



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF  
MANAGEMENT  
MINUTES  
THURSDAY, MARCH 8, 2018 – 7:00 P.M.  
MELANCTHON MUNICIPAL OFFICE COMMITTEE ROOM**



The North Dufferin Community Centre Board of Management held its meeting on the 8<sup>th</sup> day of March, 2018 at 7:00 p.m., in the Committee Room, at the Melancthon Township Municipal Office. Those present:

Chester Tupling, Chair, Mulmur  
Bert Tupling, Vice Chair, Melancthon  
Dave Besley, Councillor Melancthon  
Keith Lowry, Councillor Mulmur  
Debbie Fawcett, Melancthon  
Nancy Noble, Mulmur  
Clayton Rowbotham, Melancthon  
Heather Boston, Treasurer, Mulmur  
Donna Funston, Administration and Finance Assistant, Melancthon  
Denise Holmes, CAO/Clerk, Interim Secretary, Melancthon

Regrets:

Allen Clarke, Mulmur (with prior notice given).

**Call to Order by Chair**

Chair Tupling called the meeting to order.

**Approval of Agenda**

Remove 7(8) Tour of the Facility as meeting location changed. Moved by Noble, Seconded by B. Tupling, that the agenda be approved as amended. Carried.

**Declaration of Pecuniary Interest or Conflict of Interest**

No member declared a pecuniary or conflict of interest. There was discussion about this matter regarding Members of the Board who are also part of the Honeywood Minor Hockey Association.

**Approval of Draft Minutes**

Moved by Fawcett, Seconded by Lowry that the minutes of the North Dufferin Community Centre Board of Management held on January 9, 2018 be approved as circulated. Carried.

## Business Arising from the Minutes

Member Lowry circulated correspondence to the Board Members which provided information on who is a Director/Board Member and what the general fiduciary duties are of same. Discussion ensued on policy imperatives and Staff were directed to check with CDRC and Southgate to see if they have policies dealing with Child Protection and Risk Management. If they do, it was asked that they be circulated to the Board Members for review.

## Facility Manager's Report

The Manager's Report was reviewed and Staff were directed to ask the Manager to prioritize the list of repairs submitted. First divide list into two categories, ice surface and west of ice surface next a time frame attached to each repair - urgent repairs, repairs within three months, repairs one year or longer. More discussion next meeting regarding renovations.

## General Business

1. Accounts
2. OMERS-New Participating Member Association
3. Consideration-Spring Recreation Guide
4. Financial Report-Treasurer
5. Building Renovations/Improvements - Discussion
6. Beef BBQ
7. Unfinished Business
  1. Procedural By-Law
  2. Policies of the Board
    1. Capital Asset Policy
    2. Hiring Policy
    3. Procurement Policy
    4. Progressive Discipline Policy
    5. Personal Use of Facility/Equipment Policy
  3. Facility Rental Agreement
  4. Draft 2018 Budget
  5. List of Current Contracts

# 1 - Moved by Fawcett, Seconded by Noble that the accounts in the amount of \$1,895.02 be paid. Carried.

#2 – Moved by Besley, Seconded by Fawcett that **Resolution** to authorize participation in the OMERS primary pension plan ("Primary Plan"), and the retirement compensation arrangement ("RCA") that provides benefits for members and former members of the Primary Plan, in respect of the employees of **NDCC Board of Management** identified herein.

Whereas pursuant to subsection 6(1) of the Primary Plan an employer who is eligible under the *Ontario Municipal Employees Retirement System Act, 2006* (“OMERS Act, 2006”) to participate in the Primary Plan and the RCA may, by by-law or resolution, participate in the Primary Plan and the RCA and pay to the funds for the Primary Plan and the RCA the total of the employer and member contributions, and has all of the powers necessary and incidental thereto.

Therefore the **Board** of the **NDCC Board of Management** (“Employer”) enacts as follows:

The Employer shall participate in the Primary Plan and the RCA in respect of each person who is employed by the Employer and who is eligible to be a member of the Primary Plan and the RCA under subsection 5(2) of the OMERS Act, 2006, as amended from time to time, (“Employee”) as of the first day of **January 2018** (“Effective Date”) and authorizes the Treasurer of the NDCC Board of Management to submit forthwith a certified copy of this **Resolution** to the OMERS Administration Corporation (“AC”).

I. An Employee who is employed on a continuous full-time basis (“CFT Employee”), as defined in subsection 9(1) of the Primary Plan, as amended from time to time, and who commenced employment with the Employer before the Effective Date is entitled to become a member of the Primary Plan and the RCA on the first day of the month following the month in which the CFT Employee’s application is received by the AC, provided that the AC may, at the request of the Employer, fix an earlier date on which the CFT Employee becomes a member but not before the date on which the CFT Employee became entitled to be a member or the first day of January in the year in which the application is received by the AC, whichever is the later date.

II. Every person who becomes a CFT Employee on or after the Effective Date shall, as a condition of employment, become a member of the Primary Plan and the RCA, or if such person is already a member, resume contributions to the Primary Plan and the RCA on the date so employed.

III. An Employee who is employed on other than a continuous full-time basis (“OTCFT Employee”) and meets the eligibility criteria in subsection 9(6) of the Primary Plan, as amended from time to time, is entitled to become a member of the Primary Plan and the RCA on the first day of the month following the month in which the OTCFT Employee’s application is received by the AC, provided that the AC may, at the request of the Employer, fix an earlier date on which the OTCFT Employee becomes a member but not before the date on which the OTCFT Employee became entitled to be a member or the first day of January in the year in which the application is received by the AC, whichever is the later date.

IV. Any person who holds a senior management position with the Employer (“Senior Management Official”), as the Employer may designate from time to time, is hereby authorized on behalf of the Employer to take all such action and execute all such documents, certificates and agreements, as they may consider necessary to give effect to the provisions of this **Resolution** and to fulfill the Employer’s duties and

obligations with respect to the Primary Plan and the RCA, as required from time to time. Carried.

#3 – Deadline already passed therefore no action.

# 4 - No Financial Report - very few invoices coming in. Treasurer will provide for next meeting.

# 5 – Chair Tupling suggested tearing off everything west of the ice surface and rebuilding, applying for a Trillium grant and request a loan if more funding is needed to complete renovations. Divide project into two Sub-Committees – Building Sub-Committee was established and will be Bert Tupling, Dave Besley and Clayton Rowbotham. Finance Sub-Committee TBD.

# 6 - Moved by Lowry, Seconded by Fawcett that NDCC Board of Management resolves to ask Janice Aldcorn to take on the lead responsibility for the 2018 Honeywood Beef BBQ. Carried.

Moved by B. Tupling, Seconded by Noble that the NDCC Beef BBQ will be held on July 21, 2018. Carried.

At this time, Chair Tupling gave Vice-Chair Tupling approval to speak about Strawberry Supper on July 1, 2018 and he will contact Janet Horner in Mulmur regarding Mulmur Day and a possibility of doubling up this event.

- #7 –
- (1) The Board will use Mulmur’s Procedural By-law as per the Agreement
  - (2) Policies of the Board
    - Capital Asset – Mulmur owns the arena
    - Hiring Policy- Member Lowry will review this policy
    - Procurement policy- Denise and Heather will update limits
    - Progressive Discipline Policy-Member Besley will review
    - Personal use of Facility – no personal use of facility just use a contract with a paragraph at the top
  - (3) Facility Rental Agreement – no adjustments necessary
  - (4) Moved by Besley, Seconded by Fawcett the NDCC Board approve the draft budget for 2018 as amended by the Treasurer. Carried.
  - (5) List of Current Contracts- no need for adjustments

**#8 – Closed Session**

Moved by Lowry, Seconded by Rowbotham be it resolved that: the North Dufferin Community Centre Board of Management move into a Closed Session Meeting pursuant to the Section 239 of the Municipal Act, 2001, as amended, at 8:56 p.m. for the following reason: 2(b) personal matters about an identifiable individual, including municipal or local board employees – Facility Personnel. Carried.

Moved by B. Tupling, Seconded by Rowbotham the North Dufferin Community Centre Board of Management rise from Closed Session at 9:20 p.m. with report. Carried.

**Report from Closed Session**

Moved by Lowry, Seconded by Fawcett NDCC Board of Management appoint Dave Besley to be the contact person of the Board to work with the Secretary of the Board for employee relations. Carried.

**#9 Notice of Motion**

None

**#10 Confirmation Motion**

Moved by Rowbotham, Seconded by Noble be it resolved that: all actions of the Members and Officers of the North Dufferin Community Centre Board of Management with respect to every matter addressed and or adopted by the Board on the above date are hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Board Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

**Adjournment**

9:25 p.m. - Moved by Besley, Seconded by Fawcett that we adjourn the North Dufferin Community Centre Board of Management meeting to meet again on Tuesday, April 10, 2018 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

The meetings for the NDCC Board of Management will be held the second Tuesday of the month from 7-9 p.m. at the North Dufferin Community Centre.

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**CHAIR**

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**SECRETARY**