



Municipality of West Elgin

Agenda

Bo Horvat Community Centre Board of Management

August 12, 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.

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

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Recommendation:

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

5. Business Arising from Minutes

6. Financials

7. New Business

7.1 Skating Club Update

7.2 Minor Hockey Update

7.3 Staff Operations Update

7.4 Vending Machine

7.5 Ice Rental Agreement and Policy

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8. Adjournment

Recommendation:

That the West Elgin Community Centre Board of Management hereby adjourn at
_____ a.m. to meet again on



Municipality of West Elgin

Minutes

Bo Horvat Community Centre Board of Management

July 8, 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

1. Call to Order

Chair K. Loveland called the meeting to order at _____9:00_____a.m.

2. Adoption of Agenda

Moved: Jim Hathaway, WESC

Seconded: Ryan Statham

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

Carried

4. Minutes

Moved: Bill Denning, West Elgin

Seconded: Jim Hathaway, WESC

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

Carried

5. Business Arising from Minutes

Jim asked Jess about the kratfhockeyville 50/50 draw money and what account that money is in. She will look into it further to confirm. Then he did ask to clarify that the merchandise sales money was put into another separate account. Jess confirmed this.

7. New Business

7.1 Skating Club Update

Registration is open. Termination of intro to hockey program partner with WLMH. They will run this separately. All other programs are running.

7.2 Minor Hockey Update

Registration is open. Three teams confirmed. Including girls' hockey. They will also be running an intro to hockey program.

7.3 Staff Operations Update

Terri shared that the boards project is going well and looks great. There is some additional work to be done on the outside of the boards on the flooring. The Board will be updated with further details as this develops. Terri shared the news of a new grant that could be put towards arena upgrades. She asked for the Arena Boards direction if this is something they would be interested in as this could help with future renovation goals. Jess said she was interested and hopes for a clear plan moving forward. Jim also shared his interest and think it is worth a shot applying to. They asked or communication to be shared to the group and the public regarding this grant application.

Moved: Jessica Small, WLMHA

Seconded: Ryan Statham

Carried

7.4 Teir System - Ice Rental Priority

Jenna shared both documents with the group and asked for the Boards critiques and suggestions. Jim Shared that there is a pricing mistake which will be changed and updated to 2026 prices. Jess also asked for clarification on what a seasonal user is and how this would impact some team who may not be September to March. Jenna will make edits to both documents to be shared at the next meeting.

8. Adjournment

Moved: Bill Denning, West Elgin

Seconded: Jessica Small, WLMHA

That the Bo Horvat Community Centre Board of Management hereby adjourn at ____9:34____ a.m. to meet again on August 12, 2026 or at the call of the chair.

Carried

Ken Loveland, Chair

Jenn VanEsse, Recording Secretary



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The Municipality of West Elgin Ice Rental Agreement

Organization/Group: _____

Ice Rental Date(s): _____

Purpose of Rental: _____

Rental Time(s): _____

Phone: _____ **Email:** _____

Address: _____

Insurance - Personal_____ **Municipalities** _____

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”.

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. 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.
6. 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.
7. 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.
8. No refreshments, merchandise, or services shall be sold on the premises without the prior written approval of the Board or it designates.
9. 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.
10. The Board agrees to provide adequate lighting, two 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.
11. 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.
12. Ice times indicated in this agreement are scheduled by the applicant and facility management and are non-transferable by the applicant.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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: _____

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Seasonal Ice User Policy

Municipality of West Elgin

Seasonal Ice Users

All seasonal ice users are a group or team that book the ice at the start of the season (early fall) to the end of the regular ice season (mid-March each year) on a **weekly consistent** basis. 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**.

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.

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

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: As of July 2026, *is subject to change annually as per the Municipality of West Elgin and the Bo Horvat Community Centre Board of Management*

Prime Time (Adult) – \$188.00

Prime Time (Youth) – \$159.00

Off Prime Time – \$89.00

Warm Room Rental – \$23.00

Skate Sharpening – \$10.00

Eligibility for Minor Teams

A minor sport group shall have the following characteristics

- Be a non-profit and the membership is comprised of youth
- Be guided by a constitution and by-laws
- Hold general membership meetings annually and be able to provide upon request annual financial statements
- Have a volunteer elected Board of Director's; must supply a schedule of how ice time is utilized (general weekly outline)

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.

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 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

- All changes in ice/floor rentals must go through the facility supervisor or the Municipal office.
 - Contracted Ice
 - No subletting of ice 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

- Payments must be made prior to using ice. Payments can be made at the Municipality of West Elgin office or directly at the Bo Horvat Community Centre.
- 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.

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.

Regular Season

The ice allocation formula contained in this policy shall apply only to the regular season (3rd Friday in September- end of March, based on demand and determined by Facility Supervisor). The parameters for pre-season and post-season will be determined at the ice allocation meeting for the arena.

Policy Review

The allocation policy may be reviewed from time to time by Administration. Any concerns or suggested changes by users must be forwarded to the local Facility Supervisor in writing. Any changes to the current policy will be presented to The Board for approval.

Alcohol

Consumption of alcoholic beverages in the arena premises is strictly prohibited unless under authority of L.C.B.O (A.G.C.O.). Failure to follow the *Liquor Licence act, R.S.O. c. L.19* may result in a referral to appropriate authorities, a warning, written notice, suspension of ice time or loss of ice time to the group, or a combination of any of these, as determined appropriate

Lost or Stolen Articles

The municipality will not be responsible for lost or stolen articles, while on premises. Users are advised to take appropriate measures to protect valuables.

Arena Safety

- No person is allowed on the ice while the surface is being cleaned
- All minor groups must have supervision by a coach, manager, or designated adult whenever on the ice/floor or in the dressing room
- All users must vacate dressing room for 30 minutes following completion of rental.
- No food or drink allowed on the ice/ floor surface

Use of Storage/ Equipment

An authorized municipal employee must approve the use of time clocks, sound systems and storage areas.

Damages

The representative renting the ice shall be responsible for all damage caused to the building, grounds, chattels and equipment belonging to the Municipality. Damages are to be repaired or paid for to the sole satisfaction of the Facility Supervisor of the arena.

Smoking

Smoking is PROHIBITED in all municipal buildings and on all Municipal Properties as outlines in the “By-Law 2006-91” and the *Smoke Free Ontario Act*.

Updated July 2026

Contact Us

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