



Municipality of West Elgin

Agenda

Bo Horvat Community Centre Board of Management

May 20, 2026, 9:00 a.m.
Electronic Participation Meeting via Zoom

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.

Zoom Link: <https://us02web.zoom.us/j/84718442886?pwd=gKoPTWWofP8T6rbh9DShMkXfqsF4XF.1>

	Pages
1. Call to Order	
2. Adoption of Agenda	
Recommendation: That the Bo Horvat Community Centre Board of Management hereby adopts the Agenda as presented.	
3. Disclosure of Pecuniary Interest	
4. Minutes	3
Recommendation: That the Bo Horvat Community Centre Board of Management Committee adopt the minutes of _____ as circulated and printed.	
5. Business Arising from Minutes	
6. Financials	
6.1 Arena Budget	13

7. New Business

7.1 Skating Club Update

7.2 Minor Hockey Update

7.3 Staff Operations Update

7.4 Discussion - Arena Ice Priority

8. Adjournment

Recommendation:

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



Municipality of West Elgin

Agenda

Bo Horvat Community Centre Board of Management

March 11, 2026, 9:00 a.m.
Council Chambers
160 Main Street
West Lorne

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

3. **Disclosure of Pecuniary Interest**

4. **Minutes**

Recommendation:

That the Bo Horvat Community Centre Board of Management Committee adopt the minutes of February 11th, 2026 as circulated and printed.

5. **Business Arising from Minutes**

6. Financials

3

Recommendation: Accept the Financials as Presented
The Bo Horvat Community Centre Adopts the financials as presented.

7. New Business

7.1 Skating Club Update

7.2 Minor Hockey Update

7.3 Staff Operations Update

8. Concept Drawing Update

5

9. Budget Discussion

10. Adjournment

Recommendation:

That the Bo Horvat Community Centre Board of Management hereby adjourn at _____ a.m. to meet again on April 8th, 2026.

**Municipality of West Elgin - Bo Horvat Community Centre Board of
Income Statement
As of February 28, 2026**

Revenue		<u>2026 Actuals</u>
01-7600-6501	ICE RENTAL	(67,394.71)
01-7600-6504	PUBLIC SKATING	(850.50)
01-7600-6505	SKATE SHARPENING	(820.00)
Expenses		
01-7600-7430	Wages Transfer In	27,551.25
01-7600-7500	HYDRO	17,980.05
01-7600-7501	GAS	2,512.02
01-7600-7502	ARENA - WATER	2,434.41
01-7600-7510	INSURANCE	48,282.51
01-7600-7515	BUILDING REPAIRS & MAINTENANCE	112.40
01-7600-7516	JANITORIAL	63.55
01-7600-7520	GROUNDS MAINTENANCE	418.94
01-7600-7531	CONTRACTS & AGREEMENTS	446.64
01-7600-7601	PHONE & INTERNET	508.78
01-7600-7609	TOOLS	69.99
01-7600-7611	EQUIPMENT MAINTENANCE	3,364.35
Capital		
01-7600-8013	CAPITAL - Boards Repair	<u>65,375.00</u>
		<u>100,054.68</u>

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2026 Budget

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FEE PROPOSAL



SPRIET
ASSOCIATES
ENGINEERS & ARCHITECTS
155 York Street
London, Ontario N6A 1A8
Tel. (519) 672-4100
Fax (519) 433-9351
Email: mail@spriet.on.ca
www.spriet.on.ca

Project: West Elgin Arena – Design Revisions
171 Graham Road, West Lorne ON
Project No.: 224268

Attention: **Terri Towstiuc, Dipl.M.A.**
Manager of Community Services / Clerk
Municipality of West Elgin
22413 Hoskins Line
Rodney ON N0L 2C0

February 27, 2026

Thank you for the opportunity to submit our proposal for your review. We would be delighted to further develop the Design Development drawings that we have coordinated with your team. Below, we outline our proposed services and associated costs for your consideration:

1. Design Development

- 1.1. Complete amended concept floor plan drawings for owner's review.
- 1.2. Minor revisions to plans per owner comments
- 1.3. Prepare Class D estimate of construction in house.

The fee for this stage is hourly with an upset limit

Architectural

\$ 6, 400.00

Hourly Rates

Structural Engineer - \$231.00
Architect - \$190
Architectural Technologist / Project Manager - \$170
Architectural Designer - \$115 - \$140
Administrative - \$90

Excluded Work From Quote

Municipal Fees (permit)
Legal documents (surveys etc..)
Pre-qualification of bidders
Existing building assessment
Interior Design and Furniture Fittings
Commissioning
Notice of Non-Payment / Disputes with Contractor (Adjudication)
Any other consultants not mentioned.
Renderings and 3D modelling
Assessment of Toxic or Hazardous Substances and Materials
3rd party inspections
Disbursements

Terms of Payment

Fees and reimbursable expenses as set out above, plus value added tax (HST) within twenty-eight (28) days of receipt of Proper Invoices, the invoiced amount or the undisputed portion thereof on account of the Architect's fee and agreed upon reimbursable expenses plus applicable taxes. Proper Invoice shall be issued and submitted on a monthly basis unless otherwise agreed. Unpaid Proper Invoices or the unpaid balance thereof shall bear interest, calculated, and compounded monthly at the rate of 2.0% per annum or such other rate as is specified in the Construction Act (Ontario), whichever is higher, commencing the twenty-ninth (29th) day after the date that the Architect's Proper Invoice is received, or such other rate as is determined as a result of a dispute resolution process. Reimbursable expenses are charged at cost plus 10 % for administration and include charges for: printing, copying, delivery, communication, travel, and if authorized, lodging, special photography, or models.

If you should have any questions, please contact the undersigned.

Yours truly,

SPRIET ASSOCIATES LONDON LIMITED


S. McIlmurray, OAA



Municipality of West Elgin

Minutes

Bo Horvat Community Centre Board of Management

March 11, 2026, 9:00 a.m.

Council Chambers

160 Main Street

West Lorne

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

Regrets: Ryan Statham

Staff Present: Adam Ecker, Recreation Supervisor
Terri Towstiuc, Manager of Community Services/Clerk
Jenna Campbell, Recreation and Communications
Coordinator

1. Call to Order

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

2. Adoption of Agenda

Moved: Jessica Small, WLMHA

Seconded: Jim Hathaway, WESC

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

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Minutes

Moved: Jessica Small, WLMHA

Seconded: Jim Hathaway, WESC

That the Bo Horvat Community Centre Board of Management Committee adopt the minutes of February 11th, 2026 as circulated and printed.

Carried

5. Business Arising from Minutes

None to be discussed.

6. Financials

Updated financial presented to end of February.

Moved: Bill Denning, West Elgin

Seconded: Jim Hathaway, WESC

The Bo Horvat Community Centre Adopts the financials as presented.

Carried

7. New Business

7.1 Skating Club Update

The current situation is that we are winding down for the season. Great year with excellent support from staff. Promoting power skating program for next year.

7.2 Minor Hockey Update

The teams are still in playoffs. U15 game tomorrow and U13 team close to making it to OMHA final. Jenn stated that they are starting to think about tryouts and next season. Jess stated they will have their ice request in soon. Thank you to the staff for all their help and accommodating changes.

7.3 Staff Operations Update

The arena team is counting down the final days of the season. They are preparing the arena for the ice removal on March 30th. Then the following

week on easter Monday they are preparing for the boards removal and construction to begin. Jess asked if the ice would ever get to be left in longer into the summer spring months. Adam discussed that this would only be an option if there was a full schedule as this would make the most sense from a revenue and staffing perspective.

8. Concept Drawing Update

A quote was provided for the updated drawings to be made by Spriets. The previous grant that was submitted had different drawings that included a large addition to the building. The new drawings will provide more than one option. One that shows an in budget and scaled back option. And another that will incorporate the expansion as well as the requested dressing rooms from the original Kraft Hockeyville Committee. It was recommended by Terri to put aside 10, 000 towards the drawing with some extra money in case we want to request another change to the drawings after we receive the most recent copies. Jess asked why Spriets was selected and it was discussed that they had been used previously and they already had information on the Arena as well as a previous drawing. Other options are still being considered.

It was discussed that there needs to be a communication out to the public regarding the renovations to the boards in regard to the kraft Hockeyville money. It was also requested that we share it with the group for potential collaboration where possible before posting or sending out to the public.

Moved: Jim Hathaway, WESC

Seconded: Bill Denning, West Elgin

That the Bo Horvat Community Centre Board approve the quote from Spriets, pending approval in the 2026 budget

Carried

9. Budget Discussion

Hopefully by next meeting we can finalize the arena budget with the help of the consultant who is now supporting the municipality.

10. Adjournment

Moved: Bill Denning, West Elgin

Seconded: Jessica Small, WLMHA

That the Bo Horvat Community Centre Board of Management hereby adjourn at 9:33 a.m. to meet again on April 8th, 2026.

Carried

Ken Loveland, Chair

Jenn VanEsse, Recording Secretary

Parks and Recreation - Bo Horvat Community Centre (Arena)		2026 Budget	2025 Actuals	2025 Budget	2024 Actuals	2024 Budget
01-7600-6121	DONATIONS - ARENA RENAMING	-		-	(14,130.50)	-
01-7600-6202	GRANT FROM DUTTON/DUNWICH	(91,588.24)	(77,826.28)	(77,946.00)	(78,164.46)	(90,114.12)
01-7600-6204	Facility Rental	-		-	(450.00)	-
01-7600-6501	ICE RENTAL	(200,000.00)	(210,401.35)	(190,000.00)	(198,251.34)	(136,651.04)
01-7600-6502	SIGN RENTAL	(7,000.00)	(7,197.00)	(7,000.00)	(9,350.00)	(5,336.63)
01-7600-6503	FOOD BOOTH RENTAL	-		-	(66.00)	-
01-7600-6504	PUBLIC SKATING	(4,500.00)	(1,535.00)	(4,500.00)	(3,235.50)	(3,377.25)
01-7600-6505	SKATE SHARPENING	(1,200.00)	(2,055.00)	(1,200.00)	(1,110.00)	(1,300.00)
01-7600-7351	Arena Renaming	-	(125.00)	-	13,135.13	-
01-7600-7411	COVID-19	-		-	-	-
01-7600-7415	TRAINING	3,000.00		3,000.00	1,793.00	3,000.00
01-7600-7430	Wages Transfer In	186,577.00	177,314.46	145,000.00	151,489.53	130,735.40
01-7600-7441	MEMBERSHIPS & DUES	600.00	460.00	600.00	544.91	500.00
01-7600-7450	HEALTH & SAFETY	600.00		600.00	58.76	600.00
01-7600-7452	UNIFORMS	500.00	517.25	500.00	-	500.00
01-7600-7500	HYDRO	75,000.00	67,645.65	75,000.00	72,108.92	65,000.00
01-7600-7501	GAS	7,500.00	11,575.85	7,500.00	10,550.25	8,000.00
01-7600-7502	ARENA - WATER	8,000.00	10,030.78	8,000.00	9,341.42	8,000.00
Parks and Recreation - Bo Horvat Community Centre (Arena)		2026 Budget	2025 Actuals	2025 Budget	2024 Actuals	2024 Budget
01-7600-7510	INSURANCE	48,283.00	45,416.16	50,000.00	44,058.60	43,000.00
01-7600-7515	BUILDING REPAIRS & MAINTENANCE	10,000.00	12,362.16	10,000.00	13,811.93	10,000.00
01-7600-7516	JANITORIAL	1,300.00	1,093.65	1,300.00	1,617.73	1,200.00
01-7600-7520	GROUNDS MAINTENANCE	500.00	1,660.29	500.00	510.05	-
01-7600-7529	ADMINISTRATION EXPENSE	3,000.00	41.00	3,000.00	3,000.00	3,000.00
01-7600-7531	CONTRACTS & AGREEMENTS	2,000.00	3,027.40	2,000.00	2,873.56	2,000.00
01-7600-7601	PHONE & INTERNET	4,000.00	3,166.37	4,000.00	2,943.14	4,000.00
01-7600-7609	TOOLS	250.00	39.98	250.00	166.24	250.00
01-7600-7611	EQUIPMENT MAINTENANCE	40,000.00	19,098.04	10,000.00	13,581.26	10,000.00
01-7600-7613	EQUIPMENT PURCHASE	5,000.00	3,340.95	5,000.00	528.45	5,000.00
01-7600-7614	EQUIPMENT RENTAL	500.00		500.00	300.84	500.00
01-7600-7650	OFFICE SUPPLIES	100.00		100.00	92.97	-
01-7600-7660	OTHER SUPPLIES	500.00		500.00	8.64	500.00
01-7600-7701	FUEL - GAS	1,500.00	1,125.86	2,500.00	2,140.24	2,500.00
01-7600-7777	BAD DEBT EXPENSE	-		-	680.27	-
01-7600-7900	Transfer to Reserves	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
01-7600-7901	Transfer from Reserves	(267,900.00)	(111,853.00)	(558,125.00)	-	-
01-7600-8011	CAPITAL - Floor Scrubber	-		-	11,000.00	15,000.00
01-7600-8012	CAPITAL - Arena Renovations	6,400.00	596.45	-	4,307.63	-
01-7600-8013	CAPITAL - Boards Repairs	261,500.00		318,125.00	-	-
01-7600-8014	CAPITAL - Dehumidification System	-	111,853.00	240,000.00	-	-
		\$ 144,421.76	\$ 109,372.67	\$ 99,204.00	\$ 105,885.67	\$ 126,506.36