



# **Municipality of West Elgin**

## **Agenda**

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

October 12, 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 [clerk@westelgin.net](mailto:clerk@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 September 14, 2022 as circulated and printed.

**5. Business Arising from Minutes**

**6. Financials**

Recommendation:

That West Elgin Community Centre Board of Management receives the Financials as of September 30, 2022

**7. New Business**

**7.1. Skating Club Update**

**7.2. Minor Hockey Update**

**8. Staff Operations Update**

**9. Adjournment**

Recommendation:

That the West Elgin Community Centre Board of Management hereby adjourn at \_\_\_\_\_ a.m. to meet again on April 9, 2022.



# Municipality of West Elgin

## Minutes

### West Elgin Community Centre Board of Management

September 14, 2022, 9:00 a.m.

West Elgin Community Complex - Hybrid Meeting

160 Main Street

West Lorne

Electronic Hybrid Meeting

**Present:** Ken Loveland  
Jim Hathaway  
Terry Weed

**Regrets:** Duncan McPhail

**Staff Present:** Lee Gosnell, Manager of Operations and Community  
Services  
Adam Ecker, Recreation Supervisor  
Brittany Jessome

#### 1. Call to Order

Chair K. Loveland called the meeting to order at 9:00 a.m.

#### 2. Adoption of Agenda

**Moved:** Terry Weed

**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: Terry Weed**

**Seconded: Jim Hathaway**

That West Elgin Community Centre Board of Management Committee adopt the minutes of August 24, 2022 as circulated and printed.

**Carried**

**5. Business Arising from Minutes**

**6. Financials**

**Moved: Jim Hathaway**

**Seconded: Terry Weed**

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

**Carried**

**7. Staff Reports**

**7.1 Draft Arena Schedule**

Adam Ecker advised there is one additional group looking at booking but The Municipality of West Elgin is not moving forward with initiating that contract as there are outstanding payments from the previous year's rental.

Lee Gosnell clarified the situation and explained that there was a discrepancy in the previous year where the group renting had emailed after hours to cancel a rental date, however staff did not receive this cancellation with proper notice and employees were sent to staff the arena. The renter did not feel it proper that they pay for time they did not use. Communications went back and forth between Lee and the renter, and it was determined they would pay half the cost of the rental for that cancelled date.

Ken stated he was in agreeance that the Municipality was being more than fair.

Adam discussed scheduling Public Skate times on Saturdays beginning October 1, 2022, through April 1, 2023 from 1:00 pm - 2:30 pm. He advised we will be sending letter to local businesses and service groups to acquire sponsorships for these public skate times.

## **7.2 Draft Code of Conduct**

Ken asked that the Dutton Dunwich logo be added to the Code of Conduct.

Adam advised they are looking at placing the sign beside the dressing room board and it would be comparable to the public skate rules sign.

**Moved: Terry Weed**

**Seconded: Jim Hathaway**

That the West Elgin Community Centre Board of Management hereby adopts the proposed Code of Conduct for users of the Arena; And

That West Elgin Community Centre Board of Management hereby directs staff to post the Code of Conduct in visible areas of the Arena.

**Carried**

## **7.3 West Elgin Community Centre Concession Stand**

**Moved: Terry Weed**

**Seconded: Jim Hathaway**

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

That the West Elgin Community Centre Board of Management enters into an agreement for the concession stand area within the West Elgin Community Centre with Brenda Palmer at a monthly fee of \$300.00 plus applicable taxes

**Carried**

## **8. New Business**

### **8.1 Skating Club Update**

Jim Hathaway advised that there has been 37 pre-registrations to date. He requested that someone be available to show the music system to any

new Skating Club staff. He requested to know which dressing rooms to use on Mondays and Wednesdays and Adam Ecker responded that the Arena Operator will make that decision each day and post to the dressing room board. Ken advised there is a new president to the Skating Club Board and a few new directors.

## **8.2 Minor Hockey Update**

Terry Weed advised that the IP Program has 42 registrants this year and they will need 2 dressing rooms this year. Minor hockey is ready to start September 19, 2022.

## **8.3 Staff Operations Update**

Adam Ecker advised that the dehumidifiers have been down but the ice installation has still moved forward and painting has started.

Lee Gosnell advised HD Painting has started painting. Machado Construction will begin work on the eavestrough once the painting has been finished. He responded to the question arising from the last meeting in regards to what will happen with the remaining holes once the old trough has been removed. The plan is to cut the old trough off at the point where it comes out from underneath the shingles, and the new trough will slide behind the old remaining trough to prevent any moisture getting in through the previous holes.

## **9. Adjournment**

**Moved: Jim Hathaway**

**Seconded: Terry Weed**

That the West Elgin Community Centre Board of Management hereby adjourn at 9:30 a.m. to meet again at 9:00 a.m. on October 12, 2022.

**Carried**

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Ken Loveland, Chair

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Brittany Jessome, Recording  
Secretary

# Municipality of West Elgin - Arena

## Income Statement As of September 30, 2022

	<u>2022 Actuals</u>	<u>2022 Budget</u>
<b>Revenues</b>		
01-7600-6111 PENALTY & INTEREST	(29.38)	-
01-7600-6121 DONATIONS - ARENA RENAMING	-	-
01-7600-6202 GRANT FROM DUTTON/DUNWICH	(21,795.55)	(89,936.65)
01-7600-6501 ICE RENTAL	(44,732.46)	(90,000.00)
01-7600-6502 SIGN RENTAL	(3,500.00)	(3,750.00)
01-7600-6503 FOOD BOOTH RENTAL	(40.00)	-
01-7600-6504 PUBLIC SKATING	(2,142.97)	(1,000.00)
01-7600-6505 SKATE SHARPENING	(355.00)	(500.00)
<b>Expenses</b>		
01-7600-7411 COVID-19	4,323.28	12,000.00
01-7600-7415 TRAINING	-	2,000.00
01-7600-7430 Wages Transfer In	56,377.12	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	23,829.95	60,000.00
01-7600-7501 GAS	4,969.01	6,500.00
01-7600-7502 ARENA - WATER	3,327.47	5,000.00
01-7600-7510 INSURANCE	36,653.01	38,518.44
01-7600-7515 BUILDING REPAIRS & MAINTENANCE	5,348.77	15,000.00
01-7600-7516 JANITORIAL	150.88	750.00
01-7600-7529 ADMINISTRATION EXPENSE	-	2,500.00
01-7600-7531 CONTRACTS & AGREEMENTS	1,900.53	3,500.00
01-7600-7601 PHONE & INTERNET	3,157.63	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	243.47	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
	<b>\$ 76,843.06</b>	<b>\$ 205,296.72</b>

**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	<u>302.30</u>
	<b>\$ 7,239.96</b>