



**NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
MINUTES  
MONDAY, OCTOBER 25, 2021 – 7:00 P.M.**



The North Dufferin Community Centre Board of Management known as “The Board” held its meeting on the 25<sup>th</sup> day of October, 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  
Emma Holmes, Melancthon  
Keith Lowry, Mulmur  
Nancy Noble, Mulmur  
Heather Boston, NDCC Treasurer, Mulmur  
Donna Funston, NDCC Secretary, Melancthon  
James Woods, Arena Manager (attended at 7:30 p.m.)

**Regrets:**

Clayton Rowbotham, Melancthon  
Debbie Fawcett, Melancthon

**#1 Call to Order by Chair**

Chair Tupling called the meeting to order at 7:08 p.m.

**#2 Land Acknowledgement Statement**

The Land Acknowledgement Statement was heard.

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

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

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

None.

## **#5 Approval of Draft Minutes**

-Moved by Lowry, Seconded by Besley, that the minutes of the North Dufferin Community Centre Board of Management held on September 8, 2021 be approved as circulated. Carried.

-Moved by Besley, Seconded by Clark, that the minutes of the North Dufferin Community Centre Board of Management held on September 30, 2021 special meeting be approved as circulated. Carried.

## **#6 Business Arising from the Minutes**

### **#7 Facility Manager's Report**

James was not in attendance for this portion of the meeting. He joined at 7:30 p.m.

Chair Tupling reported that a security company has been hired and they are being very thorough at the door with checking passports and ID. Minor Hockey is using about 18 hours per week of ice time and figure skating will be starting November 1, 2021. There is also some pickup teams that have booked weekly ice and a team from Creemore booked on Monday nights. Currently there is a half hour delay in games due to COVID restrictions, cleaning and showers are allowed to be used. If the limits in the dressing room are changed times will tighten up. The booth is now open and running. It was recommended that the brine pump be left until spring as it can't be replaced with the compressor running and the current pump will be fine for this season.

### **#8 General Business**

1. Financial
  1. Accounts Payable

-Moved by Besley, Seconded by Holmes the accounts in the amount of \$2,621.42 be received as presented. Carried.

Discussion on the porta potty and the location it was in this year, there were some complaints brought forward that were noted. When the bike repair station is installed next year a location for the porta potty will need to be determined that will not be an eye sore and located close to the ball diamond and repair station.

2. A/R update

Chair Tupling will contact the A/R list to try to collect payment.

3. YTD vs. Budget comparison

The condenser unit will be around \$6,000 and will be a capital purchase.

4. 2022 Draft Budget for discussion

Discussion on the draft budget and a request was made to separate out the Zamboni, water heaters and heating unit propane costs and also for the front of the building the furnace fuel. It was noted that bookings are comparable to two years ago so Heather should be ok to use those as a guideline, suggested to decrease hydro budget by \$5,000 and increase propane by \$5,000 as a large increase in price is expected to come. Brine pump is to be added to capital purchases in a range of \$15,000 - \$20,000, request to separate out the capital purchases that pertain to the new building and actual capital purchases like the brine pump. Mulmur will send Melancthon detailed invoices for COVID tracking purposes because both Townships received COVID funding.

5. NDCC Park Repairs

James will send the photos to a company to find out if the equipment is repairable and get quotes. If the equipment is not able to be fixed it will have to be removed for safety issues. James will fix the wood on the park bench. James will replace the torn flag but the pole itself is fine. Heather will look into a grant that was submitted for recreation a while back and bring an update.

2. Motion from Mansfield Park Advisory Committee to NDCC Board regarding Electricity at the Ball Diamond

In order to run hydro to the ball diamond the asphalt would have to be dug up and a line run from the fire hall over, it would be a difficult process.

-Moved by Lowry, Seconded by Noble that the NDCC Board of Management support the intent of the motion from the Mansfield Park Advisory Board and supports bringing power to the ball diamond grounds.

FURTHER; the NDCC recommends the motion be taken to the joint rec-committee for their consideration and overview for both municipalities recreational needs. Carried.

3. Unfinished Business

1. In-person meeting protocol update & WDGP update

Discussion on the health unit response and that it is very vague so the request to lower masks when speaking at in person meetings is still being requested.

-Moved by Lowry, Seconded by Noble that the NDCC Board receive the memo from WDGP as presented and defer the in person meeting protocol for COVID-19 pandemic until November meeting for updates and changes. Carried.

This item will be left on the agenda for discussion at the November meeting.

2. NDCC COVID Safety Guidelines to be updated

Chair Tupling will work with James to update the Safety Guidelines and send changes to Donna to update the current policy. This will be discussed further in November.

3. Proof of Vaccination – Mulmur Policy Attached
4. Draft NDCC Agreement 2021 with tracked changes

Discussion on #17 and #18 in the draft agreement and who the arena staff will be reporting to. The Auditors have identified concerns that need to be dealt with to reduce Township risk and liability. It was mentioned that Mulmur and Melancthon are looking at hiring a recreational director by the Joint Rec Sub-Committee and the Arena staff would work in tandem with this person. In the draft agreement Mulmur would be doing all HR functions and it would be in conjunction with NDCC Board of Management, Melancthon and Mulmur. HR functions include items like yearly reviews, payroll and all staff issues. The Board would be involved in all areas but the arena staff would be Mulmur employees under the Public Works Department. The Board is requesting the responsibilities of the Township and the Board be listed and clearly explained and what is included as HR functions. The Board requests this detailed information before Councils approve the agreement. Heather will email clarification regarding items #17 and #18 and clarify inventory control problems. This is to be put back on the November agenda and include Auditors comments and to be more specific to the risks and why they were identified.

-Moved by Noble, Seconded by Tupling that the Board of Management seeks clarification and details on all red lined changes in the draft agreement 2021. Mulmur staff to speak with the auditors regarding risks noted and bring back detailed explanation and reasons for each risk that has been noted. Carried.

### **#9 Information**

1. Report from Heather Boston, Treasurer, regarding NDCC Architectural/Engineering for Design

Heather discussed her report and explained the decision for the company that was chosen. This firm had good references, are very knowledgeable and had the lowest quote.

2. Motion from Mulmur Council regarding NDCC Joint Recreation Agreement

### **#10 Notice of Motion**

-None

### **#11 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.

### **#12 Adjournment**

-Moved by Clark, Seconded by Besley, we adjourn the North Dufferin Community Centre Board of Management meeting at 9:22 p.m. to meet again on Wednesday November 10, 2021 at 7:00 p.m. or at the call of the Chair. Carried.

---

**CHAIR**

---

**SECRETARY**