

GRAND VALLEY & DISTRICT COMMUNITY CENTRE

Board Meeting Agenda

Monday September 9, 2024, 5:30 PM

Grand Valley & District Community Centre - Boardroom

90 Main Street North, Grand Valley

- 1. Call to order**
- 2. Agenda Approval**
 - 2.1 September 9, 2024
- 3. Disclosure of Pecuniary Interest**
- 4. Minutes of Previous Meetings**
 - 4.1 June 10, 2024
- 5. Business arising from minutes**
- 6. Deputations/Presentations**
- 7. Arena Manager's Report**
 - 7.1 Report Attached
- 8. Correspondence**
- 9. Financial Reports**
 - 9.1 Accounts Payable
 - 9.2 Accounts Receivable
 - 9.3 Budget variance
- 10. Unfinished Business**
 - 10.1 Renovation project
 - 10.2 RFQ for Snow Removal – Verbal Update
- 11. New Business**
 - 11.1 Summer Camp Policy – Minors/Supervision
 - 11.2 Posting of Employee Contact Details
- 12. Confirmation of Meeting**
- 13. Adjournment**

GRAND VALLEY & DISTRICT COMMUNITY CENTRE

Board Meeting Minutes

Monday June 10, 2024 @ 5:30 PM

Grand Valley & District Community Centre - Boardroom

90 Main Street North, Grand Valley

Present:

Deb Halls, Vice Chair

Sue Graham

Clinton Taylor

Paul Latam

Jeremy Zukowski

Helena Snider, Secretary/Treasurer

Regrets: Gail Little, Brett Lyons, Steve Soloman

1. Call to order

Vice-Chair Halls calls meeting to order at 5:29pm.

2. Agenda Approval

2.1 June 10, 2024

Resolution 2024-06-01

Moved by S. Graham, Seconded by C. Taylor

BE IT RESOLVED THAT the June 10, 2024, regular meeting agenda be approved as circulated.

CARRIED

3. Disclosure of Pecuniary Interest

4. Minutes of Previous Meetings

4.1 May 13, 2024

Resolution 2024-06-02

Moved by S. Graham, Seconded by J. Zukowski

BE IT RESOLVED THAT the minutes of May 13, 2024, be adopted as circulated.

CARRIED

5. Business arising from minutes.

6. Deputations/Presentations

7. Arena Manager's Report

7.1 Expansion Project

J. Allen provided updated drawings to the Board. The Board discussed the doors to the changing rooms, and the potential to widen the entrance. The changes that the Board had previously requested have been updated on this drawing. The Board asked if there was potential to alter/expand the second level, J. Allen informed the Board that this was denied due to the expense associated with it. There are a few changes the Board wants to make to the current drawings; therefore, the subcommittee will meet to discuss them further. The drawing will go back to the contractor for a cost estimate.

7.2 Agricultural Society Meeting Attendance Request

There was discussion that in the future the Agricultural Society Board can attend the Grand Valley & District Community Centre Board meeting instead. There was discussion regarding the options for the Agricultural Society if the ice gets installed earlier in the season. J. Allen informed the Board that the ice cannot be installed earlier due to the roof issues.

The Board asked about the damage to the rink glass during a buck & doe. The Board wants J. Allen to invoice the renter for the cost of the glass/damages.

8. Correspondence

8.1 Canada Summer Jobs Grant

There was discussion regarding registration for Summer Camp. J. Allen informed the Board that registration is going well, there is still availability. Residents are inquiring about daily registration, J. Allen advised he is not ready to open daily registration just yet.

Resolution 2024-06-03

Moved by P. Latam, Seconded by C. Taylor

BE IT RESOLVED THAT the Board receive the correspondence from Canada Summer Jobs Grant.

CARRIED

9. Financial Reports

9.1. Accounts Payable

The Board questioned the wage line. J. Allen informed the Board that this is due to the concession renovation.

Resolution 2024-06-04

Moved by J. Zukowski, Seconded by P. Latam

BE IT RESOLVED THAT the accounts payable for May 2024 in the amount of \$76, 095.24 be approved and paid from the Operating Account.

CARRIED

9.2. Accounts Receivables

The Board requested that the interest to be earned on the GIC be added to the A/R report. The Board also requested that a letter be sent to the secretary of Dufferin County Dairy Products regarding the past due invoice.

Resolution 2024-06-05

Moved by J. Zukowski, Seconded by S. Graham

BE IT RESOLVED THAT the receipts for May 2024 in the amount of \$69, 910.99 have been deposited into the Community Centre bank account and are hereby approved.

CARRIED

9.3. Budget Variance

10. Unfinished Business

10.1 Renovation Project

Discussed under Arena Manager's Report, Subsection 7.1

10.2 RFQ for Snow Removal

The Board asked staff to send the completed RFQ to the Chair and Vice-Chair for final approval. Once the final RFQ is approved, post it on all three Municipalities websites for quote submission. The RFQ is to be awarded on August 9th. The contract will be from December to March, any snow removal required prior to December or after March will be invoiced at an hourly rate.

10.3 Rooftop Unit Quotes

J. Allen provided 6 quotes to the Board for the rooftop units. The Board reviewed the quotes and discussed the options available.

Resolution 2024-06-06

Moved by P. Latam, Seconded by J. Zukowski

BE IT RESOLVED THAT the Board, after reviewing the quotes approves the quote from Arthur's Fuel to replace 3 rooftop units in the amount of \$70, 224.26 including HST to be funded from the operating fund

AND FURTHER THAT J. Allen investigate reviewing the warranty from Arthur's Fuel Quote.

CARRIED

11. New Business

12. Confirmation of Meeting

Resolution 2024-06-07

Moved by C. Taylor, Seconded by J. Zukowski

BE IT RESOLVED THAT leave be given to confirm the proceedings of the June 10, 2024, Grand Valley & District Community Centre Board Meeting.

CARRIED

13. Adjournment

Resolution 2024-06-08

Moved by P. Latam, Seconded by S. Graham

BE IT RESOLVED THAT we do now adjourn this meeting to meet again on Monday, September 9, 2024, at 5:30pm or at the call of the Chair.

CARRIED

Gail Little, Chair

Helena Snider, Secretary/Treasurer

Arena Board meeting,
Monday September 9, 2024

Manager's Report

1. New Staffing Kirsten Evans is new Arena Operator/Programmer
 Looking for a 24 hour/week temporary operator
2. New Rooftop HVAC units have been installed
3. Request for partial refund from June 1, 2024, GRR rental (too hot)
4. Request for space to run a skate sharpening business
5. Summer Camp is finished for another year, better attendance than previous years.
6. Concession renovation is 90% complete
7. Renovation project is on schedule.



GRAND VALLEY & DISTRICT COMMUNITY CENTRE

FOR BOARD MEETING: 09-Sep-24

ACCOUNTS PAYABLE	2024	2024	2024	OVERALL TOTAL
	June	July	August	JAN. TO DEC.
1090 Miscellaneous Clearing Expenses				7,619.17
1104 Liabilities (HST/Payroll)				9,920.00
1010 Wages & Benefits	8,503.58	8,521.72	8,017.63	106,650.98
1020 Wages & Benefits (Camp)	601.17	18,444.84	35,133.51	56,076.53
1022 Payroll deductions	1,202.33	4,503.99	273.58	19,440.86
1040 Wages & Ben (Admin personnel)	1,178.86	1,036.58	528.45	9,064.99
1050 Staff Expense/Recognition			142.32	142.32
1300 Training & Workshops	41.00	262.80	82.00	1,097.43
1320 Professional Fees/Memberships		536.75		881.84
1420 Bank/Interest Chgs	72.04	81.68		559.92
1430 Merchant Chgs - debit/mc/visa	347.28	608.68		4,250.71
1440 Accounting/Audit Fees				-
1460 Insurance				28,582.20
1470 Advertising				-
2010 Consumable Supplies	843.00	200.74	690.83	4,134.67
2015 Concession Booth Supplies				9,802.24
2024 Heat	- 2.64	149.59	123.33	8,181.53
2030 Hydro	1,866.18	1,890.75		39,672.56
2040 Water/sewer/street lights	121.14	1,805.83		3,050.25
2050 Telecommunications	216.32	323.33	124.29	1,784.95
2120 Office & Computer Supplies	90.39	695.52	149.09	2,076.12
2410 R&M - Community Ctre Bldg	3,473.48	1,946.23	82.57	15,529.50
2420 R&M - Arena	1,281.72	615.85	30.97	12,482.41
2430 R&M - Concession Booth	3,633.71	22.02	3,550.46	8,133.46
2450 Snow Removal				12,204.00
3025 Equipment chgs - Zamboni/Olympia				3,380.26
3030 R&M - Compressor Room & Equipment	13.56	93.60		6,942.05
3055 Annual Inspections	1,992.08			2,254.58
3060 Asset Management	17,556.06			103,214.94
4000 Summer Camp Expense	2,846.90	345.73	319.81	5,885.93
4021 Pickle Ball Expense	160.77			393.07
9000 Transfer to Reserves				-
				-
GRAND TOTAL	\$ 46,038.93	\$ 42,086.23	\$ 49,248.84	\$ 483,409.47



GRAND VALLEY & DISTRICT COMMUNITY CENTRE

FOR BOARD MEETING: 09-Sep-24

RECEIPTS DEPOSITED		June	July	August	
Revenue		11,841.33	24,926.63	18,248.38	
Levy payments		26,952.46	26,952.46	26,952.46	
Interest earned		1,047.34	923.10	850.36	
Summer Grant			10,422.00		
HST Refund				13,958.79	
Revenue to offset expense			652.46		
		39,841.13	63,876.65	60,009.99	TOTAL 163,727.77
Accounts Receivable					
Bank Balance as of August 2024					
Capital: \$90, 790.85					
Operating: \$118, 637.66					
GIC: \$100,000.00					
GIC Interest @ Maturity: \$4, 776.03					
Outstanding A/R					
Dufferin County Dairy Products		\$339.00			



Budget Variance Report

Fiscal Year : 2024 Period : 8

Budget Type : BUDGET VALUES

Account Code : ?-?-????-???? To ?-?-????-????

Acct Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Variance
Revenue						
7500 COMMUNITY CENTRE						
2-3-7500-3010	Levy Pymt-Amaranth	0.00	-45354.42	-77327	-31972.58	41.35
2-3-7500-3020	Levy Pymt-East Garafraxa	0.00	-26724.88	-45814	-19089.12	41.67
2-3-7500-3030	Levy Pymt-Grand Valley	0.00	-117180.63	-200881	-83700.37	41.67
2-3-7500-6010	Ice Rental	0.00	-123949.34	-200000	-76050.66	38.03
2-3-7500-6020	Summer Floor Rental	0.00	-2572.48	-4000	-1427.52	35.69
2-3-7500-6030	Summer Camp Reg'ns	4.50	-38493.41	-36000	2493.41	-6.93
2-3-7500-6040	Advertising Signs	0.00	-5830.33	-6700	-869.67	12.98
2-3-7500-6050	Public Skating	0.00	-2367.24	-2800	-432.76	15.46
2-3-7500-6060	Ball Hockey	-14.16	-260.18	0	260.18	0.00
2-3-7500-6072	Pickle Ball / Walking Track	-137.17	-973.46	-1300	-326.54	25.12
2-3-7500-6210	Concession Booth	0.00	-18821.59	-32000	-13178.41	41.18
2-3-7500-6410	Hall & Room Rental	-400.00	-22174.74	-35000	-12825.26	36.64
2-3-7500-6420	Ont Early Years Rental	-1875.00	-15000.00	-23000	-8000.00	34.78
2-3-7500-7302	Wage Recovery (Grant/Subsidy)	0.00	-10427.00	-10000	427.00	-4.27
2-3-7500-7610	Revenue to Offset Expense	0.00	-652.46	0	652.46	0.00
Total COMMUNITY CENTRE		-2421.83	-430782.16	-674822	-244039.84	36.16
Total Revenue		-2421.83	-430782.16	-674822	-244039.84	36.16

Expense						
7500 COMMUNITY CENTRE						
2-4-7500-1010	Wages & Benefits	8017.63	157808.82	277672	119863.18	43.17
2-4-7500-1020	Wages & Ben - Camp	35133.51	56382.65	46000	-10382.65	-22.57
2-4-7500-1040	Wages&Ben-Admin Personnel	528.45	9064.99	18000	8935.01	49.64
2-4-7500-1050	Staff Expense/Recognition	140.50	140.50	1000	859.50	85.95
2-4-7500-1300	Training & Workshops	82.00	1013.65	3000	1986.35	66.21
2-4-7500-1320	Professional Memberships	0.00	1189.48	1500	310.52	20.70
2-4-7500-1420	Bank / Interest Chgs	0.00	-4266.07	-14000	-9733.93	69.53
2-4-7500-1430	Merchant Chgs-debit/mc/visa	0.00	4250.71	5000	749.29	14.99
2-4-7500-1440	Accounting/Audit Fees	0.00	0.00	3000	3000.00	100.00
2-4-7500-1460	Insurance	0.00	28582.20	30000	1417.80	4.73
2-4-7500-1470	Advertising	0.00	0.00	250	250.00	100.00
2-4-7500-2010	Replenishable Supplies	611.35	3081.84	10000	6918.16	69.18
2-4-7500-2015	Conc Booth Supplies	0.00	9693.07	24000	14306.93	59.61
2-4-7500-2024	Heat	109.15	7244.00	12000	4756.00	39.63
2-4-7500-2030	Hydro	0.00	35108.47	55000	19891.53	36.17
2-4-7500-2040	Water/Sewer/Street Lights	0.00	3050.25	6000	2949.75	49.16
2-4-7500-2050	Telecommunications	109.99	1591.09	3200	1608.91	50.28
2-4-7500-2120	Office & Computer Supplies	131.94	4338.07	4000	-338.07	-8.45
2-4-7500-2410	R&M - Community Ctre Bldg	73.07	14606.19	25000	10393.81	41.58
2-4-7500-2420	R&M - Arena	30.97	11694.16	25000	13305.84	53.22
2-4-7500-2430	R&M - Concession Booth	3142.00	7197.75	5000	-2197.75	-43.96
2-4-7500-2450	Snow Removal	0.00	10800.00	17000	6200.00	36.47

Budget Variance Report



Fiscal Year : 2024 Period : 8
 Account Code : ?-?-????-???? To ?-?-????-????

Budget Type : BUDGET VALUES

Acct Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Variance
Expense						
2-4-7500-2450	Snow Removal	0.00	10800.00	17000	6200.00	36.47
2-4-7500-3025	Equip Chgs - Zamboni/Olympia	0.00	2996.76	8500	5503.24	64.74
2-4-7500-3030	R&M - Compressor Room & Equip	0.00	7408.38	15000	7591.62	50.61
2-4-7500-3055	Annual Inspections	0.00	2025.40	5500	3474.60	63.17
2-4-7500-3060	Asset Management	0.00	95432.37	80000	-15432.37	-19.29
2-4-7500-4000	Summer Camp Expense	1459.14	6817.55	8000	1182.45	14.78
2-4-7500-4021	Pickle Ball Expense	0.00	349.22	200	-149.22	-74.61
Total COMMUNITY CENTRE		49569.70	477601.50	674822	197220.50	29.23
Total Expense		49569.70	477601.50	674822	197220.50	29.23
Report Total		47147.87	46819.34	0	-46819.34	0.00

Helena Snider

From: Paul Latam
Sent: June 20, 2024 11:13 AM
To: Gail Little; James Allen
Cc: Helena Snider
Subject: Arena Board Thoughts

Hi James and Chair Little,

If we could add these to the agenda for our next meeting that would be great.

Last night, following the Grand Valley Ag Society board meeting, I went to observe pickle ball briefly. Great to see people using the building! The lights in the office were off, so it looked like no one was on staff. Clint had asked that a name and contact number be posted on the office at a board meeting previously. Aidan Martin was on staff, and my concern is a minor, working by themselves. I just want to highlight this to be discussed at the meeting. Just feels like it can't be "best practice", while understandably not many options maybe are available. I just left feeling uneasy if something were to happen.

Secondly, I got thinking about the minor piece. What do we do for Day camp? Do we have a policy in place regarding children and who is with them and who is alone? Are the before and after times going to be supervised by someone who is 18+? Just something floated around my head that I want to make sure the parents feel confident and our kids are safe.

Thanks. Paul