



# Municipality of West Elgin

## Agenda

### Bo Horvat Community Centre Board of Management

July 8, 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](mailto: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**

3

Recommendation:

That the Bo Horvat Community Centre Board of Management Committee adopt the minutes of May 20, 2026 as circulated and printed.

5. **Business Arising from Minutes**

6. **Financials**

7

Recommendation:

That the Bo Horvat Community Centre Board of Management adopt the financials as presented.

**7. New Business**

**7.1 Skating Club Update**

**7.2 Minor Hockey Update**

**7.3 Staff Operations Update**

**7.4 Teir System - Ice Rental Priority**

9

**8. Adjournment**

Recommendation:

That the Bo Horvat Community Centre Board of Management hereby adjourn at \_\_\_\_\_ a.m. to meet again on August 12, 2026 or at the call of the chair.



# Municipality of West Elgin

## Minutes

### Bo Horvat Community Centre Board of Management

May 20, 2026, 9:00 a.m.

Electronic Participation Meeting via Zoom

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

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

#### 2. Adoption of Agenda

**Moved:** Jessica Small, WLMHA

**Seconded:** Bill Denning, West Elgin

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

**Carried**

#### 1. Call to Order

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

#### 4. Minutes

**Moved:** Bill Denning, West Elgin

**Seconded:** Jessica Small, WLMHA

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

**Carried**

## **6. Financials**

### **6.1 Arena Budget**

Ken started off this discussion by bringing up Arena ice rates. He brought forward the idea that a small increase of 3% is a smart move rather than having to make a large increase years down the road. Jenna shared the current prices for arena rates which can be found on the website. Jess brought up the idea of having different prices associated with different tier groups.

Jess inquired about the Ice User Policy and getting that updated. Jenna will look into this.

Ken then discussed the reserves. He wants to know if the krafthockeyville money is invested. It was understood by many on the board that the money was supposed to be invested. Emma will look into this further. Ken then discussed that Dutton has 108, 000 that has not yet been transferred over. The board then discussed how they will pay back 83, 000 that is owing. Various options were discussed but nothing was decided.

Terri shared that she needs guidance from Council about where the money regarding changing the Arena plans (Spriets) is coming from.

Ken discussed the merchandise money made by sales at Krafthockeyville. Jess shared the total and that it is in its own account.

The Equipment Maintenance fees were then discussed, and some members wondered why this rate was so high. Adam shared that this is high due the Zamboni potentially being re-located to have some preventative work done on it and upgrades. Adam then brought up that the refrigeration fees have also increased.

Salary increases in staff wages were then discussed. Emma explained how much is allocated towards Jennas salary, Adam and other full time Arena staff as well as part time arena staff.

**Moved:** Jessica Small, WLMHA

**Seconded:** Bill Denning, West Elgin

**Carried**

**Moved:** Bill Denning, West Elgin

**Seconded:** Ryan Statham

**Carried**

## **7. New Business**

### **7.1 Skating Club Update**

Ken shared on behalf of Jim. Had a great closing party. Registration starting soon. Thank you to staff. Looking for 2 nights next season. Power skating program will be back and was a huge success. Looking to inquire about when will be the opening day for the Arena come fall.

### **7.2 Minor Hockey Update**

Held awards day. Spring tryouts are complete. Three teams have been selected for 2026/2027. Girls hockey to be brought back to minor hockey.

### **7.3 Staff Operations Update**

Slowly getting approvals done for board replacement. Installment scheduled as of right now by July 1st.

### **7.4 Discussion - Arena Ice Priority**

Adam asked for guidance from the board regarding coming up with a tier system of what groups have priority at the arena for rentals and ice times. He has had a lot of people reaching out and wants to know what direction to go in. Various options for tiers were discussed, and it was decided that Adam and Jenna will put together a draft copy to be shared with the arena board. Bill and Ryan brought up the idea of searching for some corporate sponsorships and inquiring about a lesser insurance rate for arena. Terri is

following up with corporate sponsorships but has to wait for budget to be approved.

**8. Adjournment**

**Moved:** Jessica Small, WLMHA

**Seconded:** Ryan Statham

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

**Carried**

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Ken Loveland, Chair

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Jenn VanEsse, Recording Secretary

<b>Parks and Recreation - Bo Horvat Community Centre (Arena)</b>		<b>2026 YTD 06/30</b>	<b>2026 Budget</b>	<b>Variance</b>	<b>Progress %</b>
01-7600-6202	GRANT FROM DUTTON/DUNWICH	-	92,906	92,906	0.00%
01-7600-6501	ICE RENTAL	- 101,248	- 200,000	98,752	50.62%
01-7600-6502	SIGN RENTAL	-	7,000	7,000	0.00%
01-7600-6504	PUBLIC SKATING	- 1,136	- 4,500	3,365	25.23%
01-7600-6505	SKATE SHARPENING	- 1,130	- 1,200	70	94.17%
01-7600-7415	TRAINING	-	3,000	- 3,000	0.00%
01-7600-7430	Wages Transfer In	61,011	186,577	- 125,566	32.70%
01-7600-7441	MEMBERSHIPS & DUES	-	600	- 600	0.00%
01-7600-7450	HEALTH & SAFETY	32	600	- 568	5.36%
01-7600-7452	UNIFORMS	-	500	- 500	0.00%
01-7600-7500	HYDRO	36,554	75,000	- 38,446	48.74%
01-7600-7501	GAS	4,021	7,500	- 3,479	53.61%
01-7600-7502	ARENA - WATER	3,740	8,000	- 4,260	46.74%
01-7600-7510	INSURANCE	48,283	48,283	0	100.00%
01-7600-7515	BUILDING REPAIRS & MAINTENANCE	597	10,000	- 9,403	5.97%
01-7600-7516	JANITORIAL	1,363	1,300	63	104.83%
01-7600-7520	GROUNDS MAINTENANCE	419	500	- 81	83.79%
01-7600-7529	ADMINISTRATION EXPENSE	-	3,000	- 3,000	0.00%
01-7600-7531	CONTRACTS & AGREEMENTS	1,247	2,000	- 753	62.33%
01-7600-7601	PHONE & INTERNET	1,408	4,000	- 2,592	35.21%
01-7600-7609	TOOLS	121	250	- 129	48.39%
01-7600-7611	EQUIPMENT MAINTENANCE	5,007	40,000	- 34,993	12.52%
01-7600-7613	EQUIPMENT PURCHASE	-	5,000	- 5,000	0.00%
01-7600-7614	EQUIPMENT RENTAL	-	500	- 500	0.00%
01-7600-7650	OFFICE SUPPLIES	-	100	- 100	0.00%
01-7600-7660	OTHER SUPPLIES	-	500	- 500	0.00%
01-7600-7701	FUEL - GAS	-	1,500	- 1,500	0.00%
01-7600-7900	Transfer to Reserves	50,000	50,000	-	100.00%
01-7600-7901	Transfer from Reserves	- 196,125	- 267,900	71,775	73.21%
01-7600-8012	CAPITAL - Arena Renovations	-	6,400	- 6,400	0.00%
01-7600-8013	CAPITAL - Boards Repairs	196,125	261,500	- 65,375	75.00%
		<b>\$ 110,287.87</b>	<b>\$ 143,104.48</b>	<b>\$ (32,816.61)</b>	<b>77.07%</b>





## **Bo Horvat Arena Ice User Tier System**

Adam Ecker – Supervisor of Facilities

Jenna Campbell – Recreation Coordinator

### **Introduction**

Creating an Arena Ice User Tier System is intended to provide a fair, transparent, and organized process for allocating ice time among user groups. By establishing three priority tiers, the system helps arena and recreation staff determine which organizations and groups receive priority to Ice times and specific time slots based on factors such as user group, level of participation, seasonal requirements, and long-term commitment to the facility.

This approach ensures prime-time ice rentals are allocated consistently and efficiently, while supporting local youth hockey and skating programs, long-standing community groups, rentals, and overall use of the Bo Horvat Arena.

### **What is a Seasonal Ice User?**

A seasonal ice user is a team, league, or organization that rents the ice time on a reoccurring weekly basis for the duration of the skating or hockey season. Beginning in September (pending seasonal arena opening) to end of March (pending seasonal closing). Seasonal Ice users must sign a contract prior to the ice user start date indicating their commitment to all scheduled ice times.



**Suggested Arena Ice User Teir System Diagram**

<p><b>Teir 1</b></p> <p><u>Seasonal Youth Groups</u></p>	<p><b>Groups</b></p> <p>West Lorne Minor Hockey Association</p> <p>WLGHA</p> <p>West Elgin Skating Club</p>
<p><b>Teir 2</b></p> <p><u>Seasonal Youth Groups</u></p> <p><u>Seasonal Adult Groups</u></p>	<p>St Thomas Panthers</p> <p>Elgin Girls Hockey</p> <p>Elgin Middlesex Canucks</p> <p>Men's League</p>
<p><b>Teir 3</b></p> <p><u>Non-Seasonal</u></p> <p><u>Short Term Rentals</u></p>	<p>Youth or Adult</p>



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**Ice Rental Agreement**

Between

**The Bo Horvat Community Centre Board of Management**

And

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Organization Name

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Applicant Name

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Mailing Address of Applicant

Applicant Phone Number	
Secondary Contact Person	
Secondary Contact Person Phone Number	
Ice time requested (if more than one ice time please attach a schedule)	
Purpose of Rental	
Cost per hour	
HST (13%)	
Total Cost	
Start Date	
End Date	
Insurance	

*\*Please Read and Understand all the Following Information Before Signing\**

*All groups MUST include the following disclaimer on their registration form: "The information on this form will be used to determine eligibility for ice allocation and statistical purposes, will be provided to the Municipality of West Elgin and will be dealt with according to the Municipal Freedom of Information and Protection of Privacy Act".*

## **Historical Precedent**

It will be a principle of the allocation system to give due consideration to the allocation of ice according to previous years. Significant changes to previous year's ice shall be based on changes to registration levels, registration composition or to emerging needs.

## **New Organizations**

New organizations may be included in the system, if it is demonstrated through a registration process that there are sufficient participants to qualify for ice time allocation and if there is surplus ice time available. The registration for new organizations must include payment of the applicable registration fee to the organization.

The **tier system** will be used to make all decisions, and the Bo Horvat Board of Management will be consulted when deciding if we are able to accommodate new organizations.

## **Seasonal Ice Users**

All seasonal users must book ice at the start of the season (early fall) to the end of the regular ice season (mid-March each year). An organization may return ice to the Municipality by providing two weeks' written notice but will be responsible for paying for any ice that is not rebooked by a third party. All users sign and return a **Seasonal Ice Contract**.

## **Seasonal Ice Contracts**

All following forms must be signed by the organization duly authorized signing officers, and the executed contract and appropriate insurance certificates must be provided to the Municipality **two weeks** prior to the first rental date of the contract. If contracts and insurance certificates are not submitted at least two weeks in advance of the first rental date, the Facility Supervisor may cancel the ice allocation for that organization. Upon communication of approval of the rental contract by the Municipality, the Ice Contract shall be binding upon the User.

## **Insurance and Indemnification**

All users are required to provide a certificate of insurance evidencing general public liability and property damage coverage with limits of no less than two million dollars (\$2,000,000.00) and which names the Corporation of the Municipality of West Elgin as an additional insured to the policy. This needs to be submitted no later than 2 weeks prior to the rental date.

All users hereby agree to hold harmless and fully indemnify the Municipality its successors and assigns, form and against all actions, claims and demands whatsoever which may be brought against or made up the Municipality and against all loss, liability, judgements, costs, or expenses which the municipality may sustain, suffer or be put to:

- a. Resulting from or arising out of any breach, violation or non-performance of any covenant condition, agreement or other obligation of the User or those for whom the User is responsible; and
- b. Any damage to property and any injury to any person (including death), without limitation, in any way associated with their use of the facility, including but not limited to, use of the ice, playing of hockey and other activities in the facility

All Users acknowledge that the activities they are taking part in within the facilities are inherently dangerous and willingly assume those risks.

## **Payment Terms & Cancellations**

### **Seasonal Rentals**

- a. All changes in ice/floor rentals must go through the facility administrator or the area Municipal office.
- b. Contracted Ice/ Floor:
  - No subletting of ice/ floor time allowed. Any subletting may result in loss of future use of facilities
  - Organizations will be responsible for paying for all contracted ice for the period specified by the contract. An organization may occasionally return ice to the municipality by providing two weeks' written notice but will be responsible for paying for any ice that is not rebooked by the municipality.
  - Non-Prime cancellations require 4 business days' notice of cancellation.

### **General Short-Term Rentals**

- c. Payments must be made at the time of booking. Payments can be at the Municipality of West Elgin office.
- d. Prime-time cancellation notice is a minimum of 48 hours and is subject to an administration fee

of \$20.00 per hour of cancelled time.

- e. Payments for ice booked in advance must be made Monday- Friday 8:30-4:30pm at the Municipal office.
- f. Ice rental fee must be paid in full before tournaments and other special events (other than regular contractual annual events I.E. Ontario Ball Hockey Championship...)
- g. The representative agrees that the facility operator will not be responsible for the forwarding of notification of the cancellation. All cancellations must be done through the facility allocation assistant at the Municipal office.
- h. The Municipality of West Elgin, Recreation Facilities division may cancel ice/floor time at any time in the event of tournaments and special events. For other cancellation situations, the arena

### **Facility Supervisor Authority**

Whenever a decision is required under this policy, the Bo Horvat Board of Management facility supervisor is granted the authority to make a final determination. Where an individual User or Group breaches any of the sections of this policy, the terms of use for any facility, or reasonable behaviour expected of users, the facility supervisor has the authority to verbally request the person stop, require the person to leave the facility, prohibit future use of Municipal Facility by the User or Group and/ or take any other reasonable action for the safety and well-being of the facility, staff and other users.

### **Ice Time Breakdown and Pricing**

Rental of ice time in all arenas is based on a “50” minute hour. The flood will be the last 10 minutes of the hour booked. Ice users should be ready to go on the ice at the start time indicated on their rental contract.

#### **Prime Time:**

- Monday to Friday – 5:00 pm to 11:00 pm
- Saturday 8:00 am to 11:00 pm
- Sunday 8:00 am to 11:00 pm

#### **Off Prime Time:**

- Any other time that falls outside of the above time slots and takes place during arena operation hours

#### **Pricing:**

Prime Time (Adult) – \$188.00

Prime Time (Youth) – \$159.00

Off Prime Time – \$89.00

## Conditions of Agreement

1. The Board reserves the right to accept or reject any application submitted for the use of the arena, or any portion thereof.
2. An applicant must be at a minimum age of eighteen (18) years.
3. One hour of ice use consists of fifty (50) minutes of ice use followed by ten (10) minutes of Ice Maintenance.
4. The board, and any of its employees shall not be responsible, or liable for any lost, stolen, or damaged personal items.
5. It shall be the responsibility of the applicants and/or organization to acquire a key from the facility staff on duty for access to the dressing room.
6. The dressing area must be vacated within thirty (30) minutes after the completion of ice time, and to be left in a clean, undamaged condition.
7. Possession and consumption of beverages in glass bottles, or alcoholic beverages (other than licensed areas) is **STRICTLY PROHIBITED**. If you do consume alcohol in an unlicensed area your contract will be terminated- effective immediately.
8. It is the applicant's full responsibility to arrange for, and pay for, adequate security whenever deemed necessary by the Board to have such services present.
9. No refreshments, merchandise, or services shall be sold on the premises without the prior written approval of the Board or it designates.
10. Any willful or intentional damage to the Arena, or any of its contents therein by the applicant, or its participants shall be the responsibility of the applicant and any costs associated with damages.
11. The Board agrees to provide adequate lighting, goal nets, scoreboard (for organized games), and dressing rooms for no more than two (2) teams per hour. The Board will not be responsible for providing timekeepers or gatekeepers for the applicant's activities.
12. The Board agrees to provide the facilities under this agreement, however the Board and or its designated representative reserve the right to cancel or re-schedule ice time if deemed unsafe by the Board or its designate, and it is in their best interest to do so. The Board will not be responsible for losses of any kind, or type of inconvenience to the applicant(s), or spectators, which may be due to equipment failure, weather, or any other reason that the facility may be required to close for the reason of public safety.
13. Ice times indicated in this agreement are scheduled by the applicant and facility management and are non-transferable by the applicant.
14. Ice times indicated in this agreement are to be used for the duration of this agreement. Cancellation of ice time for reasons other than weather is prohibited.
15. All applicants and their participants shall stay off the ice surface while resurfacing activities are in progress, and until they are completed and all the equipment is off the surface and the doors to the storage area are closed.
16. The applicant is responsible for the conduct of their participants, and shall further ensure that no rules, regulations, or conditions governing the use of West Elgin Arena is contravened or abused.
17. The applicant renting the facilities of the West Elgin Arena shall be responsible for such insurance as may be necessary for its personnel and participants and shall assume full liability for any incident/ accident occurring in connection with the rental of the facility. The Municipality of West Elgin carries public liability and accident insurance for the protection of spectators and employees.



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18. In the event The Municipality of West Elgin determines, in its sole discretion, that the undersigned, its employees, contractors, agents, invitees or any other persons attending the undersigned's event have not complied with the prevailing Policies, Orders and Directives as of the date of the event, The Municipality of West Elgin may forthwith terminate the event by providing the undersigned with written notice of termination and such termination shall be effective forthwith. If this occurs, the undersigned will forfeit all deposits, fees and any other funds payable to The Municipality of West Elgin under the agreement, and The Municipality of West Elgin shall have no further liability towards or obligation to accommodate the undersigned. For greater clarity, the foregoing termination of The Municipality of West Elgin shall be in addition to, and not in place of, such other penalties and fines as may be levied by other government officials and entities (e.g. provincial offences). It is explicitly agreed by the parties hereto that The Municipality of West Elgin's termination right here under may be exercised by The Municipality of West Elgin without advance written notice to the undersigned, and while the undersigned event is being held. In the event of conflict between the terms and provisions of this section and any other section contained in this agreement, the terms and provisions of this section shall govern and apply.
19. Any contravention of any of the terms and conditions of this agreement may result in the board having to suspend, or cancel effectively immediately, the use of the facility for any indefinite amount of time.
20. The applicant renting the facilities of the West Elgin Arena shall be responsible for following guidelines set out by the public health unit in regard to use of the facility.

*I have read this agreement, and all conditions are fully understood, and I agree with all conditions. I confirm herein that the designated ice time is accurate.*

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

