



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF  
MANAGEMENT  
MINUTES  
THURSDAY, AUGUST 8, 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 8<sup>th</sup> day of August, 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  
Keith Lowry, Mulmur  
Patricia Clark, Councillor, Mulmur  
Nancy Noble, Mulmur  
Debbie Fawcett, Melancthon  
Donna Funston, NDCC Secretary, Melancthon

*Regrets:*

Clayton Rowbotham, Melancthon  
Dave Besley, Deputy Mayor, 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**

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

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

None.

**#4 Approval of Draft Minutes**

-Moved by Fawcett, Seconded by Tupling, that the minutes of the North Dufferin Community Centre Board of Management held on July 11, 2019 be approved as circulated. Carried.

**#5 Business Arising from the Minutes**

None

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

1. Unfinished Business
  1. Quotes for hot water tank
  2. Harness Inspection
  3. Update from Council Members regarding efficiency fund grant money

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

James reports the Strawberry Supper and the Beef BBQ were a success.

Board directs Donna to send a letter of appreciation to the Mulmur-Melancthon Fire Department for their help with setting up the Strawberry Supper and the Beef BBQ as well as with removing the ice. Send this letter to Mulmur and Melancthon Council for their information.

James attended a course in Milton for lift device and work at heights, he completed both successfully.

He is in the process of getting a harness to be able to put things away from the events.

James has a quote from Dillman to install risers on the septic when it is pumped.

One quote has been received in regards to the back door and James will get two more.

Two quotes have been received to replace the hot water tank and James will get one more.

Board directed James to send the quotes to Donna to be emailed out to the Board so they can be looked at before the meetings.

Some ice time has been scheduled already for next season including minor hockey, ladies hockey and mens hockey.

Board directs James to take jarred products to the Mulmur office and leave the beans at the Arena.

James is going to get quotes to caulk the ice surface between the concrete floor and the boards before the ice goes in. Last year was extremely hard keeping the ice froze with warm air seeping in through the gaps. James reports while he is putting in the ice he will be able to do minor repairs on the players benches and top of boards closest to the lobby. There is some waiting time when putting the ice in and he will use this time for repairs.

Chair Tupling and Member Besley will be doing a performance review with James and a new contract will need to be signed.

Member Clark, Mulmur Councillor reports on efficiency fund grant money; Mulmur Council would like the NDCC Board of Management to stick with their budget and not request more money be given. There is \$5000 in the budget that can be used instead of the efficiency money.

## #7 General Business

1. Financial
  1. Accounts
  2. YTD vs. Budget comparison
2. Beef BBQ Update
3. RFP – Recreational Needs and Efficiency Review
4. Other
5. Unfinished Business
  1. Part-time position
  2. Vendors having tables at fundraising events
  3. Possible Activities Available at the Arena

#1.1 -Moved by Lowry, Seconded by Noble, Be it resolved that the accounts in the amount of \$23,920.20 be approved to be paid. Carried.

#1.2 Discussed YTD figures.

#2 Chair Tupling reports attendance numbers were down slightly from last year. Janice wanted to give some feedback to the Board – James was very helpful for the entire day, garbages were emptied regularly and supplies were available when needed. Board directs Donna to put together a thank you package for Janice. Board directs Donna to ask Heather for profit numbers for Strawberry supper and Beef BBQ.

#3 Discussion regarding the RFP – The Board feels the RFP does not present a clear idea of what is wanted, that the consultant reading it will not have an understanding as to what is being asked. The Scope of work is not listed for the consultant to know what we are looking for, facility and program reviews are two different requests and the RFP needs to be written as such. The time lines are too tight which may limit number of tenders we receive and the RFP is written unclear using too many words like “added”, “as well” and “addition” making it difficult for a consultant to understand the project. The Chair of NDCC Board needs to be listed as a person to be spoken with.

### Three options were recommended:

1. Hire a professional to write the RFP
2. Research online other RFPs that are available from other Municipalities regarding recreation facility review and recreation services review.
3. Re-write the RFP from the stand point of the reader and not the writer.

#4 Board requests a cheque be sent back to Honeywood Mens hockey to clear off the credit amount. Would like to start 2019/2020 season with a zero balance.

#5.1 Board would like the part-time position to be advertised on the Dufferin Employment site again and if no resumes are received to have the ad placed on indeed. Suggestions were also made for Dufferin Board of Trade, small business enterprise centre and possibly the colleges in Orangeville as places that may be able to post the position.

#5.2 Room is limited but Board wants to encourage community involvement.

#5.3 Defer to August meeting.

## **#8 Information**

-None

## **#9 Notice of Motion**

-None

## **#10 Confirmation Motion**

-Moved by Clark, Seconded by Lowry 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.

## **#11 Adjournment**

-Moved by Clark, Seconded by Lowry that we adjourn the North Dufferin Community Centre Board of Management meeting at 8:41 p.m. to meet again on Thursday September 12, 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**