



Municipality of West Elgin

Agenda

West Elgin Community Centre Board of Management

December 11, 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 Bo Horvat Community Centre Board of Management hereby adopts the Agenda as presented.

3. **Disclosure of Pecuniary Interest**

4. **Minutes**

Recommendation:

That Bo Horvat Community Centre Board of Management Committee adopt the minutes of November 6th 2024 as circulated and printed.

5. **Business Arising from Minutes**

3

6. Financials

8

Recommendation:

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

7. New Business

7.1 Skating Club Update

7.2 Minor Hockey Update

7.3 2025 Meeting Calendar

9

7.4 WLMHA Fundraising - Snacks

8. Staff Operations Update

9. Adjournment

Recommendation:

That the Bo Horvat Community Centre Board of Management hereby adjourn at _____ a.m. to meet again on January 8th, 2025 at 9:00 a.m.



Municipality of West Elgin

Minutes

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

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

Staff Present: M. Badura, Treasurer
Adam Ecker, Recreation Supervisor
Jenn Vanesse, Recording Secretary
Terri Towstiuc, Clerk

1. Call to Order

Chair K. Loveland called the meeting to order at 9:01 a.m.

2. Adoption of Agenda

Moved: Jim Hathaway, WESC

Seconded: Jessica Small, WLMHA

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

Carried

4. Minutes

Moved: Jessica Small, WLMHA

Seconded: Bill Denning, West Elgin

That The Bo Horvat Community Centre Board of Management Committee adopt the minutes of October 9th as circulated and printed.

Carried

5. Business Arising from Minutes

No business arising from the minutes

6. Financials

6.1 2025 Arena Fees and Charges

Magda presented the proposed 2025 fees and charges for the arena. With a proposed average of 2% increase to keep up with inflation costs across the board. The increase affects some fees such as ice rental, main floor rental, and advertising. The public skating/programming and skate sharpening did not have an increase proposed.

Moved: Jim Hathaway, WESC

Seconded: Bill Denning, West Elgin

That the Bo Horvat Community Center Board of Management hereby adopt the proposed fees and charges as presented.

Carried

6.2 2025 Arena Budget

Magda presented the 2025 Arena Budget which calculated in the 2024 actual, YTD and budget. The grant from Dutton-Dunwich is their portion of the deficient that is calculated by their user base. Ice rentals are anticipated to increase slightly as there was a 31% increase from last year of usage, and costs will be going up 2%. The sign revenue is not expected to be over \$7000 as we only have so much advertising space. The public skating increases slightly at the hopes of having the skates sponsored as they were this year. Skate sharpening would stay about the same as it is for this year.

On the expense side, the wage allocation is 75-79% of the booking revenue. Training is needed for the operators to use the equipment every year. Memberships & Dues are our SOCAN licensing to be able to play

music in the arena. Health and Safety is the green books that get updated and any other issues that arise that need to be addressed. The utilities and the rest of the line items were straight forward on what they are used for. The transfer to reserves would be for the dehumidification system replacement. The transfer from reserves would be under the assumption that we receive the grant for the arena renovations which will be done in phases. The dehumidification system is planned to go in after the arena closes in spring 2025.

6.3 2025 Budget - Capital

Magda presented the 10 Year Capital Forecast to the board. For 2025, the dehumidification system, replacing the dasher boards, glass, benches and signage are hoping to be covered by the CSRIF grant that was applied to which is Phase 1 of the grant. We do not want the arena closed for usage during much needed times, so this is why it is proposed to do it in 2 phases. The second phase will be the construction project of installing 2 new dressing rooms. Overall we are looking at about \$10,000 in fundraising needed to fully pay for the renovations as long as we are approved for the grant. It was brought to the boards attention that the community is asking for concept plans to be posted at the arena so we are transparent with the progress. As the board members we can take any feedback and bring it to the meetings for input. The grant had a built in 30% contingency cost built in. Once construction is done, the reserves will be depleted and , so the board will have to come up with a plan on how to rebuild the reserves again.

The concept plans did change a bit for the application as the size of dressing rooms increased and the office was moved in location too. Staff will get the layout together and posted at the arena. Magda suggested the purchase of a tv screen for the warm room to have all the updates on there to keep everything current and easily updateable.

Moved: Bill Denning, West Elgin

Seconded: Jessica Small, WLMHA

That The Bo Horvat Community Centre Board of Management adopt the Capital Forecast as presented.

Carried

6.4 Financials as of October 31, 2024

The financials were presented without much concern. Typical utility costs, bookings were up about 15% from YTD, and the revenue and expenses for the arena renaming was close to zeroing out.

Moved: Jim Hathaway, WESC

Seconded: Bill Denning, West Elgin

That The Bo Horvat Community Centre Board of Management hereby adopts the financials as printed and circulated.

Carried

7. New Business

7.1 Skating Club Update

Everything is running smoothly and efficiently thanks to staff.

7.2 Minor Hockey Update

WLMHA has a tournament the weekend of November 16th with an overwhelming response for some age groups. They are seeking the boards permission to have a food truck available at the tournament in the parking lot, and using the concession stand only to take the orders. The boards approved as long as there was proof of \$2 million liability, and to confirm with staff whether it is just Friday and Saturday, or all weekend.

There are some hooks in the dressing rooms that are broken, and Adam will look into these and have them fixed as soon as possible.

There was an issue with one of the advertising signs that went up in the arena, but it has since been moved so it is not overtop of the home teams dressing room.

Jessica would like to have the user policy and timeline added to a future agenda to be discussed further if we are going to be updating it to accommodate the local groups first and foremost.

8. Staff Operations Update

Repairs were done to the heater in the warm room so it is now 20 degrees in there. The Out to Lunch Zamboni advertising is now in place. The part time staff is fully trained and worked their first solo shift on the weekend. They have purchased a blade changing assistant that holds the blade and bolts, etc... as this was a health and safety concern with staff holding the sharp blade, and there will be training implemented from Zamboni shortly. The hot water heater rental in

the concession stand was returned to reliance as the concession stand will no longer be utilized for cooking. Tomorrow the Zamboni has its scheduled emissions test.

9. Adjournment

Moved: Jessica Small, WLMHA

Seconded: Jim Hathaway, WESC

That the Bo Horvat Community Centre Board of Management hereby adjourn at 10:12 a.m. to meet again on December 11th, 2024 at 9:00 a.m.

Carried

Ken Loveland, Chair

Jenn VanEsse, Recording
Secretary

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

Income Statement

As of November 30, 2024

	<u>2024 Actuals</u>	<u>2024 Budget</u>
Revenue		
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	(166,615.54)	(136,651.04)
01-7600-6502 SIGN RENTAL	(7,050.00)	(5,336.63)
01-7600-6503 FOOD BOOTH RENTAL	(66.00)	-
01-7600-6504 PUBLIC SKATING	(3,065.50)	(3,377.25)
01-7600-6505 SKATE SHARPENING	(900.00)	(1,300.00)
Operating 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	118,949.17	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	52,642.32	65,000.00
01-7600-7501 GAS	8,511.31	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	13,349.48	10,000.00
01-7600-7516 JANITORIAL	1,437.79	1,200.00
01-7600-7520 GROUNDS MAINTENANCE	510.05	-
01-7600-7529 ADMINISTRATION EXPENSE	-	3,000.00
01-7600-7531 CONTRACTS & AGREEMENTS	2,010.56	2,000.00
01-7600-7601 PHONE & INTERNET	2,699.90	4,000.00
01-7600-7602 SOFTWARE LICENSE	-	-
01-7600-7609 TOOLS	112.28	250.00
01-7600-7611 EQUIPMENT MAINTENANCE	13,526.30	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	55.28	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
01-7600-8012 CAPITAL - Arena Renovations	4,307.63	-
Net Deficit	\$ 102,554.81	\$ 126,506.36

2025 Calendar

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2025 Holidays

- January 1 – New Years Day
- February 17 – Family Day
- April 18 – Good Friday
- April 21 – Easter Monday
- May 19 – Victoria Day
- July 1 – Canada Day
- August 4 – Civic Holiday
- September 1 – Labour Day
- October 13 – Thanksgiving
- November 11 – Remembrance Day
- December 25 – Christmas Day
- December 26 – Boxing Day

COUNCIL (2nd & 4th Thursday)

ARENA (Monthly, 2nd Wednesday)

TRANSIT (Quarterly)

RECREATION (8 Meetings per year)

TRI-COUNTY WATER (Quarterly, 3rd Tuesday)

HOLIDAYS

