



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF  
MANAGEMENT  
MINUTES  
TUESDAY, FEBRUARY 19, 2019 – 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 19<sup>th</sup> day of February, 2019 at 7:00 p.m., in the Norduff Room at The North Dufferin Community Centre. Those present:

*Those present:*

Chester Tupling, Chair, Mulmur  
Bert Tupling, Vice-Chair, Melancthon  
Nancy Noble, Mulmur  
Keith Lowry, Mulmur  
Dave Besley, Deputy Mayor, Melancthon  
Clayton Rowbotham, Melancthon  
Heather Boston, NDCC Treasurer, Mulmur  
Donna Funston, NDCC Secretary, Melancthon  
Tracey Atkinson, CAO/Planner, Mulmur

*Regrets:*

Debbie Fawcett, Melancthon  
Patricia Clark, Councillor, Mulmur

**#1 Call to Order by Chair**

Chair Tupling called the meeting to order at 7:09 p.m.

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

-Moved by Rowbotham, Seconded by Lowry the Agenda be approved as circulated. 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 January 8, 2019 be approved as circulated. Carried.

## **#5 Business Arising from the Minutes**

1. Highland Supply invoice - Special Light Bulb for the Emergency Red Light Detector
  2. Date change for monthly meetings - Change from Tuesday to Thursday
  3. Garbage bin comparison to using garbage tags - Treasurer
  4. Summer hours James Woods is available to work - Treasurer
  5. Who rents the ice - numbers and stats requested by Member Clark
- #5.2 -Moved by Besley, Seconded by Tupling, The NDCC Board of Mangement will hold monthly meetings the second Thursday of each month in the Norduff Room at the North Dufferin Community Centre from 7pm-9pm. Carried.
- #5.4 James is available for the summer and requests possibility of full-time employment. Chair Tupling and Member Besley will discuss full-time position and expectations with James and further discussion with the Board will take place after their conversation.
- #5.5 Discussion around ice time reports and those that rent the Arena. Minor hockey and figure skating club have increased rental time and more local people are renting the Norduff room for personal events again.

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

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

James reports repairs have been made to the floor of the visitors bench to get through the remainder of this year and the new McCarthy sign has been installed. Delmar Electric was in to reset the compressor after the power outage and James checked with Barry and everything is working fine. James requests that the Arena contact list be updated for any emergency situations. The hot water heater at the back needs replaced to be up off the floor, currently it is running all of the time (24/7), when the new heater is installed it should reduce hydro costs by only running when needed. A quote has not been received for the water heater replacement yet. James reports he is getting a quote for the sign out front and would like it connected to the TV inside for current events, it's hard to change the sign in the winter weather conditions to keep it up to date. Chair Tupling asks that the sign be up dated soon in order to promote local events taking place at the Arena.

Member Besley requests James send his report in electronic form to Heather and Donna to be included in the Agenda Package. This will allow it to be read over ahead of time and if any questions they could be answered at the meeting.

Mulmur CAO Tracey Atkinson asks James if there are any costs in the budget that can be reduced or anything he sees that needs to be added in? James replies that the benches maybe able to get through another year before being repaired but the boards need replaced due to rotting and falling apart. Currently James repairs the boards on a weekly basis. Mulmur Treasurer Heather Boston suggests James follows the budget closely to avoid deficit in the future. James will bring every purchase to the Board before ordering anything going forward.

James also reports local events are starting to get booked such as stag & does, birthday parties etc. He would also like to see some summer sports events at the Arena such as floor hockey to keep kids involved.

Discussion regarding user fee and that it represents a significant amount of revenue each year therefore the fee needs to be charged.

## **#7 General Business**

1. Financial
  1. Accounts
  2. NDCC Income Statement
  3. 2019 Budget
  4. Comparative Ice time 2017 vs 2018
2. Motion to Approve Revised December 11, 2018 Minutes – Recorded Vote amended
3. Motion to Approve with Revised Recorded Vote
4. Rescind Motion to recommend NDCC as Emergency Shelter
5. Communication Strategies
6. Additions to Agenda (if any)
3. Unfinished Business
  1. WSPS Update
  2. Generator Update

#1.1 -Moved by Lowry, Seconded by Besley, be it resolved that the accounts in the amount of \$15,805.53 be approved to be paid. Carried.

#1.2 Reviewed year to date numbers.

#1.3 Mulmur Treasurer Heather Boston distributed a revised budget due to an increase in the deficit. The total budget number did not change, due to the deficit the Township levy's will continue to increase to fund the deficit.

Member Besley states the increase to the Township is high and he struggles with the increase as it currently sits. Discussion around reducing the capital cost for 2019 budget including repairs that must be done versus repairs that can be moved to next year budget. Heather is to revise the budget that will be presented to Council for approval.

Member Besley suggests invoicing be sent out sooner to eliminate the cash flow issues the Arena is currently faced with. A solution could be to bill on the 15<sup>th</sup> and 30<sup>th</sup> of each month and set terms as 15 days to pay. Any one time user is to pay for the rental before using the ice.

#1.4 Discussed under Business Arising from the Minutes.

- #2. Deferred until March meeting as more information is required.
- #3. Deferred until March meeting.
- #4. Direction from Chair Tupling to leave motion as is and no generator will be purchased.
- #5. Deferred until March meeting.
- #6. No Additions
- #7.1 Member Rowbotham distributed a quote from WSPS, it would be a walk through of the arena with notes being made regarding flaws or hazards they see. A report of their findings will be \$1500.  
 Board had discussion around responsibility to young and vulnerable individuals and those that attend the Arena. Arena needs to be as safe as possible. The report could help prioritize any repairs needed.  
 Mulmur does the health and safety inspection each month and submits a report to the County. Any problems would be repaired immediately. The Board is requesting to see these reports each month.  
 This will be further discussed at the March meeting.  
  
 Heather will find out what is inspected and send reports to the Board going forward. Board is also requesting to see the last month report.
- #7.2 Board determines a generator is not necessary to be an emergency shelter.

**#8 Delegation**

-None

**#9 Closed Session**

Mulmur Treasurer Heather Boston and Melancthon Secretary Donna Funston were excused from this portion of the meeting.

-Moved by Rowbotham, Seconded by Besley, 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 9:38 p.m. for the following reason:

Personal matters about an identifiable individual, including municipal or local board employees – Facility and Board Personnel issues

-Moved by Rowbotham, Seconded by Besley, be it resolved that: the North Dufferin Community Centre Board of Management rise from Closed Session at 10:15 p.m. with direction to staff. Carried.

**#10 Notice of Motion**

-None

**#11 Confirmation Motion**

-Moved by Rowbotham, 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 Noble, Seconded by Lowry that we adjourn the North Dufferin Community Centre Board of Management meeting at 10:25 p.m. to meet again on Thursday March 14, 2019 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**