



Municipality of West Elgin

Agenda

West Elgin Community Centre Board of Management

March 10, 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.

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 January 27th, 2021 and February 16, 2021 as circulated and printed.

5. **Business Arising from Minutes**

6. **Financials**

8

Recommendation:

That West Elgin Community Centre Board of Management hereby receives the arena financials as of February 28, 2021.

6.1. 2021 Arena Budget

10

7. Staff Reports

7.1. Operational Verbal Update

8. Adjournment

Recommendation:

That the West Elgin Community Centre Board of Management hereby adjourn at _____ a.m. to meet again on April 14, 2021 at 9:00 a.m.



Municipality of West Elgin

Minutes

West Elgin Community Centre Board of Management

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

Electronic Participation Meeting via Zoom

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

Also Present: Magda Badura, CAO/ Treasurer

1. Call to Order

Chair K. Loveland called the meeting to order at 9:00 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 December 09, 2020 as circulated and printed.

Carried

5. Business Arising from Minutes

None

6. Financials

The West Elgin Community Centre Board of Management received an update on the arena financials as of December 31, 2020 from Magda Badura, CAO/ Treasurer.

Moved: Jim Hathaway

Seconded: Alphonse Willie

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

Carried

7. 2021 Capital Projects

The West Elgin Community Centre Board of Management received a verbal update on the potential 2021 Capital Projects to take place at the Arena. Lee Gosnell, Manager of Operations and Community Services spoke on the two projects eves trough and roof painting coming in at an estimated \$35,000.00. Jim Hathaway posed a question on if the estimates had gone through a tender process. L. Gosnell answered and the current price is an estimate and the tender or request for proposal process will be posted at some point before the work is to be completed.

8. Staff Reports

8.1 COVID-19 Update

L. Gosnell spoke to the current COVID-19 restrictions at the community Centre. The West Elgin Community Centre has been closed since December 26, 2020 due to Provincial wide shut down and stay at home orders. As a board the question was posed to the major users would it be

feasible to sustain a season if the Provincial orders changes. J. Hathaway spoke on behalf of the West Elgin Skating Club, the West Elgin Skating Club would like to continue with an extended season if the Provincial orders were to change. Alphonse Willie spoke on behalf of West Lorne Minor Hockey, West Lorne Minor Hockey would like to continue with an extended season if the Provincial order were to change. The board suggested to wait until February 10th or until the province changes the current restrictions to revisit the arena reopening.

8.2 Verbal Update on Storage Rooms

The West Elgin Community Centre Board of Management received a verbal update on the storage rooms form Adam Ecker, Recreation Supervisor. A. Ecker had placed thermometers inside the Skating Clubs storage room and additional storage under the bleachers. The temperatures read 8-10 degrees in the storage room and 4 degrees under the bleachers. The current humidity in the arena is 16 percent. With the information presented J. Hathaway will take it back to the Skating Club to further the discussion and see what potential solution can be worked out.

9. Adjournment

Moved: Duncan McPhail

Seconded: Alphonse Willie

That the West Elgin Community Centre Board of Management hereby adjourn at 9:35 a.m. to meet again upon the call of the chair.

Carried

Ken Loveland, Chair

Emily Jocius, Recording Secretary



Municipality of West Elgin

Minutes

West Elgin Community Centre Board of Management

February 16, 2021, 3:30 p.m.

Electronic Participation Meeting via Zoom

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 3:35 p.m.

2. Adoption of Agenda

Moved: Duncan McPhail

Seconded: Alphonse Willie

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

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Arena Reopening discussion

The West Elgin Community Centre Board of Management received a verbal update from Lee Gosnell, Manager of Operations and Community Services with regards to the Red Control zone of the Provincial COVID-19 response framework and how it would affect the re-opening of the West Elgin Community Centre. As the announcement was made on Friday February 12, 2021 the user groups that would be allowed to participate under the Red Control stage were contacted and the majority of all user groups wanted to come back and were ready to start as soon as possible. The board agreed that moving forward in a safe manor would be the best for the community.

Moved: Alphonse Willie

Seconded: Jim Hathaway

That West Elgin Community Centre Board of Management advises operators to continue with operations at the West Elgin Community Centre subject to ongoing public health restrictions.

Carried

5. Adjournment

Moved: Duncan McPhail

Seconded: Alphonse Willie

That the West Elgin Community Centre Board of Management hereby adjourn at 3:51 p.m.

Carried

Ken Loveland, Chair

Emily Jocius, Recording Secretary

Municipality of West Elgin - Arena

Income Statement As of February 28, 2021

	<u>2021 Actuals</u>	<u>2021 Budget</u>
Revenues		
01-7600-6121 DONATIONS - ARENA RENAMING - Note 1	- 5,520.00	-
01-7600-6202 GRANT FROM DUTTON/DUNWICH	-	81,439.13
01-7600-6501 ICE RENTAL - Note 2	- 185.85	- 75,000.00
01-7600-6502 SIGN RENTAL	-	3,000.00
01-7600-6504 PUBLIC SKATING	-	1,000.00
01-7600-6505 SKATE SHARPENING	- 60.00	- 1,000.00
Operating Expenses		
01-7600-7350 GARBAGE COLLECTION	-	2,500.00
01-7600-7415 TRAINING	-	2,000.00
01-7600-7430 Wages Transfer In	23,813.28	90,769.41
01-7600-7441 MEMBERSHIPS & DUES	-	500.00
01-7600-7450 HEALTH & SAFETY	-	1,500.00
01-7600-7452 UNIFORMS	-	1,000.00
01-7600-7500 HYDRO	5,277.09	70,000.00
01-7600-7501 GAS	943.18	7,000.00
01-7600-7502 ARENA - WATER	1,310.85	5,000.00
01-7600-7510 INSURANCE	32,098.70	31,210.30
01-7600-7515 BUILDING REPAIRS & MAINTENANCE - Note 3	1,615.72	20,000.00
01-7600-7516 JANITORIAL	-	1,500.00
01-7600-7529 ADMINISTRATION EXPENSE	-	2,500.00
01-7600-7531 CONTRACTS & AGREEMENTS - Note 4	501.22	2,500.00
01-7600-7601 PHONE & INTERNET	598.70	3,600.00
01-7600-7602 SOFTWARE LICENSE	-	150.00
01-7600-7609 TOOLS	-	250.00
01-7600-7611 EQUIPMENT MAINTENANCE - Note 5	3,628.07	15,000.00
01-7600-7613 EQUIPMENT PURCHASE	-	10,000.00
01-7600-7614 EQUIPMENT RENTAL	37.53	350.00
01-7600-7650 OFFICE SUPPLIES	13.99	750.00
01-7600-7652 ADVERTISING	-	1,000.00
01-7600-7660 OTHER SUPPLIES	-	750.00
01-7600-7701 FUEL - GAS	-	2,400.00
Capital		
01-7600-8003 CAPITAL - DRAIN REPAIR & EAVESTROUGH	-	10,000.00
01-7600-8006 CAPITAL - FLOORING FOR WARMROOM	-	25,000.00
	<u>\$ 64,072.48</u>	<u>\$ 145,790.58</u>

Notes:

Note 1 DONATIONS - ARENA RENAMING

Deferred Donations from 2020	3,020.00
Dowler Karn Ltd.	<u>2,500.00</u>
	\$ 5,520.00

Note 2 ICE RENTAL

No billing done in Jan-Feb-21

Note 3 BUILDING REPAIRS & MAINTENANCE

Painting of washroom and dressing rooms

Note 4 CONTRACTS & AGREEMENTS

Damar Security	301.22
Jutzi Water Technologies	<u>200.00</u>
	\$ 501.22

Note 5 EQUIPMENT MAINTENANCE

Tires for Zamboni	1,064.00
HVAC Repair	2,520.35
Miscellaneous	<u>43.72</u>
	\$ 3,628.07

Arena

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7600-6121	DONATIONS - ARENA RENAMING	-	-	-	-	1,300.00	200.00
01-7600-6202	GRANT FROM DUTTON/DUNWICH	-	102,096.22	104,768.51	55,960.99	62,849.52	93,841.46
01-7600-6501	ICE RENTAL	75,000.00	78,426.31	109,400.00	100,253.45	117,000.00	125,000.00
01-7600-6502	SIGN RENTAL	3,000.00	2,990.00	3,500.00	3,500.74	3,250.00	3,000.00
01-7600-6503	FOOD BOOTH RENTAL	-	375.00	900.00	1,050.00	2,100.00	2,650.00
01-7600-6504	PUBLIC SKATING	1,000.00	1,129.00	1,000.00	971.69	1,000.00	1,100.00
01-7600-6505	SKATE SHARPENING	1,000.00	985.00	1,200.00	1,652.44	1,500.00	1,500.00
01-7600-6506	VENDING MACHINE REVENUE	-	99.49	500.00	609.67	300.00	600.00
01-7600-7350	GARBAGE COLLECTION	2,500.00	-	2,600.00	2,341.18	3,000.00	2,533.73
01-7600-7415	TRAINING	2,000.00	-	2,000.00	1,043.04	2,500.00	2,000.00
01-7600-7430	Wages Transfer In	90,769.41	102,277.79	114,729.21	112,811.42	99,000.00	106,109.87
01-7600-7440	CONFERENCES/SEMINARS/MEETINGS	-	1,000.00	1,500.00	800.00	1,500.00	2,700.00
01-7600-7441	MEMBERSHIPS & DUES	500.00	250.00	250.00	434.38	500.00	1,000.00
01-7600-7442	MILEAGE	-	-	-	538.56	-	-
01-7600-7450	HEALTH & SAFETY	1,500.00	2,138.18	2,000.00	1,044.77	2,000.00	1,735.10
01-7600-7452	UNIFORMS	1,000.00	1,000.00	1,000.00	509.95	600.00	800.00
01-7600-7500	HYDRO	70,000.00	66,922.84	70,000.00	81,969.12	70,000.00	79,050.57
01-7600-7501	GAS	7,000.00	5,980.11	6,500.00	5,722.79	6,500.00	7,204.65
01-7600-7502	ARENA - WATER	5,000.00	4,586.62	3,000.00	4,749.87	1,800.00	1,828.50
01-7600-7510	INSURANCE	31,210.30	23,953.76	25,793.64	20,709.00	18,000.00	17,908.70
01-7600-7515	BUILDING REPAIRS & MAINTENANCE	20,000.00	123,984.86	90,000.00	14,068.19	20,000.00	15,446.74
01-7600-7516	JANITORIAL	1,500.00	412.64	2,500.00	2,654.68	2,500.00	2,352.75
01-7600-7520	GROUND MAINTENANCE	-	-	-	35.99	-	1,000.00
01-7600-7529	ADMINISTRATION EXPENSE	2,500.00	2,500.00	2,500.00	75.00	2,500.00	2,400.00
01-7600-7531	CONTRACTS & AGREEMENTS	2,500.00	4,264.88	3,000.00	2,584.00	1,000.00	3,062.20
01-7600-7601	PHONE & INTERNET	3,600.00	3,472.44	2,500.00	2,655.06	3,000.00	3,100.29
01-7600-7602	SOFTWARE LICENSE	150.00	-	200.00	106.99	-	99.99
01-7600-7609	TOOLS	250.00	7.69	500.00	132.90	500.00	100.00
01-7600-7611	EQUIPMENT MAINTENANCE	15,000.00	20,454.19	18,000.00	14,778.91	20,000.00	21,677.66
01-7600-7613	EQUIPMENT PURCHASE	10,000.00	4,209.98	10,000.00	14,925.38	10,000.00	203.50
01-7600-7614	EQUIPMENT RENTAL	350.00	352.03	350.00	344.70	350.00	364.32
01-7600-7618	SUBSCRIPTIONS	-	410.74	800.00	925.61	600.00	1,038.26
01-7600-7650	OFFICE SUPPLIES	750.00	261.79	1,500.00	2,397.44	600.00	592.84
01-7600-7652	ADVERTISING	1,000.00	-	1,000.00	-	1,000.00	227.80
01-7600-7660	OTHER SUPPLIES	750.00	189.89	1,500.00	1,321.38	1,500.00	1,420.92
01-7600-7701	FUEL - GAS	2,400.00	680.53	100.00	94.81	400.00	301.22
01-7600-7777	BAD DEBT EXPENSE	-	334.01	-	-	500.00	-
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	-	-	-	-	10,000.00	-
01-7600-8003	CAPITAL - DRAIN REPAIR & EAVESTROUGH	10,000.00	-	10,000.00	-	10,000.00	-
01-7600-8004	CAPITAL - SECURITY CAMERAS	-	-	10,000.00	-	-	-
01-7600-8005	CAPITAL - KEYLESS ACCESS CONTROL	-	-	15,000.00	-	-	-

Arena

	<u>2021 Budget</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>	<u>2018 Actuals</u>	<u>2018 Budget</u>
01-7600-8006 CAPITAL - ROOF PAINTING	25,000.00	-	-	-	-	-	-
01-7600-8007 CAPITAL - BOARDS REPAIR	-	-	10,000.00	-	-	-	-
	<u>\$ 145,790.59</u>	<u>\$ 185,790.46</u>	<u>\$ 187,554.34</u>	<u>\$ 125,776.14</u>	<u>\$ 101,850.48</u>	<u>\$ 73,614.86</u>	<u>\$ 152,074.32</u>

Notes:

Deficit Allocation:

Net Deficit	\$ 227,229.71
Less: West Elgin - 20%	<u>- 45,445.94</u>
	<u>\$ 181,783.77</u>
Dutton-Dunwich - 44.8%	\$ 81,439.13
West Elgin - 55.2%	\$ 100,344.64