



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

**Regrets:**

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

Additions: #7.4.1 – Recorded Votes  
 #7.4.2 – Ball Diamond

<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

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

None.

**#4 Approval of Draft Minutes**

-Moved by Clark, Seconded by Fawcett, that the minutes of the North Dufferin Community Centre Board of Management held on March 10, 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	

-Moved by Clark, Seconded by Fawcett, that the minutes of the North Dufferin Community Centre Board of Management held on April 6, 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.

**#6 Facility Manager's Report**

James reports the ice is almost out and the Fire Department will be coming to hose down the facility by end of the week. Mr. Harold Ritchie cleans up the arena yard after

the winter, he also runs the cemetery and James requests he get a thank you card and write a note and deliver it to Mr. Ritchie in appreciation of his work and help. He notes he fixes any snow plowing marks, ruts, fixing grass that was damaged, holes in the yard and the parking area. Board grants the request and James will get a thank you card and deliver it. Attached to the Facility Managers Report was a quote to clean the boards, as a coach used permanent magic marker to demonstrate plays on the boards and the glass. This bill will be sent directly to the coach and they will be responsible for payment directly to the cleaning company. Board directs James to write receipts for all cash received as some of the A/R balances have paid in cash but are showing as outstanding. James will contact Mulmur to sort these accounts out. Discussion around creating a logo for the NDCC, suggestion was to have kids create the logo to involve the community. Some concerns with this were raised and it was decided to leave this on the agenda as unfinished. James will be in contact with Darcy Delaney regarding summer camps and report back at the next meeting. Prime pump needs to be replaced and cost will be around \$12,000, James will get three quotes for this and a time frame because parts are very delayed due to COVID-19. The mower is in and ready to be delivered when it is needed.

**#7 General Business**

- 1. Financial
  - 1. Accounts Payable

Board directs Donna to ask Heather about the snow removal invoice and if it all belongs to NDCC or is some for the Fire Board?

-Moved by Clark, Seconded by Fawcett the accounts in the amount of \$11,719.06 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 will contact Mulmur about some cash payments that have not been posted. Board directs Donna to ask Heather about office/computer supplies and why that is so high?

3. YTD vs. Budget comparison
2. Grass Cutting Agreement between Honeywood Cemetery Board and NDCC Board of Management

-Moved by Rowbotham, Seconded by Besley that the Board of Management accepts and approves the Agreement between Honeywood Cemetery Board and NDCC Board of Management for grass cutting services. 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	

3. Motions passed at Mulmur April 7, 2021 Council regarding NDCC Budget 2021 and Joint Recreation Sub-Committee

Discussion on the motion regarding the Joint Recreation Sub-Committee and that they are looking at hiring a person to increase usage of rec facilities in Mulmur and Melancthon. This person would run recreation programs and would be shared between Mulmur and Melancthon, Mulmur council would like more clarification before approving the hiring of this person. Discussion around the title of this person and possibly using the word community instead of recreational. It was noted that Recreational is to involve the community and both words could be used as they both mean recreation. Suggestion was to discuss the name of the position to allow for recreation and community and in the job description be specific about involving the community not just recreation. Member Besley will discuss this at Melancthon Council on April 15, 2021.

4. Other

1. Recorded Votes

Board directed Donna to send a letter to Mulmur council requesting the wording in By-law 13-2021 Procedural Electronic Meetings Section 8v be revised.

2. Ball Diamond

Currently the Diamond looks terrible and is not maintained. Chair Tupling spoke to some local people to get costs of getting the Diamond in decent shape. He reports it

would be \$300 to spray for weeds, \$500 to grind up gravel, \$2,200 for new gravel and trucking and \$300 to level the new gravel. Once this was done, local youth could play baseball, ride bikes, etc. and it could be used for the planned summer camp program. He also notes that members of the community are willing to donate the weed spraying and the gravel and trucking, so would the Board consider spending \$800 to have the Diamond in usable condition.

-Moved by Besley, Seconded by Lowry, that the Board of Management approves the spending of \$800 from Buildings & Grounds Maintenance expense account to improve the ball diamond on the NDCC grounds.

AND FURTHER; overall cost range is \$3,300

AND WHEREAS; the community donated material, time and logistics cost range of \$2,500

AND WHEREAS; the remaining \$800 to be expensed from Building & Grounds Maintenance. 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	

Discussion around the fencing at the Cenotaph falling down and is a health and safety issue. Board directs James to speak with Harold Ritchie regarding the removal of this fence.

5. Unfinished Business

1. Generator Switch for Mobile Generator at front of Arena
2. Beef BBQ and Fundraising Events 2021

**#8 Information**

**#9 Notice of Motion**

-None

James left the meeting at 8:25 p.m.

**#10 Closed Session**

-Moved by Fawcett, Seconded by Clark that the NDCC Board of Management move into a Closed Session Meeting at 8:27 p.m. pursuant to Section 239 of the Municipal Act, 2001, as amended for the following reasons: Personal matters about an identifiable individual, including municipal or local board employees – Resident Complaint. 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 Fawcett, Seconded by Noble that the NDCC Board of Management rise from Closed Session without report at 8:39 p.m. 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	

### **#11 Confirmation Motion**

-Moved by Rowbotham, Seconded by Fawcett 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 8:41 p.m. to meet again on Wednesday May 12, 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	

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**CHAIR**

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**SECRETARY**