



Municipality of West Elgin

Agenda

West Elgin Community Centre Board of Management

August 24, 2022, 9:00 a.m.

West Elgin Community Complex - Hybrid Meeting

160 Main Street

West Lorne

Electronic Hybrid Meeting

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 June 8, 2022 as circulated and printed.

5. Business Arising from Minutes

6. Financials 7

Recommendation:

That West Elgin Community Centre Board of Management hereby receives the financials as of July 31, 2022

7. Staff Reports

7.1. Arena Advertising 9

Recommendation:

That West Elgin Community Centre Board of Management receives the report from Lee Gosnell, Manager of Operations & Community Services re: Arena Advertising for information purposes.

7.2. 2022 Capital Projects 10

Recommendation:

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

8. 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

June 8, 2022, 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
Terry Weed

Staff Present:
M. Badura, Treasurer
J. Nethercott, Clerk
Heather Bouw
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 9:04 a.m.

2. Adoption of Agenda

Moved: Jim Hathaway

Seconded: Terry Weed

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: Ken Loveland

Seconded: Jim Hathaway

That West Elgin Community Centre Board of Management Committee adopt the minutes of April 13, 2022 as circulated and printed.

Carried

5. Business Arising from Minutes

No business arising from the minutes.

6. Financials

Moved: Terry Weed

Seconded: Jim Hathaway

That the West Elgin Community Centre Board of Management hereby receives the financials as of May 31, 2022.

Carried

7. Staff Reports

7.1 Ice allocation 2022-2023 season

Emily Jocius, Operations and Community Services Coordinator provide the West Elgin Community Centre Board of Management with information on the report of ice allocation and why the date was required. The board agreed that the date of July 15 each calendar year will provide the seasonal users with enough time to provide their required ice allocation for the year. Jim Hathaway, West Elgin Skate Club representative gave a verbal ice allocation of Monday and Wednesday's.

Moved: Terry Weed

Seconded: Jim Hathaway

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

That the West Elgin Community Centre Board of Management hereby amends the Seasonal Ice User Policy adding the following section under Ice Allocation Policy:

“Seasonal Allocation Requests Due Dates

All Seasonal Users must submit requested time blocks for the upcoming season no later than July 15 of any calendar year.”

Carried

8. New Business

Each representative provided an update based on their respective organization.

The West Elgin Skate Club will have more information on what the organization will look like after the Annual General Meeting. They have two person interested in running the skate club this upcoming year and the current members will provide guidance and assistance to the new members.

West Lorne Minor Hockey has their registration open. Due to the current number of registration they are looking more at the projected ice allocation submitted to the municipality. West Lorne Minor Hockey would like to post a code of conduct upon entrance to the arena to remind all persons accessing the facility of rules and regulations to follow and respect while in the facility. Terry Weed will be sending the information to the municipality to review. The board agreed that the code of conduct should be generalized and encompass all persons entering the facility not one specific user group. Minor Hockey is also looking at the banner hanging in the arena. Adam Ecker, Parks and Recreation Supervisor has been in contact with a local company to create a prototype to hang the banners as all banners will need to be presented not just one years success. Additional information will be presented to the board once the information on prototype is received.

Lee Gosnell, Manager of Operations and Community Services spoke on the capital work and staff is securing prices and complete information will be presented to the board.

9. Adjournment

Moved: Terry Weed

Seconded: Jim Hathaway

That the West Elgin Community Centre Board of Management hereby adjourn at 9:18 a.m. to meet again on August 10, 2022 at 9:00 a.m. or at the call of the chair.

Carried

Ken Loveland, Chair

Emily Jocius, Recording Secretary

Municipality of West Elgin - Arena

Income Statement

As of July 31, 2022

	<u>2022 Actuals</u>	<u>2022 Budget</u>
01-7600-6121 DONATIONS - ARENA RENAMING	(90.00)	-
01-7600-6202 GRANT FROM DUTTON/DUNWICH	(21,795.55)	(89,936.65)
01-7600-6501 ICE RENTAL	(36,241.14)	(90,000.00)
01-7600-6502 SIGN RENTAL	100.00	(3,750.00)
01-7600-6503 FOOD BOOTH RENTAL	(40.00)	-
01-7600-6504 PUBLIC SKATING	(789.00)	(1,000.00)
01-7600-6505 SKATE SHARPENING	(290.00)	(500.00)
01-7600-7411 COVID-19	4,323.28	12,000.00
01-7600-7415 TRAINING	-	2,000.00
01-7600-7430 Wages Transfer In	49,948.49	119,414.93
01-7600-7441 MEMBERSHIPS & DUES	281.67	500.00
01-7600-7450 HEALTH & SAFETY	-	1,500.00
01-7600-7452 UNIFORMS	282.36	1,000.00
01-7600-7500 HYDRO	21,851.19	60,000.00
01-7600-7501 GAS	4,969.01	6,500.00
01-7600-7502 ARENA - WATER	2,974.50	5,000.00
01-7600-7510 INSURANCE	36,653.01	38,518.44
01-7600-7515 BUILDING REPAIRS & MAINTENANCE	3,376.11	15,000.00
01-7600-7516 JANITORIAL	61.71	750.00
01-7600-7529 ADMINISTRATION EXPENSE	-	2,500.00
01-7600-7531 CONTRACTS & AGREEMENTS	1,700.53	3,500.00
01-7600-7601 PHONE & INTERNET	2,731.72	3,700.00
01-7600-7609 TOOLS	-	250.00
01-7600-7611 EQUIPMENT MAINTENANCE - Note 1	7,239.96	10,000.00
01-7600-7613 EQUIPMENT PURCHASE	804.79	10,000.00
01-7600-7614 EQUIPMENT RENTAL	184.89	350.00
01-7600-7650 OFFICE SUPPLIES	152.48	500.00
01-7600-7652 ADVERTISING	-	500.00
01-7600-7660 OTHER SUPPLIES	199.04	500.00
01-7600-7701 FUEL - GAS	197.00	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
	78,786.05	205,296.72

Notes:**Note 1 Equipment Maintenance**

Brine pump repair	520.36
Dehumidifier	4,225.29
Zamboni repairs	1,424.70
Compressor repairs	445.71
Floor scrubber repair	321.60
Other	302.30
	<hr/>
	\$ 7,239.96



Staff Report

Report To: West Elgin Community Centre Board of Management
From: Lee Gosnell, Manager of Operations & Community Services
Date: 2022-08-24
Subject: Arena Advertising

Recommendation:

That West Elgin Community Centre Board of Management receives the report from Lee Gosnell, Manager of Operations & Community Services re: Arena Advertising for information purposes.

Purpose:

The purpose of this report is to provide the Board with an update on the Arena Board Sign Advertising Sales

Background:

Letters were distributed to current sign sponsors in early August and they were given until September 1 to notify the Municipality if they were not interested in having a sign up in the Arena for the 2022 season.

Currently there has been a few payments received and no one has stated they do not wish to advertise this season. There is one sign that was removed late last year due to non-payment and therefore we have one available sign space for \$100 plus the cost of the sign.



Staff Report

Report To: West Elgin Community Centre Board of Management
From: Lee Gosnell, Manager of Operations & Community Services
Date: 2022-08-24
Subject: 2022 Capital Projects

Recommendation:

That the West Elgin Community Centre Board of Management hereby receives the report from Lee Gosnell, Manager of Operations & Community Services; And

That the West Elgin Community Centre Board of Management accepts the roof painting quote submitted by HD Painting Ltd. in the amount of \$21,395.00 plus applicable taxes; And

That the West Elgin Community Centre Board of Management accepts the quote to install new eavestrough and downspout provided by Machado's General Contracting in the amount of \$15,300.00 plus applicable taxes; and

That West Elgin Community Centre Board of Management approves the Manager of Operations & Community Services to enter into agreements with HD Painting Ltd and Machado's General Contracting for the services approved above.

Purpose:

The purpose of this report is to provide the West Elgin Community Centre Board of Management with an update on 2022 capital projects.

Background:

During the 2021 budget year, two capital projects were planned for the West Elgin Arena which included painting of the roof and replacement of the eavestroughs/downspouts. Due to COVID 19 and the uncertainty surrounding labour and financial status, these projects were deferred to the 2022 budget year. Unfortunately, due to the resumption of building activities in full force this year, contractors and materials have been in extremely high demand.

Staff worked diligently to secure pricing for these projects, but many contractors already had full schedules or declined due to the scope of the project. The arena building presents many unique challenges including the size, height, and existing type of eavestrough which needs to be removed. In the end, two quotes were received for roof painting, at \$21,395.00 and \$35,941.11, respectively. Although several companies expressed initial interest, only one formal quote was obtained for the eavestrough replacement from a local contractor who specializes in such work. This quote of \$15,300.00 represents the additional labour costs required to remove the old trough. Both contractors have completed projects for the municipality in the past and have provided quality service in delivery of such.

Financial Implications:

2021 budget pricing was carried over to the 2022 year, with \$10,000.00 being allocated towards metal work and \$25,000.00 being allocated towards painting, giving a total capital expenditure of \$35,000.00

Combining the quotes contained in this report would equal \$36,695.00, which is \$1,695.00 (plus applicable tax) higher than the budgeted amount. Staff recommends this cost difference be covered with monies allocated under the building repair and maintenance portion of the budget. At this this time, there are no major repair and/or maintenance projects anticipated for the building between now and years' end there is a current balance of \$11,623.89 in this account.

Report Approval Details

Document Title:	2022 Capital Projects - 2022-60-Operations Community Services.docx
Attachments:	
Final Approval Date:	Aug 23, 2022

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

Jana Nethercott