



Municipality of West Elgin

Agenda

West Elgin Community Centre Board of Management

March 16, 2022, 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 February 9, 2022 as circulated and printed.

5. Business Arising from Minutes

6. Financials

6

Recommendation:

That the West Elgin Community Centre Board of Management hereby receive the arena financials as of February 28, 2022.

7. Staff Reports

7.1. Operational Update

7

Recommendation:

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

7.2. Board Cleaning

9

Recommendation:

That West Elgin Community Centre Board of Management hereby receives the report from Adam Ecker, Parks and Recreation Supervisor.

That the West Elgin Community Centre Board of Management hereby approves the cleaning of the boards at \$975.00 plus travel charges and applicable taxes.

8. Adjournment

Recommendation:

That the West Elgin Community Centre Board of Management hereby adjourn at _____ a.m. to meet again on April 13, 2022.



Municipality of West Elgin

Minutes

West Elgin Community Centre Board of Management

February 9, 2022, 9:00 a.m.

Electronic Participation Meeting via Zoom

Present: Duncan McPhail
Ken Loveland
Jim Hathaway

Regrets: 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 9:00 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 January 12, 2022 as circulated and printed.

Carried

5. Business Arising from Minutes

The reduced school rate was accepted and passed at both councils.

6. Financials

Moved: Duncan McPhail

Seconded: Jim Hathaway

That the West Elgin Community Centre Board of Management hereby receive the arena financials as of January 31, 2022.

Carried

7. Staff Reports

The West Elgin Skating Club is still looking for assistant in operations for next year. Jim Hathaway will continue to provide the board with updates.

Lee Gosnell, Manager of Operations and Community Services informed the board of a request from Minor Hockey on scheduling conflicts. The Board Directed staff to assist in changing the schedule as needed for Minor Hockey for the remainder of the season.

7. Staff Reports

7.1 Operational and Covid-19 Update

Emily Jocius, Operations and Community Services Coordinator provided the West Elgin Community Centre Board of Management with an update on current operations at the West Elgin Community Centre.

That West Elgin Community Centre Board of Management received the report from Emily Jocius, Operations and Community Services Coordinator for information purposes.

8. Adjournment

Moved: Jim Hathaway

Seconded: Duncan McPhail

That the West Elgin Community Centre Board of Management hereby adjourn at 9:07 a.m. to meet again on March 9, 2022 at 9:00 a.m.

Carried

Ken Loveland, Chair

Emily Jocius, Recording Secretary

Municipality of West Elgin - Arena

Income Statement As of February 28, 2022

Revenues	2022 Actuals	2022 Budget
01-7600-6202 GRANT FROM DUTTON/DUNWICH	-	89,936.65
01-7600-6501 ICE RENTAL	- 18,499.70	90,000.00
01-7600-6502 SIGN RENTAL	-	3,750.00
01-7600-6504 PUBLIC SKATING	- 589.00	1,000.00
01-7600-6505 SKATE SHARPENING	- 170.00	500.00
Expenses		
01-7600-7350 GARBAGE COLLECTION	-	-
01-7600-7411 COVID-19	1,162.04	12,000.00
01-7600-7415 TRAINING	-	2,000.00
01-7600-7430 Wages Transfer In	25,542.10	119,414.93
01-7600-7441 MEMBERSHIPS & DUES	-	500.00
01-7600-7450 HEALTH & SAFETY	-	1,500.00
01-7600-7452 UNIFORMS	282.36	1,000.00
01-7600-7500 HYDRO	-	60,000.00
01-7600-7501 GAS	2,289.96	6,500.00
01-7600-7502 ARENA - WATER	1,308.42	5,000.00
01-7600-7510 INSURANCE	-	38,518.44
01-7600-7515 BUILDING REPAIRS & MAINTENANCE	960.06	15,000.00
01-7600-7516 JANITORIAL	-	750.00
01-7600-7529 ADMINISTRATION EXPENSE	-	2,500.00
01-7600-7531 CONTRACTS & AGREEMENTS	501.95	3,500.00
01-7600-7601 PHONE & INTERNET	637.87	3,700.00
01-7600-7609 TOOLS	-	250.00
01-7600-7611 EQUIPMENT MAINTENANCE	180.99	10,000.00
01-7600-7613 EQUIPMENT PURCHASE	804.79	10,000.00
01-7600-7614 EQUIPMENT RENTAL	38.44	350.00
01-7600-7618 SUBSCRIPTIONS	-	-
01-7600-7650 OFFICE SUPPLIES	135.99	500.00
01-7600-7652 ADVERTISING	-	500.00
01-7600-7660 OTHER SUPPLIES	199.04	500.00
01-7600-7701 FUEL - GAS	-	1,500.00
01-7600-7900 Transfer to Reserves	-	60,000.00
01-7600-8003 CAPITAL - DRAIN REPAIR & EAVESTROUGH	-	10,000.00
01-7600-8006 CAPITAL - Roof Painting	-	25,000.00
Net Deficit	\$ 14,785.31	\$ 205,296.72



Staff Report

Report To: West Elgin Community Centre Board of Management
From: Emily Jocius, Operations & Community Services Coordinator
Date: 2022-03-09
Subject: Operational Update

Recommendation:

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

Purpose:

The purpose of this report is to provide the West Elgin Community Centre Board of Management with information on upcoming programs.

Background:

The West Elgin Community Centre host public skating on Friday night from 7:00-8:30p.m. and Saturday afternoon from 2:00-3:30p.m.

Additionally, the following organizations have offered to sponsor a Public Skate time over the Elementary School March Break. All the following skate times will be free to the public.

March 14, 2022, from 2:00-3:30 p.m. sponsored by The Optimist Club of West Lorne.
March 15, 2022, from 2:00-3:30 p.m. Sponsored by the Kiwanis Club of Rodney
March 16, 2022, from 2:00-3:30 p.m. Sponsored by the Youth Task Team
March 17, 2022, from 2:00- 3:30 p.m. Sponsored by the Kiwanis Club of West Lorne
March 18, 2022, from 7:00-8:30 p.m. Sponsored by the Kiwanis Club of Rodney
March 19, 2022, from 2:00-3:30 p.m. Sponsored by the Kiwanis Club of West Lorne.

Report Approval Details

Document Title:	Operational Update - 2022-21-Operations Community Services.docx
Attachments:	
Final Approval Date:	Mar 4, 2022

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

Jana Nethercott



Staff Report

Report To: West Elgin Community Centre Board of Management
From: Adam Ecker, Parks and Recreation Supervisor
Date: 2022-03-09
Subject: Board Cleaning

Recommendation:

That West Elgin Community Centre Board of Management hereby receives the report from Adam Ecker, Parks and Recreation Supervisor.

That the West Elgin Community Centre Board of Management hereby approves the cleaning of the boards at \$975.00 plus travel charges and applicable taxes.

Purpose:

The purpose of this report is to provide the West Elgin Community Centre Board of Management with information on board cleaning at the West Elgin Community Centre.

Background:

Each year as the West Elgin Community Centre is used by user groups the pucks from any group playing hockey leave behind a black residue. In years past the West Elgin Community Centre has had the residue removed. Looking ahead to the end of the season staff is requesting direction from the West Elgin Community Centre Board of Management to proceed with regular maintenance and have the boards cleaned.

Financial Implications:

Please see attached quote and correspondence.

Cost of cleaning the boards is \$ 975.00 plus travel cost and applicable taxes.

Travel cost incurred could be high due to a rise in gas prices. The company will try to complete the board cleaning when they are already in the area to help reduce the cost.

Report Approval Details

Document Title:	Board Cleaning - Arena - 2022-22-Operations Community Services.docx
Attachments:	<ul style="list-style-type: none">- Estimate_215855_from_ICECO_Advanced_Arena_Products.pdf- FW_ Scheduled_ Tomorrow - Arena Board Cleaning Service.pdf
Final Approval Date:	Mar 7, 2022

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

Jana Nethercott



HST (ON) Registration No.: 869198150RT0001

Estimate

ADDRESS	SHIP TO	SHIP VIA	Iceco Truck	ESTIMATE	215855
Adam Ecker	Adam Ecker			DATE	04/21/2021
West Elgin Community Centre	West Elgin Community Centre				
22413 Hoskins Drive	173 Graham Street West				
P.O. Box 490	West Lorne, ON NOL 2PO				
NOL 2CO	CANADA				
CANADA					
Rodney ON					
P.O. NUMBER	SALES REP				
Quote Only	Brian				

DESCRIPTION	QTY	RATE	AMOUNT
Iceco Arena Board Cleaning Service	1	975.00	975.00
Travel Charges	1	250.00	250.00
Fuel Surcharge (subject to change)	1	35.25	35.25

NOTE: In your area Thursday May 6th. If cleaned on alternate date travel costs would be much higher.

Please confirm today April 21st to schedule your facility for May 6th. Thanks

SUBTOTAL	1,260.25
HST (ON) @ 13%	163.83
TOTAL	CAD 1,424.08

Accepted By

Accepted Date

From: [Jana Nethercott](#)
To: [Jana Nethercott](#)
Subject: FW: Scheduled: Tomorrow - Arena Board Cleaning Service
Date: March 7, 2022 11:55:18 AM

From: Brian @ ICECO <brian@icecoadvanced.com>
Sent: Friday, March 4, 2022 8:33:12 AM
To: Adam Ecker <aecker@westelgin.net>
Cc: Deanne ICECO <deanne@icecoadvanced.com>
Subject: Re: Scheduled: Tomorrow - Arena Board Cleaning Service

Good Morning Adam,

The pricing is the same for "board cleaning service" but the travel could be higher due to fuel costs and etc.

We would want to schedule your facility when we are in the area to keep the travel charges down.

We are looking at being in your area around Mid May. We need to wait for others to contact us before we can set a schedule.

Let us know when you can.

Thanks

Brian

From: [Adam Ecker](#)
Sent: Friday, March 04, 2022 7:23 AM
To: [Brian Van Sickle](#)
Subject: Re: Scheduled: Tomorrow - Arena Board Cleaning Service

Good morning.

I'm taking the arena board cleaning for approval next week. Do you have an idea of cost? Will it be similar to last year? I can let you know later next week.

Thanks

Adam

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From: Brian Van Sickle <brian@icecoadvanced.com>
Sent: Thursday, March 3, 2022 10:26:54 AM
To: Adam Ecker <aecker@westelgin.net>
Subject: Re: Scheduled: Tomorrow - Arena Board Cleaning Service

Hi Adam - I am following up regarding arena board cleaning services for West Elgin, you last

reached out to me back in 2021 when we cleaned the boards for you in May..

We are planning our upcoming schedule for this season, and contacting some of our customers in your area - would you like to be added to our schedule? What would be your preferred date/time(s) for this service.

As well, we are currently offering existing ice paint customers a discount on board cleaning.

Any ice paint orders that are placed and delivered by May 1st will receive a discount from their board cleaning services (5% discount).

Let us know if you would like to place an ice paint order.

ICECO has many other products and services, visit us at our web site www.icecoadvanced.com to see what we have available. Let me know if you are interested. Thank you.

Brian

ICECO Advanced Arena Products

On Wed, May 5, 2021 at 11:09 AM Adam Ecker <aecker@westelgin.net> wrote:

Sounds good. Our facility is closed and you'll be the only ones in there.

Adam cell - 519-319-1033

Thanks

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From: Deanne @ ICECO <deanne@icecoadvanced.com>

Sent: Wednesday, May 5, 2021 9:16:00 AM

To: Adam Ecker <aecker@westelgin.net>

Cc: Brian Van Sickle <brian@icecoadvanced.com>

Subject: Scheduled: Tomorrow - Arena Board Cleaning Service

Hi Adam,

Regarding tomorrow's board cleaning, can you please read below and make sure the instructions are followed for best cleaning service (ice in or ice out) – also if you could email us the cell number of the operator on duty for tomorrow @ 1:00pm (approx ETA - **could arrive earlier or later – it all depends on prior job and traffic.**) that would be great - thanks! Deanne

We are working hard to keep you safe while deep cleaning and sanitizing your arena hockey boards. See attached Iceco's "**COVID 19 Policy**" showing our steps that we are currently taking to fight this virus.

Please see below regarding schedule of upcoming arena board cleaning service :

- Date: Thursday, May 6th (**Tomorrow**)
- West Elgin Arena
- 1:00pm **Approx** start time (please have back door open and accessible)
- Please email contact cell # and name of personnel on site for date of board cleaning service

Also, please review the following **VERY IMPORTANT** notices below:

---->FOR NO ICE CONDITIONS :

- Please ensure that facility exhaust fans are running.
- Please ensure that all doors are open

---->FOR ICE IN CONDITIONS :

- Please ensure that your ice is maintained properly (**no thicker than 1.5" to 2"**) and you have minimum of 6" of arena board kick plate visible over your complete ice surface.
- Ensure the rinks corners & machine door area have been edged and level prior to our arrival.
- Also ensure that the ice is left "unflooded" so the board cleaner can have maximum traction on the ice surface.

**---->THIS SERVICE CANNOT BE COMPLETED ON SPORT COURT FLOORING
– CALL TO RE-SCHEDULE CLEANING ONLY WHEN FLOORING IS REMOVED**

We strive to clean your arena boards to the best of our ability and appreciate your assistance. Please allow time in your ice rental schedule to edge your ice after the cleaning service to remove any cleaning debris from the cleaning service.

Please feel free to contact us. Thank you for your order, we appreciate your business.

Deanne @ **ICECO Advanced Arena Products**

T (905) 315-7939 | F (905) 315-7515 | www.icecoadvanced.com