



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
MINUTES
WEDNESDAY, SEPTEMBER 9, 2020 – 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 9th day of September, 2020 at 7:00 p.m., in the Norduff Room .

Those present:

Chester Tupling, Chair, Mulmur
Patricia Clark, Councillor, Mulmur
Dave Besley, Deputy Mayor, Melancthon
Clayton Rowbotham, Melancthon
Keith Lowry, Mulmur
Nancy Noble, Mulmur
Donna Funston, NDCC Secretary, Melancthon
Denise Holmes, CAO/Clerk, Melancthon
Tracey Atkinson, CAO, Mulmur

Regrets:

Bert Tupling, Vice-Chair, Melancthon
Debbie Fawcett, Melancthon

#1 Call to Order by Chair

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

#2 Additions/Deletions/Approval of Agenda

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

Addition: 8.4.1 – OMHA update and Standard Operating Procedure, Protocol to Re-Open
 8.4.2 – Snow Removal and Concession Booth tenders
 8.4.3 – Co-Chair B Tupling resignation letter

#3 Declaration of Pecuniary Interest or Conflict of Interest

Chair C Tupling declared a conflict of interest for the Premier Quotes if making any decisions with purchases. He will answer questions about the quote but The Board needs 3 quotes before any purchasing decisions can be made.

#4 Approval of Draft Minutes

-Moved by Besley, Seconded by Lowry, that the minutes of the North Dufferin Community Centre Board of Management held on August 11, 2020 be approved as circulated. Carried.

#5 Business Arising from the Minutes

1. Email from Heather Boston regarding snow removal invoices

#6 Facility Manager's Report

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

The Facility Manager Report was emailed to the Board prior to the meeting.

Board requests James to submit his report one week before the NDCC meeting so it can be included in the Agenda Package.

James reports most rentals are wanting to return when the ice is put in, he requests clarification on where to set up hand sanitizing stations for when the building is re-opened. Will sanitizers be placed on walls, in dressing room etc.

James has spoke with Barry (start up company) and he is waiting to hear back as to when the ice will be put in.

Mulmur Township gave a computer to the Arena and James received training on the desktop system.

James reports most of his summer list has been completed and he will send out a list of what is left to be finished.

#7 Delegation

1. **7:30 p.m.** – Sierra Planning – NDCC Recreational Needs Study

Jon Hack presented the final draft of the recreational study, he noted it has been adjusted down to four options since our last draft.

Option A – Do nothing, budget necessary changes each year to maintain current building

Option B – Add dressing room to north end of current Arena

Option C – Build new building

Option D – Keep current ice surface and add new changerooms on the north side, remove second floor and add Norduff room to the front of the current building

Mr. Hack suggested the Board needs to decide a tolerable deficit because Arenas are not profitable, if a new building is the option the Board chooses, it would mean more staff and more activities taking place at the Facility year round which will also place more tasks on the Board of Management.

This draft study will need to go back to Melancthon and Mulmur Councils to be reviewed as Council initiated the process.

-Moved by Lowry, Seconded by Noble, be it resolved that the B of M of the NDCC receive the report from Sierra Planning and Management and support Option C in that report and request that this position of the B of M be carried to the two Councils by the representative from the Council. Carried.

#8 General Business

1. Financial
 1. Accounts
 2. A/R update
 3. YTD vs. Budget comparison
2. Report from Heather Boston regarding Reopening Cost Summary
3. Premier Equipment Quotes – Lawn Mower and Trimmer
4. Other
5. Unfinished Business
 1. Arena Manager and Part time staff Pay Grids
 2. Generator Switch for Mobile Generator
 3. Keystone Software Arena Billing (Member Lowry discuss at next regular in person meeting) – NDCC Agreement between Mulmur and Melancthon

#1.1 -Moved by Lowry, Seconded by Besley that the accounts in the amount of \$5,189.28 be approved to be paid. Carried.

Denise suggested for future meetings to change to wording of the motion to read the accounts be received instead of approved as they have already been paid before the meeting.

#1.2 HMHA is requesting an updated invoice once the amount has been adjusted.

#1.3 No comments

#2 Discussion regarding the report.

#3 These quotes were added to the agenda package for discussion purposes only so the Board could get a better idea if it would be worth buying grass cutting equipment. Since the Arena Manager is now full time and would be able to cut the grass as part of the Arena manager duties the Board needed an idea of how much to budget. Board directs Donna to have Heather budget \$10,000 for a mower and \$480 for a trimmer.

#4.1 OMHA update and Standard Operating Procedure, Protocol to Re-Open – HMHA has had great response from the players and would commit to 16 hours of ice time per week, James has other commitments from last year rentals as well. The Board believes

it could cover the shortfall amount reported by Heather Boston and passes the following motion:

-Moved by Besley, Seconded by Lowry, be it resolved that the NDCC Board proceeds to have the ice installed in the arena and put the necessary protocols in place to accomplish this by October 10, 2020. Carried.

James will make arrangements to get the ice started and put a notice on the sign out front to make the public aware of when the Arena will be open. Board directs Donna to email member Lowry the sample protocol of Standard Operating Procedures and he will do a policy for the NDCC and the Board will meet through ZOOM the week of Sept 21, 2020 to review.

#4.2 Snow Removal and Concession Booth tenders – Board directs Donna to request Heather to prepare tenders for snow removal and the concession booth for the 2020/2021 season. This year include conditional on COVID-19 compliance at the end of each tender form.

#4.3 Co-Chair B Tupling resignation letter – with regret the Board accepts the resignation letter and Melancthon Council will need to re-appoint a new representative.

#5.3 Discussion around bills being divided out and being split by percentage of use is more acceptable than being divided by number of users. Amount being billed should reflect the amount of usage.

#9 Information

#10 Closed Session

-Moved by Rowbotham, Seconded by Lowry, be it resolved that the North Dufferin Community Centre Board of Management move into a Closed Session Meeting pursuant to Section 239 of the Municipal Act, 2001, as amended, at 9:25 p.m. for the following reasons:

Personal matter 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 North Dufferin Community Centre Board of Management rise from Closed Session at 10:18 p.m. with report. Report being directives given in the meeting. Carried.

#11 Notice of Motion

-None

#12 Confirmation Motion

-Moved by Noble, Seconded by Clark 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 Clark, Seconded by Noble we adjourn the North Dufferin Community Centre Board of Management meeting at 10:20 p.m. to meet again on Wednesday October 14, 2020 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

CHAIR

SECRETARY