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STAFF REPORT: RECREATION DEPARTMENT



REPORT TO: Infrastructure & Recreation Committee
MEETING DATE: March 13, 2012
REPORT NO.: DOR.12.18
SUBJECT: Donation of Community Centre Kitchen Supplies to the Beaver Valley Athletic Association
PREPARED BY: Aaron McMullen, Facility Supervisor

A. Recommendations

THAT Council receive Staff Report DOR 12.18. entitled “Donation of Community Centre Kitchen Supplies to the Beaver Valley Athletic Association”; and,

THAT Council does hereby authorize the donation of the existing Beaver Valley Community Centre (BVCC) place settings to the Beaver Valley Athletic Association Catering Committee (BVAACC) with the understanding that the BVAACC will purchase any supplies required to bring the place setting inventory back to the BVCC service level of 250, it being noted and agreed that the newly purchased inventory would also be the property of the BVAACC, all as noted herein.

B. Background

Since the opening of the BVCC in 1987, the municipality have maintained an inventory of place settings at a level of 250. Staff, during a calendar year, would complete numerous inventory counts with the majority resulting in restocking inventory back to the required 250. This restocking would result in an increased operating cost of approximately \$600 to \$800 each year.

For the early years of operation at the BVCC, The BVAACC provided the majority of catering services to the community. Within the past 10 years, Staff has noticed a decrease in functions utilizing the BVAACC for their events together with the increased use of other caterers from the area.

With the utilization of these other caterers, the usage of the BVCC kitchen supplies have reduced, as these caterers utilize local rental companies for the supply of all place settings. In speaking with some of these caterers it was questioned why the BVCC place settings were not utilized. The response to Staff was that the caterers did not have to wash any of the rentals supplied. The cost of the rentals is generally much less than the Staff cost to clean all place settings.

In November of 2011, BVCC Staff completed an inventory of the place settings within the kitchen. Staff found that of the required 250 place settings, only 137 could be provided. At this point, Staff began speaking with the BVAACC about the possibility of their organization receiving the donation of all place settings from the Municipality. Positive feedback was received by Staff from the BVAACC in regards to the possible donation. To provide enough place settings for the December Christmas Parties catered

by the BVAACC, this organization offered to purchase any supplies required to bring the place setting inventory back to the level of 250 with the understanding that the newly purchased inventory would be the property of the BVAACC. This was agreed upon by both parties.

In January of 2012, Staff completed an inventory of place settings and found the following results;

	Nov 2011	Jan 2012		Total Lost	Total Below 250
Juice glasses	333	328		5	
Tea Cups	246	244		2	6
Tea Cup saucers	282	147		135	103
Soup Bowls	245	243		2	7
Desert Plates	254	128		126	122
Dinner Plates	220	203		17	47
Water Glasses	278	278		0	
Wine/Goblets	200	200		0	50
Butter Knives	195	32		163	218
Dinner Forks	137	64		73	186
Teaspoons	74	69		5	181
Desert Forks	240	201		39	49
Soup Spoons	176	156		20	96
Serving Spoons	152	141		11	109
Total Lost Since Nov/11				598	
Total Below the 250 inventory					889

As noted in the chart above, numerous units from the inventory have gone missing in less than a 3 month time frame.

Through this Report, Staff recommends that all place settings be donated to the BVAACC with the following stipulations:

The place settings can be stored within the BVCC kitchen.

The BVCC kitchen cupboards will be utilized by the BVAACC for storage and will be locked and only accessible by the BVAACC.

The place settings will be offered to the local service clubs ie: Kinsmen, Rotary etc, at no cost, while the BVAACC will have the option of charging other renters for the utilization of these place settings under the sole control of the BVAACC.

C. The Blue Mountains' Strategic Plan

Supporting the development of social and recreational programs to meet the broad range of needs in the community

D. Environmental Impacts

Not Applicable

E. Financial Impact

Reduced operating costs incurred annually to maintain the level of kitchen inventory.

F. In Consultation With

Shawn Everitt, Director of Recreation
Sharon Long, Beaver Valley Athletic Association Catering Committee

G. Attached

1. Letter of intent from the Beaver Valley Athletic Association

Respectfully submitted,

Aaron McMullen, Facility Supervisor

Shawn Everitt, Director of Recreation



Beaver Valley Athletic Association
Box 213
Clarksburg, ON N0H 1J0
www.bvaa.ca

Baseball - Figure Skating – Hockey - Power Skating - Soccer
Catering - Fundraising

February 28th, 2012

Beaver Valley Community Centre
Town of The Blue Mountains

ATTENTION: Aaron McMullen, Facility Supervisor

This is a letter of intent that the Beaver Valley Athletic Association is prepared to take over management of place settings currently in the kitchen at the Beaver Valley Community Centre. We will ensure that they are available for other service clubs in The Blue Mountains to use when they rent the facility.

We confirm that we will work with Aaron to arrange for locks to be installed on the cupboards that currently house these place settings.

Yours truly,

A handwritten signature in black ink that reads "Sharon Long". The signature is written in a cursive style.

Sharon Long
Catering Convenor

For Youth – We Strive!