



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF  
MANAGEMENT  
MINUTES  
TUESDAY, OCTOBER 9, 2018 – 7:00 P.M.  
NORTH DUFFERIN COMMUNITY CENTRE**



The North Dufferin Community Centre Board of Management known as “The Board” held its meeting on the 9<sup>th</sup> day of October, 2018 at 7:00 p.m., in the Norduff Room at The North Dufferin Community Centre. Those present:

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

**#1 Call to Order by Chair**

Chair Tupling called the meeting to order at 7:10 p.m.

**#2 Additions/Deletions/Approval of Agenda**

Additions: 3.1 – Succession Planning  
3.2 – Mulmur Events Committee

-Moved by Fawcett, Seconded by Besley the Agenda be approved as amended. Carried.

**#3 Declaration of Pecuniary Interest or Conflict of Interest**

None.

**#4 Approval of Draft Minutes**

-Moved by Besley, Seconded by Fawcett that the minutes of the North Dufferin Community Centre Board of Management held on September 11, 2018 be approved as circulated. Carried.

**#5 Business Arising from the Minutes**

Heather was asked to look into the following items:

Basketball net on Arena property: the insurance reply was “any structure on Municipal property should be constructed/maintained/supervised by the Municipal staff. Damages or

injuries resulting from activities associated with the structure will involve your Municipality. While we wish to encourage residents to use the recreational properties, we must do it properly to minimize liabilities to the Municipalities.”

Heather received proof of insurance coverage from Glenn Lundy for snow removal.

Last year snow removal cost was \$2,125.

No letter was sent from the Township of Mulmur to the Cemetary Board regarding the Deaken Parkette maintenance.

Surge Protector has not been installed as Delmar was unsure of the new contact for the Arena.

Financial report given included all of the invoices approved.

When tendering out the booth the hydro and propane should just be set at a flat rate instead of charged each month.

## **#6 Facility Manager's Report**

James Woods, Facility Manager was in attendance for this portion of the meeting

Basketball net has been moved to north side of the building and the owners will be taking the net home for the winter. In the spring the Board will look at finding a solution to allowing the net on Arena property to satisfy insurance concerns.

Jamie was in contact with Del-Mar Electric regarding surge protector installation. He feels a phase unit would be better than the surge protector. Jamie will get new quotes for exactly what is needed and make sure all are quoting the same equipment.

The compressor was started up and everything was fine.

Jamie noted repairs that are needed around the arena – railing at the benches is broke, benches are rotting out and will need to be replaced soon, light bulb for the alarm needs replaced and a Zamboni service call placed by end of the month. Blade needs changed as the hours are used up and the price would be around \$2,500. Jamie is going to get a quote for replacing the benches.

Arena had a break in, only dressing room 4 was affected. Bluewater Alarm will be checking Arena alarm system as front door was left ajar but no alarm went off. Windows in all dressing rooms have been secured to not allow entry from outside.

No hot water available downstairs, a line will be run to make available for cleaning.

-Moved by Lowry, Seconded by Noble be it resolved that: The Board approve the plumbing quote to bring hot and cold water to the plan proposed by the Facility Manager from the Vendor of Record previously established. Carried.

Jamie will get quotes on a cleaning machine for floors upstairs and an industrial vacuum cleaner. Verbal Motion was passed: Moved by Besley, Seconded by Lowry that Jamie attend a course on refrigeration. Carried.

Jamie will be getting quotes on replacing the mens bathroom floor upstairs.

Procurement By-law emailed to Jamie so he is aware of the process in getting quotes.

## #7 General Business

1. Financial
    1. Accounts
    2. Reserve Balance
    3. 2019 Budget
  2. Booth tenders
  3. New/Other Business/Additions
    - 3.1 Succession Plan
    - 3.2 Mulmur Events Committee
  4. Unfinished Business
    1. RFQ – Risk Management Policy Quotes
    2. Survey Quotes
    3. Memorandum of Understanding (MOU) Emergency Sheltering
      - 3.1 Possible Generator Grant
    4. Arena Grill – Quotes Attached
    5. Proposed Parkette – Deaken Bequest
- #1.1 -Moved by Lowry, Seconded by Noble be it resolved that the accounts in the amount of \$15,557.19 be approved to be paid. Carried.
- #1.2 Heather explained reserve balances.
- #1.3 Budget to be approved by December 2018. The Board will need to put some capital project budget amounts into the budget. Discussion regarding capital in the budget as well as minor repairs and who pays for what.
- #2. -Moved by Lowry, Seconded by Tupling be it resolved that: The Board accept the 2018-2019 Ice Season Booth operation proposal from Lori Williams in the amount of \$350.00/month rental subject to supplying the required documentation established by staff and she retains the authority to employ appropriately qualified staff to assist. Carried.
- #3.1 Succession Plan – 2018/2019 Mulmur Councillor Lowry is currently running as Deputy Mayor and if he loses the election he will be done as a Board Council Member at the end of November. All Board Member terms end November 30, 2018 and have to re-apply to continue on the Board. Council for both Mulmur and Melancthon will appoint the Council Member to sit on the Board. As the Board is missing a Mulmur resident Member Lowry could be able to apply as Mulmur resident if he is no longer on Council. Application to reapply be sent to all current members and placed on Mulmur and Melancthon websites.
- #3.2 Mulmur Events Committee – Lowry suggests the NDCC Board of Management approach the Committee to have some of the events that are planned throughout the year be held at the NDCC to promote the use of the Arena.

- #4.1 The Board is going to keep the OSONS quote under consideration.
- #4.2 Mulmur Council passed the following motion: THAT Mulmur Township Council thanks the North Dufferin Community Centre Board of Management for their request for a survey of the North Dufferin Community Centre and approves the quotation from Van Harten Surveying Inc. in the amount of \$4,000 + HST to provide the Township with a survey of the North Dufferin Community Centre.
- #4.3 -Moved by Besley, Seconded by Fawcett be it resolved that the NDCC Board of Management recommend that the Municipality of Mulmur make the NDCC available to the County of Dufferin as an emergency shelter and that it be put on the agenda for the November 7<sup>th</sup>, 2018 meeting to be approved. Carried.
- #4.3.1 Heather to collect 3 quotes for a generator and bring back to the Board. Heather will also check with the County for possible grant payment from the County.
- #4.4 -Moved by Fawcett, Seconded by Besley be it resolved that The NDCC Board of Management directs the Chair of the Board to spend a maximum of \$2,500 on the purchase of a gas countertop griddle after consultation with the Arena Booth renter. Carried.
- #4.5 Mulmur Council passed the following motion: THAT Mulmur Township Council receives and approves the report of Heather Boston, Treasurer, Parkette Location; AND FURTHER THAT, Mulmur Township Council honours the wishes of the Deaken Estate and thanks both the NDCC Board of Management and the Honeywood Cemetery Board for their interest in hosting the location for the Parkette in memory of Bert, Stella and Donna Deaken;  
AND THAT Mulmur Township Council deems the Honeywood Cemetery as the preferred location for the Deaken Memorial Parkette.

## **#8 Delegation**

None

## **#9 Closed Session**

-Moved by Lowry, Seconded by Noble be it resolved that The North Dufferin Community Centre Board of Management move into Closed Session Meeting pursuant to Section 239 of the Municipal Act, 2001, as amended, at 9:13 p.m. for the following reason: Personal matters about an identifiable individual, including municipal or local board employees – Facility and Board Personnel Issues. Carried.

-Moved by Fawcett, Seconded by Besley be it resolved that the minutes of the NDCC Board of Management Closed Session meeting held on September 11, 2018 be approved as circulated. Carried.

-Moved by Noble, Seconded by Lowry be it resolved that the North Dufferin Community Centre Board of Management rise from Closed Session at 9:20 p.m. with report. Carried.

Report

-Moved by Besley, Seconded by Fawcett be it resolved that the NDCC Board of Management give James Wood \$50.00 a month phone allowance. Carried.

#### **#10 Notice of Motion**

-None

#### **#11 Confirmation Motion**

-Moved by Fawcett, Seconded by Besley 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.

#### **#12 Adjournment**

-Moved by Besley, Seconded by Fawcett that we adjourn the North Dufferin Community Centre Board of Management meeting at 9:23 p.m. to meet again on Tuesday, November 13, 2018 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

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**CHAIR**

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**SECRETARY**