



# **Municipality of West Elgin**

## **Agenda**

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

**January 27, 2021, 9:00 a.m.**

**Electronic Participation Meeting via Zoom**

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:

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 December 09, 2020 as circulated and printed.

**5. Business Arising from Minutes**

**6. Financials**

**8**

Recommendation:

That The West Elgin Community Centre Board of Management hereby receive and file the Financials as of December 31, 2020

**7. 2021 Capital Projects**

**8. Staff Reports**

**8.1. COVID-19 Update**

**8.2. Verbal Update on Storage Rooms**

**9. Adjournment**

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

December 9, 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 9:03 a.m.

#### 2. Adoption of Agenda

**Moved:** Alphonse Willie

**Seconded:** Jim Hathaway

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 November 17, 2020 as circulated and printed.

**Carried**

#### **5. Business Arising from Minutes**

No business arising from the minutes.

#### **6. Financials**

L. Gosnell, the Manager of Operations and Community Service reported on the Arena financials as of November 30, 2020. L. Gosnell spoke specifically on Note 2 Ice Rentals as the ice rentals showed the largest increase since the last financial update.

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**

Operational Agreement between West Elgin and Dutton Dunwich. This agreement was formed in 2004 and has only had minor updates preformed in 2019. L. Gosnell spoke on section 2.2 of the agreement stating the number of persons able to sit on the committee from each council and respective organizations. Additional names will be put forth at the January meeting for new or returning members.

The West Elgin Community Centre Board of Management received information on a new hire for the Parks and Recreation Operators Position. Michael Aers was hired to assist in operations in the parks and recreation division.

SWPH- Red Stage

Increase in COVID-19 cases across Southwestern Public Health may change the outlook at the Arena. L. Gosnell reported on the increase in numbers could move our public health unit to the "Red Stage" in the Provinces Covid-19 response framework: keeping Ontario safe and open.

L. Gosnell spoke on the changes of the current operations as the new stage would only allow 10 skaters on ice only working on skill development. The verbal plan presented by L. Gosnell showed that additional time would be needed if the two major user groups were to continue. J. Hathaway gave a report on the West Elgin Skating Club Presidents thoughts on the change. The change would affect the number of skaters allowed on ice but if there is additional ice to book and parents are open to this change then they are prepared to move forward with the new restrictions. A. Willie will report back with West Lorne Minor Hockey Boards decision on Red Stage of Ontario's COVID-19 response framework: keeping Ontario Safe and Open.

L. Gosnell also stated that a change to the price of ice time due to limited number of skaters on ice was a possibility. The board motioned a vote to accept the daytime Non-Prime ice rate for the 28 days that the health unit could be in the "Red Stage"

**Moved:** Jim Hathaway

**Seconded:** Duncan McPhail

The West Elgin Community Centre Board of Management accepts the day time Non-Prime ice rate to be set of 28 days if Southwestern Public Health moves to the Red Stage of the Covid-19 response framework: keeping Ontario Safe and Open.

**Carried**

## **7.2 Program Update**

The West Elgin Community Centre Board of Management received a verbal update on the current programming. L. Gosnell spoke on the arena operating 7 days a week. Adult skate taking place on Tuesday and Thursday weekly from 2-3 p.m. Public skating runs on Saturday from 2-3 p.m. On December 5th the registration had reached maximum limits of 40 persons able to attend. As all patrons are following guidelines and public skate is well attended additional skating times may be implemented.

## **7.3 Storage Rooms**

The West Elgin Community Centre Board of management received a verbal update from A. Ecker, Recreation Supervisor on the Storage rooms at the West Elgin Community Centre. The storage rooms allow each minor sports association store additional items such as pucks, sweaters, and

skating uniforms. The storage rooms are small with small electric heaters inside. The West Elgin Skating Club storage room does have a second door which temperature is frequently changing due to skating coaches going in and out of the room as well as wanting to prevent mold from ruining the skating costumes, and props. A current solution of changing the thermostat only when coaches are in the room and turning it back down to 10 degrees after the practice is over. A. Ecker will be placing thermometers under the bleachers to see the amount of heat that is reaching the items in additional storage. A report will be shown at the next meeting with the thermometer readings and a solution to the storage room heaters.

J. Hathaway also commented on the ice resurfacing conditions. Bingo dabbers used to mark additional skating drills on the ice surface can create a slick surface if the operator does not cut enough ice off. A. Ecker mentioned that the slick surface was caused due to not enough ice begin cut. A follow up email will be sent from the Recreation Supervisor regarding the ice resurfacing and how this situation has been mitigated.

#### **7.4 2021 Meeting Dates**

**Moved:** Duncan McPhail

**Seconded:** Jim Hathaway

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

**Carried**

**8. Adjournment**

That the West Elgin Community Centre Board of Management hereby adjourn at 10:30 a.m. to meet again on January 13, 2021 or at the call of the Chair.

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Ken Loveland, Chair

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Emily Jocius, Recording Secretary

# Municipality of West Elgin - Arena

## Income Statement As of December 31 2020

	<u>2020 Actuals</u>	<u>2020 Budget</u>
<b>Revenues</b>		
01-7600-6111 PENALTY & INTEREST	-	-
01-7600-6121 DONATIONS - ARENA RENAMING	- 3,020.00	-
01-7600-6201 GRANT FROM WEST ELGIN	-	-
01-7600-6202 GRANT FROM DUTTON/DUNWICH	-	- 104,768.51
01-7600-6501 ICE RENTAL	- 78,426.31	- 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	- 1,129.00	- 1,000.00
01-7600-6505 SKATE SHARPENING	- 985.00	- 1,200.00
01-7600-6506 VENDING MACHINE REVENUE	- 99.49	- 500.00
<b>Operating Expenses</b>		
01-7600-7350 GARBAGE COLLECTION	2,246.51	2,600.00
01-7600-7415 TRAINING	-	2,000.00
01-7600-7430 Wages Transfer In	102,277.79	114,729.21
01-7600-7440 CONFERENCES/SEMINARS/MEETINGS	1,000.00	1,500.00
01-7600-7441 MEMBERSHIPS & DUES	250.00	250.00
01-7600-7442 MILEAGE	-	-
01-7600-7450 HEALTH & SAFETY - <b>Note 3</b>	2,155.68	2,000.00
01-7600-7452 UNIFORMS	1,000.00	1,000.00
01-7600-7500 HYDRO - <b>Note 4</b>	58,220.39	70,000.00
01-7600-7501 GAS - <b>Note 5</b>	5,980.10	6,500.00
01-7600-7502 ARENA - WATER	4,586.62	3,000.00
01-7600-7510 INSURANCE	25,793.64	25,793.64
01-7600-7515 BUILDING REPAIRS & MAINTENANCE - <b>Note 6</b>	123,685.36	90,000.00
01-7600-7516 JANITORIAL	412.64	2,500.00
01-7600-7520 GROUNDS MAINTENANCE	-	-
01-7600-7529 ADMINISTRATION EXPENSE	2,500.00	2,500.00
01-7600-7531 CONTRACTS & AGREEMENTS - <b>Note 7</b>	4,247.38	3,000.00
01-7600-7601 PHONE & INTERNET	3,472.44	2,500.00
01-7600-7602 SOFTWARE LICENSE	-	200.00
01-7600-7609 TOOLS	7.69	500.00
01-7600-7611 EQUIPMENT MAINTENANCE - <b>Note 8</b>	20,454.19	18,000.00
01-7600-7613 EQUIPMENT PURCHASE	4,209.98	10,000.00
01-7600-7614 EQUIPMENT RENTAL	330.98	350.00
01-7600-7618 SUBSCRIPTIONS	410.74	800.00
01-7600-7650 OFFICE SUPPLIES	261.79	1,500.00
01-7600-7652 ADVERTISING	-	1,000.00
01-7600-7660 OTHER SUPPLIES	189.89	1,500.00
01-7600-7701 FUEL - GAS	680.53	100.00
01-7600-7777 BAD DEBT EXPENSE	334.01	-



# Municipality of West Elgin - Arena

## Income Statement As of December 31 2020

	<u>2020 Actuals</u>	<u>2020 Budget</u>
<b>Capital</b>		
01-7600-8000 CAPITAL - ARENA PARKING LOT	-	-
01-7600-8001 CAPITAL - CONDENSER	-	-
01-7600-8002 CAPITAL - PARKING LOT MICROSURFACE	-	-
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
	<u>\$ 277,683.55</u>	<u>\$ 187,554.34</u>

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### Notes

#### Note 1 Grant from Dutton-Dunwich

Billing will be done in February;  
as of January 21st Municipality of Dutton-Dunwich contributed \$60,250  
towards their share of deficit.

#### Note 2 Ice Rental

Lost Revenue due to COVID-19 (Mar 13-22)	3,561.73
Lost Revenue due to COVID-19 (Sep - Oct 2 )	14,658.11
Lost Revenue due to COVID-19 (Dec 23 - 31)	<u>1,383.49</u>
	<b>\$ 19,603.33</b>

#### Note 3 Health & Safety

Lerners - Review of Arena agreements and waivers by the Solicitor.	\$ 1,971.51
Helmets, Occupational Health & Safety books	<u>\$ 166.67</u>
	<b>\$ 2,138.18</b>

#### Note 4 Hydro

Billed as of November 27, 2020 - December invoice not available until Jan 26.

#### Note 5 Gas

Billed as of Jan 12, 2021

# Municipality of West Elgin - Arena

## Income Statement

As of December 31 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	1,534.70
Ice Paint	1,037.84
HD Painting - painting of a ceiling	40,890.00
Lights repair dressing room and outside	151.80
Backflow T&I & Valve	625.00
	<u>\$ 123,685.36</u>

### Note 7 Contracts & Agreements

Keytech Water Management (\$182/mo.)	1,820.00
Jutzi Water Technologies (\$200/mo.)	2,400.00
Damar Security	27.38
	<u>\$ 4,247.38</u>

### Note 8 Phone & Internet

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

### Note 10 Equipment Maintenance

Zamboni repairs	2,971.47
Compressor maintenance	15,133.46
Compressor start-up	1,640.22
Other small repairs	709.04
	<u>\$ 20,454.19</u>

### Note 11 Subscription

Shaw Satellite subscription has been cancelled as of Sep-2020