



## Elmwood Community Centre Board Minutes

Wednesday, August 6, 2025  
7:00 pm

### 1. Call to Order and Acceptance of Agenda

Call to order at 7:10 p.m.

Attendance: Scott Foerster, Michael Sugden, Hazel Pratt, Ernie Falkiner, Ed Stangler

Staff: Janine Jez, Patsy Becker,

Regrets: Steve Lehman, Chad Monk, Steve Travale,

Moved by: E. Falkiner

Seconded by: S. Foerster

add Homecoming donation funds added to wish list section

ongoing business, removal of ECC Board meeting staff report...6.3

That the Elmwood Community Centre Board hereby approves the agenda for the meeting on August 6, 2025, as presented.

**Carried**

### 2. Declaration of Pecuniary Interest and General Nature Thereof

None

### 3. Minutes

Moved by: M. Sugden

Seconded by: E. Stangler

That the Elmwood Community Centre Board hereby approve the minutes from the meeting on July 2, 2025, as amended.

**Carried**

**4. Business Arising from the Minutes**

None

**5. Treasurer's Report**

P. Becker answered board members' questions in regard to the June and July financial reports.

Moved by: E. Falkiner

Seconded by: M. Sugden

That the Elmwood Community Centre Board hereby approves the Treasurer's Report from June and July 2025.

**Carried**

**6. Ongoing Business**

Board members felt the response from Municipality of Brockton clerk's passed along from S. Travale added very little value to board members. M. Sugden pointed out since he joined the board in 2019 has had staff from both municipalities giving recommendations and conversations is invaluable to the board and holding up the informed decisions made by the board members. a lot of volunteer work to keep the facility working.

invaluable information that is no longer accessible to board members, that the board does not know, example:

- give companies, take chairs, coordinator with orders for the most financially responsible, other information, sharing resources, by-laws, etc.

**6.1 Drainage Quotes**

E. Stangler received quotes for drainage at the Lions Park

- Schmidt's Paving \$23 368.40 including tax

- JFJR Contracting \$17 797.50 including tax

- Ag Drain \$10735 including tax from 2024, does not include the clean-up and top-dress, or the removal of trees

That the Elmwood Community Centre Board approve awarding the drainage project at Lions Park to JFJR Contracting Ltd., in accordance with their submitted proposal, utilizing the 2025 approved capital allocation.

Moved by: E. Falkiner

Seconded by: M. Sugden

**CARRIED**

## **6.2 Tree Branches at Lions Park - Safety at Tennis Courts**

A tree branch adjacent to the swing set was noted as unsightly, though not posing an immediate safety risk.

A large branch overhanging the corner of the basketball court presents a hazard, as branches fall regularly and require attention.

### **Action Items:**

*E. Stangler* will obtain a quote from Wyatt Borton and confirm with JFJR Contracting Ltd. whether they can remove additional trees, including the one near the basketball court.

*E. Stangler* will email the board with the quote once received.

The board discussed adding funds to the Lions Park budget for tree trimming and removal as needed.

## **6.3 Removal of Municipal Staff Support**

Board members expressed that having staff present at meetings is critical for the effective operation of the Elmwood Community Centre Board. The recent reduction in staff presence was described as a significant setback, as staff provide invaluable information and resources that support decision-making and ensure real-time communication and direction.

The board noted that members do not have the same level of knowledge or municipal contacts across all areas of Elmwood Community Centre operations. Staff involvement is seen as essential for:

- Access to accurate information, by-laws, and policies
- Coordinating resources between both municipalities
- Sharing surplus municipal items and equipment
- Facilitating operational support such as initial baseball diamond maintenance

It was also noted that there is currently no Brockton representative present as the position continues to be vacant, further limiting access to resources and municipal insight.

Board members stressed that they volunteer significant time and effort, and without the board, the municipality would need to manage these responsibilities directly. They emphasized the need for adequate tools and information to perform their duties effectively.

E. Stangler proposed staff could attend quarterly meetings if regular attendance is not possible.

The board acknowledged the challenge of operating with a small budget and without access to municipal equipment.

**Next Steps:**

- Board members will compile a list of all known regular maintenance tasks and submit it to both municipalities.
- Municipalities will be asked to confirm what assistance they can provide.

**7. New Business**

**7.1 Strategic Plan**

The Elmwood Community Centre Board agreed that a separate meeting is needed to focus on the development of a strategic plan, including defining the board's role and identifying goals for the next five years.

**Board Action Items for Strategic Meeting:**

- Compile a list of outstanding projects that need to be completed
- Prioritize projects based on urgency and overall impact
- Obtain a quote for each identified project
- The finalized and prioritized list, along with the corresponding quotes, will be presented at a future board meeting for review and decision-making.

**7.2 Risk Assessment**

Board members cleared the area around the electrical panels to ensure compliance with safety requirements.

A sign stating "*Area must be kept clear*"—will be posted, and the area will be marked with duct tape.

**Action Item:**

*E. Falkiner* will purchase duct tape, mark the designated area, and install the sign.

**7.3 Rental Fees - June 8, 2025**

Discussion took place regarding a rental party that had booked the full hall on June 8, 2025, but after the booking requested the upstairs fee be removed from their invoice. C. Monk confirmed that the upstairs was not used due to an insufficient number of vendors. However, it was reported to Brockton staff by the renter that the bridal shower in the pavilion used the upstairs. The rental party will be charged for the time C. Monk spent setting up the upstairs and told in the future it must be cancelled two weeks prior to their reservation or full rental rates will apply.

That the Elmwood Community Centre Board add a staffing fee of \$30 to the fee schedule, effective immediately.

Moved by: E. Falkiner

Seconded by: M. Sugden

**CARRIED**

**7.4 Front Door Glass Replacement & Broken Window Repair**

The front door glass is fogged. *H. Pratt* will obtain a quote for replacement. Additionally, the broken basement window at the back, which is currently cracked and taped, will be replaced by Bob's Glass due to safety hazard, H. Pratt to schedule.

**7.5 Heat Pump/AC**

Board members noted that the air conditioning did not adequately maintain a comfortable temperature during the recent wedding event. It was observed that the basement area remains cooler, while the upstairs area struggles to stay adequately cooled during larger gatherings.

**Action Item:**

The board agreed to include additional air conditioning units in the capital requests to improve temperature control throughout the facility.

## **7.6 Volunteer Hours - Flowerbed Weeding**

E. Stangler will obtain an estimate of volunteer hours contributed to the maintenance of the baseball diamond.

H. Pratt will complete the volunteer hours dedicated to the flowerbeds.

These records will assist in planning, reporting, and recognizing volunteer contributions, as well as informing future resource allocation and budgeting.

## **7.7 Homecoming Wish List**

Board members discussed ensuring public transparency regarding the allocation of Homecoming donations. *P. Becker* will transfer the \$48,000 Homecoming donation to the designated savings account.

The board agreed that the funds will be allocated in accordance with the strategic plan, once it has been developed and approved. Any expenditures will then be guided by the Homecoming request list in alignment with board priorities.

Board members also expressed concerns regarding community perception, emphasizing the importance of clear communication about how the board decides which projects are funded through Homecoming donations.

## **7.8 Long Term Capital Projects**

The following items will be deferred and discussed during the upcoming Strategic Planning Meeting.

## **8. Next Meeting**

Strategic Planning/Budget - August 21, 2025, at 7pm and September 24, 2025, at 7pm

Regular meeting October 1, 2025, at 7pm

**9. Adjournment**

Moved by: M. Sugden

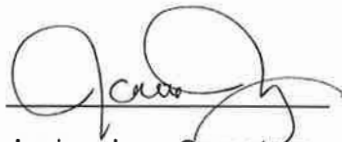
Seconded by: S. Foerster

That the Elmwood Community Centre Board hereby adjourn at 10:06 p.m. to meet again on August 21, 2025.

**Carried**

A handwritten signature in cursive script, appearing to read 'Hazel', written over a horizontal line.

Hazel Pratt – Chair

A handwritten signature in cursive script, appearing to read 'Janine Jez', written over a horizontal line.

Janine Jez - Secretary