



Municipality of West Elgin

Agenda

West Elgin Community Centre Board of Management

January 12, 2022, 1:00 p.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 December 15, 2021 as circulated and printed.

5. Business Arising from Minutes

6. Financials

7

Recommendation:

That the West Elgin Community Centre Board of Management hereby receives and files the financials as of December 31, 2021.

7. Staff Reports

7.1. COVID-19 Update 10

7.2. Cost Share between Dutton-Dunwich and West Elgin 11

Recommendation:

That West Elgin Community Centre Board of Management hereby receives the report from Lee Gosnell, Manager of Operations and Community Services.

That the West Elgin Community Centre Board of Management hereby updates the cost sharing with the 2021/2022 numbers as provided.

7.3. School Reduced Rate 15

Recommendation:

That West Elgin Community Centre Board of Management hereby receives the report from Emily Jocius, Operations and Community Services Coordinator; and

The West Elgin Community Centre Board of Management hereby

8. Adjournment

Recommendation:

That the West Elgin Community Centre Board of Management hereby adjourn at _____ p.m. to meet again on February 9, 2022 at 9:00 a.m.



Municipality of West Elgin

Minutes

West Elgin Community Centre Board of Management

December 15, 2021, 9:00 a.m.

West Elgin Community Complex - Hybrid Meeting

160 Main Street

West Lorne

Electronic Hybrid Meeting

Present: Duncan McPhail
Ken Loveland
Jim Hathaway
Jeff Carmichael

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 9:05 a.m.

2. Adoption of Agenda

Moved: Jim Hathaway

Seconded: Jeff Carmichael

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 10, 2021 as circulated and printed.

Carried

5. Business Arising from Minutes

Jim Hathaway spoke on the West Elgin Skating Club presidential change. There are some members that are interested in taking on the responsibility for continuing the program. J. Hathaway will provide updates as more information comes in.

6. Staff Reports

6.1 2022 Meeting Dates

The West Elgin Community Centre Board of Management regularly meets on the second Wednesday of each month. Please find below suggested meeting dates for 2022.

January 12

February 9

March 9

April 13

May 11

August10

September 14

October 12

December 14

Moved: Jim Hathaway

Seconded: Jeff Carmichael

That the West Elgin Community Centre Board of Management hereby review and approve the 2022 meeting dates.

Carried

6.2 2022 Draft Budget

Lee Gosnell, Manager of Operations and Community Services spoke on the 2022 draft budget. L. Gosnell went over line by line. 2 Capital projects for 2021 were transferred to reserves for 2022 and it was recommended that over the next three years we allocate money towards a new dehumidification system as the current system needs to be replaced.

Ken Loveland, Chair spoke on the split between Dutton Dunwich and West Elgin and the board directed staff to reach out to the main user groups to obtain numbers of participants from each community. This information will provide an updated financial split between Dutton Dunwich and West Elgin.

Moved: Duncan McPhail

Seconded: Jim Hathaway

that the West Elgin Community Board of Management hereby approves the 2022 budget for West Elgin Community Centre as presented.

Carried

6.3 Verbal Operational Update

Emily Jocius, Operations and Community Services Coordinator spoke on the current operations which are running well. We have added in additional skates over the holiday break as the Statutory holidays falls on the current public skate times.

COVID-19 QR codes will be used as of January 4, 2021 to assist all facilities that are currently to check proof of vaccination to make sure no fraudulent documents are begin used. Staff will find more information on the changes occurring in January and communicate the information with user groups.

6.4 Dehumidifier Repair

Adam Ecker, Parks and Recreation Supervisor spoke on the Dehumidification system.

Moved: Duncan McPhail

Seconded: Jim Hathaway

That West Elgin Community Centre Board of Management hereby receives the report from Lee Gosnell, Manager of Operations and Community Services. Re: Dehumidifier Repair and

That West Elgin Community Centre Board of Management hereby approves the repairs to the dehumidification system at the West Elgin Community Centre at a cost of \$4,233.00 plus applicable taxes as per attached quote by Drennan Refrigeration.

Carried

7. Adjournment

Moved: Jim Hathaway

Seconded: Jeff Carmichael

That the West Elgin Community Centre Board of Management hereby adjourn at 9:35 a.m. to meet again on January 12, 2021 or at the call of the chair.

Carried

Ken Loveland, Chair

Emily Jocius, Recording Secretary

Municipality of West Elgin - Arena

Income Statement

As of December 31, 2021

	<u>2021 Actuals</u>	<u>2021 Budget</u>
01-7600-6111 PENALTY & INTEREST	-	-
01-7600-6121 DONATIONS - ARENA RENAMING ¹	- 5,520.00	-
01-7600-6202 GRANT FROM DUTTON/DUNWICH ²	- 30,963.62	- 81,439.13
01-7600-6501 ICE RENTAL ³	- 80,757.08	- 75,000.00
01-7600-6502 SIGN RENTAL	- 3,950.00	- 3,000.00
01-7600-6503 FOOD BOOTH RENTAL	-	-
01-7600-6504 PUBLIC SKATING	- 1,075.00	- 1,000.00
01-7600-6505 SKATE SHARPENING	- 365.00	- 1,000.00
01-7600-7350 GARBAGE COLLECTION	-	2,500.00
01-7600-7411 COVID-19 ⁸	10,046.01	-
01-7600-7415 TRAINING	-	2,000.00
01-7600-7430 Wages Transfer In	92,442.54	90,769.41
01-7600-7440 CONFERENCES/SEMINARS/MEETINGS	1,000.00	-
01-7600-7441 MEMBERSHIPS & DUES	256.67	500.00
01-7600-7450 HEALTH & SAFETY	1,417.60	1,500.00
01-7600-7452 UNIFORMS	-	1,000.00
01-7600-7500 HYDRO	42,116.59	70,000.00
01-7600-7501 GAS	3,881.99	7,000.00
01-7600-7502 ARENA - WATER	5,563.20	5,000.00
01-7600-7510 INSURANCE	32,098.70	31,210.30
01-7600-7515 BUILDING REPAIRS & MAINTENANCE ⁴	6,697.92	20,000.00
01-7600-7516 JANITORIAL	549.21	1,500.00
01-7600-7529 ADMINISTRATION EXPENSE	-	2,500.00
01-7600-7531 CONTRACTS & AGREEMENTS ⁵	2,927.25	2,500.00
01-7600-7601 PHONE & INTERNET	3,578.07	3,600.00
01-7600-7602 SOFTWARE LICENSE	-	150.00
01-7600-7609 TOOLS	69.08	250.00
01-7600-7611 EQUIPMENT MAINTENANCE ⁶	10,029.76	15,000.00
01-7600-7613 EQUIPMENT PURCHASE ⁷	3,353.17	10,000.00
01-7600-7614 EQUIPMENT RENTAL	330.43	350.00
01-7600-7618 SUBSCRIPTIONS	- 77.95	-
01-7600-7650 OFFICE SUPPLIES	63.95	750.00
01-7600-7652 ADVERTISING	392.08	1,000.00
01-7600-7660 OTHER SUPPLIES	35.99	750.00
01-7600-7701 FUEL - GAS	1,190.00	2,400.00
01-7600-8003 CAPITAL - DRAIN REPAIR & EAVESTROUGH	-	10,000.00
01-7600-8006 CAPITAL - Roof Painting	-	25,000.00
	\$ 95,331.56	\$ 145,790.58

Notes:**Note 1 DONATIONS - ARENA RENAMING**

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

Note 2 GRANT FROM DUTTON-DUNWICH

Share of Operating Deficit Jan 1 - May 31, 2021

Note 3 ICE RENTAL

January - December-2021

Note 4 BUILDING REPAIRS & MAINTENANCE

Painting of washroom and dressing rooms	1,676.87
Repairs of fire alarms	330.33
Overhead doors & lift gate rink board	863.50
Plumbing repair	553.04
Ice Paint	916.22
Kitchen - hood cleaning	245.00
Fire inspection	660.67
Miscellaneous supplies	192.04
Board cleaning	1,260.25
	<hr/>
	\$ 6,697.92

Note 5 CONTRACTS & AGREEMENTS

Damar Security	328.67
Jutzi Water Technologies	2,400.00
2021 PERFORMANCE RIG	198.58
	<hr/>
	\$ 2,927.25

Note 6 EQUIPMENT MAINTENANCE

Zamboni	2,303.56
HVAC Repair	2,520.35
Compressor	2,949.03
Condensor	1,430.00
Dehumidifier	575.76
Miscellaneous	251.06
	<hr/>
	\$ 10,029.76

Note 7 EQUIPMENT Purchase

Cell phone booster	2,238.42
Paint boom	1,114.75
	<hr/>
	\$ 3,353.17

Note 8 COVID-19

Alpha Security

\$ 10,046.01

Sports and recreational fitness activities

Indoor areas of facilities used for sports and recreational fitness activities, including gyms, sporting events and personal training must operate under the following conditions:

- indoor closed with limited exceptions and conditions (such as athletes training for Olympics and Paralympics, select professional and elite amateur sport leagues who will operate via an approved framework from the Office of the Chief Medical Officer of Health and persons with disabilities for physical therapy)
- outdoor open with spectators limited to 50 per cent capacity and other restrictions
- proof of vaccination required for facilities with a usual capacity of 20,000 or more people

Recreational amenities

Recreational amenities must operate under the following conditions:

- indoor recreational amenities closed
- outdoor recreational amenities open



Staff Report

Report To: West Elgin Community Centre Board of Management
From: Lee Gosnell, Manager of Operations & Community Services
Date: 2022-01-12
Subject: Cost Share between Dutton-Dunwich and West Elgin

Recommendation:

That West Elgin Community Centre Board of Management hereby receives the report from Lee Gosnell, Manager of Operations and Community Services.

That the West Elgin Community Centre Board of Management hereby updates the cost sharing with the 2021/2022 numbers as provided.

Purpose:

The purpose of this report is to provide the West Elgin Community Centre Board of Management with current registration numbers for determining cost share between Dutton-Dunwich and West Elgin.

Background:

Each year, West Lorne Minor Hockey, West Elgin Skating Club, and West Elgin Men's Hockey League are asked to provide their registration numbers of participants from each area (West Elgin, Dutton Dunwich, and other).

The Current split between municipalities is
Dutton Dunwich 44.8%
West Elgin 55.2%

Figure one below shows the organizational registration numbers provided by the registrar.

	West Elgin	Dutton Dunwich	Other	Total Registration #
West Lorne Minor Hockey	49	49	4	102
West Elgin Skate Club	48	20	22	90
West Elgin Mens Leauge	20	20	5	45
Total	117	89	31	237
	56.80%	43.20%		

Figure 1 Organizational Registration Numbers

Financial Implications:

Updated registration numbers, if approved by the board of management, will provide an approx. 1.5% savings for Dutton-Dunwich and increase West Elgin's share of expenses by the same amount. Based on the current 2022 draft budget, this represents a \$2,991.48 change in arena expense allocation, to the benefit of Dutton-Dunwich.

Policies/Legislation:

Report Approval Details

Document Title:	Cost Share between Dutton-Dunwich and West Elgin - 2022-04-Operations Community Services.docx
Attachments:	- Copy of Draft 2022 Arena Budget.pdf
Final Approval Date:	Jan 10, 2022

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott

		<u>2022 Budget</u>	<u>2021 YTD Actuals</u>	<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	-	-	5,520.00	-	-	-	-	-	1,300.00 - 200.00
01-7600-6202	GRANT FROM DUTTON/DUNWICH	- 80,770.07	-	30,963.62 - 81,439.13	- 102,096.22 - 104,768.51	- 55,960.99 - 62,849.52	- 100,253.45 - 117,000.00	- 109,852.20 - 125,000.00	- 78,534.56 - 93,841.46	- 3,250.00 - 3,000.00
01-7600-6501	ICE RENTAL	- 90,000.00	-	63,188.19 - 75,000.00	- 78,426.31 - 109,400.00	- 3,500.74 - 3,250.00	- 971.69 - 1,000.00	- 1,315.04 - 1,500.00	- 3,250.00 - 3,000.00	- 1,100.00
01-7600-6502	SIGN RENTAL	- 3,750.00	-	3,950.00 - 3,000.00	- 2,990.00 - 3,500.00	- 1,652.44 - 1,500.00	-	-	-	-
01-7600-6504	PUBLIC SKATING	- 1,000.00	-	742.00 - 1,000.00	- 1,129.00 - 1,000.00	-	-	-	-	-
01-7600-6505	SKATE SHARPENING	- 500.00	-	255.00 - 1,000.00	- 985.00 - 1,200.00	-	-	-	-	-
01-7600-7350	GARBAGE COLLECTION	-	-	2,500.00	-	2,600.00	2,341.18	3,000.00	2,533.73	2,650.00
01-7600-7411	COVID-19	12,000.00	5,622.77	-	-	-	-	-	-	-
01-7600-7415	TRAINING	2,000.00	-	2,000.00	-	2,000.00	1,043.04	2,500.00	-	2,000.00
01-7600-7430	Wages Transfer In	97,385.07	73,040.18	90,769.41	102,277.79	114,729.21	112,811.42	99,000.00	106,109.87	120,955.78
01-7600-7441	MEMBERSHIPS & DUES	500.00	256.67	500.00	250.00	250.00	434.38	500.00	50.00	1,000.00
01-7600-7450	HEALTH & SAFETY	1,500.00	1,417.60	1,500.00	2,138.18	2,000.00	1,044.77	2,000.00	1,735.10	1,700.00
01-7600-7452	UNIFORMS	1,000.00	-	1,000.00	1,000.00	1,000.00	509.95	600.00	800.00	800.00
01-7600-7500	HYDRO	60,000.00	35,169.21	70,000.00	66,922.84	70,000.00	81,969.12	70,000.00	79,050.57	82,000.00
01-7600-7501	GAS	6,500.00	3,881.99	7,000.00	5,980.11	6,500.00	5,722.79	6,500.00	7,204.65	7,200.00
01-7600-7502	ARENA - WATER	5,000.00	3,675.15	5,000.00	4,586.62	3,000.00	4,749.87	1,800.00	1,828.50	2,300.00
01-7600-7510	INSURANCE	34,024.62	32,098.70	31,210.30	23,953.76	25,793.64	20,709.00	18,000.00	17,908.70	18,500.00
01-7600-7515	BUILDING REPAIRS & MAINTENANCE	15,000.00	5,544.88	20,000.00	123,984.86	90,000.00	14,068.19	20,000.00	15,446.74	23,350.00
01-7600-7516	JANITORIAL	750.00	374.44	1,500.00	412.64	2,500.00	2,654.68	2,500.00	2,352.75	2,000.00
01-7600-7529	ADMINISTRATION EXPENSE	2,500.00	-	2,500.00	2,500.00	2,500.00	75.00	2,500.00	2,400.00	2,400.00
01-7600-7531	CONTRACTS & AGREEMENTS	3,500.00	3,029.20	2,500.00	4,264.88	3,000.00	2,584.00	1,000.00	3,062.20	-
01-7600-7601	PHONE & INTERNET	3,700.00	3,327.26	3,600.00	3,472.44	2,500.00	2,655.06	3,000.00	3,100.29	2,800.00
01-7600-7602	SOFTWARE LICENSE	-	-	150.00	-	200.00	106.99	-	99.99	-
01-7600-7609	TOOLS	250.00	69.08	250.00	7.69	500.00	132.90	500.00	100.00	-
01-7600-7611	EQUIPMENT MAINTENACE	10,000.00	9,382.00	15,000.00	20,454.19	18,000.00	14,778.91	20,000.00	21,677.66	18,000.00
01-7600-7613	EQUIPMENT PURCHASE	10,000.00	3,353.17	10,000.00	4,209.98	10,000.00	14,925.38	10,000.00	203.50	-
01-7600-7614	EQUIPMENT RENTAL	350.00	301.14	350.00	352.03	350.00	344.70	350.00	364.32	360.00
01-7600-7618	SUBSCRIPTIONS	-	-	77.95	410.74	800.00	925.61	600.00	1,038.26	-
01-7600-7650	OFFICE SUPPLIES	500.00	63.95	750.00	261.79	1,500.00	2,397.44	600.00	592.84	750.00
01-7600-7652	ADVERTISING	500.00	392.08	1,000.00	-	1,000.00	-	1,000.00	227.80	1,000.00
01-7600-7660	OTHER SUPPLIES	500.00	35.99	750.00	189.89	1,500.00	1,321.38	1,500.00	1,420.92	-
01-7600-7701	FUEL - GAS	1,500.00	817.00	2,400.00	680.53	100.00	94.81	400.00	301.22	1,000.00
01-7600-7900	TRANSFER TO RESERVES	60,000.00	35,000.00	-	-	-	-	-	-	-
01-7600-7901	TRANSFER FROM RESERVES	- 35,000.00	-	-	-	-	-	-	-	-
01-7600-8003	CAPITAL - DRAIN REPAIR & EAVESTROUGH	10,000.00	-	10,000.00	-	10,000.00	-	10,000.00	-	-
01-7600-8006	CAPITAL - Roof Painting	25,000.00	-	25,000.00	-	-	-	-	-	-
		152,939.62	\$ 112,155.70	\$ 145,790.58	\$ 182,684.43	\$ 152,454.34	\$ 126,061.26	\$ 92,250.48	\$ 74,390.60	\$ 66,124.32



Staff Report

Report To: West Elgin Community Centre Board of Management
From: Emily Jocius, Operations & Community Services Coordinator
Date: 2022-01-12
Subject: School Reduced Rate

Recommendation:

That West Elgin Community Centre Board of Management hereby receives the report from Emily Jocius, Operations and Community Services Coordinator; and

The West Elgin Community Centre Board of Management hereby _____

Purpose:

The purpose of this report is to provide the West Elgin Community Centre Board of Management with a request from West Elgin Secondary School and inquire if the Board wishes to set a specific rate for rentals from local schools.

Background:

The West Elgin Secondary School has rented the West Elgin Community Centre for the extra-curricular Men's Hockey Team Practice. The High School has rented it once a week for practice until the end of their season. This year the local high school has requested to have a reduction or wavier of fees for the 2021- 2022 ice season. Attached is the request from West Elgin Secondary School. Below are options that the West Elgin Community Centre Board of management could consider for a reduction or waiver of fees for the local high school and other schools in the local communities.

Option one

Each local school that would like to use the ice would fill out a rental agreement and provide all documentation required as per the rental agreement and would get the ice at the non-prime time ice rate for that season.

2021-2022 ice rental rates:

Nonprime time adult and youth rate	\$75.22 plus HST
Youth prime time rate	\$135.40 plus HST
Adult prime time rate	\$159.30 plus HST

This is the current procedure.

Option Two

Each school that would like to use the ice would fill out a rental agreement and provide all documentation required as per the rental agreement and would get the ice at a school-based fee that would be set each year by the Board and approved by the respective Council's.

Option Three

Each school that would like to use the ice would fill out a rental agreement and provide all documentation required as per the rental agreement and would get the ice at the non-prime time ice rate for that season and if the user group would like a reduction or waiver of fee, they would be able to apply to the Board for this, which would then need to be approved by respective councils for a waiver and/or reduction of fees.

Each Council would need to support any lowering or altering of fees as they jointly share in the operating expenses for the Arena.

Financial Implications:Current rental

November rental 1.5 hours at \$75.22	\$112.83
December rental 4.5 hours at \$75.22	\$338.49
January rental 3 hours at \$75.22	\$225.66
February rental 1.5 hours at \$75.22	<u>\$112.83</u>
	\$789.91
HST	<u>\$102.69</u>
Grant Total	\$892.50

The total fee break down above is based on the current 2021-2022 ice season. This does not include any cancelations or changes due to COVID-19.

In the past both St Mary's Elementary Catholic School and Aldborough Public Elementary School has rented the ice for skating.

Report Approval Details

Document Title:	School Reduced rate - 2022-03-Operations Community Services.docx
Attachments:	- FW_ WESS Hockey Rentals Request.pdf
Final Approval Date:	Jan 10, 2022

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott

From: [Jana Nethercott](#)
To: [Jana Nethercott](#)
Subject: FW: WESS Hockey Rentals Request
Date: January 5, 2022 2:10:22 PM

From: Robert TAIT <r.tait@tvdsb.ca>
Sent: December 15, 2021 2:31 PM
To: Jana Nethercott <clerk@westelgin.net>
Cc: Jennifer DIETRICH <j.dietrich@tvdsb.ca>; Michael HOWARD <m.howard@tvdsb.ca>
Subject: WESS Hockey Rentals Request

We have had a few parents contact us about the lack of ice time for practices due to a lack of funds from our school and Board.

It was brought to our attention that we should bring this up with the council with you putting our request forward to Council.

We, as the WESS Hockey Team request that the Recreation Board and Municipality of West Elgin and Dutton Dunwich, consider providing ice time at a reduced rate or a no charge rate so that we are able to have additional practice times. Currently, we are limited to having one ice time per week due to lack of funds for our school.

Sports has been something that has been cancelled during the Pandemic and only recently have students been able to re start some programs. We would really appreciate any consideration for our request for reduced or no charge.

Thanks

WESS Hockey Team

Robert Tait

Head of History, Social Sciences & Humanities

Boy's Hockey & Baseball Coach

West Elgin Secondary School

West Lorne ON

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www.celticridgefarms.com

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