

**Grand Valley Business Improvement Area Board of Management Meeting
Meeting Minutes**

**October 7, 2024, 5:30 p.m.
Grand Valley and District Community Centre - Board Room
90 Main Street North
Grand Valley**

Members Present: Gail Little, Chair, Deb Halls, Co-Chair, Sue Graham, Brett Lyons,
Clinton Taylor, Jamie Zukowski Paul Latam, Steve Soloman

Staff Present: James Allen, Helena Snider

1. Call To Order

Chair Little calls meeting to order at 5:30pm.

2. Agenda Approval

Moved by: S. Soloman

Seconded by: J. Zukowski

Resolution Number: 2024-10-01

BE IT RESOLVED THAT the October 7, 2024 regular meeting agenda be approved as circulated.

CARRIED

3. Disclosure of Pecuniary Interest

4. Closed Session

Moved by: S. Graham

Seconded by: S. Soloman

Resolution Number: 2024-10-02

BE IT RESOLVED THAT the Board resolve itself into closed session under the provision of Section 239 (2) of the Municipal Act, 2001 to discuss:

- (b) personal matters about an identifiable individual, including municipal or local board employees and
- (d) labour relations or employee negotiations

CARRIED

The following items were discussed:

4.a Call to Order

4.b Agenda Approval

4.c Disclosure of Pecuniary Interest

4.d Closed Session Minutes

4.d.1 April 6, 2023 Closed Meeting Minutes

4.d.2 May 8, 2023 Closed Meeting Minutes

4.e Grand Valley Staffing - Verbal Update

4.f Community Centre Staffing Details

5. Minutes of Previous Meetings

5.a September 9, 2024

Moved by: D. Halls

Seconded by: J. Zukowski

Resolution Number: 2024-10-08

BE IT RESOLVED THAT the minutes of September 9, 2024, be adopted as circulated.

CARRIED

6. Deputations/Presentations

6.a Meghan Townsend, CAO/Clerk will attend with respect to item 4

Moved by: C. Taylor

Seconded by: S. Graham

Resolution Number: 2024-10-09

BE IT RESOLVED THAT leave be given to **Meghan Townsend, CAO/Clerk**, to address the Board.

CARRIED

7. Unfinished Business

7.a Asset Management Detailed GL

J. Allen advised the Board of items that were not planned for (ex. eye wash station room, supply and install boiler & rooftop units, new toilets and urinals, new dishwashers). J. Allen will provide details of what the \$3000.00 purchase was on the credit card at next month's meeting. The

Board directed that going forward, the procurement by-law has to be followed.

Moved by: S. Graham
Seconded by: C. Taylor

Resolution Number: 2024-10-10

BE IT RESOLVED THAT the Board receive the Asset Management Detailed GL report.

CARRIED

7.b Summer Camp Expenses

J. Allen advised the Board that 50% of the items purchased for camp this year, will be for multi year use. The budget line for camp expenses will decrease for 2025.

Moved by: S. Graham
Seconded by: J. Zukowski

Resolution Number: 2024-10-11

BE IT RESOLVED THAT the Board receive the Summer Camp Expenses report.

CARRIED

7.c Pro Shop Lease Agreement

The Board wants Section 37 of the agreement to list the addresses for registered mail.

Moved by: P. Latam
Seconded by: D. Halls

Resolution Number: 2024-10-12

BE IT RESOLVED THAT the Board receive the Pro Shop Lease Agreement as amended, indicating that HST is included in the rental fee, Section 16 of the agreement and the rental fee from April 1st to September 30th will be \$50/month including HST.

CARRIED

7.d Wages June to September

Staff informed the Board that PA is payroll for the arena staff and AP is the wage recovery invoices from the Town of Grand Valley. The Board asked about overtime policy, there is no policy.

Moved by: B. Lyons
Seconded by: S. Graham

Resolution Number: 2024-10-13

BE IT RESOLVED THAT the Board receive the Wages June to September report.

CARRIED

7.e Board Agreement

There was discussion regarding the current Board agreement and the changes that may need to be made. The Board requested staff to provide the expansion agreement between the three Municipalities for the next Board meeting and further discussion will take place then.

Moved by: J. Zukowski
Seconded by: S. Graham

Resolution Number: 2024-10-14

BE IT RESOLVED THAT the Board receive the Board Agreement.

CARRIED

8. Financial Reports

8.a Accounts Payable

Moved by: P. Latam
Seconded by: S. Soloman

Resolution Number: 2024-10-15

BE IT RESOLVED THAT the accounts payable for August 2024 in the amount of \$54,705.62 (difference from the September 9th meeting approval) and September 2024 in the amount of \$22,531.97 be approved and paid from the Operating Account.

CARRIED

8.b Accounts Receivable

Moved by: S. Graham
Seconded by: B. Lyons

Resolution Number: 2024-10-16

BE IT RESOLVED THAT the accounts receivable for September 2024 in the amount of \$67,669.57 have been deposited into the Community Centre bank account and are hereby approved.

CARRIED

8.c Budget Variance

9. Arena Manager's Report

9.b Grand Valley Fall Fair

9.c Ice Preparation

9.d Summer Camp Revenue

Moved by: J. Zukowski
Seconded by: S. Soloman

Resolution Number: 2024-10-18

BE IT RESOLVED THAT the Board receive the Summer Camp Revenue report.

CARRIED

10. Correspondence

11. New Business

The Town of Grand Valley will be applying for a grant "Community Sport and Recreation Infrastructure Fund" Stream #1 Repair and Rehabilitation. The deadline to apply is October 29th 2024.

12. Confirmation of Meeting

Moved by: B. Lyons
Seconded by: D. Halls

Resolution Number: 2024-10-19

BE IT RESOLVED THAT leave be given to confirm the proceedings of the October 7, 2024, Grand Valley & District Community Centre Board Meeting.

CARRIED

13. Adjournment

Moved by: D. Halls
Seconded by: B. Lyons

Resolution Number: 2024-10-20

BE IT RESOLVED THAT we do now adjourn this meeting to meet again on November 11, 2024 at 5:30pm or at the call of the Chairperson.

CARRIED

ORIGINAL SIGNED BY

Gail Little, Chair

ORIGINAL SIGNED BY

Helena Snider,
Secretary/Treasurer