



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
MINUTES
TUESDAY, NOVEMBER 10, 2020 – 7:00 P.M.
ELECTRONIC MEETING - ZOOM**



The North Dufferin Community Centre Board of Management known as “The Board” held its meeting on the 10th day of November, 2020 at 7:00 p.m., as an electronic meeting through ZOOM.

Those present:

Chester Tupling, Chair, Mulmur
Patricia Clark, Councillor, Mulmur
Dave Besley, Deputy Mayor, Melancthon
Keith Lowry, Mulmur
Nancy Noble, Mulmur
Donna Funston, NDCC Secretary, Melancthon
Tracey Atkinson, CAO, Mulmur
Heather Boston, Treasurer, Mulmur
Debbie Fawcett, Melancthon
Clayton Rowbotham, Melancthon
James Woods, Arena Manager
Denise Holmes CAO/Clerk, Melancthon
Janet Horner, Mayor, Mulmur
Darren White, Mayor, Melancthon
Emma Holmes, Melancthon

Regrets:

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:07 p.m.

Chair Tupling welcomes Emma Holmes as the new Melancthon member to the Board of Management and gives Emma a chance to introduce herself. Member Holmes introduces herself to the Board and notes she is currently enrolled in The University of Waterloo in the Sports and Recreational Program.

#2 Additions/Deletions/Approval of Agenda

-Moved by Clark, Seconded by Noble that the Agenda be approved as amended. Carried.

Addition: #7.3.1 Sierra Group Final Report
#7.3.2 Budget figures/Ice time

Chair Tupling requests to pull information #8.5 for discussion and the discussion be held before the Facility Managers Report as we have the Mayors of both Townships attending this meeting for this item.

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#4 Approval of Draft Minutes

-Moved by Besley, Seconded by Clark, that the minutes of the North Dufferin Community Centre Board of Management held on October 14, 2020 be approved as circulated. Carried.

#5 Business Arising from the Minutes

#8.5 Public Health Complaint Update

Chair Tupling updates the Board on the complaint that Wellington Dufferin Guelph Public Health received regarding the Arena. Chair Tupling spoke to Danny, Public Health Representative, regarding the complaint and Danny visited the Arena and added some more poster signs with COVID-19 information. The Health Unit is hoping to use this issue as a learning tool and educational session.

Mayor Horner has also received two complaints regarding the Arena and is requesting some clarification from the Board on the proper procedure of handling complaints.

Mayor White says he appreciates the hard work of the Board in the re-opening process and notes that the Municipalities are liable for all public safety. When a complaint is brought forward Townships must do their due diligence by acting on it. The complaint needs to be acknowledged that it has been received and make changes if necessary. Glad to hear that Public Health is already involved and have given approval at the arena.

Discussion around the nature of the complaints took place.

It was decided that future complaints need to be filed in writing and then sent to the Chair and the Arena Manager to be dealt with and the Secretary will keep a log of the all complaints. The log will include how the issue was handled and if any protocols were changed or updated. The Board will deal with each complaint on an individual basis. The complaint needs to be specific including date, time and name of complainant so that each issue can be investigated and properly dealt with.

Since the first complaint was filed Chair Tupling and James have spoke to all parents and coaches with the message that “we need to be better”. Those using the Arena want to keep it open and are willing to do what is needed to keep it open.

If a complaint is submitted without a name it will not be a valid complaint.

Discussion around people in the parking lot - it was decided the group would be asked to leave and if the issue is with a single renter they would be addressed personally.

Mayor Horner will contact the two individuals that complained to her and explain the process of filing a complaint and the outcome of this meeting.

#6 Facility Manager's Report

James reports the Zamboni needs new tires and he got three quotes:

Zamboni Co - \$1400.64, James installs and balances

Canadian Rink Service - \$1582.00, James installs and balances

Hannon Garage - \$933.00 studded, includes install and \$100 rebate

Board directs James to get tires from Hannon Garage and because it is under \$1000 no motion is required.

James has returned the original fogging machine he purchased because he found the same unit for \$700 less.

Discussion around staffing and getting extra help during the busiest times at the Arena. Board was supportive of having extra staff on which will allow James more time to control people loitering in the parking lot and the lobby. Chair Tupling will get some wage numbers figured out and send to Heather to be included in the 2021 budget.

#7 General Business

1. Financial
 1. Accounts Payable
 2. A/R update
 3. YTD vs. Budget comparison
2. Email from Dylan Leitch regarding Resilient Communities Fund – Member Lowry update
3. Other
4. Unfinished Business
 1. Snow Removal Tender
 2. Generator Switch for Mobile Generator

#1.1 -Moved by Noble, Seconded by Clark that the accounts in the amount of \$4,032.62 be received as presented. Carried.

#1.2 A/R report was very exciting. All accounts are current.

#1.3 No concerns.

#2 The Board is not able to apply for this grant, Municipalities under 20,000 can apply under active recreation. After some discussion it was decided that Heather would work with the Board and try to put together an application, the deadline to file is December 2, 2020.

Board requests Dylan to look in to the infrastructure grant and report back if the Board is able to apply. Chair Tupling will call a special meeting to meet the deadlines if that is required.

#3.1 Sierra Planning – Township of Mulmur has accepted the Sierra Group Final Report and Township of Melancthon has tabled the motion until Nov 19 meeting. Member Besley feels the report doesn't give enough direction to move forward. He feels it needs to continue to focus on the goal and encourage the Townships to come to the next steps in this process. Member Besley would like to have a motion with direction and the ability to be shovel ready so if/when funding is available we are ready to apply. Member Besley also suggests putting together a plan B in case funds don't become available as planned.

-Moved by Besley, Seconded by Lowry be it resolved that
Where as; the Sierra Group has presented their final report and recommendations to the Townships of Mulmur and Melancthon and the NDCC Board of Management.
And where as; the report recommends that the preferred option is to replace the current facility with a new complex.
And where as; the current facility may be unusable without upgrades by 2025.
Be it resolved; the NDCC Board of Management recommends that the Townships of Mulmur and Melancthon reach a consensus on moving forward with building plans for a new NDCC Complex.
And further, the municipalities in conjunction with the NDCC Board seek to be in a current and shovel ready state in order to take advantage of government funding opportunities immediately and begin fund raising activities in our respective communities. Carried.

#3.2 Budget Figures/Ice time – Honeywood, Shelburne and Grand Valley have joined in a hockey bubble. This will allow these towns to play home and away games. Honeywood needs to start to schedule their ice time bookings differently due to cleaning needs. Going to try to leave a 30 minute break between games to allow everyone to exit the building and cleaning done before the next users start to enter the Arena. This will decrease the revenue as it will create less rental time. The 2021 budget will be discussed at the December meeting and a request was made to bring any figures to be included.

-Moved by Lowry, Seconded by Besley that the Board supports the initial under taking by the Chair in support of minor hockey and in support of financial stability of the Arena. Carried.

#4.1 -Moved by Clark, Seconded by Lowry The NDCC Board of Management accept the snow removal tender for the 2020/2021 season from 2239198 Ont Inc (Glenn Lundy) at a cost of \$105 hourly flat rate and 0.15/kg of salt supplied and applied. Carried.

#4.2 James contacted Delmar and is waiting for a reply back.

#8 Information

-Moved by Clark, Seconded by Rowbotham be it resolved that items 8.1 to 8.4 be received as information and item 8.5 was discussed. Carried.

#9 Notice of Motion

-None

#10 Closed Session

-Moved by Rowbotham, Seconded by Clark the NDCC Board of Management move into Closed Session Meeting pursuant to Section 239 of the Municipal Act, 2001, as amended, at 9:16 p.m. for the following reasons:

Personal matter about an identifiable individual, including municipal or local board employees – Memorandum of Understanding of Roles for NDCC Staff. Carried.

-Moved by Clark, Seconded by Besley, that the North Dufferin Community Centre Board of Management rise from closed session at 9:21 p.m. without report. Carried.

-Moved by Clark, Seconded by Rowbotham that the NDCC Board of Management accepts the Memorandum of Understanding of roles for NDCC Staff. Carried.

#11 Confirmation Motion

-Moved by Clark, Seconded by Rowbotham 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 Besley, Seconded by Clark, we adjourn the North Dufferin Community Centre Board of Management meeting at 9:24 p.m. to meet again on Wednesday December 9, 2020 at 7:00 p.m. or at the call of the Chair. Carried.

CHAIR

SECRETARY