



EAST ELGIN COMMUNITY COMPLEX BOARD

Wednesday, February 5, 2020

Blue Line Room, East Elgin Community Complex

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1. WELCOME - CHAIR - MAYOR FRENCH	
2. CONFIRMATION OF AGENDA	
(a) Confirmation of Agenda	
3. DECLARATION OF PECUNIARY INTEREST	
4. DELEGATIONS	
There are none.	
5. APPROVAL OF PREVIOUS MINUTES	
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7. INQUIRIES BY MEMBERS	

8. CLOSED SESSION

There is none.

9. NEXT MEETING

(a) The next meeting will be held on Wednesday, March 4, 2020 at 7:00 p.m.

10. ADJOURNMENT

(a) Adjournment



East Elgin Community Complex Board of Management

**November 6, 2019 – 7:00 p.m.
Blue Line Room
East Elgin Community Complex**

The East Elgin Community Complex Board of Management met in the Blue Line Room, located in the East Elgin Community Complex, at 531 Talbot Street West, Aylmer, at 7:00 p.m. with the following present:

Aylmer Council: Mayor M. French, Deputy Mayor S. Andrews, Councillor P. Barbour, Aylmer Councillor T. Charlton, Councillor J. Chapman and Councillor A. Oslach.

Malahide Council: Malahide Mayor D. Mennill, Deputy Mayor D. Giguère, Councillor M. Widner, Councillor M. Moore, Councillor S. Lewis and Councillor C. Glinski.

Staff: Aylmer Administrator/Deputy Clerk J. Reynaert, Aylmer Manager Parks and Recreation T. Polland, Aylmer Clerk J. Brick, and Malahide Deputy Clerk D. Wilson.

Absent with regret: Aylmer Councillor M. Hamm and Malahide Councillor R. Cerna.

1. WELCOME AND CALL TO ORDER:

Malahide Mayor D. Mennill assumed the Chair and called the meeting to order at 7:00 p.m.

2. CONFIRMATION OF AGENDA:

**Moved by: A. Oslach
Seconded by: P. Barbour**

THAT the Agenda for the East Elgin Community Complex Interim Board meeting of November 6, 2019 be confirmed as presented.

Carried.

3. DECLARATION OF PECUNIARY INTEREST:

No disclosures of pecuniary interest were declared.

4. MINUTES:

Moved by: M. Moore

Seconded by: M. Widner

THAT the minutes of the East Elgin Community Complex Interim Board meeting of July 3, 2019 be approved.

Carried.

5. DELEGATIONS:

There were no delegations received.

6. CORRESPONDENCE:

Moved by: S. Lewis

Seconded by: D. Giguere

THAT the correspondence received from Linda and Tom Charlton, expressing appreciation to all that helped make the recent SWOSDA 60th Anniversary Dance a success, be noted and filed.

Carried.

7. ACTION ITEMS:

- Report No. 20-19 – EECC Board of Management – Concession Services

Moved by: M. Moore

Seconded by: S. Andrews

THAT Report No. 20-19 entitled “EECC Board of Management Concession Services” be received for information;

AND THAT the EECC Board of Management does hereby accept the proposal submitted by Concession Group Canada for concession services at the East Elgin Community Complex for a 3 year term.

Carried.

- Report No. 21-19 – EECC Board of Management Financial Report

**Moved by: M. Widner
Seconded by: S. Lewis**

THAT Report No. 21-19 entitled “EECC Board of Management Financial Report” be received for information.

Carried.

- Report No. 22-19 – EECC Board of Management Draft 2020 Budget

**Moved by: J. Chapman
Seconded by: A. Oslach**

THAT Report No. 22-19 entitled “EECC Board of Management Draft 2020 Budget” be received for information;

AND THAT the preliminary draft 2020 operating budget, in the amount of \$539,263.00, and capital budget, in the amount of \$60,000.00, be received, noting that the budget will be reviewed again at the next regularly scheduled Board Meeting;

AND THAT the recommendations related to facility rental rates be accepted and the Staff be directed to provide updated rate sheets for 2020 budgets;

AND THAT the proposed Health and Wellness Program be authorized as presented; noting that the Staff will provide statistics on use.

Carried.

- Report No. 68-19 – EECC Board of Management – Community Culture and Recreation Intake Rehabilitation and Renovation Stream

**Moved by: M. Widner
Seconded by: C. Glinski**

THAT Report No. 68-19 entitled “EECC Board of Management – Community Culture and Recreation Intake Rehabilitation and Renovation Stream” be received for information;

AND THAT the EECC Board of Management endorses the submission of a grant proposal for the full rehabilitation of the EECC parking lot;

AND THAT the Councils of the Township of Malahide and the Town of Aylmer be requested to endorse such application by way of a Council Resolution.

Carried.

- Report No. 36-19 – EECC Board of Management – Procedure By-law Amendment

**Moved by: P. Barbour
Seconded by: M. French**

THAT Report No. 36-19 entitled “EECC Board of Management – Procedure By-law Amendment be received for information;

AND THAT the proposed draft By-law No. 2019-01, being a by-law to amend Procedure By-law 2018-01, be approved.

Carried.

**Moved by: C. Glinski
Seconded by: M. Widner**

THAT By-law No. 2019-01, being a by-law to amend Procedural By-law 2018-01, be given first, second, and third reading and be properly signed.

Carried.

8. INQUIRIES BY MEMBERS:

There were no inquiries by Board Members.

9. CLOSED SESSION:

- (a) A Personal Matter about an Identifiable Individual relating to appointments to the Programs and Events Advisory Committee.

**Moved by: D. Giguère
Seconded by: M. Moore**

THAT the EECC Board of Management moves into Closed Session at 7:30 p.m. for the purpose of considering a Personal Matter about an Identifiable Individual relating to appointments to the Programs and Events Advisory Committee.

Carried.

**Moved by: D. Giguère
Seconded by: S. Lewis**

THAT the EECC Board of Management move out of Closed Session and reconvene at 7:50 p.m. in order to continue with its deliberations.

Carried.

**Moved by: M. Widner
Seconded by: S. Lewis**

THAT consideration by the Board of Management to form an East Elgin Community Complex Programs and Events Advisory Committee to review and make recommendations related to programs and events at the EECC be abandoned.

Carried.

10. NEXT MEETING:

The next meeting of the Board of Management will be held on Wednesday, February 5, 2020, at 7:00 p.m. in the Blue Line Room.

11. ADJOURNMENT:

Moved by: M. Widner

Seconded by: C. Glinski

THAT the East Elgin Community Complex Board of Management meeting be adjourned at 7:51 p.m. to meet on February 5, 2020 at 7:00 p.m.

Carried.

Malahide Mayor – D. Mennill

Malahide Deputy Clerk – D. Wilson



**East Elgin Community Complex
531 Talbot Street West
Aylmer, ON N5H 2T9
(519) 773-5631**

Report Title: Report 1-20 EECC Board of Management – Facility Inspection Results

Submitted for: February 5, 2020

Report Author: Jennifer Reynaert, Administrator
Michelle Casavecchia-Somers, CAO/Clerk

Recommendation:

That Report 1-20 EECC Board of Management – Facility Inspection Results, be received for information; and,

That Staff are directed to proceed with repairs as permitted within the 2020 approved operating and capital budget.

Background and Analysis:

The facility audit has been conducted by the Township of Malahide Chief Building Official as required under the approved Terms of Reference. The recommended repairs are included in the draft 2020 operating and capital budget.

Item 1 – Skate Tile Repairs

The skate tile is scheduled to be replaced over a period of 3-4 years and included in the capital budget annually until completed. Funds for replacement will be included in capital projects for Board consideration until the skate tile has been addressed in its entirety projected to be 2022.

Item 2 – Paint on Concrete Walls around Shower Stalls

The shower stalls will be addressed as a maintenance item in 2020. Regular maintenance is undertaken following the winter ice schedule and this project can be completed within the Repairs, Alterations, Services line item G-00-731-63630.

Item 3 – Formica Window Ledge Repair

Staff will investigate and make a future recommendation to the Board

Item 4 – Upper Level Restroom Repair

Plumbing repairs in the upper level restroom have been completed. Drywall was removed to allow access to pipes for the repair. Plywood was installed in the area of repair so that access to the pipes is more convenient in future. This section will be covered with stainless steel skins as suggested. This project can be completed within the Repairs, Alterations, Services line item G-00-731-63630.

Respectfully submitted,
Jennifer Reynaert
CAO/Deputy Clerk

Michelle Casavecchia-Somers
Chief Administrative Officer/Clerk

December 3, 2019

East Elgin Community Complex
531 Talbot Street West
Aylmer, ON
N5H 2T9

Attention: Jennifer Reynaert

RE: EECC Annual Facility Review

This letter is further to my attendance at the Complex on November 25, 2019 to undertake the required annual review in accordance with the operational policies of the complex.

Overall the facility is in good condition. The inspection reports and most maintenance is up to date, or plans are in place to address soon.

There are some issues identified below to be considered as maintenance items for the building:

- 1) There appear to be a number of areas in which the skate tile is separating from the concrete floor in both rinks. On-going maintenance and attention to the areas in need of repair.
- 2) The paint on the concrete block around the shower stalls in the change room. Paint separating from wall, areas to be prepped and repainted as needed.
- 3) The Formica window ledges in the upper and lower lobby are deteriorating. It is suggested they be refinished with a material more durable or have rounded smooth edges.
- 4) Upstairs washrooms, where tile was removed to access piping, the plywood covers to be finished with stainless steel skins.

Regards,



Eugenio DiMeo
Director of Development & Community Services
The Township of Malahide



**East Elgin Community Complex
531 Talbot Street West
Aylmer, ON N5H 2T9
(519) 773-5631**

Report Title: EECC Report 2-20 Rates & Fees Schedule for 2020
Submitted for: February 5, 2020
Report Author: Thomas John Polland, Manager Parks & Recreation

Recommendation:

That Report 2-20 Entitled Rates & Fees Schedule for 2020 be received for information; and,

That the rental and fee rates presented are adopted and included in the 2020 budget public meeting.

Background and Analysis:

Staff submitted report 22-19 to the EECC Management Board with the recommendation to increase the storage rates annually with the (CPI) Consumer price index. The resulting adjusted storage fee rate is \$64.07, adding \$1.02 over last years rate.

Ice Rental Rates 2020-2021

Ice rental rates remain unchanged for the 2020-2121 season. A change to the prime-time hours definition is included as discussed; Saturdays 6:00 am to 11:00 pm.

Facility Rental Rates 2020-2021

The only fee adjustment was to storage fee's and that was increased to match annually CPI index 1.7%.

The consumer price index fluctuates annually and will be applied the storage fees as applicable.

Advertising 2020-2021

All advertising rates remain unchanged for 2020-2021.

Respectfully Submitted,
Thomas John Polland
Manager of Parks & Recreation

Respectfully Reviewed By,
Jennifer Reynaert, Administrator/Managing CAO
Michelle Casavecchia-Somers, CAO/Clerk



EAST ELGIN
Community Complex

		5%	Total
January 1, 2020 to December 31, 2020	Rate	CAPITAL SURCHARGE	(+ applicable taxes)
Wedding Receptions – 50% off prior day (set up) (upon availability)			
Hall (based on 4+ hours)	\$1,000.00	\$50.00	\$1,050.00
Registered Non Profit/Charitable Organization	\$750.00	\$37.50	\$787.50
Major User Groups – AMHA, B.A.D Girls , Aylmer Skating Club, Aylmer Spitfires – Entire Hall	\$500.00	\$25.00	\$525.00
Daily – 2 Day	\$1,300.00	\$65.00	\$1,365.00
Daily – 3 Day	\$1,600.00	\$80.00	1,680.00
Daily – 4 or more (daily rate X 70% X # days)			
Hourly Rate Entire Hall (<4 hours)	\$200.00	\$10.00	\$210.00
Hall with Ice Rental - Daily	\$500.00	\$25.00	\$525.00
Section of Hall(A B or C) and BlueLine Room (4+ hours)	\$350.00	\$17.50	\$367.50
Hourly Rate per section of hall (<4hours)	\$75.00	\$3.75	\$78.75
BlueLine Room with Ice Rental	\$150.00	\$7.50	\$157.50
KITCHEN			
Daily	\$60.00	\$3.00	\$63.00
ARENA FLOOR			
Arena Floor – Daily with Portable floor	\$2,230.00	\$111.50	\$2,341.50
Arena Floor – Hourly Rate (< 4 hours) Portable floor not required	\$75.00	\$3.75	\$78.75
MEETING ROOM			
Meeting Room	\$40.00	\$2.00	\$42.00
ENTIRE COMPLEX			
Community Hall + Blue Line Room + 2 Arenas + Kitchen + Lobby – Daily	\$5,800.00	\$290.00	\$6,090.00
SOCAN+Re:SOUND FEE			
(BASED ON # OF GUESTS)	WITHOUT/WITH DANCING		(+ applicable taxes)
1-100	\$20.56+\$9.25/\$41.13+\$18.51		
101 – 300	\$29.56+\$13.30/\$59.17+\$26.63		
301-500	\$61.69+\$27.76/\$123.38+\$55.52		
Over 500	\$87.40+\$39.33/\$174.79+\$78.66		
Storage/Office (Annually)	\$61.02	\$3.05	\$64.07
Rec/Fitness Instruction Class Rental	\$30.00	\$1.50	\$31.50

Rates are subject to 5% surcharge and 13% HST.



ADVERTISING RATES 2020-2021

	3 year contracts – rate at the time of agreement
Rink Board	\$364.40 (4 ft. + production + lexan)
	\$728.79 (8 ft. production + lexan)
Ice Resurfacers	\$607.34 (½ of 1 side + production)
	\$1,904.83 (top + production)
Ice Advertising	\$911.00 (+ production)
Score Clock	\$1,104.25(per illuminated panel + production)
Time of Day Clock	\$552.11 (per illuminated panel + production)
Digital sign	\$50.00/daily \$275.00/weekly.
Lobby Signage	\$33.13 /square foot/ per Year
(all Lobby advertising must be approved by the board)	
(10% discount with 3 yr. contract, 50% off second rink board, one in each rink and the same advertiser, with continued 10% discount with 3 year contract)	
Digital sign advertising time frame is 3 consecutive days minimum for a daily rental and 5 consecutive days minimum for a weekly rental.	



EAST ELGIN
Community Complex

ICE RENTAL RATES FOR 2020-2021

SEPTEMBER 1, 2020 – MARCH 31, 2021		RATE	5%	TOTAL
			CAPITAL SURCHARGE	(+ applicable taxes)
PRIME		\$166.15	\$8.31	\$174.46
NON PRIME		\$99.68	\$4.98	\$104.66
SCHOOL	Class/ Practice/Non Prime	\$65.00	\$3.25	\$68.25
	Game (non prime)	\$99.68	\$4.98	\$104.66
APRIL 1, 2020 – AUGUST 31, 2020				
ALL ICE RENTALS (excepts schools)		\$104.35	\$5.22	\$109.57
SCHOOL	Class/Practice	\$65.00	\$3.25	\$68.25
5 Skater / 48 Hour Non Prime Rental		\$40.00	\$2.00	\$42.00

SEPTEMBER 1, 2020 – MARCH 31, 2021 (EXCEPT SCHOOLS)

PRIME

- Sunday – 7:00a.m. to **10:00p.m.**
- Monday to Friday – 5:00p.m. to **10:00p.m.**
- Saturday – **7:00a.m. to 11:00p.m.**

NON PRIME

- Sunday – 10:00p.m. to 1:00a.m.
- Monday to Friday – 7:00a.m. to 5:00p.m. & **10:00p.m. to 1:00a.m.**

SCHOOL

- Monday to Friday, 7:00a.m. to 5:00p.m. – classes, practices, games or recreational skate



**East Elgin Community Complex
531 Talbot Street West
Aylmer, ON N5H 2T9
(519) 773-5631**

Report Title: EECC Report 3-20 2019 Financial Report and 2020 Draft Budget.

Submitted for: February 5, 2020

Report Author: Thomas John Polland, Manager Parks & Recreation

Recommendation:

That Report 3-20 EECC Management Board, Financial Report be received for information; and,

That the Draft 2020 Operating Budget for the EECC, in the amount \$539,246 and the Draft 2020 Capitol Budget for the EECC, in the amount of \$60,000.00, be approved; and,

That a public meeting to receive input and comments from the public regarding the Draft 2020 Budget for the EECC be scheduled to be held on March 4, 2020.

Background and Analysis:

Staff has submitted the Draft 2020 Operating and Capitol budget for the EECC Management Boards consideration. The Board received a draft budget in November 2019 and only minor adjustments have been made adjusting the operating budget from \$539,263 to \$539,246.

The 2019-year end accruals have been completed and recorded but subject to change until the year end audit is completed. The auditor will finalize the 2019 financial statements and make a presentation to the EECC Management Board

at a future Board meeting. The unaudited position is that we are approximately \$47,800 under budget at the end of 2019.

Respectfully Submitted,
Thomas John Polland
Manager of Parks & Recreation

Reviewed By,
Jennifer Reynaert, Administrator/Managing CAO
Michelle Casavecchia-Somers, CAO/Clerk

AGENDA ITEM #(c)

Town of Aylmer
EECC
01-20-20

	<u>Prior Years</u>			<u>Current Year</u>		2020 Draft	% of 2019
	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Actual 2019</u>		
GENERAL FUND EXPENDITURES							
Salaries, Wages & Benefits							
61111 + Salaries & Wages - Full Time	\$335,625	\$268,048	\$249,156	\$343,287	\$331,858	\$357,031	4.00%
61112 + Salaries & Wages - Part Time	147,253	159,040	148,142	126,650	120,731	120,026	-5.23%
63691 Distributed Wages - FT	0	0	0	0	695	0	0.00%
63692 Distributed Wages - PT	0	0	0	0	(95)	0	0.00%
61820 Employee Assistance Program	483	967	967	750	876	750	0.00%
61840 Self Funded Health Benefits	200	873	186	500	600	500	0.00%
61911 Canada Pension - Full Time	13,855	11,706	9,866	14,849	13,755	14,567	-1.90%
61912 Canada Pension - Part Time	4,427	5,352	5,415	7,463	4,949	4,527	-39.34%
61921 Unemployment Insurance - FT	6,847	5,006	4,331	6,428	5,687	6,149	-4.34%
61922 Unemployment Insurance - PT	3,888	3,781	3,425	5,202	2,780	2,722	-47.67%
61930 Health Benefits	21,928	19,888	19,015	23,029	19,617	24,685	7.19%
61931 Post Retirement Health Benefits	0	0	0	500	2,754	2,800	460.00%
61940 Group Life Premiums	3,361	3,458	1,635	4,661	2,758	3,982	-14.57%
61950 Long Term Disability Premiums.	6,106	5,424	3,523	9,603	5,612	11,034	14.90%
61961 OMERS Pension - Full Time	26,930	24,739	23,738	34,133	31,521	33,544	-1.73%
61962 OMERS Pension - Part Time	2,481	2,251	6,469	10,945	5,412	7,261	-33.66%
61971 RSP Pension - Full Time	4,483	0	0	0	0	0	0.00%
61981 Workers Compensation - Full Tim	9,888	8,178	7,981	11,242	10,362	11,052	-1.69%
61982 Workers Compensation - Part Tim	4,438	4,637	4,648	5,161	3,833	3,781	-26.74%
61991 Ontario Health Tax - Full Time	6,551	5,256	4,936	7,046	6,472	6,962	-1.19%
61992 Ontario Health Tax - Part Time	2,995	3,082	2,874	3,195	2,390	2,341	-26.73%
Total Salaries, Wages & Benefits	601,740	531,686	496,305	614,644	572,565	613,714	-0.15%
Admin, Materials & Supplies							
63110 Association Fees	1,503	863	1,058	950	903	950	0.00%
63120 Travel Expenses	388	574	350	500	144	500	0.00%
63130 Tuition Fees, Workshops, Traini	1,359	0	3,016	9,000	5,088	5,000	-44.44%
63140 Meetings	71	0	14	350	0	350	0.00%
63150 Personnel / Other	0	41	40	0	60	0	0.00%
63155 Medical & Recruitment Tests	15	0	0	0	0	0	0.00%
Training Travel & Other	3,336	1,478	4,477	10,800	6,195	6,800	-37.04%
63212 Cleaning - Linens, etc	292	629	43	125	0	200	60.00%
63221 Licenses and Permits	640	391	774	500	504	500	0.00%
63222 Postage & Courier	159	314	77	350	206	350	0.00%
63231 Stationery, Office Supplies & P	3,990	4,753	4,593	4,000	4,249	4,000	0.00%
63241 Reference Material	370	220	72	200	750	700	250.00%
63251 Advertising	17,135	18,464	11,880	16,500	12,938	15,500	-6.06%
63261 Telephone	9,572	8,702	8,927	9,000	9,769	9,000	0.00%
63262 Cell Phone	3,899	2,988	3,118	3,000	2,983	3,800	26.67%
63265 Furniture & Equipment	4,214	3,417	3,942	3,500	2,067	5,000	42.86%
63266 SCADA / Cable	1,423	2,648	2,908	2,750	2,489	2,750	0.00%
63270 Computer Hardware / Software	1,799	0	0	1,000	1,585	1,000	0.00%
63281 Protective Clothing	504	308	288	1,500	1,087	1,500	0.00%
63282 Staff Uniforms	666	159	513	1,500	1,419	1,500	0.00%
63290 Administrative Fees	12,000	12,000	12,000	12,000	12,000	12,300	2.50%
63370 Liability Insurance	14,313	14,300	15,269	16,375	17,306	17,000	3.82%
63671 Insurance Claims	(4,407)	5,018	0	0	0	0	0.00%
Administrative	66,569	74,312	64,405	72,300	69,352	75,100	3.87%
63311 Legal Fees	3,216	3,171	325	2,900	2,207	2,900	0.00%
63330 Consultants	0	0	311	0	0	0	0.00%
63340 Audit Fees	0	2,026	2,066	2,160	2,150	2,200	1.85%
64130 Disability Management	2,187	30	0	1,000	695	1,000	0.00%
Professional Fees & Charges	5,403	5,226	2,703	6,060	5,051	6,100	0.66%
63510 Equipment & Tool Purchases	332	0	301	500	679	500	0.00%
63570 Repairs & Maintenance - Communi	0	0	0	0	40	100	0.00%
63580 Repairs & Maintenance - Other	10,193	9,366	27,732	19,300	26,350	22,000	13.99%
63590 Program Expense	26,207	28,342	22,224	25,000	33,078	25,000	0.00%
Tools & Supplies	36,732	37,708	50,257	44,800	60,147	47,600	6.25%
63610 Janitorial Supplies	5,573	6,284	6,874	6,300	8,434	6,300	0.00%
63620 Maintenance Supplies	8,968	12,370	7,124	11,000	5,220	11,000	0.00%
63630 Repairs, Alterations, Services	38,299	40,280	38,296	52,000	50,234	52,000	0.00%
63640 Hydro Costs	258,255	266,282	258,529	270,000	270,258	270,000	0.00%
63650 Water Costs	3,922	3,888	4,146	3,500	4,379	4,600	31.43%
63660 Gas/Oil Costs	53,927	51,933	51,384	51,000	45,648	52,000	1.96%
63670 Building Insurance	13,488	13,718	14,372	14,700	15,415	15,290	4.01%

AGENDA ITEM #(c)

	Buildings	382,433	394,756	380,724	408,500	399,588	411,190	0.66%
63811	User Group Expenses	2,404	1,551	2,018	2,100	1,998	2,100	0.00%
	Operations Materials	2,404	1,551	2,018	2,100	1,998	2,100	0.00%
	Total Admin, Materials & Supplies	496,876	515,031	504,583	544,560	542,331	548,890	0.80%
	Contracted Services							
64110	Computer - IT Support	11,240	2,918	2,227	5,000	5,424	5,000	0.00%
64140	Annual Maintenance Contract	4,800	2,400	2,400	2,400	2,400	2,400	0.00%
	Annual Contracted Services	16,040	5,318	4,627	7,400	7,824	7,400	0.00%
64510	Waste Collection Contract	11,083	9,703	11,545	10,000	15,269	10,000	0.00%
	Solid Waste & Recycling	11,083	9,703	11,545	10,000	15,269	10,000	0.00%
64610	Snow Removal Contract	14,500	14,409	15,360	10,000	15,550	12,000	20.00%
	Roads	14,500	14,409	15,360	10,000	15,550	12,000	20.00%
64900	Service Agreements	33,248	26,987	23,188	29,000	13,367	29,000	0.00%
	Service Agreements	33,248	26,987	23,188	29,000	13,367	29,000	0.00%
	Total Contracted Services	74,871	56,417	54,720	56,400	52,010	58,400	3.55%
	Rents & Financial Services							
65520	Uncollectable Accounts Receivab	680	0	0	0	0	0	0.00%
65530	Debit & Credit Card Fees	3,488	2,650	3,210	3,000	3,494	3,000	0.00%
65550	Cash Over and Under	0	0	(1)	0	0	0	0.00%
	Financial Services	4,168	2,650	3,209	3,000	3,494	3,000	0.00%
	Total rents & Financial Services	4,168	2,650	3,209	3,000	3,494	3,000	0.00%
	Transfer to Own Funds							
67100	Transfer to Reserve Funds from Oper	31,801	0	0	0	0	0	0.00%
67400	Transfer to Trust	3,784	0	0	0	1,685	0	0.00%
	Total Trfrs. to Own Funds	35,585	0	0	0	1,685	0	0.00%
	TOTAL GENERAL FUND EXPEN	1,213,240	1,105,784	1,058,817	1,218,604	1,172,085	1,224,004	0.44%
	GENERAL FUND REVENUES							
	Canada / Ontario Grants							
53100	Ontario Grants	(14,870)	0	0	0	0	0	0.00%
	Ontario Grants	(14,870)	0	0	0	0	0	0.00%
53210	Canada Day Grant	(3,000)	(3,600)	(3,600)	(3,600)	(3,600)	(3,600)	0.00%
53220	Student Grant	(1,971)	(2,736)	(1,680)	(2,240)	(1,960)	(2,240)	0.00%
53230	Enabling Accessibility Grant	(5,160)	0	0	0	(16,745)	0	0.00%
	Canada Grants	(10,131)	(6,336)	(5,280)	(5,840)	(22,305)	(5,840)	0.00%
	Total Canada / Ontario Grants	(25,001)	(6,336)	(5,280)	(5,840)	(22,305)	(5,840)	0.00%
54700	Municipal Contributions - Other	(61,638)	(57,013)	(49,675)	(55,000)	(75,532)	(55,000)	0.00%
	Other Municipal Contributions	(61,638)	(57,013)	(49,675)	(55,000)	(75,532)	(55,000)	0.00%
	Total Municipal Contributions	(61,638)	(57,013)	(49,675)	(55,000)	(75,532)	(55,000)	0.00%
	User Fees & Service Charges							
55101	Ice Rental - Adult Prime	(209,587)	(240,753)	(249,250)	(245,000)	(118,172)	(155,000)	-36.73%
55102	Ice Rental -Youth Prime	(185,230)	(213,845)	(214,243)	(215,000)	(223,868)	(225,000)	4.65%
55103	Ice Rental - Adult Non-Prime	(18,110)	(209)	(1,495)	0	(21,754)	(10,000)	0.00%
55104	Ice Rental - Summer	(13,521)	0	0	0	(90,490)	(80,000)	0.00%
55105	Ice Rental - School	(13,846)	(15,081)	(15,983)	(15,500)	(11,413)	(15,500)	0.00%
55106	Ice Rental -Misc	(10,959)	0	0	0	0	0	0.00%
	Ice Rental	(451,253)	(469,888)	(480,972)	(475,500)	(465,696)	(485,500)	2.10%
55122	Facility Rental - Community Hal	(40,838)	(37,117)	(34,397)	(40,000)	(38,977)	(40,000)	0.00%
55123	Facility Rental - Blue Line Roo	(7,594)	(8,681)	(6,755)	(10,000)	(5,669)	(10,000)	0.00%
55124	Facility Rental - Arena Floor	(15,424)	(12,323)	(11,083)	(15,000)	(5,445)	(10,000)	-33.33%
55125	Facility Rental - Meeting Room	0	0	(185)	0	(162)	(200)	0.00%
55126	Facility Rental - Office	(2,018)	(675)	0	(2,000)	0	0	-100.00%
55127	Facility Rental - Storage	(1,346)	0	(480)	0	0	0	0.00%
55128	Facility Rental - Kitchen	(982)	(174)	(120)	(1,000)	0	0	-100.00%
55129	Facility Rental - Community Boo	0	(1,072)	0	(1,000)	0	0	-100.00%
55150	Set up and / or tear down	(1,744)	0	0	0	0	0	0.00%
	Facility Rental	(69,945)	(60,042)	(53,021)	(69,000)	(50,252)	(60,200)	-12.75%
55201	Advertising - Rink Boards	(14,227)	(13,039)	(12,378)	(11,000)	(13,247)	(10,000)	-9.09%
55202	Advertising - Ice Resurficer	(2,840)	(613)	(1,840)	(1,900)	(1,227)	(1,900)	0.00%

AGENDA ITEM #(c)

55205	Advertising - Clock Message Cen	0	(1,099)	(1,099)	(1,100)	(994)	(1,000)	-9.09%
	Advertising	(17,067)	(14,751)	(15,317)	(14,000)	(15,467)	(12,900)	-7.86%
55301	General Admission - Skating	(9,165)	(6,163)	(6,241)	(6,500)	(6,587)	(6,000)	-7.69%
55302	General Admission - Figure Skat	(4,934)	(5,925)	(5,155)	(6,000)	(2,867)	(5,000)	-16.67%
55304	General Admission - Shuffleboar	(4,980)	(4,679)	(4,051)	(5,000)	(3,981)	(4,500)	-10.00%
55305	General Admission - Adult Shiny	(5,630)	(6,206)	(8,467)	(7,000)	(8,396)	(7,000)	0.00%
55306	General Admission - Pickleball	(2,710)	(6,365)	(5,251)	(6,000)	(5,253)	(5,500)	-8.33%
	General Admission	(27,418)	(29,339)	(29,165)	(30,500)	(27,083)	(28,000)	-8.20%
55307	User Group	(1,903)	(1,551)	(3,294)	(2,500)	(1,829)	(2,500)	0.00%
55401	Program Fee - Birthday/Team/Rec	(165)	0	0	0	0	0	0.00%
55402	Program Fee - March Day Break C	(1,036)	(1,652)	(1,672)	(1,700)	(929)	(1,700)	0.00%
55403	Program Fee - Birthday/Team/Rec	(1,559)	0	(345)	0	(2,756)	(2,000)	0.00%
55405	Program Revenues	(10,209)	(11,076)	(8,199)	(12,000)	(3,998)	(12,000)	0.00%
	Program Revenues	(14,872)	(14,279)	(13,510)	(16,200)	(9,511)	(18,200)	12.35%
55601	Miscellaneous Revenues	(26,411)	(4,437)	(7,747)	(5,000)	(8,672)	(5,000)	0.00%
55671	SOCAN Revenue	(102)	0	0	0	0	0	0.00%
	Other Revenue	(26,513)	(4,437)	(7,747)	(5,000)	(8,672)	(5,000)	0.00%
Total User Fees & Charges		(607,068)	(592,736)	(599,732)	(610,200)	(576,682)	(609,800)	-0.07%
Licences, Permits & Rents								
56371	Lease - Concession	(2,192)	(3,565)	(4,058)	(4,000)	(2,332)	(5,500)	37.50%
56372	Lease - Pro Shop	(1,956)	(1,628)	(1,875)	(1,700)	(1,875)	(2,118)	24.59%
56373	Lease - Dressing Room	(2,610)	(4,656)	(1,858)	(4,900)	(1,858)	(2,300)	-53.06%
56374	Lease - Vending Machines	(4,134)	(3,726)	(3,409)	(3,800)	(3,631)	(3,800)	0.00%
	Rental & Leases	(10,892)	(13,574)	(11,200)	(14,400)	(9,695)	(13,718)	-4.74%
Total Lic,Permits & Rents		(10,892)	(13,574)	(11,200)	(14,400)	(9,695)	(13,718)	-4.74%
Fines & Penalties								
57220	Finance Charges	(2,042)	(312)	(16)	(400)	0	(400)	0.00%
Total Fines & Penalties		(2,042)	(312)	(16)	(400)	0	(400)	0.00%
Other Revenues								
58210	Investment Income - Our Funds	(281)	0	0	0	(1,685)	0	0.00%
	Interest	(281)	0	0	0	(1,685)	0	0.00%
58310	Donations	(5,645)	(300)	0	0	(1,345)	0	0.00%
	Donations	(5,645)	(300)	0	0	(1,345)	0	0.00%
Total Other Revenues		(5,926)	(300)	0	0	(3,030)	0	0.00%
TOTAL GENERAL FUND REVENUE		(712,567)	(670,271)	(665,904)	(685,840)	(687,245)	(684,758)	-0.16%
NET GENERAL FUND (REVENUE)		500,673	435,513	392,913	532,764	484,840	539,246	1.22%

AGENDA ITEM #(c)

Town of Aylmer
EECC-731
01/27/20

		Current Year		Actual %
		Budget 2019	Actual 2019	of Budget
Capital/Operating Projects				
70053	C18-16 (731) Indirect Water Heaters	\$12,000.00	\$15,000.00	125%
70059	C19-02 (731) Building Skate Tile	50,000.00	30,567.00	61%
70060	C19-03 (731) Parking Lot Paving	15,000.00	2,322.85	15%
70061	C19-04 (731) Controls	30,000.00	21,985.00	73%
70062	C19-05 (731) Gas Refueling System	40,000.00		
70073	C19-16 (731) Floor Scrubber	9,500.00	8,895.00	94%
Total Projects		156,500.00	78,769.85	45%
Funding				

59220	Contribution from Reserve Funds	(58,250.00)	(39,384.93)	33%
59225	Contribution to EECC Capital - Township of Malahide	(58,250.00)	(39,382.92)	33%
59350	Contribution from EECC Trust Fund	(40,000.00)	0.00	0%
Funding from Reserve /Trust		(156,500.00)	(78,767.85)	

To Be Allocated		0.00	0.00	
=====				

Asset Description		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Capitol Expenditures By Year.											
Computer server	+6/7 yrs				\$13,000.00						\$13,000.00
Ice Resurfacers	+10 yrs		\$105,000.00								
Generator (25)											
Imperial Hall floor replacement											
Skate tile	+25 yrs	\$50,000.00	\$60,000.00	\$35,000.00							
boilers -3 units											\$45,000.00
Hvac-6 units	+20 yrs						\$90,000.00				
Hvac-5 units	+20 yrs							\$80,000.00			
Aaon Unit						\$148,301.20					
water heaters 4 units				\$32,000.00							
PL-paving				\$52,500.00	\$595,500.00						
Walk in coolers-\$10,000.00											
pass-through dishwasher \$8,000											
doors/windows									\$15,000.00		
scoreboard 1 unit						\$11,000.00					
web-site update		\$10,000.00				\$3,000.00				\$3,000.00	
booking software					\$25,000.00						
low e ceiling											
infared heaters -4						\$36,000.00					
infared heaters -4								\$36,000.00			
refrigeration plant software										\$50,000.00	
Compressors											
C-1	maintained not replaced										
C-2	replacement									\$55,000.00	
C-3	replcement										\$55,000.00
Chiller/condensor				\$75,000.00							
heat exchange pump					\$100,00.00						
Dessicant unit								\$150,000.00			
C-1 2019	+15 yrs										
C-2	+15 yrs Computer						\$30,000.00				
C-3	+15 yrs Computer								\$30,000.00		
CNG refueling station									\$12,000.00		
scissor lift +20 yrs							\$40,000.00				
Blue line flooring						\$10,000.00					
fire panel audio/visual									\$25,000.00		
roofing membrane										\$68,500.00	\$68,500.00
power factor correction							\$50,000.00				
vestibule & lobby flooring									\$160,000.00		
ancillary flooring admin,etc				\$10,000.00							
		\$60,000.00	\$165,000.00	\$204,500.00	\$633,500.00	\$208,301.20	\$210,000.00	\$266,000.00	\$242,000.00	\$176,500.00	\$181,500.00
Estimated Annual (Surcharge)		-\$25,000.00	-\$25,000.00	-\$25,000.00	-\$25,000.00	-\$25,000.00	-\$25,000.00	-\$25,000.00	-\$25,000.00	-\$25,000.00	-\$25,000.00
Available from Current Trust		\$35,000.00	\$140,000.00	\$179,500.00	\$608,500.00	\$183,301.20	\$185,000.00	\$241,000.00	\$217,000.00	\$151,500.00	\$156,500.00
Offset from grant if successful		-\$48,000.00	-\$13,000.00								
Amount Required from Parnters		-\$13,000.00	\$127,000.00		-\$465,828.00						
					\$142,672.00						



**East Elgin Community Complex
531 Talbot Street West
Aylmer, ON N5H 2T9
(519) 773-5631**

Report Title: Report 04-20 EECC Board of Management – 2020 Meeting Schedule

Submitted for: February 5, 2020

Report Author: Josh Brick, Director of Legislative Services/ Clerk

Recommendation:

That Report 04-20 entitled EECC Board of Management 2020 Meeting Schedule be received for information; and,

That the Board approves the 2020 Meeting Schedule as presented.

Background and Analysis:

On July 3, 2019 the Board adopted a revised Terms of Reference, which was subsequently approved by the Councils of the Town of Aylmer and the Township of Malahide. As a result of this change, Board meeting frequency was scaled back from bi-monthly to quarterly meetings. Additional meetings may be scheduled at the call of the Chair.

A 2020 Meeting Schedule has been provided for the convenience of Members.

Meeting Type	Meeting Date
Regular Board Meeting	February 5, 2020
Public Meeting - Budget (s. 3.7 & s. 3.13 - EECC Terms of Reference)	March 4, 2020
Regular Board Meeting	June 3, 2020
Regular Board Meeting	October 7, 2020

Respectfully submitted,

Josh Brick, Director of Legislative Services/ Clerk

Reviewed by,

Jennifer Reynaert, Chief Administrative Officer/ Deputy Clerk

Michelle Casavecchia-Somers, Chief Administrative Officer/ Clerk