



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF  
MANAGEMENT  
MINUTES  
TUESDAY, NOVEMBER 13, 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  
Donna Funston, NDCC Secretary, Melancthon

Regrets:

Denise Holmes, CAO/Clerk, Melancthon

**#1 Call to Order by Chair**

Chair Tupling called the meeting to order at 7:03 p.m.

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

Additions: Chair Tupling requested Closed Session be moved to the first item on the Agenda  
3.2 – Community Engagement

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

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

None.

**#4 Approval of Draft Minutes**

-Moved by B. Tupling, Seconded by Besley, that the minutes of the North Dufferin Community Centre Board of Management held on October 9, 2018 be approved as circulated. Carried.

**#5 Business Arising from the Minutes**

None

## #6 Facility Manager's Report

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

James has been receiving positive feedback from parents, the ice is now in good condition and Zamboni blades have been changed and running well. Brian Teeter will be returning to do a few more repairs. James will get quotes from Delmar for generator and surge protector. Training course was taken and passed just waiting to receive the papers stating such. Player benches have been repaired for now but will get more quotes as they will need to be replaced in the next year. Sliding door at the back of the arena had some bolts fall out, getting quotes to repair that as well. James is working on finishing up the rental contracts and will send to Mulmur once complete. Booth is running great - grill has been installed and everything else is working and running well. James requests a washer and dryer be installed at the arena to wash expensive mopping clothes instead of throwing them out. James has been in contact with Dillman Septic Pumping who is going to send a quote to get tank pumped. Dillman suggests capping the area where they pump to eliminate digging costs each time tank is pumped.

## #7 General Business

1. Financial
    1. Accounts
    2. Income Statement
    3. 2019 Budget
  2. New Player Bench Upgrades Quote
  3. New/Other Business/Additions
    1. Term of the Board – Mulmur/Melancthon Council
    2. Community Engagement
  4. Unfinished Business
    1. RFQ – Risk Management Policy Quotes
    2. Survey Quotes
    3. Generator Quotes
    4. Arena Grill update
- #1.1 Heather will check with Davenport Auto regarding the engine shampoo invoice and report back.
- Moved by Lowry, Seconded by Noble, be it resolved that the accounts in the amount of \$17,407.28 be approved to be paid. Carried.
- #1.2 Board reviewed with Heather.
- #1.3 Heather will meet with Jamie to put together a list of items to be included in the 2019 budget. They will look at repairs and capital expenses.
- #2. Benches will be included in the 2019 capital expense in the budget.
- #3.1 -Moved by Fawcett, Seconded by Noble, be it resolved that with respect to the Community Members, the NDCC Board of Management recommends to Melancthon

and Mulmur Councils that those Board Members be reappointed to the Board of Management for the term of Office as directed by the Board. Carried.

-Moved by Besley, Seconded by B. Tupling, be it resolved that the NDCC Board of Management recommends to Mulmur Township that Keith Lowry be appointed to the Board as a Member of the Community at large and serve as a representative for the Township of Mulmur. Carried.

#3.2 Member Lowry suggests at a later meeting the Board should talk about reaching out to the Honeywood Community to see what events they would like to see take place. Possibly have a Community Member join a meeting to attract more people. Member Lowry spearheaded the Remembrance Day event that was well received by the Community. People commented on being made aware of the event from the sign in front of the Arena. Board Members were pleased with the attendance.

#4.1 The Board is going to keep the OSONS quote under consideration.

#4.2 All updates are under 7:30 Van Harten delegation.

#4.3 Jamie is working on getting quotes in.

#4.4 Grill has been purchased, installed and being used.

## **#8 Delegation**

7:30 p.m – Adrian Maes and Luke Wilcox from Van Harten Surveying presented a sketch of the arena and surrounding land. Land to the East and the South of the Arena has unknown title, land to the West and North are owned by Mulmur Township with a small parcel of the Fire Hall being owned by Mulmur and Melancthon Township. They gave a couple of options regarding the survey; first option is to search the title to figure out who owns the untitled area. To do this type of survey will be interesting and costly. Will take a lot of research and have to survey multiple properties. Second option was a topographic survey; it is a specific area including the arena and some of the land around the building, this would not involve title searches.

-Moved by Besley, Seconded by B. Tupling be it resolved that the NDCC Board of Management ask the Mulmur Representative to consult with Mulmur Council to determine their wishes as to how the NDCC Board would proceed to acquire building permits for an addition to the existing Arena Complex due to the fact ownership of the Arena board land is in question. Carried.

## **#9 Closed Session**

-Moved by Fawcett, Seconded by Lowry 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 7:08 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 Lowry, Seconded by Fawcett be it resolved that the North Dufferin Community Centre Board of Management rise from Closed Session at 7:30 p.m. without report.

-Moved by Besley, Seconded by Rowbotham, be it resolved that the NDCC Board move into closed session meeting pursuant to section 239 of the Municipal Act, 2001, as amended at 9:25 p.m. for the following reasons: Personal matters about an identifiable individual, including municipal or local board employees – Facility and Board Personnel Issues. Carried.

-Moved by Lowry, Seconded by Noble, be it resolved that the NDCC Board of Management rise from closed session at 9:28 p.m. with report. Carried.

-Moved by Lowry, Seconded by Noble, be it resolved that The Board arrogates to the Interview Panel the authority to interview, rank, select and hire the part time Arena Staff as advertised. Carried.

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

-None

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

-Moved by Besley, Seconded by B. Tupling 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 Noble that we adjourn the North Dufferin Community Centre Board of Management meeting at 9:35 p.m. to meet again on Tuesday, December 11, 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**