



**NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
MINUTES  
WEDNESDAY, JANUARY 12, 2022 – 7:00 P.M.**



The North Dufferin Community Centre Board of Management known as “The Board” held its meeting on the 12<sup>th</sup> day of January, 2022 at 7:00 p.m., as an electronic meeting through ZOOM.

**Those present:**

- Patricia Clark, Councillor, Mulmur
- Emma Holmes, Melancthon
- Keith Lowry, Mulmur
- Nancy Noble, Mulmur
- Wayne Hannon, Councillor, Melancthon
- Janet Horner, Mayor, Mulmur
- Darren White, Mayor, Melancthon
- Earl Hawkins, Deputy Mayor, Mulmur
- Tracey Atkinson, CAO, Mulmur
- Heather Boston, NDCC Treasurer, Mulmur
- Donna Funston, NDCC Secretary, Melancthon
- Curtis Bouchard, Arena Manager

**Regrets:**

- Debbie Fawcett, Melancthon

Member Lowry called for a recorded vote,

-Moved by Lowry, Seconded by Hannon that the NDCC Board of Management moved into a Committee of the Whole meeting for discussion purposes.

<u>Yay</u>	<u>Nay</u>
Lowry	Holmes
Hannon	
Noble	
Clark	

Carried.

Discussion ensued around the agreement between Township of Mulmur and the Township of Melancthon which was signed but both Townships as of November 4, 2021. All HR functions are now the responsibility of Mulmur due to the liability risk identified by their Auditors. HR includes but not limited to staffing, contracts, payroll and performance reviews. Concerns were raised regarding transparency by the

Townships and no communication regarding any of the resignations or exit interview. Tracey Atkinson gave a detailed list of events starting from October 25, 2021 to January 13, 2022 explaining when and how certain events took place. She noted the next Joint Rec Sub-Committee meeting is January 25, 2022 and these meetings are public with an agenda being posted on the Township websites for everyone to review. The Joint Rec Sub-Committee passes motions that are sent to both Councils to be ratified. When Auditors identify a risk it must be dealt with which is the reason for the HR functions going back to the Township of Mulmur. Currently the Joint Rec Sub-Committee is researching a co-management government model because the agreement involves two Townships. This type of agreement doesn't exist anywhere else making it more difficult to complete and satisfy both Councils. The Board requested that in the revised agreement the wording around Councils approving Board Members be changed so that it is clear each Township selects their members. Discussion regarding purpose of the Board, it was noted that HR is the only function that has been removed all other community needs are still with the Board. The Board is involved in many functions and has done a great job in supporting the community needs like hockey, figure skating, BBQ to name a few.

-Moved by Lowry, Seconded by Noble that the NDCC Board of Management rise from Committee of the Whole without report. Carried

### **#1 Election of Chair and Vice-Chair**

Donna asked for nominations for the Chair position.

-Moved by Clark, Seconded by Noble that Emma Holmes be the Chair of the NDCC Board of Management until the end of term on November 14, 2022. Carried.

Donna asked for nominations for the Vice-Chair position.

Vice-Chair position was not filled.

### **#2 Call to Order by Chair**

Chair Holmes called the meeting to order at 8:04 p.m.

### **#3 Land Acknowledgement Statement**

The Land Acknowledgement Statement was read.

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

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

## **#5 Delegation**

### **1. 7:15 p.m. – Scot Robinson – The Wood Smoke Shack Proposal**

Scot proposed a food truck from April – October and went over the presentation that was part of the Agenda Package. Any advertising will be done through social media and he would consider paying for signage depending on the cost. Scot is willing to close down on any weekends that would interfere with NDCC functions. The trailer is self sufficient for water (clean and grey) and hydro, Scot would rent a porta potty for the time the food truck is there. Scot is hoping to get the first season as complimentary and that would give him a better idea of traffic and profits to determine rental for the second year.

-Moved by Lowry, Seconded by Clark, that the NDCC Board of Management support the application of Scot Robinson Wood Smoke Shak proposal and the proposal be forwarded to both Councils for approval. Carried.

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

None.

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

-Moved by Clark, Seconded by Noble, that the minutes of the North Dufferin Community Centre Board of Management held on October 25, 2021 be approved as circulated. Carried.

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

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

Curtis Bouchard is the new Arena Manager and he introduced himself to the Board.

Discussion regarding public skating, Curtis will find out the capacity limits and COVID restrictions. With COVID restrictions previously public skating was closed and when no capacity limits were in place public skating was open. Discussion on the Cenotaph, Curtis will discuss with Mulmur public works department and bring back recommendation to the February meeting.

## **#10 General Business**

1. Financial
  1. Accounts Payable

-Moved by Clark, Seconded by Noble the accounts in the amount of \$47,218.57 be received as presented. Carried.

2. A/R update
3. YTD vs. Budget comparison

Discussed YTD figures and COVID grant monies to offset some of the loss revenue due to closure.

4. 2022 Draft Budget for discussion

Discussion on the draft budget and that it will require some changes due to the Arena now being closed until at least January 26, 2022. Heather will bring a draft #3 which will decrease revenue, reduce wages, increase ice plant maintenance and reduce expenses for being closed.

2. Playground Replacement/Repairs & Location – Heather Verbal Update

Heather has applied for a grant for the Playground that would cover 75% of the cost and the remaining 25% would be covered by NDCC. The equipment did not pass safety inspection. Heather did a survey to find out what equipment was top choices in the community and a skate park was ranked number one. Board requested Heather to share the survey results with the Board.

3. Update on Staffing/Security – Heather Verbal Update

The security company is no longer working the door so extra part-time staff have been hired to cover the COVID checks at the door. A new Arena Manager has been hired and hoping to hire 1 or 2 more part-time employees before the Arena opens back up.

4. Nov 18, 2021 Minutes from Joint Rec Meeting
5. Nov 22, 2021 Minutes from Joint Rec Meeting
6. NDCC Meeting Dates for 2022

-Moved by Clark, Seconded by Noble that the NDCC Meeting Dates for 2022 by approved. Carried.

7. Unfinished Business
  1. NDCC Agreement – 2021 Final

This agreement will be discussed further at the Joint Rec Sub-Committee and the wording will be firmed up better. This will be left on the agenda for February meeting as the Joint Rec meets January 25, 2022.

**#11 Information**

1. Shelburne Memorials Quote for Restoration New Base Honeywood Cemetery
2. Melancthon NDCC Board Municipal Representative

**#12 Notice of Motion**

-None

**#13 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.

**#14 Adjournment**

-Moved by Clark, Seconded by Noble, we adjourn the North Dufferin Community Centre Board of Management meeting at 9:16 p.m. to meet again on Wednesday February 9, 2022 at 7:00 p.m. or at the call of the Chair. Carried.

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**CHAIR**

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**SECRETARY**