



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
MINUTES
THURSDAY, MARCH 14, 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 14th day of March, 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
Patricia Clark, Councillor, Mulmur
Clayton Rowbotham, Melancthon
Heather Boston, NDCC Treasurer, Mulmur arrived at 7:15 p.m.
Donna Funston, NDCC Secretary, Melancthon
Tracey Atkinson, CAO/Planner, Mulmur arrived at 7:30 p.m.

Regrets:

Debbie Fawcett, Melancthon
Dave Besley, Deputy Mayor, Melancthon
James Woods, Arena Manager

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:08 p.m.

#2 Additions/Deletions/Approval of Agenda

-Moved by Tupling, Seconded by Rowbotham the Agenda be approved as circulated. Carried.

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#4 Approval of Draft Minutes

-Moved by Clark, Seconded by Lowry, that the minutes of the North Dufferin Community Centre Board of Management held on February 19, 2019 be approved as circulated. Carried.

#5 Business Arising from the Minutes

Member Clark asked for clarification on the users chart from the February meeting. She is trying to determine an accurate number of users to support the budget increase. Chair Tupling will gather Honeywood Minor Hockey, Figure Skating Club, Beef BBQ and Strawberry Supper numbers for the April meeting.

-Moved by Lowry, Seconded by Tupling, that the NDCC BoM table sine die the following item of the Agenda for 14 March 2019: General Business 3. Mulmur Request for Revised December 11, 2018 Minutes – Recorded Vote amended. Carried.

#6 Facility Manager's Report

James Woods was not in attendance for this portion of the meeting.

There were no questions regarding the report submitted.

#7 General Business

1. Financial
 1. Accounts
 2. 2019 Budget
 1. Melancthon Verbal Update
 3. YTD vs. Budget Comparison
2. Report From Heather Boston regarding Snow Removal Costs
3. Mulmur Request for Revised December 11, 2018 Minutes – Recorded Vote amended
4. Brim Pump Monitoring (Tracey Atkinson, CAO Mulmur)
5. Drawer Repair in Food Booth
6. Communication Strategies
7. Unfinished Business
 1. WSPS Update

#1.1 Member Rowbotham requests the invoice for survey costs of \$163.75 be paid by Mulmur Township since they own the Arena. Heather to do an entry to correct this.

-Moved by Lowry, Seconded by Noble, be it resolved that the accounts in the amount of \$28,552.77 be approved to be paid. Carried.

#1.2 Member Clark discusses budget numbers with Heather for clarification. Board discussed ways to generate more revenue from ice rental and promoting local events already booked to increase users and interest in using the Norduff Room. Heather to send Donna Mulmur's fee schedule to be added to next month agenda.

-Moved by Lowry, Seconded by Clark, be it resolved that the NDCC Board approve an increase to all rental fees of 3.5% effective September 1, 2019.

#1.2.1 An email from Denise Holmes CAO/Clerk Melancthon was read as follows:

Council reviewed the attached NDCC Budget with Operating Reserve Continuity outlined at the bottom of the page at its meeting on March 7, 2019.

Council disagrees with the money sitting in this reserve and feels it should be used for operating expenses and therefore, there wouldn't be a deficit to be funded for 2019.

Should you have any question, please don't hesitate to contact me.

Heather explained in the Arena agreement between Mulmur and Melancthon the money is to be kept in an operating reserve account for cash flow purposes due to time delay of revenue vs expenses. If the Board of Management were to dissolve both Townships would get their money back, it's used as a line of credit for the Arena to pay bills, including start-up costs in September. There is no overdraft on this bank account so if funds are not there the operating reserve money is borrowed and then replaced. Chair Tupling suggests Heather have a sit down meeting with Member Besley to explain the purpose of the operating reserve so he can explain to Melancthon Council.

#1.3 Board reviewed.

#2. Heather discussed her report, comparing snow removal costs from 2017/2018 and 2018/2019. The purpose of the report is to keep the Board up to date on costs that are above the budgeted amount. Total cost is over budget as of the middle of March and will continue to be higher until snow removal is no longer required.

#3. Motion passed under Business Arising from the Minutes.

#4. Tracey makes the Board aware that they fall under the Employment Standards Act and that has a 3 hour minimum call in. When the Arena inspection is being done it could include the pump to avoid an extra 3 hour call in on the payroll. Chair Tupling has spoken to Jamie regarding these inspections.

#5. Direction will be given by Chair Tupling to Jamie to fix or call someone in to fix the drawers in the booth area.

#6. Member Lowry handed out a sheet titled Proposals for Communications by the North Dufferin Community Centre Board of Management. See attached. Board needs to promote other services the Arena offers other than the ice surface including the park, meetings held in the Norduff Room and hosting Community Events.

#7.1 Heather handed out the February Health and Safety Inspection form that was completed by the Mulmur rep (Adam). The purpose of these reports is to make the Arena Manager aware of any issues that need resolved, once the issues have all been resolved Jamie submits the form to the County. Going forward Jamie and the Mulmur Rep (Adam) will co-ordinate a time and do the inspections together.

#8 Information

1. Mulmur Procedural By-Law
2. Mulmur Motion approving the NDCC Budget for 2019

-Moved by Clark, Seconded by Noble, be it resolved that items 8.1 and 8.2 be received as information purposes.

#9 Delegation

-None

#10 Closed Session

Chair Tupling requests Tracey Atkinson remain at the meeting for this section.

-Moved by Tupling, Seconded by Rowbotham, 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 8:35 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 Clark, Seconded by Lowry, be it resolved that: the North Dufferin Community Centre Board of Management rise from Closed Session at 8:52 p.m. with report. Carried.

Report – as per directions to staff in Closed Session.

#11 Notice of Motion

-None

#12 Confirmation Motion

-Moved by Rowbotham, Seconded by 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.

#13 Adjournment

-Moved by Lowry, Seconded by Clark that we adjourn the North Dufferin Community Centre Board of Management meeting at 8:55 p.m. to meet again on Thursday April 11, 2019 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

CHAIR

SECRETARY

DRAFT