



# **Municipality of West Elgin**

## **Agenda**

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

**November 8, 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](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 October 11, 2023 as circulated and printed.

**5. Business Arising from Minutes**

**6. Financials**

**7**

## **7. Staff Reports**

### **7.1 2024 Draft Arena Budget**

10

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

Recommendation:

That the West Elgin Community Centre Board of Management recommends the 2024 draft budget (attached to this report) for the approval by Dutton-Dunwich and West Elgin Councils.

### **7.2 U18LL WLMHA Recommendation**

## **8. Correspondence**

Recommendation:

That West Elgin Council receive and file all correspondence not otherwise dealt with.

## **9. New Business**

### **9.1 Skating Club Update**

### **9.2 Minor Hockey Update**

### **9.3 Arena Renaming Update**

### **9.4 Kraft Hockeyville Update**

## **10. Staff Operations Update**

## **11. Adjournment**

Recommendation:

That the West Elgin Community Centre Board of Management hereby adjourn at \_\_\_\_\_ a.m. to meet again on December 13th, 2023 at 9am.



# **Municipality of West Elgin**

## **Minutes**

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

**October 11, 2023, 9:00 a.m.**

**West Elgin Community Complex - Hybrid Meeting**

**160 Main St**

**West Lorne**

**Electronic Hybrid Meeting**

**Present:**  
**Ken Loveland**  
**Jim Hathaway**  
**Terry Weed**  
**Bill Denning**  
**Ryan Statham**

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

#### **1. Call to Order**

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

#### **2. Election of Vice Chair**

Chair K. Loveland called for the first time nominations from the floor for the position of Vice Chair. Bill Denning nominated Ryan Statham and seconded by Jim Hathaway. Ryan agreed to stand.

Chair K. Loveland called for the second time nominations from the floor for the position of Vice Chair. No nominations brought forth.

Chair K. Loveland declared that Ryan Statham is the Vice Chair of the West Elgin Community Center Board of Management for the remainder of 2023.

**3. Adoption of Agenda**

**Moved:** Jim Hathaway

**Seconded:** Terry Weed

That West Elgin Community Centre Board of Management hereby adopts the Agenda as presented.

**Carried**

**5. Minutes**

**Moved:** Bill Denning

**Seconded:** Terry Weed

That West Elgin Community Centre Board of Management Committee adopt the minutes of September 13, 2023 as circulated and printed.

**Carried**

**7. Financials**

**Moved:** Jim Hathaway

**Seconded:** Ryan Statham

**Carried**

**8. New Business**

**8.1 Skating Club Update**

47 members in total this year which is down from last year. They have 2 new young coaches coming from Mount Brydges. There is an intro to hockey through Skate Canada that they started this year and have 52 participants.

**8.2 Minor Hockey Update**

Their season has started and have around 200 kids registered. The U18LL has folded with only 9 players which means the Saturday 4-5:30 and Sunday 8:30-10 time slots are open.

**8.2.1 Delegation - U18LL Ice Time - Kevin Summers (WLMHA President)**

Kevin attended to see if the WLMHA and board could start the conversation on the cost of the dead ice time now from the U18LL folding. Total is about \$13,000 in losses from WLMHA. There were many options suggested such as additional fundraising, moving ice times around, seeing if anyone else is interested in the time as well. The board and WLMHA will wait for the direction from staff at the next board meeting on a decision. There was mention of having some deadlines set for ice scheduling for next season to prevent any unused ice time like this from happening.

### **8.3 Kraft Hockeyville Sub Committee Update**

The Committee has met with with ACIArch who do arena upgrades and retrofits to come up with some initial drawing concepts on usage of space. They have given some concerns or potential needs so they are reconfiguring the drawings. They will provide 3 ranges of ideas to come back ranging in price points.

### **8.4 Arena Renaming Sub Committee Update**

Hoping to have renaming done in 2024 and will start meeting within the next 2 weeks to go over details. Almost all new committee, so just trying to catch up on where we are at, and bring forward any ideas.

## **9. Staff Operations Update**

Training a new part-time operator for 1- 1 1/2 shifts for the weekend. Have some private rentals started now after Thanksgiving. All public skates are sponsored and have a waiting list formed as well.

## **10. Adjournment**

**Moved:** Terry Weed

**Seconded:** Bill Denning

That the West Elgin Community Centre Board of Management hereby adjourn at 10:03a.m. to meet again on November 8th 2023 at 9:00am.

**Carried**

---

Ken Loveland, Chair

---

Jenn VanEsse, Recording  
Secretary

# Municipality of West Elgin - Arena

## Income Statement As of October 31, 2023

		<u>2023 Actuals</u>	<u>2023 Budget</u>
01-7600-6121	DONATIONS - ARENA RENAMING - Note 1	- 2,034.01	-
01-7600-6202	GRANT FROM DUTTON/DUNWICH	-	- 99,804.88
01-7600-6203	Kraft Hockeyville 2023	- 250,000.00	-
01-7600-6204	Facility Rental	- 491.50	-
01-7600-6501	ICE RENTAL	- 109,663.35	- 120,000.00
01-7600-6502	SIGN RENTAL	- 4,987.50	- 3,750.00
01-7600-6504	PUBLIC SKATING - Note 2	- 585.15	- 5,000.00
01-7600-6505	SKATE SHARPENING	- 826.00	- 600.00
01-7600-7351	Kraft Hockeyville Expenses	420.34	-
01-7600-7415	TRAINING	2,238.72	3,000.00
01-7600-7430	Wages Transfer In	75,682.33	123,000.00
01-7600-7440	CONFERENCES/SEMINARS/MEETINGS	-	1,000.00
01-7600-7441	MEMBERSHIPS & DUES	493.75	350.00
01-7600-7442	MILEAGE	-	-
01-7600-7450	HEALTH & SAFETY	76.26	1,000.00
01-7600-7452	UNIFORMS	-	1,000.00
01-7600-7500	HYDRO	40,733.58	60,000.00
01-7600-7501	GAS	5,924.06	7,500.00
01-7600-7502	ARENA - WATER	4,706.70	7,000.00
01-7600-7510	INSURANCE	40,665.24	41,538.86
01-7600-7515	BUILDING REPAIRS & MAINTENANCE	7,307.31	15,000.00
01-7600-7516	JANITORIAL	946.60	750.00
01-7600-7529	ADMINISTRATION EXPENSE	-	2,500.00
01-7600-7531	CONTRACTS & AGREEMENTS	2,024.64	3,000.00
01-7600-7601	PHONE & INTERNET	2,376.03	4,000.00
01-7600-7609	TOOLS	26.09	250.00
01-7600-7611	EQUIPMENT MAINTENACE	15,737.20	12,500.00
01-7600-7613	EQUIPMENT PURCHASE	-	7,500.00
01-7600-7614	EQUIPMENT RENTAL	295.45	350.00
01-7600-7650	OFFICE SUPPLIES	-	500.00
01-7600-7652	ADVERTISING	-	-
01-7600-7660	OTHER SUPPLIES	163.91	500.00
01-7600-7701	FUEL - GAS	16.66	2,500.00
01-7600-7900	Transfer to Reserves	-	40,000.00
01-7600-7901	Transfer from Reserves	-	- 24,500.00
01-7600-8003	CAPITAL - DRAIN REPAIR & EAVESTROUGH	15,300.00	10,000.00
01-7600-8006	CAPITAL - Roof Painting	10,684.80	14,500.00
01-7600-8008	CAPITAL - Zamboni Conversion	-	10,000.00
01-7600-8009	CAPITAL - Floor for Warm Room	-	20,000.00
		<b>- 142,767.84</b>	<b>135,583.98</b>

**Notes:**

**Note 1 Donations - Arena Renaming**

Greentec	400.00
West Lorne Minor Hockey	323.51
The Metis Group	1,310.50
	<hr/>
	<b>\$ 2,034.01</b>
Arena Renaming Reserve -as of Jan 1 2023	5,520.00
	<hr/>
	<b>\$ 7,554.01</b>

**Note 2 Public Skating**

*Sponsored by:*

① Youth Task Team	225.66
② Municipality of Dutton-Dunwich - Covid Kindness	338.49
	<hr/>
	<b>\$ 564.15</b>





# MUNICIPALITY OF West Elgin

Arena	2022 Fees	2023 Fees	2024 Fees
<b>Ice Rental</b>			
Prime Time Adult Rate	\$ 159.30	\$ 168.00	\$ 185.00
Prime Time Youth Rate	\$ 135.40	\$ 142.00	\$ 156.00
Off Prime Rate (adult & youth)	\$ 75.22	\$ 79.00	\$ 87.00
Arena Warm Room Rental (per hour)	\$ 20.00	\$ 22.00	\$ 25.00
Skate Sharpening	\$ 5.00	\$ 6.00	\$ 10.00
<b>Public Skating</b>			
per person	\$ 3.00	\$ 3.00	\$ 5.00
per family	\$ 7.00	\$ 8.00	\$ 10.00
Sponsored Public Skating		\$ 118.50	\$ 130.50
<b>Summer Main Floor</b>			
Per day (8 hours)	\$ 425.00	\$ 450.00	\$ 495.00
Per hour	\$ 45.00	\$ 47.00	\$ 52.00
Set up (per hour per staff member)	\$ 45.00	\$ 50.00	\$ 55.00
Additional Clean up (per hour per staff member)	\$ 45.00	\$ 50.00	\$ 55.00
<b>Booth Rental</b>			
Per month (open 3 days per week)	As per RFP	As per RFP	As per RFP
<b>Advertising Space Rental (Per Season)</b>			
Wall Signs (3 x 6')	\$ 100.00	\$ 105.00	\$ 150.00
Ice Logos (plus expenses)	\$ 500.00	\$ 525.00	\$ 600.00
Zamboni (per full side)	\$ 500.00	\$ 525.00	\$ 600.00
Board Wrapping	\$ 250.00	\$ 260.00	\$ 350.00

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

\*\*\* Note: Public skate times prices based on 1.5 hour \*\*\*

# Municipality of West Elgin - Arena

## 2024 Budget

REVENUES		2024 Budget	2023 Forecast	2023 Budget	2022 Actuals	2022 Budget
01-7600-6111	PENALTY & INTEREST	-	-	-	(27.12)	-
01-7600-6121	DONATIONS - ARENA RENAMING	-	(2,034.01)	-	-	-
01-7600-6202	Dutton-Dunwich Share of Deficit	-	(78,620.89)	(99,804.88)	(81,492.17)	(89,936.65)
01-7600-6203	Kraft Hockeyville 2023	-	(250,000.00)	-		
01-7600-6204	Facility Rental	-	(491.50)	-		
01-7600-6501	ICE RENTAL	(136,651.04)	(130,143.85)	(120,000.00)	(116,702.53)	(90,000.00)
01-7600-6502	SIGN RENTAL	(5,336.63)	(4,987.50)	(3,750.00)	(4,050.00)	(3,750.00)
01-7600-6503	FOOD BOOTH RENTAL	-	-	-	(40.00)	-
01-7600-6504	PUBLIC SKATING	(3,377.25)	(1,777.50)	(5,000.00)	(4,634.23)	(1,000.00)
01-7600-6505	SKATE SHARPENING	(1,300.00)	(826.00)	(600.00)	(875.00)	(500.00)
01-7600-6506	VENDING MACHINE REVENUE	-	-	-	-	-

OPERATING EXPENSES		2024 Budget	2023 Forecast	2023 Budget	2022 Actuals	2022 Budget
01-7600-7350	GARBAGE COLLECTION	-	-	-	-	-
01-7600-7351	Kraft Hockeyville Expenses	-	420.34	-		
01-7600-7411	COVID-19	-	-	-	4,323.28	12,000.00
01-7600-7415	TRAINING	3,000.00	2,238.72	3,000.00	-	2,000.00
01-7600-7430	Wages Transfer In	130,735.40	125,707.12	123,000.00	113,377.25	119,414.93
01-7600-7440	CONFERENCES/SEMINARS/MEETINGS	-	-	1,000.00	850.00	-
01-7600-7441	MEMBERSHIPS & DUES	500.00	493.75	350.00	281.67	500.00
01-7600-7442	MILEAGE	-	-	-	-	-
01-7600-7450	HEALTH & SAFETY	600.00	526.26	1,000.00	262.50	1,500.00
01-7600-7452	UNIFORMS	500.00	500.00	1,000.00	282.36	1,000.00
01-7600-7500	HYDRO	65,000.00	60,733.58	60,000.00	55,405.53	60,000.00
01-7600-7501	GAS	8,000.00	7,924.06	7,500.00	6,283.83	6,500.00
01-7600-7502	ARENA - WATER	8,000.00	7,706.70	7,000.00	7,798.64	5,000.00
01-7600-7510	INSURANCE	43,000.00	40,665.24	41,538.86	35,573.01	38,518.44
01-7600-7515	BUILDING REPAIRS & MAINTENANCE	10,000.00	7,307.31	15,000.00	9,735.35	15,000.00
01-7600-7516	JANITORIAL	1,200.00	1,146.60	750.00	401.88	750.00
01-7600-7520	GROUNDS MAINTENANCE	-	-	-	1,192.95	-
01-7600-7529	ADMINISTRATION EXPENSE	3,000.00	2,500.00	2,500.00	2,500.00	2,500.00
01-7600-7531	CONTRACTS & AGREEMENTS	2,000.00	2,024.64	3,000.00	2,598.58	3,500.00

01-7600-7601	PHONE & INTERNET	4,000.00	3,434.54	4,000.00	3,818.88	3,700.00
01-7600-7602	SOFTWARE LICENSE	-	-	-	-	-
01-7600-7609	TOOLS	250.00	26.09	250.00	6.54	250.00
01-7600-7611	EQUIPMENT MAINTENACE	10,000.00	15,737.20	12,500.00	10,598.01	10,000.00
01-7600-7613	EQUIPMENT PURCHASE	5,000.00	-	7,500.00	5,156.79	10,000.00
01-7600-7614	EQUIPMENT RENTAL	500.00	395.45	350.00	331.34	350.00
01-7600-7618	SUBSCRIPTIONS	-	-	-	-	-
01-7600-7650	OFFICE SUPPLIES	-	-	500.00	152.48	500.00
01-7600-7652	ADVERTISING	-	-	-	-	500.00
01-7600-7660	OTHER SUPPLIES	500.00	163.91	500.00	199.04	500.00
01-7600-7701	FUEL - GAS	2,500.00	2,516.66	2,500.00	230.63	1,500.00
01-7600-7777	BAD DEBT EXPENSE	-	-	-	-	-
01-7600-7900	Transfer to Reserves	50,000.00	292,034.01	40,000.00	100,000.00	60,000.00
01-7600-7901	Transfer from Reserves	-	(24,500.00)	(24,500.00)	(10,500.00)	(35,000.00)

CAPITAL	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget
---------	-------------	--------------	-------------	--------------	-------------

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	-	15,300.00	10,000.00	10,000.00
01-7600-8004	CAPITAL - SECURITY CAMERAS	-	-	-	-
01-7600-8005	CAPITAL - KEYLESS ACCESS CONTROL	-	-	-	-
01-7600-8006	CAPITAL - Roof Painting	-	10,684.80	14,500.00	10,500.00
01-7600-8007	CAPITAL - BOARDS REPAIR	-	-	-	-
01-7600-8008	CAPITAL - Zamboni Conversion	-	-	10,000.00	-
01-7600-8009	CAPITAL - Floor for Warm Room	-	-	20,000.00	-
01-7600-8010	CAPITAL - Dehumidification System	-			
01-7600-8011	CAPITAL - Floor Scrubber	15,000.00			

**Net Deficit**

**\$ 216,620.49**

**\$ 106,805.73**

**\$ 135,583.98**

**\$ 153,539.49**

**\$ 170,296.72**

**Share of Deficit**

Municipality of Dutton-Dunwich  
Municipality of West Elgin

\$ 90,114.12	45,285.63	53%
<u>\$ 126,506.36</u>	<u>140,140.99</u>	47%
<b>\$ 216,620.49</b>	<b>\$ 185,426.62</b>	

**2024 Share of Deficit Calculation**

	<u>WESC</u>	<u>WLMH</u>	<u>Men's Hockey</u>	<u>Total</u>	
WE	21	95	28	144	48%
DD	25	96	38	<u>159</u>	52%
				303	