



**NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
MINUTES  
WEDNESDAY, MARCH 10, 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 10<sup>th</sup> day of March, 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  
 Clayton Rowbotham, Melancthon  
 James Woods, Arena Manager  
 Donna Funston, NDCC Secretary, Melancthon  
 Heather Boston, Treasurer, Mulmur

**Regrets:**

**#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 Noble, Seconded by Clark that the Agenda be approved as amended.  
 Carried.

Chair Tupling moves Delegation to #6 as Darcy joined at the beginning of the meeting.

**Recorded Vote**

|                              | <u>Yea</u> | <u>Nay</u> |
|------------------------------|------------|------------|
| Chair Chester Tupling        | X          |            |
| Vice Chair Clayton Rowbotham | X          |            |
| Member Dave Besley           | X          |            |
| Member Patricia Clark        | X          |            |
| Member Debbie Fawcett        | X          |            |
| Member Emma Holmes           | X          |            |

Member Keith Lowry X  
Member Nancy Noble X

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

None.

### **#4 Approval of Draft Minutes**

-Moved by Lowry, Seconded by Rowbotham, that the minutes of the North Dufferin Community Centre Board of Management held on February 11, 2021 be approved as circulated. Carried.

| <b>Recorded Vote</b>         | <u>Yea</u> | <u>Nay</u> |
|------------------------------|------------|------------|
| Chair Chester Tupling        | X          |            |
| Vice Chair Clayton Rowbotham | X          |            |
| Member Dave Besley           | X          |            |
| Member Patricia Clark        | X          |            |
| Member Debbie Fawcett        | X          |            |
| Member Emma Holmes           | X          |            |
| Member Keith Lowry           | X          |            |
| Member Nancy Noble           | X          |            |

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

None.

### **#7 Delegation**

7:30 p.m. – Darcy Delaney, Mulmur Hills Recreation and Wellness Centre – venue to host 2021 summer day camps for 9 weeks.

Darcy Delaney, Mulmur Hills Recreation and Wellness Centre Ltd. did a power point presentation outlining a summer day camp proposal. The presentation is attached to these minutes. Darcy has identified a need for families in the community for a summer day camp program, he explained the day camp and daily activities of his program. Darcy is also hoping to run a spring break (April 12-16) day camp which would include renting the ice surface minimum 1 hour per day for the week. James noted that the upstairs kitchen is heating only due to the current ventilation system, request to bring BBQs to prepare the lunch was made. Darcy is fully aware of COVID-19 rules and regulations and all will be followed.

Board was excited with this opportunity and felt the presentation was very well done. This will be a great start to using the Arena all year round not just being used as a hockey facility. With this summer camp program running for 9 weeks the days would

be fully rented and the Board would like to have an event 1 or 2 nights during the week.

Board directed James, Heather and Donna to work together on a contract for the summer camp program and the spring break camp. Proof of insurance would need to be attached to the contract. Details of storage of equipment, washroom cleaning times and BBQ being brought in could be worked out between Darcy and James.

-Moved by Lowry, Seconded by Besley that the BoM will authorize Darcy Delaney to use the Facility as presented on his Power Point Presentation at the March 10, 2021 Meeting with the NDCC Board.

Further; the Board accepts in principal and directs staff to engage in detailed negotiations to complete the contract with Darcy Delaney, Mulmur Hills Recreation and Wellness Centre. Carried.

| <b>Recorded Vote</b>         | <u>Yea</u> | <u>Nay</u> |
|------------------------------|------------|------------|
| Chair Chester Tupling        | X          |            |
| Vice Chair Clayton Rowbotham | X          |            |
| Member Dave Besley           | X          |            |
| Member Patricia Clark        | X          |            |
| Member Debbie Fawcett        | X          |            |
| Member Emma Holmes           | X          |            |
| Member Keith Lowry           | X          |            |
| Member Nancy Noble           | X          |            |

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

Chair Tupling relays a message that the mower the Board has included in the 2021 budget is out of stock but has been ordered on March 10, 2021. If the mower is not available when the Arena Manager needs it Premier will make sure one is available for use until the ordered one arrives.

-Moved by Lowry, Seconded by Noble that the NDCC Board of Management supports and approves arrangements made by the Chair in purchasing and subsequent events if purchase is delayed of the John Deere mower and trimmer from Premier Equipment. Carried.

| <b>Recorded Vote</b>         | <u>Yea</u> | <u>Nay</u> |
|------------------------------|------------|------------|
| Chair Chester Tupling        | X          |            |
| Vice Chair Clayton Rowbotham | X          |            |
| Member Dave Besley           | X          |            |
| Member Patricia Clark        | X          |            |
| Member Debbie Fawcett        | X          |            |
| Member Emma Holmes           | X          |            |

|                    |   |
|--------------------|---|
| Member Keith Lowry | X |
| Member Nancy Noble | X |

It was reported that some appreciative emails have been received from the community in regards to keeping the ice in during the lockdown. This is a benefit to the kids/youth of our community and the parents are thankful the kids were able to be back on the ice. Discussion around how long to keep the ice in, Honeywood Minor Hockey has a meeting March 12, 2021 and the hope is to leave the ice in until end of April. Currently minor hockey uses 18 hours per week however, this may decrease slightly for the month of April. Private rentals have been inquiring about renting the ice for March and possibly April. James reports the rooftop condenser is sealed and will be able to finish the season out.

-Moved by Besley, Seconded by Rowbotham that the ice be left in until April 30, 2021 or at the discretion of the Board of Management.

Further; ensure this be advertised on the Townships websites, told to coaches and previous users to be communicated as broadly as possible to increase rental bookings. Carried.

| <b>Recorded Vote</b>         | <u>Yea</u> | <u>Nay</u> |
|------------------------------|------------|------------|
| Chair Chester Tupling        | X          |            |
| Vice Chair Clayton Rowbotham | X          |            |
| Member Dave Besley           | X          |            |
| Member Patricia Clark        | X          |            |
| Member Debbie Fawcett        | X          |            |
| Member Emma Holmes           | X          |            |
| Member Keith Lowry           | X          |            |
| Member Nancy Noble           | X          |            |

## #8 General Business

1. Financial
  1. Accounts Payable

-Moved by Clark, Seconded by Fawcett the accounts in the amount of \$14,648.76 be received as presented. Carried.

| <b>Recorded Vote</b>         | <u>Yea</u> | <u>Nay</u> |
|------------------------------|------------|------------|
| Chair Chester Tupling        | X          |            |
| Vice Chair Clayton Rowbotham | X          |            |
| Member Dave Besley           | X          |            |
| Member Patricia Clark        | X          |            |
| Member Debbie Fawcett        | X          |            |
| Member Emma Holmes           | X          |            |
| Member Keith Lowry           | X          |            |

Member Nancy Noble X

2. A/R update

Discussion on outstanding balances, James and Dylan were directed to make calls to collect these balances.

- 3. YTD vs. Budget comparison
- 4. Draft #1 Budget 2021

James reports the brine pump will need to be replaced in 2021 but he has no idea of cost. James will get estimates and send them to Heather for the 2021 budget.

-Moved by Lowry, Seconded by Clark that the draft #1 budget 2021 presented by the Treasurer be approved as presented. Carried.

| <b>Recorded Vote</b>         | <u>Yea</u> | <u>Nay</u> |
|------------------------------|------------|------------|
| Chair Chester Tupling        | X          |            |
| Vice Chair Clayton Rowbotham | X          |            |
| Member Dave Besley           | X          |            |
| Member Patricia Clark        | X          |            |
| Member Debbie Fawcett        | X          |            |
| Member Emma Holmes           | X          |            |
| Member Keith Lowry           | X          |            |
| Member Nancy Noble           | X          |            |

-Moved by Clark, Seconded by Noble that the NDCC Board of Management has a surplus from 2020 and that amount to be used in full to decrease the 2021 Township levies. Carried.

| <b>Recorded Vote</b>         | <u>Yea</u> | <u>Nay</u> |
|------------------------------|------------|------------|
| Chair Chester Tupling        | X          |            |
| Vice Chair Clayton Rowbotham | X          |            |
| Member Dave Besley           | X          |            |
| Member Patricia Clark        | X          |            |
| Member Debbie Fawcett        | X          |            |
| Member Emma Holmes           | X          |            |
| Member Keith Lowry           | X          |            |
| Member Nancy Noble           | X          |            |

5. Report from Heather Boston, Treasurer, regarding Non-Resident Charges

-Moved by Fawcett, Seconded by Clark that the Board receive the report of Heather Boston, Rental Fees;

AND THAT the Board approve the removal of the non-resident charges of \$36 or 10% of the total bill;  
 AND FURTHER THAT the Board approve a 2% increase in the ice and room rentals per the attached Schedule of Fees effective September 1, 2021. Carried.

| <b>Recorded Vote</b>         | <u>Yea</u> | <u>Nay</u> |
|------------------------------|------------|------------|
| Chair Chester Tupling        | X          |            |
| Vice Chair Clayton Rowbotham | X          |            |
| Member Dave Besley           | X          |            |
| Member Patricia Clark        | X          |            |
| Member Debbie Fawcett        | X          |            |
| Member Emma Holmes           | X          |            |
| Member Keith Lowry           | X          |            |
| Member Nancy Noble           | X          |            |

2. Beef BBQ and Fundraising Events for 2021

Chair Tupling will bring update and a plan to the next meeting.

3. Joint Council Meeting – Mulmur and Melancthon – Service Delivery Review & Efficiency Study Update

Mulmur and Melancthon have set up a Joint Sub-committee to review the County of Dufferin Service Delivery Review regarding the North Dufferin Community Centre Agreements and Governance Structure. Mulmur members are Mayor Horner, Deputy Mayor Hawkins and CAO Tracey Atkinson. Melancthon will be CAO Denise Holmes, and two members of Council that will be decided at the Council meeting on March 18, 2021.

Chair Tupling noted he would like to have seen Member Besley and Member Clark on this Sub-committee, he is disappointed that the Board is not fully represented by both Members on this joint committee.

4. NDCC Staff cutting grass for Honeywood Cemetery Update – Chair was to speak with Treasurer of Cemetery Board

Chair Tupling spoke with the Treasurer and they were in favour of staff cutting their grass. This will allow some revenue for the NDCC and will reduce the grass cutting expense for the Cemetery.

Board directs Heather to do a contract between the Cemetery Board and NDCC for the grass cutting season. Heather to bring this contract back to the Board for approval.

5. Other

6. Unfinished Business
  1. Generator Switch for Mobile Generator at front of Arena

James is still waiting to receive a quote.

**#9 Information**

1. Email from Jon Hack regarding Honco Buildings, Sports Complexes
2. Updated Sierra Report for NDCC to more accurately reflect the property line provided in the GIS data.

-Moved by Clark, Seconded by Rowbotham that items 9.1 and 9.2 be received as information. Carried

| <b>Recorded Vote</b>         | <u>Yea</u> | <u>Nay</u> |
|------------------------------|------------|------------|
| Chair Chester Tupling        | X          |            |
| Vice Chair Clayton Rowbotham | X          |            |
| Member Dave Besley           | X          |            |
| Member Patricia Clark        | X          |            |
| Member Debbie Fawcett        | X          |            |
| Member Emma Holmes           | X          |            |
| Member Keith Lowry           | X          |            |
| Member Nancy Noble           | X          |            |

**#10 Notice of Motion**

-None

**#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.

| <b>Recorded Vote</b>         | <u>Yea</u> | <u>Nay</u> |
|------------------------------|------------|------------|
| Chair Chester Tupling        | X          |            |
| Vice Chair Clayton Rowbotham | X          |            |
| Member Dave Besley           | X          |            |
| Member Patricia Clark        | X          |            |
| Member Debbie Fawcett        | X          |            |
| Member Emma Holmes           | X          |            |
| Member Keith Lowry           | X          |            |

Member Nancy Noble X

**#12 Adjournment**

-Moved by Clark, Seconded by Besley, we adjourn the North Dufferin Community Centre Board of Management meeting at 8:50 p.m. to meet again on Wednesday April 14, 2021 at 7:00 p.m. or at the call of the Chair. Carried.

| <b>Recorded Vote</b>         | <u>Yea</u> | <u>Nay</u> |
|------------------------------|------------|------------|
| Chair Chester Tupling        | X          |            |
| Vice Chair Clayton Rowbotham | X          |            |
| Member Dave Besley           | X          |            |
| Member Patricia Clark        | X          |            |
| Member Debbie Fawcett        | X          |            |
| Member Emma Holmes           | X          |            |
| Member Keith Lowry           | X          |            |
| Member Nancy Noble           | X          |            |

---

**CHAIR**

---

**SECRETARY**