

**East Elgin Community Complex
Board of Management**

September 20, 2011
East Elgin Community Complex
Blue Line Room

Meeting Minutes
As Amended

Present: Mike Phillimore, Board Member Pete Barbour, Board Member
Paul Toth, Citizen Representative Art Oslach, Board Member
Theresa Klachan, General Manager Jenny Reynaert, CAO, Town of Aylmer, Managing CAO, EECC

Regrets: Todd Sprague, Citizen Representative, Jim Jenkins, Board Member Michelle Casavecchia, CAO, Township of Malahide

Absent: Scott Lewis, Citizen Representative

1. Welcome – Chair Mike Phillimore
2. Declaration of Pecuniary Interests
3. Approval of Minutes August 16, 2011

Moved by Paul Toth

Resolution #054-2011

“That the East Elgin Community Complex Board of Management approves the minutes of August 16, 2011.”

Seconded by Pete Barbour

Carried.

4. Business Arising from the Minutes
5. Delegations
6. Complex Report
 - i. Financial Statements – as of September 12, 2011
 - ii. Financial Statements
 - i. Monthly – 2010
 - ii. Monthly – 2011

The Managing CAO provided additional information to the Board on the financial statements in the documents titled: Report from the Managing CAO.

- iii. School game ice rental rate – Duncan Sinclair, EESS Boys’ Hockey Coach

As a Provincial requirement, Thames Valley District School Board is required to tender facilities for high school sports. East Elgin Secondary School wants to continue to play our home games at the East Elgin Community Complex. This change is out of our hands and as a result we would like to recommend that the game rate be reviewed and the youth resident rate be considered for EESS high school hockey. Currently, there are other facilities that have a lower rate than currently offered at the Complex which may put us in a position (by TVRAA) to play our home games in another facility.

Moved by Art Oslach

Resolution #055-2011

“That the East Elgin Community Complex Board of Management recommend the school game ice rental rate at \$166.02 + HST to youth resident rate – prime at \$132.81 + HST and non prime at \$99.61 + HST.”

Seconded by Paul Toth

Carried.

- iv. EECC Statistics
- v. Ice Usage Spreadsheet
- vi. Roof Repairs
 - Leak requiring an estimated \$3,500 + in repairs.
- vii. EECC Road Sign – staff update
 - Surge protector requires 2 people to install. Scheduled to be installed Wednesday, September 21, 2011.
 - Software updates in progress.
- viii. Ice Rentals – availability
 - Survey closed September 16, 2011
 - Results to be reported at October meeting
- ix. Grass cutting of east berm
 - Completed
- x. Tree trimming
 - Completed (contractor donating services)

7. New Business (*These items were added at this point in the meeting.*)

- Paul Toth – Discussion on summer ice.

October Agenda – East Elgin Community Complex – discussion on service levels (summer ice)

- Paul Toth – requested list of questions submitted regarding the Governance Agreement as per the Joint Council Meeting on September 8, 2011

List of Governance Agreement questions are available from Jenny Reynaert, CAO, Town of Aylmer.

8. Unfinished Business

- a) Visioning Session

Deferred until report from Nigel Bellchamber has been received.

9. Previous Direction/Resolutions – Status

- Visioning session
As per unfinished business – deferred until report from Nigel Bellchamber has been received.
- Ice resurfacer purchase
RFQ – in progress
- Draft 2012 budget for the October 2011 meeting with the draft budget to reflect a \$450,000.00 operating subsidy.
It was noted that this budget was expected by the Board no matter what Councils decides on service levels.
- Previous Direction/Resolutions – status – add to agenda
Completed
- A Budget Committee, to work with the General Manager, be established consisting of one Councillor from Aylmer and one Councillor from Malahide
Appoint at October Board of Management meeting.
- Five year capital budget be completed by end of year, included with annual budget process
In progress
- Staff – review unused ice time and what can be done with it

- Staff Direction – Staff to prepare wages/benefits for monthly period. (Deferred to next meeting)
Although deferred, this information was prepared and distributed with agenda for the September 2011 Board of Management meeting

Paul Toth moved for a detailed report of salary level, overtime and benefits by position for staff of the East Elgin Community Complex. Pete Barbour requested a revision to indicate salary range by position with benefit costs. Paul Toth declined the requested revision. No Board Member seconded the resolution as presented.

Moved by Pete Barbour

Resolution #056-2011

“That the East Elgin Community Complex Board of Management moves requesting the salary range by position with benefit costs in percentage for the staff of the East Elgin Community Complex subject to the direction from Councils and the Bellchamber Report.”

Seconded by Art Oslach

Carried.

- Staff Direction – Present EECC statistics to the Board quarterly with a presentation being done in November 2011.
Although not required until November 2011, this information was updated and included with the September 2011 Board of Management meeting
- Staff Direction – Present Ice Usage Spreadsheet to the Board monthly for one year.
August 2011 – presented at September 2011 Board of Management meeting
- Upon receipt of the report to review operations at the EECC from Nigel Bellchamber, both Councils are requested to provide direction to the Board on the 2012 budget and service level guidelines.
Resolution forwarded to both Councils
- Grass cutting of the east berm
As per Complex Report – completed
- Trimming of the roadside trees
As per Complex Report – completed

Paul Toth requested clarification on why grass cutting and tree trimming were Council agenda items and why management did not deal with them.

Staff response:

- Grass cutting had been removed from the 2011 Operations Budget and the expenditure required Council approval to be added to the approved budget.
- Tree trimming was a suggestion from a Board Member and not a budgetary item. Staff takes direction from the Board and not from Board members.
- The 2011 Operations Budget will be challenging to meet. Additional items will make it more challenging to meet.

10. Matters of Urgency

11. Closed Session

12. Next Meeting: Tuesday, October 18, 2011 – 7:30p.m. Blue Line Room

13. Adjournment

Moved by Pete Barbour

Resolution #057-2011

“That the East Elgin Community Complex Board of Management adjourns at 9:18p.m.”

Seconded by Art Oslach

Carried.