



Municipality of West Elgin

Agenda

West Elgin Community Centre Board of Management

September 9, 2020, 9:30 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.

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**

3

Recommendation:

Recommendation: That West Elgin Community Centre Board of Management Committee adopt the minutes of August 12,2020 as circulated and printed.

5. **Business Arising from Minutes**

6. **Staff Reports**

6.1 **Advertising Sales Update**

6.2 Update on Opening of Arena

Recommendation:

That West Elgin Community Centre Board of Management hereby approves the staff recommendation of delaying the opening of the West Elgin Community Centre to October 5,2020.

6.3 User Numbers

Recommendation:

That West Elgin Community Centre Board of Management hereby recommends to the councils of Dutton Dunwich and West Elgin that they approve the use of 2019/2020 Seasonal User Numbers to set the User Percentage for allocating costs for the 2020/2021 season.

7. Adjournment

Recommendation:

Recommendation: That the West Elgin Community Centre Board of Management hereby adjourn at _____ a.m. to meet again on October 14,2020 at 9:30 a.m.



Municipality of West Elgin

Minutes

West Elgin Community Centre Board of Management

August 12, 2020, 9:30 a.m.

Recreation Centre

135 Queen Street

Rodney

Present: Duncan McPhail
Ken Loveland
Jim Hathaway

Regrets: Alphonse Willie

Staff Present: J. Nethercott, Clerk
Lee Gosnell, Manager of Operations and Community Services
Emily Jocius
Adam Ecker, Recreation Supervisor

1. Call to Order

Chair K. Loveland called the meeting to order at 9:38 a.m.

2. Adoption of Agenda

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

No disclosures

4. Minutes

Moved: Jim Hathaway

Seconded: Duncan McPhail

That West Elgin Community Centre Board of Management Committee adopt the minutes of July 8, 2020 as circulated and printed.

Carried

5. Business Arising from Minutes

Mr. Gosnell, Manager of Operations and Community Services reported he has been in contact with the current concession operator, who expressed interest in returning of the 2020/2021 season at reduced hours.

Mr. Gosnell reported on board cleaning. The boards have not been cleaned as the cost would approximately be \$1,100 plus HST and staff feel it is not necessary. Committee agreed to forgo board cleaning.

Mr. Gosnell provided an update in regards to painting of the arena. Painting should be completed soon.

6. Staff Reports

6.1 Financials

Mr. Gosnell explained financial income statements and stated the forecast deficit will be \$184,354.13 and it was budgeted to be \$187,554.34. Currently there is a lost revenue of \$3561.73 due to COVID-19.

6.2 Draft Ice Booking Schedule

Mr. Gosnell reported that staff have created multiple draft schedule for consideration, as this is a fluid situation due to the pandemic. The municipality is considering offering programming to fill out the schedule. To finalize the schedule staff are waiting on an update from minor hockey.

6.3 Draft Ice User Policy

Mr. Gosnell presented a draft ice user policy and highlighted ice time must be booked and paid for in advance with 14 days notice of changes. If another user is not found during the notice period the original user will be billed.

Moved: Duncan McPhail
Seconded: Jim Hathaway

That West Elgin Community Centre Board of Management hereby adopts the Seasonal Ice User Policy, pending any legal advice, as presented.

Carried

6.4 Draft Ice Rental Agreement

Mr. Gosnell presented a draft ice rental agreement to be used for the 2020/2021 season. The updated agreement includes clauses related to COVID-19 and must be completed at the Municipal office prior to rental.

Moved: Jim Hathaway
Seconded: Duncan McPhail

That West Elgin Community Centre Board Management adopts the Ice Rental Agreement, pending legal advice, as presented.

Carried

6.5 Update on Advertising Sales

Emily Jocius, Administrative Assistant Operation & Community Services reported she will be contacting all current advertising customers to inquire for interest in continuation of advertising for the 2020/2021 ice season. West Elgin Fire department will not be advertising on the Zamboni. Ms. Jocius will attempt to increase advertising through targeted marketing. Ms. Jocius is to report back on board advertising and rotating electronic marketing.

6.6 Minor Hockey Update

No minor hockey representative at meeting.

6.7 Installation of Ice in Arena

Moved: Jim Hathaway
Seconded: Duncan McPhail

That West Elgin Community Centre Board of Management approve the installation of Seasonal Ice at the West Elgin Community Centre before with the opening set for September 21 2020.

Carried

7. Adjournment

Moved: Duncan McPhail

Seconded: Jim Hathaway

That the West Elgin Community Centre Board of Management hereby adjourn at 10:38 a.m. to meet again on September 9,2020 at 9:30 a.m.

Carried

K. Loveland, Chair

Emily Jocius, Recording Secretary