

# GRAND VALLEY & DISTRICT COMMUNITY CENTRE

## Board Meeting Minutes

Monday September 9, 2024 @ 5:30 PM

Grand Valley & District Community Centre - Boardroom

90 Main Street North, Grand Valley

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### **Present:**

Gail Little, Chair

Deb Halls, Vice Chair

Sue Graham

Steve Soloman

Clinton Taylor

Paul Latam

Jeremy Zukowski

Helena Snider, Secretary/Treasurer

**Regrets:** Brett Lyons

### **1. Call to order**

Chair Little calls meeting to order at 5:35pm.

### **2. Agenda Approval**

2.1 September 9, 2024

#### **Resolution 2024-09-01**

Moved by C. Taylor, Seconded by S. Soloman

**BE IT RESOLVED THAT** the September 9, 2024, regular meeting agenda be approved as amended, Memorandum from Amaranth will be added to section 8.

**CARRIED**

### **3. Disclosure of Pecuniary Interest**

### **4. Minutes of Previous Meetings**

4.1 June 10, 2024

#### **Resolution 2024-09-02**

Moved by J. Zukowski, Seconded by D. Halls

**BE IT RESOLVED THAT** the minutes of June 10, 2024, be adopted as circulated.

**CARRIED**

## **5. Business arising from minutes**

The Board discussed the MOU with the Agricultural Society and the Fall Fair. Can the Agricultural Society host the fair without the use of the arena floor? The Board discussed a few options and tabled the discussion to a later time.

## **6. Deputations/Presentations**

### **7. Arena Manager's Report**

#### 7.1 New Staffing

J. Allen informed the Board that Kirsten Evans has been hired as the new Arena Operator/Programmer. J. Allen is requesting another temporary operator for the fall/winter season, roughly 24 hours a week. The Board requested that J. Allen provide a list of all arena employees, rate of pay, job descriptions and have tabled the additional employee discussion until the October meeting.

#### 7.2 Rooftop HVAC Units

The rooftop units were installed a couple of weeks ago. There was a delay due to missing parts.

#### 7.3 Partial Refund Request

J. Allen advised the Board that a resident who hosted their stag and doe at the arena in June is requesting a partial refund due to the A/C units not working and it being too hot.

### **Resolution 2024-09-03**

Moved by S. Soloman, Seconded by J. Zukowski

**BE IT RESOLVED THAT** the Board will provide a 10% discount on the next rental of the Grand River Room to Jenny Docherty due to failure of the air conditioning system on the rental in June 2024.

**CARRIED**

#### 7.4 Skate Sharpening Request

A resident approached J. Allen regarding rental of space for a skate sharpening pro shop at the Community Centre. The Board discussed this and provided direction to staff.

#### **Resolution 2024-09-04**

Moved by C. Taylor, Seconded by D. Halls

**BE IT RESOLVED THAT** the Grand Valley & District Community Centre lease the storage room for the purpose of operating a skate sharpening service and a small pro shop for the current season 2024-2025 as a pilot project. The leaser would need to provide proof of insurance naming the Grand Valley & District Community Centre as an additional insured,

**AND FURTHER THAT** staff will provide the Board with a draft lease agreement for approval at the next meeting.

**CARRIED**

#### 7.5 Summer Camp

J. Allen provided an update to the Board on the summer camp outcome. The level of program increased with the assistance of J. Novak, who was hired as the camp supervisor. The Board requested a record of the participants and the purchases that were made this year that will be reused in future years.

#### 7.6 Concession Renovation

J. Allen advised the Board that the concession renovation is 90% complete. The Board requested that staff provide the labor costs associated with the renovation.

#### 7.7 Santa Clause Parade Committee

J. Allen informed the Board that the Santa Clause Parade Committee asked if they could use the facility for the last Saturday of November. The ice time has been allotted to them for family skating and then teen skating.

## **8. Correspondence**

### 8.1 Correspondence from Amaranth

The Board will discuss this request at the October meeting, staff to provide the Board agreement for the October meeting.

## **9. Financial Reports**

### 9.1. Accounts Payable

The Board requested that additional information be provided at next month's meeting regarding the wage line. Staff to have the requested information for the Board.

#### **Resolution 2024-09-05**

Moved by P. Latam, Seconded by J. Zukowski

**BE IT RESOLVED THAT** the accounts payable for June 2024 in the amount of \$46, 038.93, July 2024 in the amount of \$42, 086.23 and August 2024 in the amount of \$49, 248.84 be approved and paid from the Operating Account.

***CARRIED***

### 9.2. Accounts Receivables

#### **Resolution 2024-09-06**

Moved by P. Latam, Seconded by S. Graham

**BE IT RESOLVED THAT** the receipts for June 2024 in the amount of \$39, 841.13, July 2024 in the amount of \$63, 876.65 and August 2024 in the amount of \$60, 009.99 have been deposited into the Community Centre bank account and are hereby approved.

***CARRIED***

### 9.3. Budget Variance

The Board questioned the asset management line and why it is over. The cost for the digital sign, was this sent for RFQ? J. Allen informed the Board that this is a sister sign to the Town's digital sign and the Fire Department's digital sign. The Board directed staff to provide a detailed report of the asset management GL for next month's meeting.

## **10. Unfinished Business**

### 10.1 Renovation Project

J. Allen informed the Board that the arena can support a second floor is that is something of interest for the future. The project will be available for tender in October, with the anticipated renovation date for the summer of 2025.

### 10.2 RFQ for Snow Removal – Verbal Update

Staff informed the Board that the contract was awarded to Whispering Pines. The cost per season is \$16,900 plus taxes.

## **11. New Business**

### 11.1 Summer Camp Policy – Minor/Supervision

The Board questioned what the process is for summer camp regarding the supervision of minors, there should always be an adult present. J. Allen informed the Board that there was always an adult present.

The Board requested to have a “plan to protect policy” put in place. Staff to work on this before and have the policy in place before the end of the year.

There was discussion regarding hiring an employee who is an adult to prevent any future issues, discussion was tabled to next month and for the 2025 budget.

### 11.2 Posting of Employee Contact Details

The Board asked why the request that was put forth at the beginning of the year has not been active. J. Allen informed that this request will be active at the beginning of the ice season and going forward.

### 11.3 GIC Maturity

Staff provided updated rates for the GIC that is maturing today. The Board reviewed the rates and options and provided a resolution on how to proceed.

#### **Resolution 2024-09-07**

Moved by P. Latam, Seconded by S. Soloman

**BE IT RESOLVED THAT** the Board invest \$100,000 plus the interest into a variable GIC rate connected to prime.

**CARRIED**

**12. Confirmation of Meeting**

**Resolution 2024-09-08**

Moved by D. Halls, Seconded by S. Graham

**BE IT RESOLVED THAT** leave be given to confirm the proceedings of the September 9, 2024, Grand Valley & District Community Centre Board Meeting.

***CARRIED***

**13. Adjournment**

**Resolution 2024-09-09**

Moved by S. Soloman, Seconded by D. Halls

**BE IT RESOLVED THAT** we do now adjourn this meeting to meet again on Monday, October 7<sup>th</sup>, 2024, at 5:30pm.

***CARRIED***

ORIGINAL SIGNED BY

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Gail Little, Chair

ORIGINAL SIGNED BY

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Helena Snider, Secretary/Treasurer