



Municipality of West Elgin

Agenda

West Elgin Community Centre Board of Management

November 6, 2024, 9:00 a.m.

West Elgin Community Complex - Hybrid Meeting

160 Main St

West Lorne

Electronic Hybrid Meeting

Documents are available in alternate formats upon request. Please contact the Clerk's Department if you require an alternate format or accessible communication support at 519-785-0560 or by email at clerk@westelgin.net.

Pages

1. **Call to Order**

2. **Adoption of Agenda**

Recommendation:

That West Elgin Community Centre Board of Management hereby adopts the Agenda as presented.

3. **Disclosure of Pecuniary Interest**

4. **Minutes**

Recommendation:

That West Elgin Community Centre Board of Management Committee adopt the minutes of October 9th as circulated and printed.

5. **Business Arising from Minutes**

6. **Financials**

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6.1	2025 Arena Fees and Charges	6
6.2	2025 Arena Budget	7
6.3	2025 Budget - Capital	9
6.4	Financials as of October 31, 2024	10
7.	New Business	
7.1	Skating Club Update	
7.2	Minor Hockey Update	
8.	Staff Operations Update	
9.	Adjournment	

Recommendation:

That the West Elgin Community Centre Board of Management hereby adjourn at _____ a.m. to meet again on December 11th, 2024 at 9:00 a.m.



Municipality of West Elgin

Minutes

Bo Horvat Community Centre Board of Management

October 9, 2024, 9:00 a.m.

West Elgin Community Complex - Hybrid Meeting

160 Main St

West Lorne

Electronic Hybrid Meeting

Present: Ken Loveland, Dutton Dunwich
Jim Hathaway, WESC
Bill Denning, West Elgin
Ryan Statham
Jessica Small, WLMHA

Staff Present: Adam Ecker, Recreation Supervisor
Jenn Vanesse, Recording Secretary

1. Call to Order

Chair K. Loveland called the meeting to order at 9:00 a.m.

2. Adoption of Agenda

Moved: Bill Denning, West Elgin

Seconded: Jessica Small, WLMHA

That Bo Horvat Community Centre Board of Management hereby adopts the Agenda as presented.

Carried

4. Minutes

Moved: Jim Hathaway, WESC

Seconded: Jessica Small, WLMHA

That Bo Horvat Community Centre Board of Management Committee adopt the minutes of September 11, 2024 as circulated and printed.

Carried

5. Business Arising from Minutes

No business arising from the minutes.

6. Financials

Moved: Bill Denning, West Elgin

Seconded: Jim Hathaway, WESC

That the Bo Horvat Community Centre Board of management hereby adopts the Financials as presented.

Carried

7. New Business

7.2 Skating Club Update

Thank you to Adam and staff for a good start to the season. Their numbers are finally in for the year. Trying to keep the noise level to a minimum on the outside of the ice so that the skaters can get the instruction and coaching they need.

7.3 Minor Hockey Update

Thank you to the staff for everything they have done. WLMH has a record of 207 skater's registered with the most growth in the younger age groups. The intro to hockey program is offered again this year with the skating club and have 34 kids enrolled. A new intro to hockey development program was started this year with 17 kids enrolled. November 15th is their Black and Gold Tournament with registration closing Oct 11th.. Jamboree is scheduled for December 30th. WLMH has asked permission to use the canteen area to serve food/drinks out of, but no cooking in there for the black and gold tournament, which the board has no issues with. They are wanting to do some unique fundraisers this year as well. The Kraft Hockeyville Trophy was passed onto Timmin's who were the 2024 winners this past weekend.

Moved: Bill Denning, West Elgin

Seconded: Jessica Small, WLMHA

That the Bo Horvat Community Centre hereby supports the removal of ice time scheduled for Halloween (October 31st, 2024) by WLMHA with no costs incurred.

Carried

7.4 Community Sport and Recreation Infrastructure Fund (CSRIF) Application Update

The board agrees with the proposal to move forward with the grant application. The numbers will be double checked about what is in the accounts now as the numbers looked a bit off. The plan was 2025 do the dehumidifier and boards, and in 2026 start the renovations after the ice comes out. Once we know about the grant, there was some ideas for fundraising and going to Greenlane Trust Fund with a proposal. The idea was brought up to have the addition the whole length of the front of the building. The cenotaph could be moved to Kreb's park if it is going to impede the renovations and that the Legion had okayed it.

8. Staff Operations Update

The Humidity has finally dropped in the arena. Most groups have started ice time. Down a heater in the warm room, but a technician is scheduled to come out to repair it, and check the other heaters too. The Zamboni advertising for Out to Lunch will be up shortly. We have hired part time staff and have begun training.

9. Adjournment

Moved: Jim Hathaway, WESC

Seconded: Ryan Statham

That the Bo Horvat Community Centre Board of Management hereby adjourn at 9:43 a.m. to meet again on November 6, 2024 at 9:00 a.m.

Ken Loveland, Chair

Jenn VanEsse, Recording
Secretary



Recreation	2022 Fees	2023 Fees	2024 Fees	2025 Fees	Increase \$	Increase %
Arena						
Ice Rental						
Prime Time Adult Rate	\$ 159.30	\$ 168.00	\$ 185.00	\$ 188.00	\$ 3.00	1.6%
Prime Time Youth Rate	\$ 135.40	\$ 142.00	\$ 156.00	\$ 159.00	\$ 3.00	1.9%
Off Prime Rate (adult & youth)	\$ 75.22	\$ 79.00	\$ 87.00	\$ 89.00	\$ 2.00	2.3%
Arena Warm Room Rental (per hour)	\$ 20.00	\$ 21.00	\$ 25.00	\$ 26.00	\$ 1.00	4.0%
Skate Sharpening	\$ 5.00	\$ 6.00	\$ 10.00	\$ 10.00	\$ -	0.0%
Public Skating						
per person	\$ 3.00	\$ 3.00	\$ 5.00	\$ 5.00	\$ -	0%
per family	\$ 7.00	\$ 8.00	\$ 10.00	\$ 10.00	\$ -	0%
Sponsored Public Skating		\$ 118.50	\$ 130.50	\$ 133.00	\$ 2.50	2%
Summer Main Floor						
Per day (8 hours)	\$ 425.00	\$ 450.00	\$ 495.00	\$ 505.00	\$ 10.00	2%
Per hour	\$ 45.00	\$ 47.00	\$ 52.00	\$ 53.00	\$ 1.00	2%
Set up (per hour per staff member)	\$ 45.00	\$ 50.00	\$ 55.00	\$ 56.00	\$ 1.00	2%
Additional Clean up (per hour per staff member)	\$ 45.00	\$ 50.00	\$ 55.00	\$ 56.00	\$ 1.00	2%
Booth Rental						
Per month (open 3 days per week)	As per RFP	As per RFP	As per RFP	N/A		
Advertising Space Rental (Per Season)						
Wall Signs (3 x 6')	\$ 100.00	\$ 105.00	\$ 150.00	\$ 153.00	\$ 3.00	2%
Ice Logos (plus expenses)	\$ 500.00	\$ 525.00	\$ 600.00	\$ 612.00	\$ 12.00	2%
Zamboni (per full side)	\$ 500.00	\$ 525.00	\$ 600.00	\$ 612.00	\$ 12.00	2%
Board Wrapping	\$ 250.00	\$ 260.00	\$ 350.00	\$ 357.00	\$ 7.00	2%

*** Above does not include the cost of the sign/wrap ***

Municipality of West Elgin

			2025 Budget Proposed	2024 Actual (Forecast)	2024 YTD	2024 Budget	2023 Actuals	2023 Budget
Bo Horvat Community Centre (Arena)								
01-7600-6111	PENALTY & INTEREST					-	-	-
01-7600-6121	DONATIONS - ARENA RENAMING	-		(14,030.50)	(14,030.50)	-	(2,034.01)	-
01-7600-6201	GRANT FROM WEST ELGIN				-	-	-	-
01-7600-6202	GRANT FROM DUTTON/DUNWICH	(77,946.00)		(79,935.00)	-	(90,114.12)	(65,540.52)	(99,804.88)
01-7600-6203	Kraft Hockeyville 2023				-	-	(250,000.00)	-
01-7600-6204	Facility Rental	-		(450.00)	(450.00)	-	(491.50)	-
01-7600-6501	ICE RENTAL	(190,000.00)		(178,444.94)	(98,444.94)	(136,651.04)	(166,111.75)	(120,000.00)
01-7600-6502	SIGN RENTAL	(7,000.00)		(6,900.00)	(6,900.00)	(5,336.63)	(4,987.50)	(3,750.00)
01-7600-6503	FOOD BOOTH RENTAL	-		(66.00)	(66.00)	-	-	-
01-7600-6504	PUBLIC SKATING	(4,500.00)		(4,425.50)	(2,925.50)	(3,377.25)	(2,497.65)	(5,000.00)
01-7600-6505	SKATE SHARPENING	(1,200.00)		(1,160.00)	(660.00)	(1,300.00)	(1,000.00)	(600.00)
01-7600-6506	VENDING MACHINE REVENUE					-	-	-
	Total Revenue	(280,646.00)		(285,411.94)	(123,476.94)	(236,779.04)	(492,662.93)	(229,154.88)
01-7600-7350	GARBAGE COLLECTION					-	-	-
01-7600-7351	Kraft Hockeyville Expenses /Arena Renaming			13,135.13	13,135.13	-	420.34	-
01-7600-7411	COVID-19				-	-	-	-
01-7600-7415	TRAINING	3,000.00		2,500.00	1,793.00	3,000.00	2,238.72	3,000.00
01-7600-7430	Wages Transfer In	145,000.00		140,543.56	76,543.56	130,735.40	121,803.83	123,000.00
01-7600-7440	CONFERENCES/SEMINARS/MEETINGS	-			-	-	-	1,000.00
01-7600-7441	MEMBERSHIPS & DUES	600.00		544.91	544.91	500.00	493.75	350.00
01-7600-7442	MILEAGE				-	-	-	-
01-7600-7450	HEALTH & SAFETY	600.00		250.00	58.76	600.00	76.26	1,000.00
01-7600-7452	UNIFORMS	500.00		500.00	-	500.00	971.70	1,000.00
01-7600-7500	HYDRO	75,000.00		72,931.91	42,931.91	65,000.00	67,555.34	60,000.00
01-7600-7501	GAS	7,500.00		8,500.00	7,650.49	8,000.00	8,922.64	7,500.00
01-7600-7502	ARENA - WATER	8,000.00		7,500.00	4,947.16	8,000.00	8,373.04	7,000.00
01-7600-7510	INSURANCE	50,000.00		44,058.60	44,058.60	43,000.00	40,665.24	41,538.86
01-7600-7515	BUILDING REPAIRS & MAINTENANCE	10,000.00		12,000.00	11,127.59	10,000.00	7,879.22	15,000.00
01-7600-7516	JANITORIAL	1,300.00		1,200.00	1,079.84	1,200.00	946.60	750.00
01-7600-7520	GROUNDS MAINTENANCE	500.00		510.05	510.05	-	404.66	-
01-7600-7529	ADMINISTRATION EXPENSE	3,000.00		3,000.00	-	3,000.00	2,500.00	2,500.00
01-7600-7531	CONTRACTS & AGREEMENTS	2,000.00		2,000.00	1,810.56	2,000.00	2,428.16	3,000.00
01-7600-7601	PHONE & INTERNET	4,000.00		3,500.00	2,456.58	4,000.00	2,844.95	4,000.00
01-7600-7602	SOFTWARE LICENSE	-			-	-	-	-
01-7600-7609	TOOLS	250.00		250.00	74.02	250.00	40.32	250.00
01-7600-7611	EQUIPMENT MAINTENANCE	10,000.00		8,500.00	7,549.82	10,000.00	16,291.82	12,500.00
01-7600-7613	EQUIPMENT PURCHASE	5,000.00		1,000.00	-	5,000.00	235.07	7,500.00
01-7600-7614	EQUIPMENT RENTAL	500.00		500.00	293.03	500.00	354.03	350.00
01-7600-7618	SUBSCRIPTIONS				-	-	-	-
01-7600-7650	OFFICE SUPPLIES	100.00		92.97	92.97	-	500.00	500.00
01-7600-7652	ADVERTISING				-	-	-	-
01-7600-7660	OTHER SUPPLIES	500.00		200.00	8.64	500.00	163.91	500.00
01-7600-7701	FUEL - GAS	2,500.00		2,250.00	-	2,500.00	2,070.70	2,500.00

Municipality of West Elgin

		2025 Budget Proposed
01-7600-7777	BAD DEBT EXPENSE	-
01-7600-7900	Transfer to Reserves	50,000.00
01-7600-7901	Transfer from Reserves	(558,125.00)
01-7600-8003	CAPITAL - DRAIN REPAIR & EAVESTROUGH	
01-7600-8006	CAPITAL - Roof Painting	
01-7600-8007	CAPITAL - BOARDS REPAIR	318,125.00
01-7600-8008	CAPITAL - Zamboni Conversion	
01-7600-8009	CAPITAL - Floor for Warm Room	
01-7600-8010	CAPITAL - Dehumidification System	240,000.00
01-7600-8011	CAPITAL - Floor Scrubber	
	Total Expense	379,850.00
	Net (Revenue)/Expense	\$ 99,204.00

2024 Actual (Forecast)	2024 YTD	2024 Budget
680.27	680.27	-
50,000.00	-	50,000.00
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
11,000.00	11,000.00	15,000.00
387,147.40	228,346.89	363,285.40
\$ 101,735.46	\$ 104,869.95	\$ 126,506.37

2023 Actuals	2023 Budget
-	-
292,034.01	40,000.00
(24,500.00)	(24,500.00)
15,300.00	10,000.00
10,684.80	14,500.00
-	-
-	10,000.00
	20,000.00
	-
581,699.11	364,738.86
\$ 89,036.18	\$ 135,583.98

**Bo Horvat Community Centre
10 Year Capital Forecast**

Capital Projects	Reason(s)	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Replace Floor Scrubber	AM, EOL	\$11,000									
Replace De-Humidification System	H&S, EOL, AM		\$240,000								
Replace Dasherboards, Glass, Benches	H&S, AM,EOL		\$317,625								
CSRIF Signage	FE		\$500								
Renovation/Addition - 2 Additional Dressing Rooms	FE, AI, AM			\$767,200							
Existing Dressing Room Renovations??	AM, EOL										
Skate Sharpener Replacement	AM, EOL			\$10,000							
Rubber Flooring Replacements	AM, EOL				\$10,000		\$10,000			\$10,000	
Refrigeration System - Major Maintenance	AM				\$25,000				\$25,000		
2013 Zamboni Replacement	AM, EOL, H&S										\$150,000
Condensor (2013)	AM, EOL										\$75,000
Total Capital Costs		\$11,000	\$558,125	\$777,200	\$35,000	\$0	\$10,000	\$0	\$25,000	\$10,000	\$225,000
Funded from											
Facility Reserve		\$11,000	\$140,000	\$10,000	\$35,000		\$10,000		\$25,000	\$10,000	\$225,000
Kraft Hockey			\$123,181	\$126,819							
CSRIF Grant - Anticipated			\$294,944	\$367,719							
Municipal Contributions			\$0	\$262,662							
Renovation Community Fundraising				\$10,000							
Total Funding		\$11,000	\$558,125	\$777,200	\$35,000	\$0	\$10,000	\$0	\$25,000	\$10,000	\$225,000
Difference (s/b \$0)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Reason Codes

- AM - Asset Management
- EOL - End of Useful Life
- H&S - Health & Safety Issue
- FE - Facility Enhancement
- AI - Accessibility Improvement

CSRIF Renovation, Addition, Dehumidifier, Dasher Boards Project

Municipality of West Elgin - Bo Horvat Community Centre Board of Management

Income Statement

As of October 31, 2024

	<u>2024 Actuals</u>	<u>2024 Budget</u>
Revenues		
01-7600-6121 DONATIONS - ARENA RENAMING	- 14,030.50	-
01-7600-6202 GRANT FROM DUTTON/DUNWICH	-	90,114.12
01-7600-6204 Facility Rental	- 450.00	-
01-7600-6501 ICE RENTAL	- 130,585.89	- 136,651.04
01-7600-6502 SIGN RENTAL	- 6,900.00	- 5,336.63
01-7600-6503 FOOD BOOTH RENTAL	- 66.00	-
01-7600-6504 PUBLIC SKATING	- 2,945.50	- 3,377.25
01-7600-6505 SKATE SHARPENING	- 740.00	- 1,300.00
 Expenses		
01-7600-7351 Arena Renaming	13,135.13	-
01-7600-7415 TRAINING	1,793.00	3,000.00
01-7600-7430 Wages Transfer In	92,624.27	130,735.40
01-7600-7441 MEMBERSHIPS & DUES	544.91	500.00
01-7600-7450 HEALTH & SAFETY	58.76	600.00
01-7600-7452 UNIFORMS	-	500.00
01-7600-7500 HYDRO	42,931.91	65,000.00
01-7600-7501 GAS	7,650.49	8,000.00
01-7600-7502 ARENA - WATER	4,947.16	8,000.00
01-7600-7510 INSURANCE	44,058.60	43,000.00
01-7600-7515 BUILDING REPAIRS & MAINTENANCE	11,127.59	10,000.00
01-7600-7516 JANITORIAL	1,079.84	1,200.00
01-7600-7520 GROUNDS MAINTENANCE	510.05	-
01-7600-7529 ADMINISTRATION EXPENSE	-	3,000.00
01-7600-7531 CONTRACTS & AGREEMENTS	1,810.56	2,000.00
01-7600-7601 PHONE & INTERNET	2,456.58	4,000.00
01-7600-7609 TOOLS	74.02	250.00
01-7600-7611 EQUIPMENT MAINTENANCE	7,549.82	10,000.00
01-7600-7613 EQUIPMENT PURCHASE	-	5,000.00
01-7600-7614 EQUIPMENT RENTAL	300.84	500.00
01-7600-7650 OFFICE SUPPLIES	92.97	-
01-7600-7660 OTHER SUPPLIES	8.64	500.00
01-7600-7701 FUEL - GAS	-	2,500.00
01-7600-7777 BAD DEBT EXPENSE	680.27	-
01-7600-7900 Transfer to Reserves	-	50,000.00
 Capital		
01-7600-8011 CAPITAL - Floor Scrubber	11,000.00	15,000.00
Net Deficit	\$ 88,717.52	126,506.36