

Elmwood Community Centre Board Meeting Minutes

Tuesday, December 1, 2020 at 7:00 p.m.

Online Zoom

Present: Dale Ahrens, Dean Leifso, Alicia DeVisser, Hazel Pratt - Paige,
Beth Hamilton, Ernie Falkiner (arrived mid-meeting)

Staff: Patsy Becker
Linda Thompson (arrived mid-meeting)

Regrets: Michael Sugden,
Steve Lehman - Caretaker

1. Call to Order

2. Approval of Agenda

Motion: Moved by H. Pratt Seconded by E. Falkiner
That the November 3, 2020 agenda be adopted as amended.

Carried

3. Declaration of Pecuniary Interest (direct or indirect) – none

4. Approval of Previous Meeting Minutes

Motion: Moved by H. Pratt Seconded by A. DeVisser
That the minutes from the November 3, 2020 meeting be approved.

Carried

5. Treasurer's Report

- Bank Balance as of October 2020 was \$25,818.13

Motion: Moved by D. Leifso Seconded E. Falkiner
To accept the October Financial Statements as presented.

Carried

6. Business Arising from the Previous Meeting

Elmwood Chamber of Commerce Donation

- \$5,000 donation from the ECC will be arriving before year end, ECCB will deposit the donation and then will send proceeds to Brockton towards the kitchen loan repayment

Electronic Sign Protocol

- Kodey & Jonathan, West Grey Communications Coordinator, are developing a protocol and website portal for information upload

7. Ongoing Business

Window Replacement

- VanDolders replaced the windows in November
- Last installment of payment was sent this week
- Steve will finish the trim on the interior

Kitchen Loan Repayment

- November Dale delegated to Brockton Council and council approved an internal, interest free loan
- Dean asked if the Chamber made a 2019 payment.

Operating Budget 2020

- due to cost cutting measures implemented by the Board, we are not anticipating a deficit.

2021 Draft Operating Budget

- Beth noted that the West Grey Treasurer would want a written understanding after budget is approved. Maybe both councils approve in principal.
- Dale said both municipalities need to discuss and agree to deficit
- Budget includes a top up of the infield of the ball diamond.
- Ball Diamond damage – the dugouts were blown over. Mark recommended replacing with benches.

Motion: Moved by B. Hamilton Seconded by D. Leifso
To adopt the 2021 draft operating budget

Carried

2021 Draft Capital Budget

- Dean suggested removing the disinfecting fogger from the capital budget and put it in the operational budget. Mark offered to order the fogger.

Motion: Moved by E. Falkiner Seconded by A. DeVisser
Mark to go ahead and order fogger and request both municipalities split the cost as part of the COVID relief funding for fogger.

Carried

Motion: Moved by B. Hamilton Seconded by A. DeVisser
To adopt the 2021 draft capital budget

Carried

8. New Business

- Mark provided information to the ECCB members that we are now at Yellow Level.
- Seniors exercise program has been put on hold until January and that will be based on the COVID level.

Grants

- Both municipalities received \$100,000 grant money. West Grey is looking at playground structures throughout West Grey and underactive transportation.
- Kodey noted that there is no glaring deficiencies at Elmwood.
- Mark listed the swing set, tennis court, walking path and drainage for possible funding. Beth & Kodey will keep the ECCB posted and that the insurance inspector will do the inspection.

2019 Draft Audit Report

- Patsy has received the completed draft auditor report. Patsy will request the auditors attend the January 5th ECCB meeting.

9. Next Meeting

Zoom Online Meeting on Tuesday, January 5, 2021 at 7:00 p.m.

10. Adjournment

Motion: Moved by D. Leifso
That the ECCB meeting be adjourned.

Carried

The Elmwood Community Centre Board: Capital Requests 2021

The following report has been prepared by the Elmwood Community Centre Board (ECCB) and is designed with two goals in mind.

1. To provide our Municipal partners with background information in support of Capital requests by the ECCB.
2. To provide our Municipal partners with short and long-term Board and community goals to ensure improved coordination with grant applications and fund-raising.

The Priority ONE Directory, below, reflects Capital Items/Projects requested by the ECCB for 2021.

Priority ONE Maintenance Capital Items/ Projects.	Concerns Addressed	Rationale	Estimated Cost
1. Presentation Technology	Accessibility Asset Improvement Promotional	In response to requests from our clients, and to better prepare our facility for a variety of events, a plan has been prepared to increase the video presentation capability through the installation of networked monitors both in the auditorium and dining hall. The cost includes 5 additional monitors with mounting brackets, which will be strategically situated along the walls of the downstairs Dining hall and the upstairs Auditorium, plus a connection matrix box, cabling, wiremold, additional electrical outlets, labour etc. Specific quotes for materials can be made available. COVID-19 Impact - as a result of reduced capacity restrictions, this technology could enable for increased social distancing and event hosting as events and visitors could be spread out throughout both floors of the hall, and could still be connected using video and audio technology.	\$7000
2. Pavilion Upgrades	Asset Improvement Promotional	The pavilion requires paint for the interior of the kitchen and bar area, new flooring for the pavilion kitchen, improved lighting, serving counters, and exterior serving doors. COVID-19 Impact – considered an outdoor area, the pavilion was available for rentals and community use during the summer when the Community Centre was closed due to the pandemic. Should the pandemic extend throughout much of 2021, the pavilion may very well see much more use with more varied activities and events.	\$9000

The Priority TWO Maintenance Capital Items/Projects Directory, below, provides a list of projects and enhancements which the ECCB plans on pursuing over the next five years.

Priority TWO Maintenance Capital Items/ Projects	Concerns Addressed	Rationale	Estimate. Cost
1. Foyer/ Upstairs Entrance Flooring	Health & Safety Accessibility Asset Improvement	Floor tiles in the upper foyer, just inside the entrance door, are beginning to lift, and have become a slipping/ safety hazard when wet. There are also areas where the carpet is stretching and lifting. Both floors were installed during the Community Centre expansion in 1992.	\$15000
2. Improved Accessibility	Accessibility Health and Safety Asset Improvement	An accessibility audit was completed in 2019 to ensure that our facility remains compliant and accessibility is ensured. A number of recommendations were suggested and among them; new railings along stairways, improvements to washroom counters, and electronic door openers with push button controls.	\$10 000 – \$50 000
3. Enhanced interior lighting at Community Centre	Energy Savings Asset Improvement	The exterior lighting in the parking lot and around the Community Centre was replaced with more efficient LED lighting in 2018. This proposal would replace existing lighting within the Community Centre with more efficient LED lighting. The quotes are based upon two scenarios for both the upper and lower floors – Interior retrofit or total replacement of existing fixtures. Value of estimated savings and rebates are available. Note: The fixtures in the upper hall were replaced in 2014 with flat panel lighting.	Interior Retrofit Type B tubes Upper \$3914 - \$754 rebate Lower \$2342 - \$617 rebate ----- Complete LED Upgrade / New fixtures Upper \$12738 - \$2780 rebate Lower \$8525 - \$1865 rebate
4. Parking Lot Expansion	Health and Safety Asset Improvement	There are concerns about the number of parking spaces available at the Community Centre. When there are larger events such as Farmers' Week or trade shows, visitors park vehicles along both sides of the road on Concession 10, making it difficult to navigate	\$8000

		and dangerous when pulling out of the parking lot. We propose removing the topsoil along an area west of the driveway to leading to the stream. Gravel and stone would be put in place, creating room for over 20 vehicles to park. This work will provide a base for paving in the future.	
5. Landscaping	Asset Improvement Promotional	The flowerbeds around the Community Centre need to be reviewed and reinvigorated. Currently some areas are overgrown and not pleasing to see. There has never been any landscaping in the area surrounding the pond. This could become an excellent recreational / photographic area with landscaping and improvement.	\$7000
6. Replacement of Wooden Tables and Chairs	Asset Improvement Health & Safety	There is a need to replace 100 wooden chairs and twenty old wooden tables from the downstairs dining hall. The existing tables and chairs have required considerable repairs. Tables and chairs in the upstairs auditorium were replaced in 2012.	\$4500 Chairs \$8500 Tables
7. Gazebo	Asset Improvement Promotional	A Gazebo would be used as a place for outdoor weddings, a music or special events venue or a place for picnics and gatherings. There are many excellent locations along the pond area.	\$6000
8. Fire Panel and Alarm System	Health & Safety Asset Improvement	The Elmwood Community Centre does not have a fire panel or an alarm system. Fire panel requirements are based upon facility capacity.	\$30 000 - \$40 000
9. Digital Display Sign	Asset improvement Promotional	There has never been signage in front of the Community Centre. A digital sign could promote the facilities, coming events and important information about the community.	\$10 000

Elmwood Community Centre Board - Future Major Community Capital Projects

Rationale:

This section refers to community projects beyond the scope of the ongoing capital maintenance and which will require significant planning and fund-raising. An example would be the Kitchen Renovation project at the Community Centre. The ECCB feels it important to identify these projects so that our Municipal partners can support / assist with our planning and include these projects in grant or funding deliberations. It will be crucial for both Municipalities to cooperate and co-ordinate efforts with Elmwood community partners in order to overcome the challenges of renewing this park, located within our border community.

Priority List	Project		Estimated Cost
1.	Lions' Park Renewal	The Lions Park is located at the southern end of Elmwood, next to the Fire Hall. It is an area with a great deal of potential as a people place; however, it has not been maintained or developed adequately. The park was originally managed and operated by the Elmwood Lions' Club, which has not been active for over 20 years. Since then the ECCB has maintained the park, which includes a small children's ball diamond, a tennis court, playground and a small picnic shelter. In 2017, using proceeds from the 2014 Elmwood Homestead, the area was improved by removing some dilapidated fencing, reinforcing the bridge over the drainage stream, painting and replacing the steel backstop, adding benches, and creating a pathway from the bridge to the playground so that children do not have to walk on roadsides on streets leading to the firehall. The tennis court, constructed in the 1980's, is in disrepair and cannot be used. While the playground has passed inspection, it is not fully accessible. A sum of approximately \$15000, The Natalie Schultz Fund, is held by Brockton on behalf of the ECCB to be used for park improvements geared towards children.	\$50 000 To \$80 000

2.	<p>Accessibility Upgrade</p> <p>Entrance /Exit Improvements</p>	<p>The Elmwood Community Centre, auditorium and dining hall, is, by definition, fully accessible using ramps. For visitors requiring access to one floor, and then having to move to the other floor, they must maneuver outside, and along the east sidewalk from one entrance to the other. This can be a challenge during cold and inclement weather. A solution would be to add an elevator or enclose the sidewalk area from the upper entrance to the lower level entrance.</p> <p>There are concerns associated with both entrances at the Community Centre. The cement entrance to the upper hall doors has settled resulting in a lip as you enter the doorway. As well, with having no foyer and only the doors leading directly in and out of the hall, there can be considerable loss of warm and cool air, and slippery/icy conditions at these entrances.</p> <p>The lower dining hall entrance also leads directly in and out of the dining hall, allowing cold and warm air to get where it is not wanted. In addition, a cement retaining wall directly to the East of the doorway, limits the ability of people exiting the area as one door swings out towards the retaining wall, restricting movement, and impacting the capacity of the facility.</p>	<p>\$100 000 to \$200 000</p>
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