



**NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
MINUTES  
WEDNESDAY, OCTOBER 14, 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 14<sup>th</sup> day of October, 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

*Regrets:*

Debbie Fawcett, Melancthon  
Clayton Rowbotham, Melancthon  
James Woods, Arena Manager

**#1 Call to Order by Chair**

Chair Tupling called the meeting to order at 7:04 p.m.

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

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

Addition:       7.5.1 – NDCC Re-Opening Policy  
                      7.5.2 – Email from Dylan Leitch regarding Resilient Communities Fund  
                      7.5.3 – Appreciation for Vice-Chair Tupling  
                      7.5.4 – Appoint a member as Vice-Chair

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

None.

**#4 Approval of Draft Minutes**

-Moved by Clark, Seconded by Besley, that the minutes of the North Dufferin Community Centre Board of Management held on September 9, 2020 be approved as circulated. Carried.

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

1. 4' plexiglass shield installation for the booth installed? Who is responsible to pay?

Plexiglass has not yet been purchased or installed and discussion was for both Council Representatives to take back to their Council a request that the cost be split between the Townships and be used from the COVID monies.

-Moved by Lowry, Seconded by Clark, be it resolved that the Board approves the Arena Manager to purchase and install 4' plexi glass for the food booth area of the Arena. Plexi glass amount to be included in ongoing COVID-19 expense total. Carried.

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

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

Chair Tupling gave an update.

Opening of the Arena went well, teams can enter the building 20 minutes before their ice time and must exit the building 10 minutes after they leave the ice.

OMHA has approved the Re-Opening Policy, each person in the facility will fill out a form and the form will be kept on file at the Arena.

James will be working Wednesday nights for the season so the Board has requested Chair Tupling ask him to have a part-time staff member cover him for the meeting time. It's important he is at the meetings to present his report and then everyone is up to speed with any news.

-Moved by Besley, Seconded by Clark, that the Board of Management approves the Arena Manager to purchase the fogger machine at an approximate cost of \$1,000 for COVID-19 sanitization of the Arena. Further this expense be included in the COVID-19 expense money and the cost be divided in half by the two Townships. Carried.

Board directs James to have water line repaired and larger line installed.

## **#7 General Business**

1. Financial
  1. Accounts Payable
  2. A/R update
  3. YTD vs. Budget comparison
2. Snow Removal Tender
3. Booth Tender
4. Fire and Life Safety Inspection Report – Inspection Order Issued
5. Other

6. Unfinished Business
  1. Arena Manager and Part time staff Pay Grids
  2. Generator Switch for Mobile Generator
- #1.1 -Moved by Noble, Seconded by Lowry that the accounts in the amount of \$6,511.73 be received as presented. Carried.
- #1.2 Heather will check on an outstanding account to see if she is able to collect the money if Heather is unsuccessful Chair Tupling has requested Heather email him and he will try to collect the outstanding balance.
- #1.3 Heather presented the YTD numbers and discussed some accounts that had higher balances then budgeted.  
Arena will be getting a refund for bank charges and the fees will be lower each month now as Heather negotiated monthly costs with the bank.  
Grass cutting and Insurance costs are very high this year and should be reviewed.  
Netting and board repairs will be included in capital purchases for 2020.
- #2 Discussion on the snow removal tender that was received from 2239198 Ont Inc – Glenn Lundy, Chair Tupling will speak with Glenn regarding the increase in salt costs. Salt price was increased from \$.092 per/kg applied and supplied to \$.2375 per/kg applied and supplied.
- #3 -Moved by Clark, Seconded Besley, that the NDCC Board of Management accept the booth tender for the 2020/2021 ice season from Lori Williams being \$50 per month booth rental plus \$125 for propane and energy costs. Total of \$175 per month. Carried.
- #4 Board directs James to put drywall on as required and be in contact with the Fire Chief to get a re-inspection done as the deadline is Oct 15, 2020.
- #5.1 NDCC Re-Opening Policy  
-Moved by Noble, Seconded by Besley, that the NDCC Board of Management accept and approve the North Dufferin Community Centre Corona – Virus (COVID-19) Safety Guidelines. Further that the Arena Manager will have each user in the Facility sign the waiver and keep the waiver in a safe confidential area for possible future reference. Carried.
- #5.2 Email from Dylan Leitch Regarding Resilient Communities Fund  
Discussion regarding this grant and that more information is needed, Member Lowry has offered to look at the website and send useful information to the Board. This item will be left on the Agenda for further discussion at the next meeting.
- #5.3 Appreciation for Vice-Chair Tupling

Board directs Donna to request Tracey and Denise prepare and send a thank you letter and a Certificate of Appreciation to Vice-Chair Bert Tupling. The letter should include that Mr Tupling has been involved with the Arena since February 25, 1966 when it first opened.

**#5.4 Appoint a new Vice-Chair**

Member Noble nominates Member Besley to be the Vice-Chair.

Heather mentions that every January the Board has to re-appoint a Chair and Vice-Chair as per the agreement.

-Moved by Noble, Seconded by Lowry that the Board of Management appoints Member Besley to be Vice-Chair for the remainder of 2020. January 2021 the Board will re-appoint a Chair and Vice-Chair. Carried.

**#6.2** There is a switch at the back of the building in the middle of the compressor room and it's very hard to get a generator to this switch. Board directs James to call Delmar to see if the switch can be moved to outside of the building to make it easier to hook up a generator and find out what runs on the current switch. Also mentioned that the Fire Hall is right beside the Arena and in an emergency situation the Fire Hall has a generator and has been the shelter for stranded motorists in the winter months.

**#8 Information**

**#9 Notice of Motion**

-None

**#10 Confirmation Motion**

-Moved by Clark, Seconded by Besley 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 Besley, Seconded by Lowry, we adjourn the North Dufferin Community Centre Board of Management meeting at 8:36 p.m. to meet again on Tuesday November 10, 2020 at 7:00 p.m. or at the call of the Chair. Carried.

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**CHAIR**

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**SECRETARY**