



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF  
MANAGEMENT  
MINUTES  
TUESDAY, SEPTEMBER 11, 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 11<sup>th</sup> day of September, 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

Regrets:

**#1 Call to Order by Chair**

Chair Tupling called the meeting to order at 7:05 p.m.

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

Additions:       Snow Removal Tender  
                      Basketball Net in the Parking Lot.

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

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

None.

**#4 Approval of Draft Minutes**

-Moved by Noble, Seconded by Lowry that the minutes of the North Dufferin Community Centre Board of Management held on August 14, 2018 be approved as circulated. Carried.

**#5 Business Arising from the Minutes**

None.

## #6 Facility Manager's Report

None.

## #7 General Business

1. Financial
    1. Accounts
  2. Installation of the Ice Surface
  3. New/Other Business/Additions
  4. Unfinished Business
    1. RFQ – Risk Management Policy Quotes
    2. Survey Quotes
    3. Memorandum of Understanding (MOU) Emergency Sheltering
    4. Arena Grill – Quotes Attached
    5. Proposed Parkette – Deaken Bequest
- #1. -Heather went over and explained the financial reports. She agreed to check the phone messages at the arena and contact Delmar Electric to see if surge protector has been installed. Heather requests budget be approved by end of the year. Board members were asked to bring any changes or additions to the budget numbers to the Oct. 9, 2018 meeting.
- #1.1 -Moved by Lowry, Seconded by Noble be it resolved that the accounts in the amount of \$22,063.11 be approved to be paid. Carried.
- #2 -Barry Grant from CIMCO Refrigeration needs to be contacted to look over the system before it gets started up.
- #3 -Snow removal tenders – Two Tenders were received one from Sammons Custom Farming which read \$85 per occurrence as the hourly flat rate and \$85 per application for price/kg of salt supplied and applied.  
Second tender from 2239198 Ontario Inc C/O Glenn Lundy reads \$99 as hourly flat rate and .092/kg for price/kg of salt supplied and applied.  
The Board of Management deemed Sammons Custom Farming quote as non-compliant because the quoting was done incorrectly.  
Snow removal company must carry their own insurance coverage.
- Moved by Besley, Seconded by Rowbotham be it resolved that : The NDCC Board of Management accept the tender for snow removal for the arena as submitted by 2239198 Ontario Inc C/O Glenn Lundy for the winter of 2019. And further that the snow removal be at the rate of \$99 per hour and salt supplied at the cost of \$.092/kg.  
Carried.

Heather was directed to put the tender for the booth ad in the Creemore, Shelburne and Dundalk papers including propane and hydro costs together.

Basketball Net in Parking Lot – It is not owned or placed there by the Township or the Board which causes liability issues. Heather will look into this with the insurance company.

- #4.1 The Board is going to keep the OSONS quote under consideration and Member Rowbotham will look into Workplace Safety Prevention Services. Heather mentions that the Arena is checked each month by the Mulmur Health and Safety Representative.
- #4.2 Member Rowbotham handed out a letter he prepared for Mulmur Council to consider in their Oct. Council Meeting. With minor changes done to the letter it will be presented to Mulmur Council.
- #4.3 Heather to look into a government grant for a generator for the Arena because it is an emergency shelter.
- #4.4 deferred until the next meeting
- #4.5 -Moved by Tupling, Seconded by Noble be it resolved that: Keith Lowry has the support of NDCC Bd of Management to have parkette as Deakon request on the Municipal property in conjunction with the arena to be taken to Mulmur Council for approval. Carried.

## **#8 Delegation**

-No Delegation

## **#9 Closed Session**

-Moved by Rowbotham, Seconded by B Tupling 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 8:24 p.m. for the following reason: Section 239 (2) (b) of the Municipal Act , 2001 as amended, - 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 North Dufferin Community Centre Board of Management rise from Closed Session at 8:31 p.m. with report. Carried.

## **Report**

-Moved by Besley, Seconded by Rowbotham be it resolved that: the North Dufferin Community Centre Board of Management offers the Part-time Permanent Arena Manager position to James Woods. The rate of pay will be the Step 1 of Mulmur Township's Pay Band 4 (Arena Manager)

and Mr. Woods will be placed on a one year probation. This offer of employment is conditional upon Mr. Woods entering into an Employee Contract with the North Dufferin Community Centre Board of Management. The start date of the position will be effective immediately upon Mr. Woods' acceptance of the Employee Contract. 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 Lowry, Seconded by Fawcett that we adjourn the North Dufferin Community Centre Board of Management meeting at 8:46 p.m. to meet again on Tuesday, October 9, 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**