



Municipality of West Elgin

Agenda

West Elgin Community Centre Board of Management

March 13, 2024, 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

3

Recommendation:

That West Elgin Community Centre Board of Management Committee adopt the minutes of February 14th 2024 as circulated and printed.

5. Business Arising from Minutes

6. Financials 7

Recommendation:

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

7. Correspondence 8

8. New Business

8.1 Skating Club Update

8.2 Minor Hockey Update

8.3 Arena Revitalization Committee 9

Recommendation:

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

That the West Elgin Community Centre Board of Management directs staff to seek proposals for the design of building renovations as shown in Option 4 attached to this report.

8.4 Arena Renaming Update

9. Staff Operations Update

10. Adjournment

Recommendation:

That the West Elgin Community Centre Board of Management hereby adjourn at _____ a.m. to meet again on March 10, 2024 at 9:00am.



Municipality of West Elgin

Minutes

West Elgin Community Centre Board of Management

February 14, 2024, 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 9:00 a.m.

2. Adoption of Agenda

Moved: Bill Denning

Seconded: Jim Hathaway

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

Carried

4. Minutes

Moved: Ryan Statham

Seconded: Jim Hathaway

That West Elgin Community Centre Board of Management Committee adopt the minutes of January 10th 2024 as circulated and printed.

Carried

5. Business Arising from Minutes

Bill has finalized August 24th of this year that Bo would be available for the renaming ceremony, but thought of the possibility of postponing until renovations are complete. However renovations could be in a few years and we don't want to delay it any longer than it already has. This could also give some awareness for renovations and possibly raise some funds too.

6. Staff Reports

No staff reports

7. New Business

7.1 Skating Club Update

Thank you to Adam and crew for things running smoothly and being able to work with the group for accommodations. They have penciled in ice time for next year on Mondays and Wednesdays from 5-8pm. May 15th is the AGM at the scout hall. There will be a meeting held about the intro to hockey to go over pros and cons and decided whether they are continuing for next season with the program. There has been some noise complaints with children running around and being loud while the lessons are on. Just wondering how it can be addressed.

7.2 Minor Hockey Update

Most teams will be finished around March 23rd, rep team is set to finish March 18-26/27, and if they go to OMHA it would be Apr 4,5,6 so they may need some ice time till then depending on how the teams do.

7.3 Arena Revitalization Committee Update

A huge thank you to the committee and Terry for the ideas and drawing. An engineer was out yesterday to go over the plans and look at the building to see make some suggestions. He determined that all East and West walls are load bearing. The original application sent to Kraft Hockeyville was asking for more dressing rooms so they wanted to ensure that was incorporated into the designs.

Option 1 was the most straight forward an feasible. The engineer thought option 2 was not feasible as the wall that would be taken out to extend the warm room is load bearing. Option 3 the walls in the washroom are load bearing for the meeting room upstairs, so then the upstairs would have to be removed. A second level is possible but would be expensive. He was cautious until they actually has an investigation done of footings and design the load carrying posts downstairs, what it would look like. There are no original blueprints of the arena that have been found, so this leaves some question on structure. Option 4 is possible as the interior walls of the canteen are not load bearing. Windows could be added and a door filled in to extend the warm room into that space. Some thoughts came up from the board that there may need to be emergency exits added, having an office above the canteen area, and look at the cost of having an accessible washroom in the addition vs. upgrading the current washrooms to be accessible.

The discussion took place on whether to keep the canteen or whether the removal would be possible? With Tim Hortons being in town now, and local restaurants in both West Elgin and Dutton, the realization is that it likely will not be utilized and could be better use of the space. With it not being used in 6 years, even if it were to stay there would likely be costs associated to get it back up to standards and code before it would even pass to be usable with no profit seen back from it. It was unanimous for the board members that they are ok with the canteen being removed.

8. Staff Operations Update

Everything is running fine with about a month and half left to go. Last ice time is March 28th, with the exception of possible MHL for a few practices. Staff will have the Easter weekend off, and then the goal is to have to the ice start to come out the Thursday of the week after Easter.

9. Adjournment

Moved: Jim Hathaway

Seconded: Bill Denning

That the West Elgin Community Centre Board of Management hereby adjourn at 9:55 a.m. to meet again on March 13, 2024 at 9:00 am.

Carried

Ken Loveland, Chair

Jenn VanEsse, Recording
Secretary

Municipality of West Elgin - Arena

Income Statement As of February 29, 2024

		Preliminary	
Revenues		2024 Actuals	2024 Budget
01-7600-6501	ICE RENTAL	- 55,102.50	- 143,158.24
01-7600-6502	SIGN RENTAL	-	- 5,336.63
01-7600-6504	PUBLIC SKATING	- 1,674.00	- 3,377.25
01-7600-6505	SKATE SHARPENING	- 396.00	- 1,300.00
Expenses			
01-7600-7415	TRAINING	-	3,000.00
01-7600-7430	Wages Transfer In	30,717.38	130,735.40
01-7600-7441	MEMBERSHIPS & DUES	305.28	500.00
01-7600-7450	HEALTH & SAFETY	-	600.00
01-7600-7452	UNIFORMS	-	500.00
01-7600-7500	HYDRO	8,297.32	65,000.00
01-7600-7501	GAS	1,962.52	8,000.00
01-7600-7502	ARENA - WATER	1,856.70	8,000.00
01-7600-7510	INSURANCE	-	43,000.00
01-7600-7515	BUILDING REPAIRS & MAINTENANCE	1,903.79	10,000.00
01-7600-7516	JANITORIAL	-	1,200.00
01-7600-7529	ADMINISTRATION EXPENSE	-	3,000.00
01-7600-7531	CONTRACTS & AGREEMENTS	203.52	2,000.00
01-7600-7601	PHONE & INTERNET	485.07	4,000.00
01-7600-7609	TOOLS	8.64	250.00
01-7600-7611	EQUIPMENT MAINTENANCE	942.49	10,000.00
01-7600-7613	EQUIPMENT PURCHASE	-	5,000.00
01-7600-7614	EQUIPMENT RENTAL	58.71	350.00
01-7600-7660	OTHER SUPPLIES	-	500.00
01-7600-7701	FUEL - GAS	-	1,500.00
01-7600-7900	Transfer to Reserves	-	50,000.00
Capital			
01-7600-8008	CAPITAL - Zamboni Conversion	-	10,000.00
01-7600-8010	CAPITAL - Dehumidification System	*** Deferred to 2025 ***	
Deficit/(Surplus)		-\$ 10,431.08	\$ 203,963.28

West Elgin Arena Board
171 Graham Road
West Lorne, ON
N0L 2P0

February 27, 2024

Dear Board Members:

The 1st Dutton Pathfinders would like to express their interest in running a fundraising booth out of the West Elgin Arena to support their International Travel plans for 2025. The unit is planning a once in a lifetime trip to Our Chalet in Switzerland, the first Girl Guide and Girl Scouts World Centre established in 1932.

Girl Guides of Canada requires the unit to fundraise most of the costs associated with the trip. These fundraisers consist of our annual cookie campaigns along with other ideas. We recently held a fundraising brainstorming session and many of the girls suggested a snack booth at the West Elgin Arena, as they have noticed on their own that there isn't anywhere on site to get a hot chocolate or some delicious treats.

The girls are proposing that their booth would operate throughout the 2024/2025 skating season and be open in peak operating times. For example, public skate days, multiple game nights or days, where more than one game is scheduled for play. They would create a schedule with the support of the West Elgin Arena Board to provide this service at the times that work best for everyone.

Items they would be interested in selling would be, of course Girl Guide Cookie boxes, pop, chips, Gatorade, candy bags, chocolate bars, hot chocolate, and pre-packaged food items. Depending on demand, we may also wish to provide healthy options especially for morning games or tournaments.

The age range of our Pathfinders would be 12-14 and between grades 7-9. They would always be supervised by a Guider and a parent. As Pathfinders we strive to ensure that we leave our spaces in better shape than when we arrived, so we would ensure that after our booth closes, we would go around the arena with garbage bags to ensure that all refuse is properly disposed of.

We hope that you will consider our request and grant the 1st Dutton Pathfinders permission to operate this snack booth for the 2024/2025 skating season. We look forward to hearing from you soon.

Thank you for your time and consideration.

Guider Julie-Ann McCallum
Julieann_burr@hotmail.com
519-476-8839



Staff Report

Report To: West Elgin Community Centre Board of Management
From: Lee Gosnell, Manager of Operations & Community Services
Date: 2024-03-13
Subject: Arena Renovation Design - RFP

Recommendation:

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

That the West Elgin Community Centre Board of Management directs staff to seek proposals for the design of building renovations as shown in Option 4 attached to this report.

Purpose:

The purpose of this report is to seek the Boards' approval for creation of a 'Request for Proposal' regarding architectural design work for arena upgrades as proposed by the renovation sub-committee.

Background:

Since West Elgin's success in the 2023 Kraft Hockeyville competition, a building renovation committee has been working to develop options for use of the awarded funds. The group considered core suggestions from the original application, as well as suggestions from user groups and arena staff. Four options were created which involved varying degrees of complexity. Items considered included the addition of 2 changerooms, washroom renovations, expansion of the warm room, creation of a second floor above the warm room, repurposing of the canteen area, and the addition of a new entrance/office on the front of the building.

Staff met with a structural engineer to confirm whether these options were feasible from a construction standpoint. While all items considered are achievable, the engineer did note that certain projects, such as the addition of a second floor over the warm room would be very costly. The engineer also noted that many of the project details, such as accessibility standards, emergency access and estimated costs would be addressed through the architectural design process. Therefore, if the Board is in agreement with recommendations put forth by the arena renovation committee, staff recommend moving to the next phase of this project by selecting an Architect to expand on the ideas as presented in option 4.

Financial Implications:

There are no financial implications outside of staff time to create and administer the process. All proposals will be brought to the Board with a recommendation to move forward with a preferred candidate. Funds will be allocated at that time.

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input checked="" type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Report Approval Details

Document Title:	Arena Renovation Design - RFP - 2024-11-Operations Community Services.docx
Attachments:	
Final Approval Date:	Mar 11, 2024


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

No Signature - Task assigned to Terri Towstiuc was completed by workflow administrator Jenn Vanesse

Terri Towstiuc

The floor plan shows an arena with several rooms and areas. Key features include:

- EXISTING SKATING OFFICE** (112)
- EXISTING BLEACHER-SEATING** (131)
- EXISTING RAMP** (130)
- EXISTING RINK SURFACE** (127)
- EXISTING RINK BOARDS TO BE REMOVED** (SEE FLOOR PLAN FOR NEW LIFT GATE)
- EXISTING BLOCK WALL/DOOR STRAPPING AND MINOR WALL REPAIRS TO BE REMOVED** (SEE FLOOR PLAN FOR DETAILS)
- EXISTING OVERHEAD DOOR TO BE REMOVED** (SEE FLOOR PLAN FOR DETAILS)
- ANNOUNCER / SKATE SHARPENING ROOM** (132)
- PORTION OF EXISTING WALL TO BE REMOVED** (SEE DRAWING A1 FOR DETAILS)
- DOORS AND ASSOCIATED LOCKER REED TO BE REMOVED** (SEE FLOOR PLAN FOR DETAILS)
- 3" PIT TO BE FILLED IN WITH COURED CONC.** (1/8" UNIT)
- HOT WATER HEATER ROOM** (133)
- COMPRESSOR ROOM** (134)
- EXISTING RINK CIRCULATION** (133)
- HOME PLAYERS BENCHES**
- PENALTY BOX**
- TIME KEEPERS**
- PENALTY BOX**
- VISITORS PLAYERS BENCHES**
- EXISTING Change Room #1** ("Stays as is")
- EXISTING Change Room #2** ("Stays as is")
- EXISTING Change Room #3** ("Stays as is")
- EXISTING Change Room #4** ("Stays as is")
- New Proposed Change Room**
- New Shared Washroom** (Can be separate if area allows)
- New Water Bottle Fill Station**
- New Entrance in Arena**
- New Sliding Doors into Warm Room**
- New Staff Office**
- Warm Room Entrance may need to be made bigger to accommodate Player/Pedestrian traffic**
- Canteen removed and area added to the Warm Room**

- DEMOLITION FLOOR PLAN
- SCALE: 1/8" = 1'-0"
- 
- A circular north arrow pointing upwards, with the letter 'N' inside the circle. The circle has a thick border and a smaller inner circle. The arrow is located at the top of the page.

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**WEST ELGIN ARENA ADDITION
& DRESSING ROOM RENOVATIONS
MUNICIPALITY OF WEST ELGIN**
171 GRAHAM ROAD, WEST LORNE - ONTARIO

DEMOLITION FLOOR PLAN