



# Municipality of West Elgin

## Agenda

### West Elgin Community Centre Board of Management

May 13, 2020, 9:30 a.m.

Council Chambers, West Elgin Municipal Building

Due to the COVID-19 Pandemic and the Emergency Order Issued by the Province of Ontario under the Emergency Management & Civil Protection Act, prohibiting gatherings of more than 5 people, this meeting will be held electronically

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. Minutes**

Recommendation:

Recommendation: That West Elgin Community Centre Board of Management Committee adopt the minutes of March 11, 2020 as circulated and printed.

**5. Business Arising from Minutes**

**5.1 Verbal Update on Concession Operator 2020-2021 Season**

**3**

**6. Staff Reports**

6.1 Financials as of May 1, 2020

7

6.2 Verbal update on Mould Remediation

6.3 Verbal Update on Arena Schedule for 2020-2021 Season

**7. New Business**

**8. Adjournment**

Recommendation:

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



# Municipality of West Elgin

## Minutes

### West Elgin Community Centre Board of Management

March 11, 2020, 9:00 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

**Also Present:** Bonnie Rowe, Healthy Community Partnership Committee

#### 1. Call to Order

Chair K. Loveland called the meeting to order at 9:25 a.m.

#### 2. Adoption of Agenda

**Moved:** Duncan McPhail

**Seconded:** Jim Hathaway

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

**Carried**

#### 4. Delegations

##### 4.1 Councillor B. Rowe - Elgin County Act-i-Pass

Chair K. Loveland welcomed Councillor Rowe to the meeting. Councillor Rowe proceeded to explain the Act-i-Pass program and stated that she is inquiring if the Committee would be interested in allowing public skating in

2020-2021 season as part of the pass. Committee agreed that participation in the Act-i-pass program to waive fees for Public Skating.

**5. Minutes**

**Moved:** Duncan McPhail

**Seconded:** Alphonse Willie

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.

**Carried**

**6. Business Arising from Minutes**

None.

**7. Financials**

**7.1 2020 Proposed Budget**

Recreation Superintendent Jeff Slater explained that there will be some required repairs to the boards, but not as much as first thought and the board repair amount could be reduced to \$10,000 from \$30,000 in the Capital portion of the budget.

**Moved:** Jim Hathaway

**Seconded:** Duncan McPhail

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

**Carried**

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

The financial report was received and filed.

**8. Staff Reports**

**8.1 Air Quality**

This report was received and filed.

## **8.2 Concession Operation**

Recreation Superintendent Jeff Slater reported that he has spoken to the current operator and he is willing to stay on for the 2020-2021 season, however only at the reduced rate he received this past season.

**Moved:** Jim Hathaway

**Seconded:** Duncan McPhail

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 staff to negotiate with current operator, Mr. Kool; and

That a yearly rental rate and agreement be brought back to the Committee for approval by June of 2020.

**Carried**

## **8.3 Ice time Cancellation Policy**

**Moved:** Jim Hathaway

**Seconded:** Alphonse Willie

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.

**Carried**

## **8.4 Waiving Fees**

**Moved:** Duncan McPhail

**Seconded:** Jim Hathaway

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 and the Dutton Dunwich Recreation Department.

**Carried**

**9. New Business**

Jim Hathaway reported that the West Lorne Figure Skating Club will be requesting 2 more hours of ice time for the 2020-2021 season.

**10. Adjournment**

**Moved:** Jim Hathaway

**Seconded:** Duncan McPhail

Recommendation: That the West Elgin Community Centre Board of Management hereby adjourn at 10:13 a.m. to meet again on April 18 at 9:30 a.m.

**Carried**

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K. Loveland, Chair

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Jana Nethercott, Recording Secretary

## Arena Financials

As of April 30, 2020

| <i>Revenue</i>  | <u>2020 Actual</u> | <u>2020 Budget</u> |                  |
|---|--------------------|--------------------|------------------|
| 01-7600-6121 DONATIONS - ARENA RENAMING                     | - 3,020.00         | -                  |                  |
| 01-7600-6202 GRANT FROM DUTTON/DUNWICH                      | -                  | 104,768.51         |                  |
| 01-7600-6501 ICE RENTAL - <i>Note 1</i>                     | - 37,570.52        | 109,400.00         |                  |
| 01-7600-6502 SIGN RENTAL                                    | -                  | 3,500.00           |                  |
| 01-7600-6503 FOOD BOOTH RENTAL                              | - 375.00           | 900.00             |                  |
| 01-7600-6504 PUBLIC SKATING                                 | - 908.00           | 1,000.00           |                  |
| 01-7600-6505 SKATE SHARPENING                               | - 815.00           | 1,200.00           |                  |
| 01-7600-6506 VENDING MACHINE REVENUE                        | - 99.49            | 500.00             |                  |
| <br>  |                    |                    |                  |
| <i>Operating Expenses</i>                                   |                    |                    |                  |
| 01-7600-7350 GARBAGE COLLECTION                             | 586.26             | 2,600.00           |                  |
| 01-7600-7415 TRAINING                                       | -                  | 2,000.00           |                  |
| 01-7600-7430 Wages Transfer In                              | 45,853.87          | 114,729.21         |                  |
| 01-7600-7440 CONFERENCES/SEMINARS/MEETINGS                  | -                  | 1,500.00           |                  |
| 01-7600-7441 MEMBERSHIPS & DUES                             | 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  | 27,493.22          | 70,000.00          |                  |
| 01-7600-7501 GAS  | 3,035.28           | 6,500.00           |                  |
| 01-7600-7502 ARENA - WATER                                  | 1,948.24           | 3,000.00           |                  |
| 01-7600-7510 INSURANCE                                      | 25,793.64          | 25,793.64          |                  |
| 01-7600-7515 BUILDING REPAIRS & MAINTENANCE - <i>Note 2</i> | 33,444.99          | 90,000.00          |                  |
| 01-7600-7516 JANITORIAL                                     | 326.46             | 2,500.00           |                  |
| 01-7600-7520 GROUNDS MAINTENANCE                            | -                  | -                  |                  |
| 01-7600-7529 ADMINISTRATION EXPENSE                         | -                  | 2,500.00           |                  |
| 01-7600-7531 CONTRACTS & AGREEMENTS                         | 1,710.00           | 3,000.00           |                  |
| 01-7600-7601 PHONE & INTERNET                               | 988.28             | 2,500.00           |                  |
| 01-7600-7602 SOFTWARE LICENSE                               | -                  | 200.00             |                  |
| 01-7600-7609 TOOLS  | 7.69               | 500.00             |                  |
| 01-7600-7611 EQUIPMENT MAINTENANCE                          | 6,353.48           | 18,000.00          |                  |
| 01-7600-7613 EQUIPMENT PURCHASE                             | 1,139.99           | 10,000.00          |                  |
| 01-7600-7614 EQUIPMENT RENTAL                               | 96.66              | 350.00             |                  |
| 01-7600-7618 SUBSCRIPTIONS                                  | 295.92             | 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             |                  |
| <br>  |                    |                    |                  |
| <i>Capital</i>  |                    |                    |                  |
| 01-7600-8003 CAPITAL - DRAIN REPAIR & EAVESTROUGH           | -                  | 10,000.00          |                  |
| 01-7600-8004 CAPITAL - SECURITY CAMERAS                     | -                  | 10,000.00          | Deferred to 2021 |
| 01-7600-8005 CAPITAL - KEYLESS ACCESS CONTROL               | -                  | 15,000.00          | Deferred to 2021 |
| 01-7600-8007 CAPITAL - BOARDS REPAIR                        | -                  | 10,000.00          |                  |
|   | <u>106,960.23</u>  | <u>187,554.34</u>  |                  |

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**Notes:**

|               |  |                    |
|---------------|--|--------------------|
| <b>Note 1</b> | <b>A/R Balance</b>                       |                    |
|               | West Elgin Mens Hockey                   | 2,594.94           |
|               | West Elgin Secondary School              | 171.50             |
|               | No Stars Hockey - Jeff Carmichael        | 1,601.14           |
|               | Tonya Maidment                           | 167.00             |
|               | Dakotah Deschamps                        | 334.01             |
|               | St. Mary School                          | 67.00              |
|               | Chad McGahan                             | 67.00              |
|               | Dave Cipu                                | 67.00              |
|               |  | <u>67.00</u>       |
|               |  | <b>\$ 5,069.59</b> |
|               | <br>                                     |                    |
|               | Lost Revenue due to COVID-19 (Mar 13-22) | <b>\$ 3,561.73</b> |

|               |   |                     |
|---------------|---|---------------------|
| <b>Note 2</b> | <b>Building Repairs &amp; Maintenance</b> |                     |
|               | Supply and replace gas monitor            | 3,100.00            |
|               | Service 2 Doors                           | 488.00              |
|               | 5 CO Detectors                            | 299.95              |
|               | 2 door closures                           | 418.96              |
|               | Other miscellaneous supplies              | 222.39              |
|               | Restoration 1 - Mold remediation          | 27,683.27           |
|               | Georgian Bay - Fire & Safety              | 618.42              |
|               | Board Repairs                             | 614.00              |
|               |   | <u>614.00</u>       |
|               |   | <b>\$ 33,444.99</b> |