

Newcastle Memorial Arena Management Board

Municipality of Clarington

Minutes of Meeting – May 10, 2022

(Not yet approved by the Board)

In Attendance – Dave Bouma - Chair Bryan Wiltshire – Arena Manager
Shea-Lea Latchford, Gary Oliver, Todd Taylor, Jim Vinson, Sue White, Councillor Margaret
Zwart

Regrets – Councillor Granville Anderson, Shane Armstrong

Meeting opened at 7:00 p.m. with the Land Acknowledgement

1. **Agenda - Motion #22-011**

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

CARRIED

2. **Acceptance of Minutes- Motion #22-012**

Moved by Sue White, seconded by Jim Vinson **THAT:** The minutes of Tuesday, March 8,
2022, be approved. (Note – April 12th meeting did not have quorum)

CARRIED

3. **Manager's Report – Safety:** Bryan spoke with the Municipality, and it was decided that the
step/landing will be removed. **Risk Management:** No inspection was scheduled this month
but confirmed all the items from the March 7th inspection have been completed and/or
corrected. **Rentals/Revenue:** Ball hockey has begun and will continue through the summer.
Bryan followed up with all user groups with outstanding balances and assured the Board all
outstanding balances will be paid by the weekend. The Farmer's Market will have their rate
reduced to \$50/month but will not have the use of the washrooms in the arena. They will also
be required to show proof of insurance.

Repairs/Maintenance: The hydraulic line on the Olympia burst on the Easter weekend.
Parts were not available until the Monday; however, Bryan did the repairs himself which
kept the cost to a minimum and the rentals for the weekend have rebooked. The dressing
rooms will be painted along with the inside of the arena once the reconstruction is completed.
The Olympia will be sent for the seasonal checks.

2.

Staff: The staff was laid off April 29th, but Bryan has requested having one of the attendants return as summer relief with part-time hours. **Inspections/Municipal Operations:** No inspections for the month of April were scheduled.

Complaints: A noise complaint was filed and Bryan addressed the problem and provided his cell number in case of another complaint. **OFRA Updates:** OFRA training is ongoing and will be completed by the end of May. **Other:** Facebook and the website have been updated. A charging station for mobile devices will be installed shortly.

4. **Financial Report**

Todd Taylor gave an update on the financials for the month of April.

5. **Risk Management**– The walkthrough will be scheduled before our next meeting.

6. **New Business - Olympia** – Bryan provided quotes for both a propane and natural gas ice resurfacer and what lead time is required. He was also asked to look onto the cost of a battery-operated machine. **Update on Construction** – The Chair informed us this will be a 6-month project starting late March or early April. **Summer Schedule** – It was decided that the Board will meet in June, August and September.

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

8. **Adjournment**- The meeting was adjourned by the Chair at 8:13 p.m.

Next Board Meeting – Tuesday, June 14, 2022