



Municipality of West Elgin

Agenda

West Elgin Community Centre Board of Management

January 11, 2023, 9:00 a.m.

West Elgin Community Complex - Hybrid Meeting

160 Main St

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.

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

Recommendation:

That West Elgin Community Centre Board of Management Committee adopt the minutes of November 09, 2022 as circulated and printed.

3

5. Financials 6

Recommendation:

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

6. Staff Reports

6.1 2023 Fees and Charges - Arena 8

6.2 2023 Draft Arena Budget 9

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 recommends the 2023 draft budget (attached to this report) for approval by Dutton-Dunwich and West Elgin Councils.

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 at 9:00 a.m. on February 08, 2023.



Municipality of West Elgin

Minutes

West Elgin Community Centre Board of Management

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

Council Chambers

160 Main Street

West Lorne

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, Recording Secretary

1. Call to Order

Chair K. Loveland called the meeting to order at 9:07a.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: Terry Weed

Seconded: Jim Hathaway

That West Elgin Community Centre Board of Management Committee adopt the minutes of October 12, 2022 as circulated and printed.

Carried

5. Business Arising from Minutes

None

6. Financials

Ken Loveland commented to please notify him if Madga Badura, CAO/Treasurer requires additional funding from Dutton Dunwich for the West Elgin Community Centre.

Moved: Jim Hathaway

Seconded: Terry Weed

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

Carried

7. New Business

7.1 Skating Club Update

Jim Hathaway advised that issues regarding user groups coming into the facilities after the Skating Club have been resolved by Parks and Recreation Supervisor Adam Ecker.

The new Skating Club board of management has been running smoothly.

Parts of the skating groups can't hear the music with the way the portable sound system is set up. He has requested staff look into repairing the sound equipment in the arena so we do not have to use the portable system going forward.

7.2 Minor Hockey Update

Terry Weed thanked Parks and Recreation Supervisor Adam Ecker and his team for all the hard work and support during the Black and Gold Tournament. There were 17 teams that participated. He stated there was a medical issue that required an ambulance and discovered that the procedure regarding ambulances needed will need to be revised as there were some minor issues.

Wallacetown Optimist Club ran the food booth and had a great response. Terry would like to use them again for the jamboree.

8. Staff Operations Update

Parks and Recreation Supervisor Adam Ecker reported that new signage has been hung within the Area. The new Code of Conduct sign was placed before the Black and Gold Tournament, along with a Universal Changeroom sign and a No Access sign placed at the far end of the arena by the staff warm room to limit spectators going to the Zamboni area.

Lee requested both the Skating Club and Minor Hockey submit their user group numbers to Municipal Staff in preparation for the 2023 budget. We will need the West Elgin Community Centre Board of Management Budget drafted for the December meeting and new fees will be implemented in September of 2023. A proposal of a 5% + HST increase was suggested.

9. Adjournment

Moved: Jim Hathaway

Seconded: Terry Weed

That the West Elgin Community Centre Board of Management hereby adjourn at 9:31 a.m. to meet again on December 13, 2022 at 9:00 a.m.

Carried

Ken Loveland, Chair

Brittany Jessome, Recording
Secretary

Municipality of West Elgin - Arena

Income Statement As of December 31, 2022

Revenues	<u>2022 Actuals</u>	<u>2022 Budget</u>
01-7600-6111 PENALTY & INTEREST	- 27.12	-
01-7600-6202 GRANT FROM DUTTON/DUNWICH	- 21,795.55	- 89,936.65
01-7600-6501 ICE RENTAL	- 117,512.53	- 90,000.00
01-7600-6502 SIGN RENTAL	- 3,800.00	- 3,750.00
01-7600-6503 FOOD BOOTH RENTAL	- 40.00	-
01-7600-6504 PUBLIC SKATING	- 4,634.23	- 1,000.00
01-7600-6505 SKATE SHARPENING	- 875.00	- 500.00
 Expenses		
01-7600-7411 COVID-19	4,323.28	12,000.00
01-7600-7415 TRAINING	-	2,000.00
01-7600-7430 Wages Transfer In	109,816.58	119,414.93
01-7600-7440 CONFERENCES/SEMINARS/MEETINGS	850.00	-
01-7600-7441 MEMBERSHIPS & DUES	281.67	500.00
01-7600-7450 HEALTH & SAFETY	262.50	1,500.00
01-7600-7452 UNIFORMS	282.36	1,000.00
01-7600-7500 HYDRO	46,165.52	60,000.00
01-7600-7501 GAS	5,360.25	6,500.00
01-7600-7502 ARENA - WATER	6,089.28	5,000.00
01-7600-7510 INSURANCE	36,653.01	38,518.44
01-7600-7515 BUILDING REPAIRS & MAINTENANCE - Note 1	9,735.35	15,000.00
01-7600-7516 JANITORIAL	401.88	750.00
01-7600-7529 ADMINISTRATION EXPENSE	-	2,500.00
01-7600-7531 CONTRACTS & AGREEMENTS	2,398.58	3,500.00
01-7600-7601 PHONE & INTERNET	3,818.88	3,700.00
01-7600-7609 TOOLS	6.54	250.00
01-7600-7611 EQUIPMENT MAINTENANCE - Note 2	10,598.01	10,000.00
01-7600-7613 EQUIPMENT PURCHASE - Note 3	5,156.79	10,000.00
01-7600-7614 EQUIPMENT RENTAL	331.34	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	230.63	1,500.00
01-7600-7900 Transfer to Reserves	-	60,000.00
01-7600-7901 Transfer from Reserves	-	- 35,000.00
01-7600-8003 CAPITAL - DRAIN REPAIR & EAVESTROUGH	-	10,000.00
01-7600-8006 CAPITAL - Roof Painting	10,500.00	25,000.00
	<u>\$ 104,929.54</u>	<u>\$ 170,296.72</u>

Notes:**Note 1 Building Repair & Maintenance**

Paint & Supplies	1,447.78
Electrical	1,789.45
Heater	747.50
Board Cleaning	1,500.00
Doors	472.79
Ice Paint	1,039.51
Fire Inspection & Security	670.33
Highbays & Ballast	1,514.68
Other	553.31
	<hr/>
	\$ 9,735.35

Note 2 Equipment Maintenance

Brine pump repair	520.36
Dehumidifier	6,124.53
Zamboni repairs	1,610.01
Compressor repairs	1,424.21
Floor scrubber repair	321.60
Other	597.30
	<hr/>
	\$ 10,598.01

Note 3 Equipment Purchase

Pressure washer	804.79
Hockey Nets	2,210.00
Sound system	2,142.00
	<hr/>
	\$ 5,156.79



MUNICIPALITY OF West Elgin

Recreation 2022 Fees 2023 Fees

Arena Ice Rental

Prime Time Adult Rate	\$ 159.30	\$ 168.00
Prime Time Youth Rate	\$ 135.40	\$ 142.00
Off Prime Rate (adult & youth)	\$ 75.22	\$ 79.00
Arena Warm Room Rental (per hour)	\$ 20.00	\$ 22.00
Skate Sharpening	\$ 5.00	\$ 6.00

Public Skating

per person	\$ 3.00	\$ 3.00
per family	\$ 7.00	\$ 8.00

Summer Main Floor

Per day (8 hours)	\$ 425.00	\$ 450.00
Per hour	\$ 45.00	\$ 47.00
Set up (per hour per staff member)	\$ 45.00	\$ 50.00
Additional Clean up (per hour per staff member)	\$ 45.00	\$ 50.00

Booth Rental

Per month (open 3 days per week)	As per RFP	As per RFP
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Advertising Space Rental (Per Season)

Wall Signs (3 x 6')	\$ 100.00	\$ 105.00
Ice Logos (plus expenses)	\$ 500.00	\$ 525.00
Zamboni (per full side)	\$ 500.00	\$ 525.00
Board Wrapping	\$ 250.00	\$ 260.00

*** Above does not include the cost of the sign/wrap ***



Staff Report

Report To: West Elgin Community Centre Board of Management
From: Lee Gosnell, Manager of Operations & Community Services
Date: 2022-12-13
Subject: 2023 Draft Budget and Cost Sharing Breakdown

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 recommends the 2023 draft budget (attached to this report) for approval by Dutton-Dunwich and West Elgin Councils.

Purpose:

The purpose of this report is to provide the Board with a 2023 draft budget for their review, along with a breakdown of this years' registration numbers which are used to determine cost share between the two member municipalities.

Background:

Each year, a draft arena budget is prepared and presented to the Board, outlining projected revenue and expense for the upcoming operating season. As per the original Agreement, West Elgin pays the first 20% of operating deficit, and the remaining 80% is divided between Dutton-Dunwich and West Elgin based on the breakdown of users from West Lorne Minor Hockey, West Lorne Skating Club, and West Elgin Men's Hockey.

These three user groups have provided their registration information for the 2022-2023 season and the current split between municipalities is –

Dutton-Dunwich – 53.0%

West Elgin – 47.0%

The following chart shows registration numbers as reported by the respective organizations.

	West Elgin	Dutton Dunwich	Other	Total Registration #
West Lorne Minor Hockey	66	73	7	146
West Elgin Skate Club	30	29	4	63
West Elgin Men's League	23	32	17	72
Total	119	134	28	281
	47.0%	53.0%		

Financial Implications:

Based on the current draft budget and cost share breakdown, operating expense for each member municipality would total the following –

Dutton-Dunwich	\$108,673.07	21% increase over 2022 budget
West Elgin	\$147,632.34	13% decrease over 2022 budget

It is important to note that user registration is the main factor in current increase/decrease over last years' costs. The breakdown for 2021-2022 user numbers had Dutton at 43% and West Elgin at 57%, which translates to a 10% swing in the cost sharing agreement. The total deficit before cost sharing rules is applied is slightly lower at \$256,906.14 vs. the 2022 budgeted deficit of \$260,233.37.

Report Approval Details

Document Title:	2023 Draft Budget and Cost Sharing Breakdown - 2022-68-Operations Community Services.docx
Attachments:	- Draft 2023 Arena Budget.xlsx
Final Approval Date:	Dec 12, 2022

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

No Signature - Task assigned to Jana Nethercott was completed by assistant Brittany Jessome

Jana Nethercott

Municipality of West Elgin - Arena

REVENUES		2023 Budget	2022 Actuals
01-7600-6111	PENALTY & INTEREST	-	(29.38)
01-7600-6121	DONATIONS - ARENA RENAMING	-	-
01-7600-6201	GRANT FROM WEST ELGIN	-	-
01-7600-6202	GRANT FROM DUTTON/DUNWICH	(108,673.80)	(21,795.55)
01-7600-6501	ICE RENTAL	(120,000.00)	(67,169.64)
01-7600-6502	SIGN RENTAL	(3,750.00)	(3,500.00)
01-7600-6503	FOOD BOOTH RENTAL	-	(40.00)
01-7600-6504	PUBLIC SKATING	(5,000.00)	(4,747.06)
01-7600-6505	SKATE SHARPENING	(600.00)	(570.00)
01-7600-6506	VENDING MACHINE REVENUE	-	-

OPERATING EXPENSES			
01-7600-7350	GARBAGE COLLECTION	-	-
01-7600-7411	COVID-19	-	4,323.28
01-7600-7415	TRAINING	3,000.00	-
01-7600-7430	Wages Transfer In	125,917.28	77,542.49
01-7600-7440	CONFERENCES/SEMINARS/MEETINGS	1,000.00	-
01-7600-7441	MEMBERSHIPS & DUES	350.00	281.67
01-7600-7442	MILEAGE	-	-
01-7600-7450	HEALTH & SAFETY	1,000.00	-
01-7600-7452	UNIFORMS	1,000.00	282.36
01-7600-7500	HYDRO	60,000.00	23,829.95
01-7600-7501	GAS	7,500.00	4,969.01
01-7600-7502	ARENA - WATER	5,000.00	3,977.83
01-7600-7510	INSURANCE	41,538.86	36,653.01
01-7600-7515	BUILDING REPAIRS & MAINTENANCE	15,000.00	6,797.06
01-7600-7516	JANITORIAL	750.00	240.85
01-7600-7520	GROUNDS MAINTENANCE	-	-
01-7600-7529	ADMINISTRATION EXPENSE	2,500.00	-
01-7600-7531	CONTRACTS & AGREEMENTS	3,000.00	2,300.53
01-7600-7601	PHONE & INTERNET	4,000.00	3,378.03
01-7600-7602	SOFTWARE LICENSE	-	-
01-7600-7609	TOOLS	250.00	6.54
01-7600-7611	EQUIPMENT MAINTENANCE	12,500.00	9,266.07
01-7600-7613	EQUIPMENT PURCHASE	7,500.00	804.79
01-7600-7614	EQUIPMENT RENTAL	350.00	272.76
01-7600-7618	SUBSCRIPTIONS	-	-
01-7600-7650	OFFICE SUPPLIES	500.00	152.48
01-7600-7652	ADVERTISING	-	-
01-7600-7660	OTHER SUPPLIES	500.00	199.04
01-7600-7701	FUEL - GAS	2,500.00	197.00

01-7600-7777	BAD DEBT EXPENSE	-	-
01-7600-7900	Transfer to Reserves	60,000.00	-
01-7600-7901	Transfer from Reserves	(24,500.00)	-

CAPITAL	2023 Budget	2022 Actuals
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01-7600-8000	CAPITAL - ARENA PARKING LOT	-	-
01-7600-8001	CAPITAL - CONDENSER	-	-
01-7600-8002	CAPITAL - PARKING LOT MICROSURFACE	-	-
01-7600-8003	CAPITAL - DRAIN REPAIR & EAVESTROUGH	10,000.00	-
01-7600-8004	CAPITAL - SECURITY CAMERAS	-	-
01-7600-8005	CAPITAL - KEYLESS ACCESS CONTROL	-	-
01-7600-8006	CAPITAL - Roof Painting	14,500.00	-
01-7600-8007	CAPITAL - BOARDS REPAIR	-	-

2022 Budget	2021 Actuals	2021 Budget	2020 Actuals	2020 Budget
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-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
(89,936.65)	(66,512.24)	(81,439.13)	(102,096.22)	(104,768.51)
(90,000.00)	(80,757.08)	(75,000.00)	(78,426.31)	(109,400.00)
(3,750.00)	(3,950.00)	(3,000.00)	(2,990.00)	(3,500.00)
-	-	-	(375.00)	(900.00)
(1,000.00)	(1,075.00)	(1,000.00)	(1,129.00)	(1,000.00)
(500.00)	(365.00)	(1,000.00)	(985.00)	(1,200.00)
-	-	-	(99.49)	(500.00)

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-	-	2,500.00	2,246.51	2,600.00
12,000.00	12,495.03	-	-	-
2,000.00	-	2,000.00	-	2,000.00
119,414.93	95,566.19	90,769.41	102,277.79	114,729.21
-	1,000.00	-	1,000.00	1,500.00
500.00	256.67	500.00	250.00	250.00
-	-	-	-	-
1,500.00	1,470.48	1,500.00	2,138.18	2,000.00
1,000.00	-	1,000.00	1,000.00	1,000.00
60,000.00	48,926.70	70,000.00	66,922.84	70,000.00
6,500.00	5,435.13	7,000.00	5,980.11	6,500.00
5,000.00	5,563.20	5,000.00	4,586.62	3,000.00
38,518.44	32,098.70	31,210.30	23,953.76	25,793.64
15,000.00	7,144.82	20,000.00	123,984.86	90,000.00
750.00	589.15	1,500.00	412.64	2,500.00
-	-	-	-	-
2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
3,500.00	2,927.25	2,500.00	4,264.88	3,000.00
3,700.00	3,578.07	3,600.00	3,472.44	2,500.00
-	-	150.00	-	200.00
250.00	69.08	250.00	7.69	500.00
10,000.00	10,149.85	15,000.00	20,454.19	18,000.00
10,000.00	3,353.17	10,000.00	4,209.98	10,000.00
350.00	350.57	350.00	352.03	350.00
-	(77.95)	-	410.74	800.00
500.00	77.94	750.00	261.79	1,500.00
500.00	392.08	1,000.00	-	1,000.00
500.00	35.99	750.00	189.89	1,500.00
1,500.00	1,376.00	2,400.00	680.53	100.00

-
60,000.00
(35,000.00)

-	-
35,000.00	-
-	-

334.01	-
-	-
-	-

2022 Budget	2021 Actuals	2021 Budget	2020 Actuals	2020 Budget
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-
-
-
10,000.00
-
-
25,000.00
-

-	-
-	-
-	-
-	10,000.00
-	-
-	-
-	25,000.00
-	-

-	-
-	-
-	-
-	10,000.00
-	10,000.00
-	15,000.00
-	-
-	10,000.00

2023 Budget

2019 Actuals	2019 Budget	2018 Actuals	2018 Budget
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-	-
-	-
-	-
(55,960.99)	(62,849.52)
(100,253.45)	(117,000.00)
(3,500.74)	(3,250.00)
(1,050.00)	(2,100.00)
(971.69)	(1,000.00)
(1,652.44)	(1,500.00)
(609.67)	(300.00)

-	-
(1,300.00)	(200.00)
-	-
(78,534.56)	(93,841.46)
(109,852.20)	(125,000.00)
(3,250.00)	(3,000.00)
(1,650.00)	(2,650.00)
(967.21)	(1,100.00)
(1,315.04)	(1,500.00)
(225.74)	(600.00)

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2,341.18	3,000.00
-	-
1,043.04	2,500.00
112,811.42	99,000.00
800.00	1,500.00
434.38	500.00
538.56	-
1,044.77	2,000.00
509.95	600.00
81,969.12	70,000.00
5,722.79	6,500.00
4,749.87	1,800.00
20,709.00	18,000.00
14,068.19	20,000.00
2,654.68	2,500.00
35.99	-
75.00	2,500.00
2,584.00	1,000.00
2,655.06	3,000.00
106.99	-
132.90	500.00
14,778.91	20,000.00
14,925.38	10,000.00
344.70	350.00
925.61	600.00
2,397.44	600.00
-	1,000.00
1,321.38	1,500.00
94.81	400.00

2,533.73	2,650.00
-	-
-	2,000.00
106,109.87	120,955.78
1,100.00	2,700.00
50.00	1,000.00
-	-
1,735.10	1,700.00
800.00	800.00
79,050.57	82,000.00
7,204.65	7,200.00
1,828.50	2,300.00
17,908.70	18,500.00
15,446.74	23,350.00
2,352.75	2,000.00
-	1,000.00
2,400.00	2,400.00
3,062.20	-
3,100.29	2,800.00
99.99	-
100.00	-
21,677.66	18,000.00
203.50	-
364.32	360.00
1,038.26	-
592.84	750.00
227.80	1,000.00
1,420.92	-
301.22	1,000.00

-	500.00
-	-
-	-

-	500.00
-	-
-	-

2019 Actuals	2019 Budget	2018 Actuals	2018 Budget
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-	-
-	-
-	10,000.00
-	10,000.00
-	-
-	-
-	-
-	-
-	-

-	25,000.00
-	60,000.00
-	-
-	-
-	-
-	-
-	-
-	-
-	-

