

# STAFF REPORT



To: Council  
From: Adam Dedrick, Director of Recreation & Parks  
Approved by: Warren MacLeod, Chief Administrative Officer  
Date: March 8, 2023  
Subject: Funding Request - Shelburne County Arena Roof Repairs

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**6(a)**

## Origin

The Shelburne County Arena Association (SCAA) submitted a funding request via email, on February 17, 2023, for roof repairs for the arena.

## Recommendation

THAT, Council of the Municipality of the District of Shelburne contribute \$93,820 for roof repairs at the Shelburne County Arena that will take place during the 2023-2024 fiscal year.

## Background

At the October 12, 2022, meeting of Council it was approved to provide \$120,000 to the Shelburne County Arena Association towards capital repairs for a new chiller. This was based on initial estimates for replacing the chiller but after some research it was discovered repairs would be sufficient and cost less. As a result, \$26,180 was contributed to the project from the Municipality, leaving \$93,820 not utilized.

## Discussion

The chiller project was completed, and the arena opened in December of 2022. However, during this time it was also discovered that the arena requires roof repairs. Options were sought for both replacement and repairs and it was decided to move forward with repairs, which consist of surface preparation and elastomeric roof coating. Essentially, there are certain areas on the roof the coating has completely worn away and there are large amounts of rust which could lead to leaks. As well, there are rubber seals over parts of the roof that have deteriorated over time and need to be replaced to prevent leaks. There has been no indication of any damage to the insulation therefore SCBA is comfortable with doing repairs rather than a full replacement currently. They have been advised that the repairs will be sufficient for the next 10-15 years until a full replacement is required. This will allow time to fundraise and put a more solid financial plan in place to cover the costs.

The SCBA has applied for the Rink Revitalization Grant with the Province in which they can receive up to one-third of the cost. A request has also been provided to the Town of Shelburne. The total project cost is \$255,550 (plus HST) based on the quote provided by Rikjak Construction. The SCAA gets all their HST back so they will be covering the HST amount of \$38,333 in addition to their contribution. See breakdown below.

Project:	Roof Repairs	\$255,550 (does not include HST)
Funding:	Rink Revitalization Grant:	\$85,184
	Town of Shelburne:	\$62,546
	Municipality of Shelburne:	\$93,820
	SCAA contribution:	\$14,000

It should be noted that in their request, the SCAA indicates they would like to start discussions about the possibility of the three municipal units (MDS, TOS, TOL) establishing reserves for future arena capital projects. The thinking is that if the three units agreed to put an amount aside each year, there would be funds available to contribute when capital projects arise. This is a separate discussion but worth mentioning at this time.

**Budget Implications**

The \$93,802 would be taken from the Operating Reserve.

**Alternatives**

Provide a lesser amount – This would mean that the SCAA would have to make up the difference. Also, there is always a possibility that they may not get the full amount (one-third) for the provincial grant as it is not guaranteed. Grant approvals depend on strength of the application, demand, and available funds.

**Attachments**

-Funding request (via email) from Shelburne County Arena Association

## Adam Dedrick

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**From:** Shelburne Arena <shelburnearena@gmail.com>  
**Sent:** Friday, February 17, 2023 11:22 AM  
**To:** warren.macleod@municipalityofshleburne.ca; Warden Penny Smith; Adam Dedrick; Sherry Doane; Harold Locke; Joyce Young; Cory Nickerson  
**Subject:** Roof project and financial request

**CAUTION: This email originated from an external sender.**

Hello everyone,

Below is the proposed budget breakdown for our roof project, providing we receive the PNS funding. We, the board, felt it was a reasonable request to ask for funds that were already earmarked. We felt it would be unfair to request more funds from the municipal units for the full roof replacement at this time, seeing as you have already assisted us with the chiller project with minimal hesitation.

Although the replacement is something that we foresee needing to be done in the future, this roof repair will allow us more time (10-15 years) to fundraise as well as put a more solid financial plan in place with all parties involved.

### ROOF REPAIR (RIKJAK)

Total project: \$255,550.00  
PNS request: \$85184.00  
TOS request: \$62546.00  
MDS request: \$93820.00  
SCAA contribution: \$14,000.00  
SCAA will also be covering the bridge gap for the HST (approx \$38,333.00).

It was also discussed at our last board meeting about putting a reserve request into the MDS, TOL and the TOS for capital projects at the arena. As you are aware we are run by a group of volunteers and fundraising opportunities are limited in a small town. We will always continue to apply for grants and do our part on working hard to contribute; however capital projects certainly need more than average funds. If the MDS, TOL and TOS would agree to put a decided amount aside each year, when these capital projects arise it would be an easier transition for all parties. I understand this may require a formal meeting, however I would like to get conversations started as soon as possible. Is this something we could set up?

If you require anything further from me please reach out via email, text or phone.

Thank you in advance,  
Danyelle