

# **Newcastle Memorial Arena Management Board**

## **Municipality of Clarington**

### **Minutes of Meeting – Tuesday, August 13, 2024**

**Not yet approved by the Board**

**In Attendance** – Gary Oliver - Vice Chair, Josh Turner – Interim Manager  
Shea-Lea Latchford, Todd Taylor, Jim Vinson, Councillor Margaret Zwart

**Teams** - Omar Patel

**Regrets** – Bryan Hutchison, Sue White

The Vice-Chair called the meeting to order at 7:05 p.m. and was opened with the Land Acknowledgement.

1. **Agenda - Motion #24-023**

Moved by Todd Taylor, seconded by Gary Oliver **THAT:** The amended agenda be accepted.

**CARRIED**

2. **Acceptance of Minutes – Motion #24-024-** Moved by Gary Oliver, seconded by Jim Vinson  
**THAT:** The minutes of July 9, 2024, be accepted.

**CARRIED**

3. **Manager's Report: Safety** - Josh informed the Board that he has completed the supervisor Health and Safety Awareness training. Josh and Cole have completed Ladder Safety, Propane, WHMIS, CPR/AED and First Aid training. Jonathan has completed the working at heights training. Devan already has completed his First Aid, Working at Heights and WHMIS training. **Risk Management** – Completed and recorded July's fire equipment report. The AED weekly and monthly reports were completed. Josh again reported he still has not received the fire safety drawings and will again follow up with the Municipality. **Rentals** – The website was updated and posted on Facebook. All July invoices were mailed. Josh will again reach out to Christian Lea regarding his outstanding invoice. Advertisers have sent PDF files for their ads and they have been forwarded to James Printing. **Repairs/Maintenance** - Welmar has repaired doors in the rink boards and replaced the broken screws in the boards. Shower heads have been added in two rooms leaving only Room #4 to be added. The natural gas hook-up has been completed and the storage room and electrical room doors repaired. The faucet in Room #5 needs to be repaired or replaced. The push button for the accessibility door needs to be repaired. The grass has been cut by MOC and the parking lot refurbishment has begun.

**2.**

**Inspections/Municipal Operations** – TSSA completed a follow-up on previous outstanding items and issued their report as complete. OZA inspected the building for the parking lot construction report. **Complaints** – A noise complaint was received from a resident residing across from the Arena. An email was sent to the resident informing them to contact the Municipality By-Laws Office. **ORFA Update** - Josh has completed the Safe Arena Refrigeration Plant Owner/Operator and Basic Arena Refrigeration courses and printed his certificates. ORFA has guidelines and procedures for arena activities which have been printed and placed in the binder for future reference. **Other** – Josh informed the Board he has concerns as there is an Art Show scheduled for August 18<sup>th</sup> and the parking lot is not available.

4. **Financial Report** - Todd informed the Board the audit is complete and gave a financial update which included the utility charges and Olympia maintenance adjustments.
5. **Risk Management** – No report at this time.
6. **New Business – Motion #24-025** Moved by Todd Taylor, seconded by Jim Vinson **THAT:** Councillor Zwart will proceed with Small Claims to collect the outstanding invoice.

**CARRIED**

The Board discussed the merits of an enclosure of the garbage area. The Vice-Chair will send an email to Ken Ferguson advising him of the Board's approval of the structure.

7. **Round Table Discussion** - A round table discussion was held followed by an "In Camera" session. The Vice-Chair adjourned the meeting at 9:00 p.m.

**Next Board Meeting – Tuesday, September 10, 2024 – Newcastle Memorial Arena**