



Municipality of West Elgin

Agenda

Bo Horvat Community Centre Board of Management

October 14, 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

3

Recommendation:

That the Bo Horvat Community Centre Board of Management Committee adopt the minutes of __September 9th____ as circulated and printed.

5. Business Arising from Minutes

6. Financials

7. Staff Reports

7.1	Special Event Approval Request	6
7.2	Request for Fee Waiver - WESS	9

Recommendation:

That the Bo Horvat Community Centre Board of Management receive the report entitled from Terri Towstiuc, Manager of Community Services/Clerk Re: West Elgin Secondary School Hockey Class – Arena Ice Fee Waiver Request; And

That Board direct staff to provide a one-time fee waiver to the applicable arena ice rental fees for the WESS Hockey Class for the current season only.

8. New Business

8.1 Skating Club Update

8.2 Minor Hockey Update

8.3 Staff Operations Update

9. Adjournment

Recommendation:

That the Bo Horvat 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

September 9, 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
Ryan Statham

Staff Present: Adam Ecker, Recreation Supervisor
Jenna Campbell, Recreation and Communications
Coordinator

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: Ryan Statham

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: Bill Denning, West Elgin

That the Bo Horvat Community Centre Board of Management Committee adopt the minutes of _August 24th__ as circulated and printed.

Carried

5. Business Arising from Minutes

6. Financials

7. New Business

Jenna discussed that an entertainment company has reached out looking to host a concert at the Arena in spring 2027. The board said to share more information with them as we know more and emphasized security measures.

7.1 Skating Club Update

Jim asked about Kraft Hockeyville 50/50 money. Jess said she would find out the amount and follow up with the group.

7.2 Minor Hockey Update

Everything is beginning next week.

7.3 Staff Operations Update

Adam stated it is a very busy time. Starting to make Ice. Waiting on the flooring - but this does not have an impact on any Arena programs. Adam brought up that the wires to the score clock and sound system were cut during the renovations so we will need to look into that.

7.4 Updated Arena Ice User Policy

We have made the requested changes. Bill and Jim both explain the priorities and that youth is at the top. Bill states that we can reevaluate the priorities at the end of the season if the board feels they need to.

Moved: Jim Hathaway, WESC

Seconded: Ryan Statham

Carried

7.5 Jess - Items of Discussion

Jess discussed the vending machine proposal. Jess explains how WLMHA will take care of it and all the trouble shooting. Adam asked where the location of the vending machine would be. Jess says they are flexible and Adam says to go ahead with it if WLMHA is in charge of it.

Moved: Bill Denning, West Elgin

Seconded: Jessica Small, WLMHA

Carried

8. Adjournment

Moved: Jessica Small, WLMHA

Seconded: Bill Denning, West Elgin

That the Bo Horvat Community Centre Board of Management hereby adjourn at ____9:39__ a.m. to meet again on October 14th, at 9:00 am.

Carried

Ken Loveland, Chair

Jenn VanEsse, Recording Secretary



Staff Report

Report To: Bo Horvat Community Centre Board of Management
From: Jenna Campbell Recreation Coordinator
Date: 2026-10-14
Subject: Bo Horvat Arena Rental – Concert

Recommendation:

That Bo Horvat Community Centre Board of Management hereby receives the report from Jenna Campbell, Recreation and Communications Coordinator; and that the Board hereby approve the concert proposal from Jones Entertainment Company, subject to all conditions of the agreement being met.

Purpose:

The purpose of this report is to seek approval from the Bo Horvat Community Centre Board of Management for the rental of the arena facility to host a concert in May 2027.

The proposed event would provide an opportunity to bring live entertainment to the community while utilizing the arena as a multi-purpose facility. The report outlines the proposed rental, event requirements, facility considerations, and any operational or financial implications associated with hosting the concert.

Board approval is required to proceed with the arena rental, subject to the applicable facility rental policies, requirements, and agreements.

Background:

The Jones Entertainment company has reached out about hosting a concert at the Bo Horvat Community Centre on Thursday May 13, 2026. The concert would take place from approximately 7 pm to 10 pm. This Includes opening acts and a main act. At this time the performers have not been released to the public so they must remain unnamed until Jones Entertainment makes the public announcement. The Jones Entertainment Company hosted a concert this past summer in St Thomas at their Arena and are looking to utilize our space in a similar fashion.

They will require the use of the Bo Horvat Community Centre all day On May 13th. They will arrive around 10 am to set up which they will do on their own. They require staff support to provide tables and chairs and one staff member to monitor / change garbage's during the concert. They will be utilizing the entire building, including warm rooms, and 2-3 change rooms for the band and staff to use.

The Jones Entertainment company provides their own on-site security (London Security), Additional Washrooms (10-15 outdoor bathrooms), food trucks, and merchandise for sale. They will handle all ticket sales, provide an ACGO liquor license and their own insurance (2 million). There

will be alcohol sales at this event that will be handled by community volunteers and or the Jones Entertainment Company staff.

A representative from the company came out to tour the space and provided a detailed explanation to Adam and Jenna regarding spacing and what the process would look like on the day of the event.

The floor area will be a 19 plus area monitored by security and have 1175 sellable tickets. The bleacher area will be a general admission (all ages section) and have 225 sellable tickets. There will be no alcohol in this area. The total number of people that can attend the event is 1300 including staff and volunteers. The building inspector gave us a total capacity of 1650, so this is well below that maximum.

The large arena door will be open to allow for easy access to outdoor bathrooms and food. This also will provide an additional emergency exit.

Financial Implications:

All payments will be made by Jones Entertainment Company.

Full Day Building Rental – \$505.00

Insurance – They provide their own = 0.00

Tax included = \$570.65

Staff Costing

= 8.0 shift at regular wage + overtime (11:00 pm and after depending on clean up time)

Policies/Legislation:

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
☐ To improve West Elgin's infrastructure to support long-term growth.	☒ To provide recreation and leisure activities to attract and retain residents.	☐ To ensure a strong economy that supports growth and maintains a lower cost of living.	☐ To enhance communication with residents.

Respectfully submitted by,

Jenna Campbell

Recreation and Communications Coordinator



Staff Report

Report To: Bo Horvat Community Centre Board of Management
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2026-10-14
Subject: Request for Fee Waiver, WESS Hockey Class

Recommendation:

That the Bo Horvat Community Centre Board of Management receive the report entitled from Terri Towstiuc, Manager of Community Services/Clerk Re: West Elgin Secondary School Hockey Class – Arena Ice Fee Waiver Request; And

That Board direct staff to provide a one-time fee waiver to the applicable arena ice rental fees for the WESS Hockey Class for the current season only.

Purpose:

The purpose of this report is to present Bo Horvat Community Centre Board of Management (Board) with a request received from the Hockey Class Coach, West Elgin Secondary School (WESS), Thames Valley District School Board, to waive arena ice rental fees associated with the school's hockey class.

The report also outlines the potential financial impact of the requested waiver, including the effect of foregone facility revenue on the municipal tax base, and identifies the community benefits associated with supporting local youth recreation, sport participation and community engagement.

Background:

West Elgin Secondary School has operated a hockey class since 2011, with the course currently being offered every other year. The program is open to students regardless of their previous hockey or skating experience, including students who may be learning to skate for the first time as teenagers. The request indicates that community donations have historically assisted in making the program available to local students.

The Hockey Class Coach, West Elgin Secondary School, Thames Valley District School Board, has requested that the Municipality consider waiving the cost of arena ice for the program. The request is for approximately 36 ice times, generally scheduled between 2:00 p.m. and 3:00 p.m. The request is not limited to the current season and asks that consideration also be given to waiving the ice costs for future offerings of the hockey class.

The requestor has also indicated that municipalities in other communities provide donated ice for similar school programming and that the cost associated with the WESS program has contributed to the course being offered every other year rather than annually.

The WESS Hockey Class provides a direct opportunity to support local youth sports, recreation and community participation. The program is available to students with varying levels of experience and is not limited to established hockey players. Students who have little or no previous skating experience are able to participate, providing an opportunity for local youth to develop skating and hockey skills in a structured school environment.

The program also provides continuity between school-based recreation and existing community recreation opportunities. The request identifies that many participating students have previously participated in minor hockey, the local skating club and public skating.

Supporting the program through access to municipal ice may therefore contribute to:

- increased participation by local youth in sport and physical activity;
- exposure to hockey and skating for youth who may not otherwise participate;
- continued engagement of youth with the community arena;
- stronger connections between school programming and community recreation;
- continued participation in local minor sports and recreational organizations; and
- broader community engagement and use of municipal recreation facilities.

The request therefore presents Board with both a financial consideration and a community investment consideration. Waiving the fees would reduce facility-generated revenue and increase the portion of arena operating costs supported by taxpayers; however, it would also provide direct municipal support for a program focused on local youth recreation and community participation.

Board's consideration of the request should balance the community benefit of supporting local youth programming with the Municipality's responsibility to appropriately recover the costs of operating municipal recreation facilities.

The request also raises a broader policy consideration regarding the circumstances under which municipal facility fees should be waived. Providing Board direction on whether this request is specific to the current WESS Hockey Class or represents an ongoing commitment would assist in maintaining consistency when future fee waiver requests are received.

The request also includes a request for ongoing fee waivers in the future. However, with the upcoming Municipal Election, staff recommend that Board only consider a one-time fee waiver for the 2026/27 season and direct the applicant to bring back a request for future consideration, to the upcoming Board.

Financial Implications:

The request estimates that the ice rental costs associated with the hockey class are approximately \$3,300 per season. Approval of the fee waiver would result in the Municipality foregoing the applicable arena rental revenue. While a fee waiver does not represent a direct grant payment to the school, the Municipality continues to incur the costs associated with operating and maintaining the arena, including staffing, utilities, maintenance and facility-related expenses.

Facility user fees provide a source of revenue that helps offset these operating costs. When fees are waived, the corresponding costs are not eliminated; rather, a greater portion of the cost of operating the facility must be supported through other municipal revenues, including the general municipal tax levy. However, this request is not during prime ice time, and would not require additional staff time, therefore the municipality will not be incurring any additional expenses supporting this request.

Board should also consider the potential cumulative impact of fee waiver requests. Approval of an ongoing waiver for future WESS Hockey Classes could create an expectation for continued municipal support and may result in similar requests from other schools, youth organizations, sports groups or community organizations.

For this reason, Board may wish to distinguish between approval of a one-time waiver for the current season and establishing an ongoing commitment to waive fees for future programming.

Policies/Legislation:

Fees & Charges

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
☐ To improve West Elgin's infrastructure to support long-term growth.	☒ To provide recreation and leisure activities to attract and retain residents.	☐ To ensure a strong economy that supports growth and maintains a lower cost of living.	☒ To enhance communication with residents.

Respectfully submitted by,

Terri Towstiuc, Dipl. M.A.
Manager of Community Services/Clerk

FW: WESS Hockey Class

From Ken Loveland <KLoveland@duttondunwich.on.ca>

Date Tue 9/15/2026 10:55 AM

To Jenna Campbell <jcampbell@westelgin.net>; Terri Towstiuc <ttowstiuc@westelgin.net>; Bill Denning <bill@dennings.ca>; Ryan Statham <rsthatham@westelgin.net>; hathaway@on.aibn.com <hathaway@on.aibn.com>; Adam Ecker <aecker@westelgin.net>

Jenna and Terri

You will find attached an email from Rob Tait requesting the waiving of ice fees for the High School hockey class. Rob has asked for this to be placed on the agenda for the next board meeting.

Ken

From: Ken Loveland <kenloveland1949@gmail.com>

Sent: September 15, 2026 10:42 AM

To: Ken Loveland <KLoveland@duttondunwich.on.ca>

Subject: Fwd: WESS Hockey Class

----- Forwarded message -----

From: **Robert TAIT** <r.tait@tvdsb.ca>

Date: Tue, Sep 15, 2026 at 10:31 AM

Subject: WESS Hockey Class

To: kenloveland1949@gmail.com <kenloveland1949@gmail.com>

Cc: Erin MUTCH <e.mutch@tvdsb.ca>

Hi Ken, can you please pass this along to the Arena Board for consideration. I have included our WESS Principal Erin Mutch also on this email.

Letter to arena board

Writing this on behalf of WESS for the arena board to consider dropping the cost of the ice for our hockey class.

As most of the board knows, WESS has run a hockey class since 2011. We offer the course every other year.

This class is open to all students regardless of experience with many students learning to skate for the first time as teenagers!

We have been very, very fortunate through donations from the Optimists, Kiwanis clubs among others that have allowed to have this program offered to our local students.

In other schools across the board, the ice is donated by the municipality. This is one of the reasons that we offer the course every other year. With a cost being from \$2000-3000.

We are asking for consideration for the municipality to waive the cost for this class for this season and in the future. This would be a great way to help our local students in our community. Many of these students have grown up either playing minor hockey, being in the skating club and public skating over the years.

We are looking at approx. 36 total ice times from 2-3. This is a great way to help empower our school and keep our community strong.

Thank you for your consideration.

WESS Hockey Class

Robert Tait
Head of History, Social Sciences & Humanities
Boy's Baseball, Golf and Hockey Coach
West Elgin Secondary School
West Lorne ON
tv43841@tvdsb.ca

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