



Municipality of West Elgin

Minutes

West Elgin Community Centre Board of Management

November 17, 2020, 9:00 a.m.
West Elgin Community Centre

Present: Duncan McPhail
Alphonse Willie
Ken Loveland
Jim Hathaway

Staff Present: 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 9:30 a.m.

2. Adoption of Agenda

Moved: Jim Hathaway

Seconded: Duncan McPhail

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: Jim Hathaway

Seconded: Alphonse Willie

That West Elgin Community Centre Board of Management Committee adopt the minutes of October 27, 2020 as circulated and printed.

Carried

5. Business Arising from Minutes

No business arising from the minutes.

6. Staff Reports

6.1 Financials

New Financials were presented at the meeting.

L. Gosnell the Manager of Operations and Community Services spoke on the Financials. New Financials were presented at the meeting. Mr. Gosnell went over each line item in depth. The West Elgin Community Centre Board of Management received the financials and stated the updated report was a good report.

Moved: Duncan McPhail

Seconded: Jim Hathaway

That West Elgin Community Centre Board of Management receives the Arena financials as of October 31, 2020.

Carried

6.2 Operational Update

Mr. Gosnell reported on operations at the West Elgin Community Centre since the meeting held on October 27th, 2020. All user groups are abiding by protocols set out by Southwestern Public Health and the Municipality to ensure the operations at the arena run smoothly. Mr. Gosnell spoke on the province moving Southwestern Public Health to stage yellow and how the operations would change in each stage. As the operations stand the arena is in good standing with protocols of stage yellow. All cleaning and disinfecting is begin completed between each session. Mr. Willie asked if additional signage could be posted to help enforce the protocols. Additional signage will be posted.

6.3 L. Gosnell, Manager of Operations and Community Services - Proposed Fees for 2021

The West Elgin Community Centre Board of Management received a report from Mr. Gosnell on the proposed ice time fees for 2021. Mr. Gosnell spoke on the current ice time rates.

Prime time (Weekdays after 5p.m. and all day Saturday and Sunday)
\$150.44 plus HST per hour

NON-Prime time (weekdays 8a.m.-5 p.m.) \$61.95 plus HST per hour

Minor Sports Association (per hour) \$130.00 plus HST

The new proposed fees were set with the youth of the community in mind. The arena is here for the youth of the community. The new proposed fees will help engage more youth participation within the community arena. The proposed fees bring us within range of our neighboring communities.

Prime Time Adult rate – $159.30 + \text{HST} = \$180.00/\text{hour}$ (over 18 years old)

Prime Time Youth rate – $135.40 + \text{HST} = \$153.00/\text{hour}$ (under 18 years old)

Non-Prime rate (adult & youth) – $75.22 + \text{HST} = \$85.00/\text{hour}$

K. Loveland stated Mr. Gosnell has brought forth an idea that will work. A. Willie stated minor hockey did not have any questions regarding the proposed fees. J. Hathaway stated it was a nice change to see the fees set higher and compete with the neighboring arenas.

Moved: Jim Hathaway

Seconded: Duncan McPhail

That West Elgin Community Centre Board of Management hereby receives the report from L. Gosnell, Manager of Operations and Community Services re: proposed ice time fees for 2021; and

That the West Elgin Community Centre Board of Management recommends to the West Elgin Council receives the proposed fees with a starting date of September 01, 2021.

Carried

7. Adjournment

Moved: Jim Hathaway

Seconded: Duncan McPhail

That the West Elgin Community Centre Board of Management hereby adjourn at 10:30 a.m. to meet again on December 9, 2020 at 9:00 a.m.

Ken Loveland, Chair

Emily Jocius, Recording Secretary

West Elgin Community Center

Income Statement

As of October 31, 2020

| | | <u>2020 Actuals</u> | <u>2020 Budget</u> |
|--------------|---|----------------------|----------------------|
| 01-7600-6121 | DONATIONS - ARENA RENAMING | - 3,020.00 | - |
| 01-7600-6202 | GRANT FROM DUTTON/DUNWICH - Note 1 | - | 104,768.51 |
| 01-7600-6501 | ICE RENTAL - Note 2 | - 46,602.12 | - 109,400.00 |
| 01-7600-6502 | SIGN RENTAL | - 3,150.00 | - 3,500.00 |
| 01-7600-6503 | FOOD BOOTH RENTAL | - 375.00 | - 900.00 |
| 01-7600-6504 | PUBLIC SKATING | - 908.00 | - 1,000.00 |
| 01-7600-6505 | SKATE SHARPENING | - 850.00 | - 1,200.00 |
| 01-7600-6506 | VENDING MACHINE REVENUE | - 99.49 | - 500.00 |
| 01-7600-7350 | GARBAGE COLLECTION | 1,870.81 | 2,600.00 |
| 01-7600-7415 | TRAINING | - | 2,000.00 |
| 01-7600-7430 | Wages Transfer In | 76,905.95 | 114,729.21 |
| 01-7600-7440 | CONFERENCES/SEMINARS/MEETINGS | - | 1,500.00 |
| 01-7600-7441 | MEMBERSHIPS & DUES | 250.00 | 250.00 |
| 01-7600-7450 | HEALTH & SAFETY - Note 3 | 1,989.01 | 2,000.00 |
| 01-7600-7452 | UNIFORMS | 1,000.00 | 1,000.00 |
| 01-7600-7500 | HYDRO - Note 4 | 34,265.46 | 70,000.00 |
| 01-7600-7501 | GAS - Note 5 | 3,603.11 | 6,500.00 |
| 01-7600-7502 | ARENA - WATER | 2,876.77 | 3,000.00 |
| 01-7600-7510 | INSURANCE | 25,793.64 | 25,793.64 |
| 01-7600-7515 | BUILDING REPAIRS & MAINTENANCE - Note 6 | 122,800.61 | 90,000.00 |
| 01-7600-7516 | JANITORIAL | 348.45 | 2,500.00 |
| 01-7600-7529 | ADMINISTRATION EXPENSE - Note 7 | - | 2,500.00 |
| 01-7600-7531 | CONTRACTS & AGREEMENTS - Note 8 | 3,620.00 | 3,000.00 |
| 01-7600-7601 | PHONE & INTERNET - Note 9 | 2,880.60 | 2,500.00 |
| 01-7600-7602 | SOFTWARE LICENSE | - | 200.00 |
| 01-7600-7609 | TOOLS | 7.69 | 500.00 |
| 01-7600-7611 | EQUIPMENT MAINTENANCE - Note 10 | 19,717.10 | 18,000.00 |
| 01-7600-7613 | EQUIPMENT PURCHASE | 4,159.99 | 10,000.00 |
| 01-7600-7614 | EQUIPMENT RENTAL | 272.40 | 350.00 |
| 01-7600-7618 | SUBSCRIPTIONS - Note 11 | 428.83 | 800.00 |
| 01-7600-7650 | OFFICE SUPPLIES | 257.81 | 1,500.00 |
| 01-7600-7652 | ADVERTISING | - | 1,000.00 |
| 01-7600-7660 | OTHER SUPPLIES | 173.89 | 1,500.00 |
| 01-7600-7701 | FUEL - GAS | 50.53 | 100.00 |
| 01-7600-8003 | CAPITAL - DRAIN REPAIR & EAVESTROUGH | - | 10,000.00 |
| 01-7600-8004 | CAPITAL - SECURITY CAMERAS | - | 10,000.00 |
| 01-7600-8005 | CAPITAL - KEYLESS ACCESS CONTROL | - | 15,000.00 |
| 01-7600-8006 | CAPITAL - FLOORING FOR WARMROOM | - | - |
| 01-7600-8007 | CAPITAL - BOARDS REPAIR | - | 10,000.00 |
| | | <u>\$ 248,268.04</u> | <u>\$ 187,554.34</u> |

Notes

Note 1 Grant from Dutton-Dunwich

Billing will be done at the end of the year;
as of November 15th Municipality of Dutton-Dunwich contributed \$60,250
towards their share of deficit.

Note 2 Ice Rental

**A/R Balance has a credit balance of \$21,781.37 as advance payment is required
before scheduled usage.**

| | |
|---|---------------------|
| Lost Revenue due to COVID-19 (Mar 13-22) | 3,561.73 |
| Lost Revenue due to COVID-19 (Sep - Oct 2) | <u>14,658.11</u> |
| | \$ 18,219.84 |

Hours Booked Summary Comparison 2019/2020 is attached

Note 3 Health & Safety

Lerners - Review of Arena agreements and wavers
by the Solicitor. **\$ 1,971.51**

Note 4 Hydro

Billed as of Sep-2020

Note 5 Gas

Billed as of Sep-2020

Note 6 Building Repairs & Maintenance

| | |
|-------------------------------------|----------------------|
| Supply and replace gas monitor | 3,100.00 |
| Service 2 Doors | 488.00 |
| 5 CO2 Detectors | 299.95 |
| 2 door closures | 968.96 |
| Other miscellaneous supplies | 489.12 |
| Restoration 1 - Mold remediation | 67,293.50 |
| Georgian Bay - Fire & Safety | 755.39 |
| Front Sign repair | 2,100.00 |
| Board Repairs | 929.00 |
| Restoration 1 - Mold testing | 3,022.10 |
| General painting and cleaning | 2,464.59 |
| HD Painting - painting of a ceiling | 40,890.00 |
| | <hr/> |
| | \$ 122,800.61 |

Note 7 Administration Expense

Allocation of administration fees done at year-end

Note 8 Contracts & Agreements

| | |
|--------------------------------------|-----------------|
| Keytech Water Management (\$182/mo.) | 1,820.00 |
| Jutzi Water Technologies (\$200/mo.) | 1,800.00 |
| | <hr/> |
| \$ | 3,620.00 |

Note 9 Phone & Internet

Additional charge of \$50/mo. is for point-to-point connection

Note 10 Equipment Maintenance

| | |
|------------------------|------------------|
| Zamboni repairs | 2,247.37 |
| Compressor maintenance | 15,133.46 |
| Compressor start-up | 1,640.22 |
| Other small repairs | 696.05 |
| | <hr/> |
| \$ | 19,717.10 |

Note 11 Subscription

Shaw Satellite subscription has been cancelled as of Sep-2020