



**NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
MINUTES  
WEDNESDAY, FEBRUARY 11, 2021 – 7:00 P.M.  
ELECTRONIC MEETING - ZOOM**



The North Dufferin Community Centre Board of Management known as “The Board” held its meeting on the 11<sup>th</sup> day of February, 2021 at 7:00 p.m., as an electronic meeting through ZOOM.

**Those present:**

Chester Tupling, Chair, Mulmur  
Dave Besley, Deputy Mayor, Melancthon  
Patricia Clark, Councillor, Mulmur  
Debbie Fawcett, Melancthon  
Emma Holmes, Melancthon  
Keith Lowry, Mulmur  
Nancy Noble, Mulmur (joined at 7:55 p.m)  
Clayton Rowbotham, Melancthon  
James Woods, Arena Manager  
Donna Funston, NDCC Secretary, Melancthon  
Heather Boston, Treasurer, Mulmur

**Regrets:**

**#1 Call to Order by Chair**

Donna called the meeting to order at 7:07 p.m. and asked for nominations for the Chair position for 2021.

**#3 Election of Chair conducted by Secretary**

-Moved by Lowry, Seconded by Fawcett that Chester Tupling be the Chair for 2021. Carried.

**#4 Election of Vice Chair conducted by Chair**

-Moved by Besley, Seconded by Fawcett that Clay Rowbotham be the Vice Chair for 2021. Carried.

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

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

Addition: Mulmur motion from public question period at Mulmur Council meeting Feb 3, 2021.

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

None.

## **#7 Approval of Draft Minutes**

-Moved by Besley, Seconded by Rowbotham, that the minutes of the North Dufferin Community Centre Board of Management held on January 13, 2021 be approved as circulated. Carried.

## **#8 Business Arising from the Minutes**

1. Email from Heather Boston, Treasurer, Insurance inquiry

No questions were asked and no further clarification is required.

## **#9 Facility Manager's Report**

Discussion on the compressor on the rooftop that is leaking. It will need to be welded to be fixed and that should last 2-3 years. James will get an actual quote of the welding cost to fix. Discussion over repairing the condenser and compressors regarding cost and being a capital repair, these units would not be used in a new or renovated facility. Board wants to try to keep large scale spending at a minimal in hopes of building a new facility.

Discussion around the lawn mower and trimmer quotes, Board agreed with Managers choice.

-Moved by Lowry, Seconded by Besley that the Board of Management accepts the Managers recommendation for the lawn mower and trimmer and that the capital costs be added to the 2021 budget in the amount of \$10,800.00. Carried.

Board directs Heather to send free online training options to James. If any charges for the courses the Board needs to approve the costs before the course is taken.

Board directs James to take the Safe Ice Resurfacing Operators Training. This course is online at a cost of \$275.00. James CPR and First Aid expires in May or June 2021 and he will need to be updated when COVID allows. The certificate is good for three years.

## **#10 General Business**

1. Financial
    1. Accounts Payable
    2. A/R update
    3. YTD vs. Budget comparison
    4. Draft 2021 Budget
  2. Beef BBQ and Fundraising Events for 2021
  3. Joint Council Meeting – Mulmur and Melancthon – Service Delivery Review & Efficiency Study Update
  4. COVID-19; Lockdown plan for 2021
  5. NDCC Staff cutting grass for Honeywood Cemetery
  6. Other
  7. Unfinished Business
    1. Generator Switch for Mobile Generator
    2. Email from Tracey Atkinson regarding Funding Opportunities for Municipalities
- #1.1 -Moved by Clark, Seconded by Rowbotham that the accounts in the amount of \$17,424.90 be received as presented. Carried.
- #1.2 Discussion on the A/R balances in 60-90 days. James is directed to contact any overdue amount and collect the outstanding balance. Mulmur staff sends arrears notices after 30 days and makes collection calls when amounts are not received.
- #1.3 The year has not been closed yet so the numbers are inaccurate.
- #1.4 Heather will have a draft budget prepared for the next meeting.
- #2 Beef BBQ is a big fundraiser and will require many volunteers to make it work this year. Discussion on pre-selling tickets and booking pickup times and possibly having tables outside to eat. More discussion next month and hoping to be back in the red zone to allow people inside the Arena.
- #3 The Joint Council Meeting is February 17, will have an update at the March meeting.
- #4 Announcement will be made Feb 15 letting us know if we are moving out of lockdown. HMHA is 100% ready to come back, if we move back to the red zone they will be ready to play. Had inquiries from other areas to rent the ice as most places have removed their ice due to COVID. If the announcements leaves our area in lockdown the ice will be removed and the Arena closed for the season.

-Moved by Noble, Seconded by Besley that the Board of Management will take the ice out if the announcement made next week leaves our area in the Grey Zone. If we move back to any other colour the ice will remain in. Cost of keeping the ice in has been reduced as a result of the cold weather. Recreational opportunities are our main concern for our youth. Taking risk for the youth of our community and protecting recreation is our focus. Carried.

Addition: Mulmur motion from public question period at Mulmur Council meeting Feb 3, 2021.

The Board appreciates the support of Mulmur Council when answering the public questions.

- #5 Discussion on James cutting the grass at the Cemetery. If NDCC were to purchase a mower and trimmer James could cut the grass and bill the Cemetery, this would be helping the Cemetery and NDCC would be getting more revenue. Chair Tupling will speak with the Treasurer/Secretary of the Cemetery Board to see if they would be interested.
- #7.1 James will get a quote for a generator switch at the front of the building to run heat and lights. Heather notes a generator is not necessary for the Arena to be an emergency shelter. One at the back was necessary to keep water available. It was also noted that when the quote comes in, it should be brought to Kyle Seeback and Sylvia Jones' attention for possible climate emergency funding to run the wire for the hookup.
- #7.2 Heather has spoke with the consultant and they will tell her when a grant becomes available that would work for the Arena. Heather has staff look into any that look like we could apply for. Board requests only forward ones that apply to the Arena.

## **#11 Information**

## **#12 Notice of Motion**

-None

James Woods and Heather Boston leave the meeting as we go into closed session.

## **#13 Closed Session**

1. Approval of Draft Minutes – November 10, 202
2. Section 239 (2)(b) of the Municipal Act, 2001 as amended, - Personal matters about an identifiable individual, including municipal or local board employees  
- Memorandum of Understanding of Roles for the NDCC Staff

-Moved by Besley, Seconded by Lowry the NDCC Board of Management move into Closed Session Meeting pursuant to Section 239 of the Municipal Act, 2001, as amended, at 8:25 p.m. for the following reasons:

Personal matter about an identifiable individual, including municipal or local board employees – Personnel Issues Regarding COVID-19 Lockdown. Carried.

-Moved by Rowbotham, Seconded by Clark, that the North Dufferin Community Centre Board of Management rise from closed session at 9:00 p.m. with report. Report being directives given to staff in the meeting. Carried.

-Moved by Rowbotham, Seconded by Noble, that the Board of Management approves reimbursement of personal expenses incurred as result of work being done for activities of the NDCC. Reimbursement upon invoiced as approved by the Chair of the Board. Further to this, the board approves a retro back to the beginning on the full time contract an amount of \$50 per month for phone expense.

#### **#14 Confirmation Motion**

-Moved by Clark, Seconded by Lowry 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.

#### **#15 Adjournment**

-Moved by Rowbotham, Seconded by Besley, we adjourn the North Dufferin Community Centre Board of Management meeting at 9:05 p.m. to meet again on Wednesday March 10, 2021 at 7:00 p.m. or at the call of the Chair. Carried.

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**CHAIR**

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**SECRETARY**