



# **Municipality of West Elgin**

## **Agenda**

### **West Elgin Community Centre Board of Management**

**March 11, 2020, 9:00 a.m.**  
**West Elgin Community Centre**

Documents are available in alternate formats upon request. Please contact the Clerk's Department if you require an alternate format or accessible communication support at 519-785-0560 or by email at [jnethercott@westelgin.net](mailto:jnethercott@westelgin.net).

#### **Pages**

- 1. Call to Order**
- 2. Adoption of Agenda**  
  
Recommendation:  
Recommendation: That West Elgin Community Centre Board of Management hereby adopts the Agenda as presented.
- 3. Disclosure of Pecuniary Interest**
- 4. Delegations**
  - 4.1 Councillor B. Rowe - Elgin County Acti-Pass** **4**
- 5. Minutes** **5**  
  
Recommendation:  
Recommendation: That West Elgin Community Centre Board of Management Committee adopt the minutes of February 12, 2020 and Special meeting of March 4, 2020 as circulated and printed.
- 6. Business Arising from Minutes**

## **7. Financials**

### **7.1 2020 Proposed Budget 10**

Recommendation:

That West Elgin Community Centre Board of Management hereby adopts the 2020 Operating Budget as presented.

### **7.2 Financial Statement as of February 29, 2020 12**

## **8. Staff Reports**

### **8.1 Air Quality 14**

Recommendation:

That West Community Center Board of Management hereby receives the report from Recreation Superintendent Jeff Slater re: Air Quality for information purposes and to provide staff direction as necessary.

### **8.2 Concession Operation 17**

Recommendation:

That West Elgin Community Center Board of Management hereby receives the report from Recreation Superintendent Jeff Slater re: Concession Operation; and

That West Elgin Community Centre Board of Management direct

\_\_\_\_\_.

### **8.3 Ice time Cancellation Policy 19**

Recommendation:

That West Elgin Community Center Board of Management hereby receives the report from Recreation Superintendent Jeff Slater re: Ice Time Cancellation Policy; and

That West Elgin Community Centre Board of Management approves the amendment of Clause # 13 of the Ice Use Agreement be changed to indicate that with 72 hours' notice, Ice time can be cancelled, or due to weather.

#### **8.4 Waiving Fees**

22

Recommendation:

That West Elgin Community Center Board of Management waive the rental fees for the West Elgin Community Center (the Arena) for the Municipality of West Elgin Recreation Department.

#### **9. Adjournment**

Recommendation:

Recommendation: That the West Elgin Community Centre Board of Management hereby adjourn at \_\_\_\_\_ a.m. to meet again on



## Become an ACT-i-Pass Partner!

Southwestern Public Health has partnered with London's Child and Youth Network and the Human Environments Analysis Laboratory (HEALab) to be able to offer the ACT-i-Pass program to Grade 5 Students in the city of St Thomas and Elgin County.

### What is ACT-i-Pass?

ACT-i-Pass is a program that allows all grade 5 students that live in or attend school in the cities of London and St. Thomas and the counties of Elgin and Oxford to access free recreation programs throughout an entire year at participating ACT-i-Pass partner venues.

Through this program, more kids can stay active - improving their health, reducing screen time, and increasing play in their lives! By offering various programs across the county, ACT-i-Pass reduces barriers to participation for many children.

### How can you help?

By offering your program(s) through ACT-i-Pass, you are helping to provide more opportunities for kids to be active. As an ACT-i-Pass Partner, you choose how many programs or activities to offer, either seasonally, year-round or once during the school year.

Partners offer programs and activities in different ways that fit best with their organization. Many current Partners fill under-utilized capacity in existing programs, providing programming to kids with little or no added cost to their organization.

Partners can offer ACT-i-Pass users the opportunity to:

- register for regularly offered programs;
- register for reserved ACT-i-Pass spots in specific programs;
- attend drop-in programs;
- attend or register for programs on specified days; or,
- try programs or facilities once during their ACT-i-Pass year.

### What's in it for you:

The most important impact of being an ACT-i-Pass partner is helping more kids stay active as they grow and develop healthy habits. However, being an ACT-i-Pass partner benefits your organization as well:

Partners' names are included in ACT-i-Pass promotional material. This includes mail outs to all grade 4 and 5 students in our school board, social media promotion (Facebook and Twitter), and website resources. Through free programming, partners can welcome more users into their space and services, introducing potential new patrons to their organization.

If your organization is interested in becoming an ACT-i-Pass Partner, or if you have any questions, please email Pam Ewart at [pewart@swpublichealth.ca](mailto:pewart@swpublichealth.ca) by March 31, 2020.

*Thank you for helping keep kids healthy!*



# Municipality of West Elgin

## Minutes

### West Elgin Community Centre Board of Management

February 12, 2020, 9:30 a.m.  
West Elgin Community Centre

**Present:** Duncan McPhail  
Alphonse Willie  
Ken Loveland  
Jim Hathaway

**Staff Present:** J. Slater, Recreation Superintendent  
M. Badura, Treasurer  
J. Nethercott, Clerk  
Megan Fletcher, Administrative Assistant

#### 1. Call to Order

Chair Ken Loveland called the meeting to order at 9:30 a.m.

#### 2. Adoption of Agenda

**Resolution No. WECC 2020-08**

**Moved:** Jim Hathaway

**Seconded:** Duncan McPhail

That West Elgin Community Centre Board of Management hereby adopts the Agenda as presented.

**Carried**

#### 3. Disclosure of Pecuniary Interest

None.

**4. Minutes**

**Resolution No. WECC 2020-09**

**Moved:** Jim Hathaway

**Seconded:** Alphonse Willie

That West Elgin Community Centre Board of Management Committee adopt the minutes of January 08, 2020 as circulated and printed.

**Carried**

**5. Business Arising from Minutes**

None.

**6. Staff Reports**

**6.1 Update on Arena Renaming Celebration**

**6.2 Arena Financials**

Ms. Badura, Acting CAO/Treasurer, reported that revenues are decreasing but operating expenses are fixed.

The Committee decided the Municipality of West Elgin should work with the Municipality of Dutton-Dunwich to increase programming with the assistance of the Recreation and Administration Assistant from Dutton-Dunwich.

**Resolution No. WECC 2020-10**

**Moved:** Duncan McPhail

**Seconded:** Alphonse Willie

That West Elgin Community Centre Board of Management hereby receives the financials for the West Elgin Community Centre as presented.

**Carried**

**6.3 Draft of 2020 Arena Budget**

Ms. Badura, Acting CAO/Treasurer, reported that the Municipality is awaiting quotes in the pricing for mold mediation measures before the 2020 Arena Budget can be brought to the Committee.

**6.4 Recreation Staff Monthly Report**

Mr. Slater reported that five hours of dead ice have been booked by a minor hockey team who may end up using the West Elgin Community Centre as a practice facility next year.

Mr. Slater reported that he sent letters out to multiple fire associations advertising dead ice time for their use.

Mr. Slater reported that the new ice edger has arrived and works well. He also stated that a minor carbon monoxide issue with the Zamboni has been resolved.

Mr. Slater discussed the report regarding the testing done on the mould on the ceiling above the ice surface. Once quotes have been gathered, a special meeting will be called to choose how to proceed.

Mr. Slater stated that he has two quotes, exclusive of tax, for cell phone boosters in the arena; one for \$4,347.00 and one for \$7,777.69. He explained that these costs are for the equipment only, and arena staff would be responsible for the installation.

**Resolution No. WECC 2020-11**

**Moved:** Jim Hathaway

**Seconded:** Duncan McPhail

That West Elgin Community Centre Board of Management hereby receives the report from Recreation Superintendent Jeff Slater re: January Monthly Update, for information purposes.

**Carried**

**7. Adjournment**

**Resolution No. WECC 2020-12**

**Moved:** Jim Hathaway

**Seconded:** Duncan McPhail

That the West Elgin Community Centre Board of Management hereby adjourn at 10:07 a.m. to meet again at 9:30 a.m. on March 11, 2020 or at the call of the Chair.

**Carried**

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K. Loveland, Chair

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Megan Fletcher, Recording Secretary



# Municipality of West Elgin

## Minutes

### West Elgin Community Centre Board of Management

March 4, 2020, 9:30 a.m.  
West Elgin Community Centre

**Present:** Ken Loveland  
Alphonse Willie  
Duncan McPhail  
Jim Hathaway

**Staff Present:** J. Slater, Recreation Superintendent  
M. Badura, CAO/Treasurer  
J. Nethercott, Clerk

#### 1. Call to Order

Chair K. Loveland called the meeting to order at 9:31 a.m.

#### 2. Adoption of Agenda

**Moved:** Jim Hathaway

**Seconded:** Duncan McPhail

Recommendation: That West Elgin Community Centre Board of Management hereby adopts the Agenda of the Special Meeting of the West Elgin Community Centre Board of Management, as presented.

**Carried**

#### 4. Staff Reports

##### 4.1 Mould Remediation

**Moved:** Duncan McPhail

**Seconded:** Jim Hathaway



That West Elgin Community Centre Board of Management hereby receives the report from Jeff Slater regarding the mould remediation at the West Elgin Arena; and

That West Elgin Community Centre Board of Management enter into an agreement with Restoration 1 for the remediation of the mould in West Elgin Community Centre, at a cost of \$51,468.00 plus applicable taxes; and

That West Elgin Community Centre Board of Management directs staff to allocate \$80,000.00 in the 2020 Operating Budget for the mould remediation in order to have funds available for post remediation testing by a third party, contingency funds for the remediation, costs to prevent further mould growth and any damage caused.

**Carried**

**Moved:** Duncan McPhail

**Seconded:** Jim Hathaway

That West Elgin Community Centre Board of Management approves the engagement of Spriets and Associates Engineers to investigate a solution to prevent an occurrence of the mould.

**Carried**

## **5. Adjournment**

**Moved:** Alphonse Willie

**Seconded:** Jim Hathaway

Recommendation: That the West Elgin Community Centre Board of Management hereby adjourn at 9:49 a.m. to meet again at 9:30 a.m. on March 11, 2020.

**Carried**

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K. Loveland, Chair

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Jana Nethercott, Clerk

# Municipality of West Elgin - Arena

## 2020 Budget

	<u>2020 Budget - Rev 2</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7600-6121 DONATIONS/MISC REVENUE	-	- 1,040.58	-	- 1,300.00	- 200.00
01-7600-6201 GRANT FROM WEST ELGIN	-	-	-	-	-
01-7600-6202 GRANT FROM DUTTON/DUNWICH @ 44.8% - <b>Note 1</b>	- 111,936.51	- 40,077.00	- 62,849.52	- 78,534.56	- 93,841.46
01-7600-6501 ICE RENTAL	- 109,400.00	- 100,253.45	- 117,000.00	- 109,852.20	- 125,000.00
01-7600-6502 SIGN RENTAL	- 3,500.00	- 3,500.74	- 3,250.00	- 3,250.00	- 3,000.00
01-7600-6503 FOOD BOOTH RENTAL	- 900.00	- 1,050.00	- 2,100.00	- 1,650.00	- 2,650.00
01-7600-6504 PUBLIC SKATING	- 1,000.00	- 971.69	- 1,000.00	- 967.21	- 1,100.00
01-7600-6505 SKATE SHARPENING	- 1,200.00	- 1,652.44	- 1,500.00	- 1,315.04	- 1,500.00
01-7600-6506 VENDING MACHINE REVENUE	- 500.00	- 609.67	- 300.00	- 225.74	- 600.00
01-7600-7350 GARBAGE COLLECTION	2,600.00	2,341.18	3,000.00	2,533.73	2,650.00
01-7600-7415 TRAINING	2,000.00	-	2,500.00	-	2,000.00
01-7600-7430 Wages Transfer In	114,729.21	112,811.42	99,000.00	106,109.87	120,955.78
01-7600-7440 CONFERENCES/SEMINARS/MEETINGS	1,500.00	800.00	1,500.00	1,100.00	2,700.00
01-7600-7441 MEMBERSHIPS & DUES	250.00	434.38	500.00	50.00	1,000.00
01-7600-7450 HEALTH & SAFETY	2,000.00	1,044.77	2,000.00	1,735.10	1,700.00
01-7600-7452 UNIFORMS	1,000.00	509.95	600.00	800.00	800.00
01-7600-7500 HYDRO	70,000.00	81,969.12	70,000.00	79,050.57	82,000.00
01-7600-7501 GAS	6,500.00	5,722.79	6,500.00	7,204.65	7,200.00
01-7600-7502 ARENA - WATER	3,000.00	4,776.20	1,800.00	1,828.50	2,300.00
01-7600-7510 INSURANCE	25,793.64	20,709.00	18,000.00	17,908.70	18,500.00
01-7600-7515 BUILDING REPAIRS & MAINTENANCE - <b>Note 1</b>	90,000.00	14,068.19	20,000.00	15,446.74	23,350.00
01-7600-7516 JANITORIAL	2,500.00	2,654.68	2,500.00	2,352.75	2,000.00
01-7600-7520 GROUNDS MAINTENANCE	-	35.99	-	-	1,000.00
01-7600-7529 ADMINISTRATION EXPENSE	2,500.00	75.00	2,500.00	2,400.00	2,400.00
01-7600-7531 CONTRACTS & AGREEMENTS	3,000.00	2,584.00	1,000.00	3,062.20	-
01-7600-7601 PHONE & INTERNET	2,500.00	2,655.06	3,000.00	3,100.29	2,800.00
01-7600-7602 SOFTWARE LICENSE	200.00	106.99	-	99.99	-
01-7600-7609 TOOLS	500.00	132.90	500.00	100.00	-
01-7600-7611 EQUIPMENT MAINTENANCE	18,000.00	14,778.91	20,000.00	21,677.66	18,000.00
01-7600-7613 EQUIPMENT PURCHASE	10,000.00	14,925.38	10,000.00	203.50	-
01-7600-7614 EQUIPMENT RENTAL	350.00	344.70	350.00	364.32	360.00
01-7600-7618 SUBSCRIPTIONS	800.00	925.61	600.00	1,038.26	-
01-7600-7650 OFFICE SUPPLIES	1,500.00	2,397.44	600.00	592.84	750.00
01-7600-7652 ADVERTISING	1,000.00	-	1,000.00	227.80	1,000.00
01-7600-7660 OTHER SUPPLIES	1,500.00	1,321.38	1,500.00	1,420.92	-
01-7600-7701 FUEL - GAS	100.00	94.81	400.00	301.22	1,000.00
01-7600-7777 BAD DEBT EXPENSE	-	-	500.00	-	500.00

## Municipality of West Elgin - Arena

### 2020 Budget

	<u>2020 Budget - Rev 2</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7600-8000 CAPITAL - ARENA PARKING LOT	-	-	-	-	25,000.00
01-7600-8001 CAPITAL - CONDENSER	-	-	-	-	60,000.00
01-7600-8002 CAPITAL - PARKING LOT MICROSURFACE	-	12,007.29	10,000.00	-	-
01-7600-8003 CAPITAL - DRAIN REPAIR & EAVESTROUGH	10,000.00	-	10,000.00	-	-
01-7600-8004 Security cameras	10,000.00	-	-	-	-
01-7600-8005 Keyless Access Control	15,000.00	-	-	-	-
01-7600-8006 Flooring for warmroom - rubber flooring	-	-	-	-	-
01-7600-8007 Boards repair	30,000.00	-	-	-	-
<b>Net Deficit</b>	<b>200,386.34</b>	<b>\$ 151,071.57</b>	<b>\$ 101,850.48</b>	<b>\$ 73,614.86</b>	<b>\$ 152,074.32</b>

#### Note 1 Grant from Dutton/Dunwich

Total Deficit	\$ 312,322.85
West Elgin portion - 20%	62,464.57
Sharable Deficit	249,858.28
Dutton-Dunwich Portion @ 44.8%	111,936.51
<b>West Elgin Share of Deficit</b>	<b>\$ 200,386.34</b>

#### Note 2 Building Repair & Maintenance

Mold removal from the ceiling	80,000.00
Other	10,000.00
	<b>\$ 90,000.00</b>

# Municipality of West Elgin - Arena

Income Statement  
As of February 29, 2020

<b>Revenue</b>	<b><u>2020 Actuals</u></b>	<b><u>2020 Budget</u></b>
01-7600-6111 PENALTY & INTEREST	-	-
01-7600-6121 DONATIONS - ARENA RENAMING	-	-
01-7600-6201 GRANT FROM WEST ELGIN	-	-
01-7600-6202 GRANT FROM DUTTON/DUNWICH	- -	111,936.51
01-7600-6501 ICE RENTAL -	31,631.37 -	109,400.00
01-7600-6502 SIGN RENTAL	- -	3,500.00
01-7600-6503 FOOD BOOTH RENTAL	- -	900.00
01-7600-6504 PUBLIC SKATING -	730.00 -	1,000.00
01-7600-6505 SKATE SHARPENING -	710.00 -	1,200.00
01-7600-6506 VENDING MACHINE REVENUE -	99.49 -	500.00
<b>Operating Expenses</b>		
01-7600-7350 GARBAGE COLLECTION	184.10	2,600.00
01-7600-7415 TRAINING	-	2,000.00
01-7600-7430 Wages Transfer In	30,996.20	114,729.21
01-7600-7440 CONFERENCES/SEMINARS/MEETINGS	-	1,500.00
01-7600-7441 MEMBERSHIPS & DUES (Ontario Recreation Facilities)	250.00	250.00
01-7600-7442 MILEAGE	-	-
01-7600-7450 HEALTH & SAFETY	-	2,000.00
01-7600-7452 UNIFORMS	-	1,000.00
01-7600-7500 HYDRO	-	70,000.00
01-7600-7501 GAS	1,326.14	6,500.00
01-7600-7502 ARENA - WATER	399.64	3,000.00
01-7600-7510 INSURANCE	25,793.64	25,793.64
01-7600-7515 BUILDING REPAIRS & MAINTENANCE - Note 1	4,515.32	90,000.00
01-7600-7516 JANITORIAL	217.64	2,500.00
01-7600-7520 GROUNDS MAINTENANCE	-	-
01-7600-7529 ADMINISTRATION EXPENSE	-	2,500.00
01-7600-7531 CONTRACTS & AGREEMENTS	564.00	3,000.00
01-7600-7601 PHONE & INTERNET	495.68	2,500.00
01-7600-7602 SOFTWARE LICENSE	-	200.00
01-7600-7609 TOOLS	7.69	500.00
01-7600-7611 EQUIPMENT MAINTENANCE	1,226.11	18,000.00
01-7600-7613 EQUIPMENT PURCHASE	1,034.00	10,000.00
01-7600-7614 EQUIPMENT RENTAL	38.08	350.00
01-7600-7618 SUBSCRIPTIONS	73.98	800.00
01-7600-7650 OFFICE SUPPLIES	257.81	1,500.00
01-7600-7652 ADVERTISING	-	1,000.00
01-7600-7660 OTHER SUPPLIES	159.92	1,500.00
01-7600-7701 FUEL - GAS	6.53	100.00

<b>Capital</b>		<b><u>2020 Actuals</u></b>	<b><u>2020 Budget</u></b>
01-7600-8003	CAPITAL - DRAIN REPAIR & EAVESTROUGH	-	10,000.00
01-7600-8004	CAPITAL - SECURITY CAMERAS	-	10,000.00
01-7600-8005	CAPITAL - KEYLESS ACCESS CONTROL	-	15,000.00
01-7600-8007	CAPITAL - BOARDS REPAIR	-	30,000.00
		<hr/>	<hr/>
		<b>\$ 34,375.62</b>	<b>\$ 200,386.34</b>

**Notes:**

<b>Note 1</b>	<b>Building Repairs &amp; Maintenance</b>	
	Supply and replace gas monitor in floodier room	3,100.00
	Service 2 Doors	488.00
	5 CO Detectors	299.95
	2 door closures	418.96
	Other miscellaneous supplies	208.41
		<hr/>
		<b>\$ 4,515.32</b>



## Staff Report

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**Report To:** West Elgin Community Centre Board of Management

**From:** Jeff Slater Recreation Superintendent

**Date:** 2020-03-11

**Report:** 2020-01

**Subject:** Air Quality

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### **Recommendation:**

That West Community Center Board of Management hereby receives the report from Recreation Superintendent Jeff Slater re: Air Quality for information purposes and to provide staff direction as necessary.

### **Purpose:**

To provide background information regarding the resurfacer and emission testing and disseminate information regarding air monitoring at the West Elgin Arena.

### **Background:**

The resurfacer in use at the West Elgin Arena is a gas-powered unit. The emissions were tested on February 3, 2020 and the report is included in the report. The exhaust emissions are not far off of the original emission test completed in 2013. Included in the report is the Ontario Recreation Facilities Guideline for Indoor Air Quality in Arenas. There is no guideline for the low level or the high-level concentration of CO or NOx in Recreation Facilities. Having indicated that there are limitations in the Occupational Health and Safety Act, as well as responsibilities with respect the Occupiers Liability Act.

The West Elgin Arena has replaced our existing CO, NOx detector located within the resurfacer room with a Critical Environmental Technologies SCC (Self Contained Controller) that monitors CO as well as NOx gas levels.

The unit is equipped with a low-level alarm, ours is set at 25 ppm this will automatically activate the fan in the resurfacer room, and automatically open the fresh air louvers. The high-level Alarm will activate an audible alarm and activates at 100 ppm. Once this level is reached the building will be evacuated. Review of other facility procedures is being conducted and our procedure will be presented to the Board prior to the 2020 Season start up.

To facilitate the optimum efficiency of our resurfacer the Recreation staff are currently operating with a trial procedure in which the resurfacer is warmed up, under load for two minutes prior to the resurfacing operation. The Recreation staff have installed an exhaust port on the resurfacer door, the exhaust hose is attached to the exhaust pipe, placed through the exhaust port, which enables the exhaust emissions to escape the facility. The machine then is warm when the operators go onto the ice surface, all of the emission sensors are operational, thus reducing our CO input into the air at the arena. Part of this procedure also involves activating the exhaust fan for the time period when the machine is operating. The exhaust fan is set on a timer preventing the operation of the fan when it is not required.

To provide adequate air sampling to take place Recreation Staff are looking into the possibility of purchasing a multi gas detector, seminal to the fire departments, to allow us to test the air at any time. More information will be provided.

## **Report Approval Details**

Document Title:	West Elgin Community Center Board of Management Indoor Air Quality.docx
Attachments:	
Final Approval Date:	Mar 4, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott





## Staff Report

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**Report To:** West Elgin Community Centre Board of Management

**From:** Jeff Slater Recreation Superintendent

**Date:** 2020-03-11

**Report:** 2020-2

**Subject:** Concession Operation

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### **Recommendation:**

That West Elgin Community Center Board of Management hereby receives the report from Recreation Superintendent Jeff Slater re: Concession Operation; and

That West Elgin Community Centre Board of Management direct \_\_\_\_\_.

### **Purpose:**

To determine whether or not the West Elgin Community Center Board of Management would like to tender the operation of the concession at the West Elgin Arena publicly or offer an extension to the current operator.

### **Background:**

The West Elgin Community Center Board of Management has previously discussed the operation of the Concession at the West Elgin Arena. As the 20019 / 2020 season closes this is the time to consider either tendering the operation of the Concession or entering into discussions with the current operator to continue to operate the Concession.

The current Concession Operator has operated the Concession for a number of years, and several factors have changes at the facility: as such the Board recently adjusted the rental fee for the current concession operator, and rental volume at the arena continues to be an issue. To be fair and upfront with the current operator consideration should be given to having the Recreation Superintendent discuss the concession operation with the current operator and report back to the Board with further recommendations.

**Report Approval Details**

Document Title:	West Elgin Community Center Board of Management March 11 2020.docx
Attachments:	
Final Approval Date:	Mar 6, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott



## Staff Report

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**Report To:** West Elgin Community Centre Board of Management  
**From:** Jeff Slater Recreation Superintendent  
**Date:** 2020-03-11  
**Report:** 2020-03  
**Subject:** Ice time Cancellation Policy

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### **Recommendation:**

That West Elgin Community Center Board of Management hereby receives the report from Recreation Superintendent Jeff Slater re: Ice Time Cancellation Policy; and

That West Elgin Community Centre Board of Management approves the amendment of Clause # 13 of the Ice Use Agreement be changed to indicate that with 72 hours' notice, Ice time can be cancelled, or due to weather.

### **Purpose:**

To establish an enforceable ice time cancellation policy for all users of the ice surface at the West Elgin Community Center.

### **Background:**

Currently within the Ice Use Agreement at the West Elgin Community Center clause, # 13, which states that "Ice time indicated in this agreement is to be used for the duration of the agreement. Cancellation of ice time for reasons for other than weather is prohibited."

The Recreation Superintendent recommends that this clause be changed to read that "with 72 hours' notice, scheduled ice time can be cancelled without penalty, or due to inclement weather".

Currently Recreation staff rely on West Lorne Minor Hockey's web page to get the ice schedule for the upcoming days. There have been some instances whereby WLMH has not had anything on their schedule and the Recreation Staff have re rented the indicated ice time, to find out there are WLMH users coming in, or vice versa there are not and the ice sits idle. There also have been instances where people have rented the ice and cancelled immediately prior to their rental, for a variety of reasons. Using the 72 hour guideline should help eliminate any shortcomings in the schedule. With the Facility Scheduler it is easy to track ice users and the 72 hour guideline should help eliminate incorrect billings.

Therefore WLMH or any user will have to contact the facility to cancel their ice time 72 hours in advance to prevent being charged. Recreation Staff can continue to check the posted ice schedule of WLMH when receiving requests for ice rentals, within the 72 hour window. Recreation Staff have been diligent at checking WLMH posted ice use, as has WLMH been diligent at posting their ice use, but there have been issues. Other ice users have also cancelled ice time at the last minute. With the 72 hour guideline we will be able to recoup some of our costs.



**Report Approval Details**

Document Title:	West Elgin Community Center Board of Management Ice Cancellation.docx
Attachments:	
Final Approval Date:	Mar 6, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott



## Staff Report

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**Report To:** West Elgin Community Centre Board of Management

**From:** Jeff Slater Recreation Superintendent

**Date:** 2020-03-11

**Report:** 2020-04

**Subject:** Waiving Fees

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### **Recommendation:**

That West Elgin Community Center Board of Management waive the rental fees for the West Elgin Community Center (the Arena) for the Municipality of West Elgin Recreation Department.

### **Purpose:**

To create a clear understanding and agreement that the rental fees for the West Elgin Arena be waived for the Municipality of West Elgin Recreation Department to conduct recreation programs within the West Elgin Arena.

### **Background:**

The West Elgin Community Center Board of Management has in the past, waived the rental fees for the West Elgin Recreation Department to conduct recreation programs within the arena. There will be no fees for staff time or associated costs that will be levied back to the West Elgin Community Center Board for the operation of the recreational programs.

**Report Approval Details**

Document Title:	West Elgin Community Center Board of Management Waiving fees.docx
Attachments:	
Final Approval Date:	Mar 6, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott