



Municipality of West Elgin

Agenda

West Elgin Community Centre Board of Management

December 9, 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.

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

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

3. Disclosure of Pecuniary Interest

4. Minutes

3

Recommendation:

That West Elgin Community Centre Board of Management Committee adopt the minutes of November 17, 2020 as circulated and printed.

5. Business Arising from Minutes

6. Financials

11

Recommendation:

That West Elgin Community Centre Board of Management hereby receive and file the Financials as of November 30, 2020.

7. Staff Reports

7.1. Operational Update

7.2. Program Update

7.3. Storage Rooms

7.4. 2021 Meeting Dates

Recommendation:

That the West Elgin Community Centre Board of Management approves the following meeting dates for the year 2021:

January 13

February 10

March 10

April 14

August 11

September 8

October 13

November 10

December 8

8. Adjournment

Recommendation:

That the West Elgin Community Centre Board of Management hereby adjourn at _____ a.m. to meet again on January 13, 2021 or at the call of the Chair.



Municipality of West Elgin

Minutes

West Elgin Community Centre Board of Management

November 17, 2020, 9:00 a.m.
West Elgin Community Centre

Present: Duncan McPhail
Alphonse Willie
Ken Loveland
Jim Hathaway

Staff Present: 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 9:30 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: Alphonse Willie

That West Elgin Community Centre Board of Management Committee adopt the minutes of October 27, 2020 as circulated and printed.

Carried

5. Business Arising from Minutes

No business arising from the minutes.

6. Staff Reports

6.1 Financials

New Financials were presented at the meeting.

L. Gosnell the Manager of Operations and Community Services spoke on the Financials. New Financials were presented at the meeting. Mr. Gosnell went over each line item in depth. The West Elgin Community Centre Board of Management received the financials and stated the updated report was a good report.

Moved: Duncan McPhail

Seconded: Jim Hathaway

That West Elgin Community Centre Board of Management receives the Arena financials as of October 31, 2020.

Carried

6.2 Operational Update

Mr. Gosnell reported on operations at the West Elgin Community Centre since the meeting held on October 27th, 2020. All user groups are abiding by protocols set out by Southwestern Public Health and the Municipality to ensure the operations at the arena run smoothly. Mr. Gosnell spoke on the province moving Southwestern Public Health to stage yellow and how the operations would change in each stage. As the operations stand the arena is in good standing with protocols of stage yellow. All cleaning and disinfecting is begin completed between each session. Mr. Willie asked if additional signage could be posted to help enforce the protocols. Additional signage will be posted.

6.3 L. Gosnell, Manager of Operations and Community Services - Proposed Fees for 2021

The West Elgin Community Centre Board of Management received a report from Mr. Gosnell on the proposed ice time fees for 2021. Mr. Gosnell spoke on the current ice time rates.

Prime time (Weekdays after 5p.m. and all day Saturday and Sunday)
\$150.44 plus HST per hour

NON-Prime time (weekdays 8a.m.-5 p.m.) \$61.95 plus HST per hour

Minor Sports Association (per hour) \$130.00 plus HST

The new proposed fees were set with the youth of the community in mind. The arena is here for the youth of the community. The new proposed fees will help engage more youth participation within the community arena. The proposed fees bring us within range of our neighboring communities.

Prime Time Adult rate – $159.30 + \text{HST} = \$180.00/\text{hour}$ (over 18 years old)

Prime Time Youth rate – $135.40 + \text{HST} = \$153.00/\text{hour}$ (under 18 years old)

Non-Prime rate (adult & youth) – $75.22 + \text{HST} = \$85.00/\text{hour}$

K. Loveland stated Mr. Gosnell has brought forth an idea that will work. A. Willie stated minor hockey did not have any questions regarding the proposed fees. J. Hathaway stated it was a nice change to see the fees set higher and compete with the neighboring arenas.

Moved: Jim Hathaway

Seconded: Duncan McPhail

That West Elgin Community Centre Board of Management hereby receives the report from L. Gosnell, Manager of Operations and Community Services re: proposed ice time fees for 2021; and

That the West Elgin Community Centre Board of Management recommends to the West Elgin Council receives the proposed fees with a starting date of September 01, 2021.

Carried

7. Adjournment

Moved: Jim Hathaway

Seconded: Duncan McPhail

That the West Elgin Community Centre Board of Management hereby adjourn at 10:30 a.m. to meet again on December 9, 2020 at 9:00 a.m.

Ken Loveland, Chair

Emily Jocius, Recording Secretary

West Elgin Community Center

Income Statement

As of October 31, 2020

		<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7600-6121	DONATIONS - ARENA RENAMING	- 3,020.00	-
01-7600-6202	GRANT FROM DUTTON/DUNWICH - Note 1	-	104,768.51
01-7600-6501	ICE RENTAL - Note 2	- 46,602.12	- 109,400.00
01-7600-6502	SIGN RENTAL	- 3,150.00	- 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	- 850.00	- 1,200.00
01-7600-6506	VENDING MACHINE REVENUE	- 99.49	- 500.00
01-7600-7350	GARBAGE COLLECTION	1,870.81	2,600.00
01-7600-7415	TRAINING	-	2,000.00
01-7600-7430	Wages Transfer In	76,905.95	114,729.21
01-7600-7440	CONFERENCES/SEMINARS/MEETINGS	-	1,500.00
01-7600-7441	MEMBERSHIPS & DUES	250.00	250.00
01-7600-7450	HEALTH & SAFETY - Note 3	1,989.01	2,000.00
01-7600-7452	UNIFORMS	1,000.00	1,000.00
01-7600-7500	HYDRO - Note 4	34,265.46	70,000.00
01-7600-7501	GAS - Note 5	3,603.11	6,500.00
01-7600-7502	ARENA - WATER	2,876.77	3,000.00
01-7600-7510	INSURANCE	25,793.64	25,793.64
01-7600-7515	BUILDING REPAIRS & MAINTENANCE - Note 6	122,800.61	90,000.00
01-7600-7516	JANITORIAL	348.45	2,500.00
01-7600-7529	ADMINISTRATION EXPENSE - Note 7	-	2,500.00
01-7600-7531	CONTRACTS & AGREEMENTS - Note 8	3,620.00	3,000.00
01-7600-7601	PHONE & INTERNET - Note 9	2,880.60	2,500.00
01-7600-7602	SOFTWARE LICENSE	-	200.00
01-7600-7609	TOOLS	7.69	500.00
01-7600-7611	EQUIPMENT MAINTENANCE - Note 10	19,717.10	18,000.00
01-7600-7613	EQUIPMENT PURCHASE	4,159.99	10,000.00
01-7600-7614	EQUIPMENT RENTAL	272.40	350.00
01-7600-7618	SUBSCRIPTIONS - Note 11	428.83	800.00
01-7600-7650	OFFICE SUPPLIES	257.81	1,500.00
01-7600-7652	ADVERTISING	-	1,000.00
01-7600-7660	OTHER SUPPLIES	173.89	1,500.00
01-7600-7701	FUEL - GAS	50.53	100.00
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
01-7600-8006	CAPITAL - FLOORING FOR WARMROOM	-	-
01-7600-8007	CAPITAL - BOARDS REPAIR	-	10,000.00
		\$ 248,268.04	\$ 187,554.34

Notes

Note 1 Grant from Dutton-Dunwich

Billing will be done at the end of the year;
as of November 15th Municipality of Dutton-Dunwich contributed \$60,250
towards their share of deficit.

Note 2 Ice Rental

**A/R Balance has a credit balance of \$21,781.37 as advance payment is required
before scheduled usage.**

Lost Revenue due to COVID-19 (Mar 13-22)	3,561.73
Lost Revenue due to COVID-19 (Sep - Oct 2)	<u>14,658.11</u>
	\$ 18,219.84

Hours Booked Summary Comparison 2019/2020 is attached

Note 3 Health & Safety

Lerners - Review of Arena agreements and wavers
by the Solicitor. **\$ 1,971.51**

Note 4 Hydro

Billed as of Sep-2020

Note 5 Gas

Billed as of Sep-2020

Note 6 Building Repairs & Maintenance

Supply and replace gas monitor	3,100.00
Service 2 Doors	488.00
5 CO2 Detectors	299.95
2 door closures	968.96
Other miscellaneous supplies	489.12
Restoration 1 - Mold remediation	67,293.50
Georgian Bay - Fire & Safety	755.39
Front Sign repair	2,100.00
Board Repairs	929.00
Restoration 1 - Mold testing	3,022.10
General painting and cleaning	2,464.59
HD Painting - painting of a ceiling	40,890.00
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	\$ 122,800.61

Note 7 Administration Expense

Allocation of administration fees done at year-end

Note 8 Contracts & Agreements

Keytech Water Management (\$182/mo.)	1,820.00
Jutzi Water Technologies (\$200/mo.)	1,800.00
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\$	3,620.00

Note 9 Phone & Internet

Additional charge of \$50/mo. is for point-to-point connection

Note 10 Equipment Maintenance

Zamboni repairs	2,247.37
Compressor maintenance	15,133.46
Compressor start-up	1,640.22
Other small repairs	696.05
	<hr/>
\$	19,717.10

Note 11 Subscription

Shaw Satellite subscription has been cancelled as of Sep-2020

Municipality of West Elgin - Arena

Income Statement

As of November 30 2020

	<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7600-6121 DONATIONS - ARENA RENAMING	- 3,020.00	-
01-7600-6202 GRANT FROM DUTTON/DUNWICH - Note 1	-	- 104,768.51
01-7600-6501 ICE RENTAL - Note 2	- 46,602.12	- 109,400.00
01-7600-6502 SIGN RENTAL	- 2,990.00	- 3,500.00
01-7600-6503 FOOD BOOTH RENTAL	- 375.00	- 900.00
01-7600-6504 PUBLIC SKATING	- 979.00	- 1,000.00
01-7600-6505 SKATE SHARPENING	- 895.00	- 1,200.00
01-7600-6506 VENDING MACHINE REVENUE	- 99.49	- 500.00
01-7600-7350 GARBAGE COLLECTION	2,058.66	2,600.00
01-7600-7415 TRAINING	-	2,000.00
01-7600-7430 Wages Transfer In	87,604.51	114,729.21
01-7600-7440 CONFERENCES/SEMINARS/MEETINGS	-	1,500.00
01-7600-7441 MEMBERSHIPS & DUES	250.00	250.00
01-7600-7450 HEALTH & SAFETY - Note 3	1,989.01	2,000.00
01-7600-7452 UNIFORMS	1,000.00	1,000.00
01-7600-7500 HYDRO - Note 4	40,000.87	70,000.00
01-7600-7501 GAS - Note 5	4,117.96	6,500.00
01-7600-7502 ARENA - WATER	2,876.77	3,000.00
01-7600-7510 INSURANCE	25,793.64	25,793.64
01-7600-7515 BUILDING REPAIRS & MAINTENANCE - Note 6	122,908.56	90,000.00
01-7600-7516 JANITORIAL	412.64	2,500.00
01-7600-7529 ADMINISTRATION EXPENSE - Note 7	-	2,500.00
01-7600-7531 CONTRACTS & AGREEMENTS - Note 8	4,047.38	3,000.00
01-7600-7601 PHONE & INTERNET - Note 9	3,176.40	2,500.00
01-7600-7602 SOFTWARE LICENSE	-	200.00
01-7600-7609 TOOLS	7.69	500.00
01-7600-7611 EQUIPMENT MAINTENANCE - Note 10	19,730.09	18,000.00
01-7600-7613 EQUIPMENT PURCHASE	4,159.99	10,000.00
01-7600-7614 EQUIPMENT RENTAL	301.69	350.00
01-7600-7618 SUBSCRIPTIONS - Note 11	410.74	800.00
01-7600-7650 OFFICE SUPPLIES	257.81	1,500.00
01-7600-7652 ADVERTISING	-	1,000.00
01-7600-7660 OTHER SUPPLIES	173.91	1,500.00
01-7600-7701 FUEL - GAS	176.53	100.00
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	-	10,000.00
	<u>\$ 266,494.24</u>	<u>\$ 187,554.34</u>

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