

# Newcastle Memorial Arena Management Board

## Municipality of Clarington

### Minutes of Meeting – Tuesday, October 19, 2021

(Not yet approved by committee)

**In Attendance** – Dave Bouma - Chair                      Bryan Wiltshire – Arena Manager  
Shane Armstrong, Shea-Lea Latchford, Gary Oliver, Todd Taylor, Jim Vison, Sue White  
**Regrets** – Councillor Granville Anderson, Councillor Margaret Zwart

**Meeting opened at 7:01 with the Land Acknowledgement**

1. **Agenda - Motion #21-023**

Moved by Sue White, seconded by Todd Taylor **THAT:** The Agenda be accepted as proposed.

**CARRIED**

2. **Acceptance of Minutes - Motion #21-024**

Moved by Dave Bouma, seconded by Todd Taylor **THAT:** The minutes of September 14, 2021, be corrected and approved.

**CARRIED**

**Manager's Report – Safety:** Initial training for employees was done prior to opening. Recap of job requirements, cleaning protocols and checking for proof of vaccine were reviewed. Bryan will schedule a monthly staff meeting to address any concerns or updates.  
**Risk Management:** Bryan placed a work order for the replacement of the dressing room hallway and lobby doors. Also, a work order for the fan in the compressor was resubmitted. Outstanding items from the fire inspection were completed. Electrical box cover was installed. The staff was made aware of the procedures for the storage and disposal of any chemicals and Bryan has streamlined the circle checklist for the Olympia. **Rentals/Revenue:** The Farmer s Market has provided proof of insurance. Parent & Tot, Adult and Public skating have now resumed and must be booked online. All prime-time ice has been booked. Although we reported that the invoices for Futuresign and Tim Hortons had been resolved, it seems we will have to find another solution to resolve this problem.

2.

**Manager's Report Continued**

**Repairs/Maintenance:** A sprayer for cleaning and sanitizing large areas, showers and bathrooms was purchased. **Staff:** Two new rink assistants have been hired. **Inspections/Municipal Operations:** TSSA inspection was performed, and the arena is in full compliance. **OFRA Updates:** Currently, there are no updates. **Other:** The arena staff continues to check for the vaccine passport with little or no issues.

3. **Financial Report**

Todd Taylor reported on the revenue and expenses. A GIC will be reinvested.

4. **Risk Management** – The chiller replacement was completed this summer and the ammonia emergency shut off valve/box was relocated. The fan in the refrigerant room has not been replaced, Bryan to follow up with the Municipality. Bryan will now document monthly checks on safety netting, boards, glass, defibrillator, parking lot and exit doors and confirm deficiencies have been addressed. Bryan has also implemented an Equipment & Maintenance Logbook

5. **New Business – Building/Maintenance** – The Board's "wish list" was presented at the meeting with George Acorn on September 15<sup>th</sup>. Unfortunately, none of the items were confirmed. The Newcastle Memorial Arena Board maintains that the repairs/replacement to Newcastle Arena be completed as soon as possible as outlined in the IB Storey report September 25, 2020. **Olympia** – deferred until the floor is replaced.

6. **Round Table** – A round table discussion followed.

7. **Adjournment – Motion #21-025**– Moved by Todd Taylor, seconded by Shane Armstrong **THAT:** the meeting be adjourned.

**CARRIED**

**Next Board Meeting – Tuesday, November 9, 2021**

Meeting adjourned at 8:38 p.m.