and Recreation Staff will not be available to work in the parks and at other recreational facilities while daytime ice rentals are occurring. To help address this issue and to provide a replacement when Operations Staff are on vacation or sick leave, it is recommended that a casual / part-time Operations Employee be hired.

After Labour Day the daytime rentals throughout the week will decrease once again and the Parks and Recreation Staff will split their time between the arena, the parks, and other recreational facilities as required. An additional casual / part-time Operations Employee would assist with the workload in the spring and fall.

ACCC Canteen

The 2023/2024 Ice Season was the first in which the Town of Prescott operated the Canteen at the Alaine Chartrand Community Centre. The Canteen opened in October and operated regularly until the end of March, at which time, it moved to a reduced schedule based on rental user requirements.

The canteen startup period included training, the development of the menu, and an understanding of the equipment installed in the kitchen. There were several changes made to the equipment placement in the canteen with some equipment found not to be useful in the space while others were added based on operational requirements and demand.

The decision to run the canteen in-house was based on previous experience with canteen operators at the Leo Boivin Community Centre. Edwardsburgh Cardinal operates the canteens at both arenas. Another neighbouring municipality that has contracted out the operation of the canteen at their arena for many years, is considering operating it themselves as the canteen operator no longer wishes to continue and they have been unsuccessful in attracting any other operators or organizations to take it over.



A request for proposal could be developed and released to ascertain the interest in operating the canteen at the Alaine Chartrand Community Centre for the 2024/2025 season. Council could then make a determination of whether to continue operating the canteen in-house or select a 3rd party operator, based on the submissions received through the request for proposal process.

If the decision by Council is to continue operating the canteen in-house, several improvements can be made based on feedback provided, including having a more focused menu, strategic alignment of hours of operation with demand for food and beverages, and a review of the equipment layout to improve efficiency.

Alternatives:

Council could decide to modify or decline to approve the recommendations at this time.

Financial Implications:

2023/2024 Ice Season

Below are the financial results of the 2023/2024 ice season at the Alaine Chartrand Community Centre. It has been broken down into several columns as the ice season spans two fiscal years. After eight months of operation from September 2023 through April of 2024, \$336,668 was generated in ice rental fees. The Canteen generated \$72,878 in sales. Advertising generated \$54,350 while operational funding from August Township is \$25,000. The total revenue for the eight months is \$489,460. The arena operated until May 15th with the estimated additional revenue included in the twelve-month projection. From an operational expense perspective, it is projected that \$599,124 will be incurred. This results in a net expense to operate the arena of \$94,210 for the 2023/2024 ice season. The twelve-month 2024 budget is provided as a comparator with a net expense of \$93,453.

The maximization of renting the ice in August, the decline in summer students in August, and a reduction in overtime incurred to provide coverage at the arena when a leave of absence occurs due to vacation or illness will offset the additional cost of a casual/part – time Operations Employee.

PRESCOTT

EST 1784

THE FORT TOWN

	Sept - Dec 2023	Jan-Apr 2024	8 Months 23/24 Season	12 Mon- Projection 23/24 Season	2024 Full Year Budget	Notes
Revenue						
Ice Rentals	152,350	184,318	336,668	350,000	300,000	Excludes effect of August 2024 opening
Canteen Revenue	26,481	46,397	72,878	75,000	80,000	
Advertising	27,175	27,175	54,350	54,350	60,000	
Operational Revenue	12,500	12,500	25,000	25,000	25,000	
Other	-	564	564	564	-	
Total	218,506	270,954	489,460	504,914	465,000	
Operating Expenses						
Salaries & Wages	134,939	144,529	279,468	290,000	299,975	
Health & Safety Supplie	1,037	280	1,316	1,400	-	
Liability Insurance	3,621	3,803	7,424	11,230	11,408	Monthly Amount
Office Supplies	1,183	548	1,732	1,800	500	
Other Expenses	3,285	195	3,480	3,500	2,500	
Equipment Maintenance	1,618	3,340	4,958	5,000	2,000	
Advertising	183	192	375	376	-	
Canteen Food & Suppli	20,801	20,314	41,115	42,500	30,000	
Maintenance Supplies	7,555	1,832	9,387	10,000	5,000	
Electricity	55,506	44,218	99,724	125,000	120,000	Will continue at reduced rate during summe
Natural Gas	11,820	18,979	30,799	35,000	28,000	Will continue at reduced rate during summe
Water	1,486	1,431	2,918	3,500	3,000	Will continue at reduced rate during summe
Sewer	1,621	1,515	3,136	3,800	3,500	Will continue at reduced rate during summe
Telephone Lines	1,344	757	2,101	3,150	-	For security system and elevator
Internet	4,301	4,409	8,710	13,000	12,000	Monthly Amount
Propane	1,639	3,672	5,311	6,000	2,800	For Zamboni
Tools	183	477	661	700	500	
Building Insurance	11,038	11,590	22,628	34,218	34,770	Monthly Amount
Uniforms	1,413	-	1,413	1,450	1,000	
Security Services		1,279	1,279	1,300	-	
Waste Collection		3,175	3,175	3,500	-	
Credit Card Fees	961	1,718	2,679	2,700	1,500	
Total Expenses	265,536	268,253	533,788	599,124	558,453	
Net Expense	(47,029)	2,701	(44,328)	(94,210)	(93,453)	

The canteen revenue and expenses are broken out below but are included in the overall operational revenue and expense outlined above.

ACCC Canteen	Sept - Dec 2023	Jan-Apr 2024	8 Months 23/24 Season	12 Mon- Projection 23/24 Season	2024 Full Year Budget	Notes
Revenue	26,481	46,397	72,878	75,000	80,000	
Expenses						
Part-Time Wages	12,606	19,025	31,632	32,500	42,428	
Food & Supplies	20,801	20,314	41,115	42,500	30,000	
Total Expenses	33,408	39,339	72,747	75,000	72,428	

ACCC Canteen

The startup of the canteen incurred some additional one-time costs to get the equipment up and running along with properly stocking the area of supplies. The food and supply cost per month was less from January to April compared to the start up period of



September to December. The budget for part-time wages versus food and supplies was the opposite to the actual expenses incurred. This will be adjusted in future budgets if the operation of the canteen remains in-house. Overall, the canteen revenue for the 2023/2024 ice season was sufficient to cover the cost of part-time wages along with the cost of food and supplies. It is of note that the canteen produced a profit from January to April of approximately \$7,000.

Environmental Implications:

None.

Attachments:

None.

Submitted by:

Matthew Armstrong,
Chief Administrative Officer & Treasurer