

Belmore Arena Board Meeting MINUTES August 18, 2025

Time: 8:00pm Location: Lounge, Belmore Community Centre

Attendees: Jeremy Underwood, Marvin Grimes, Brett McPherson, Jenn VanDyk, Kim Harris, Lindsay Underwood, Chris Inglis, Ian Inglis, Lorne Underwood, Warren Weber, Nigel Van Dyk, Kyra Wright, Wanda Inglis, Paul Inglis

Guests:

Regrets: Heidi Dupuis, Mark Ireland, Coreen Gautreau, Jamie McCallum, Dave Eadie, Randy Scott,

Secretary/Recorder: Darlene Loos

<i>Time</i>	<i>ITEM</i>	<i>(Discussion, Approval, Information Sharing)</i>	<i>Meeting Notes/Action Items</i>
8:00	Call to Order Approval of August 18, 2025 Agenda - <i>Jeremy Underwood</i>		Meeting called to order: 8:10pm Motion to approve agenda Wanda, 2 nd Warren Any Additions to Agenda? - Ladies Coffee Group – Chris Inglis - Piano – Paul Inglis
8:02	Approve Previous Mtg Minutes July 21, 2025 (attached) - <i>Board</i>		Motion to approve minutes by Lorne Underwood, 2 nd Chris. Carried.
Agenda Items			
8:05	Pickleball Update - <i>Kim Harris</i>	Guest	Pickleball has advised they will not be proceeding as a club and will not longer require time on the arena floor.
8:10	Update Previous Action Items (below agenda items) - <i>Jeremy Underwood</i>	Standing	Reviewed Action Items below.
8:20	Organizational Structure Update - <i>All</i>	Discussion	Currently limited to 15 members plus 3 council members. - Have added some positions: Grants applications - 3 at large directors (1 from every municipality) Terms of Reference – note that there are residents from each Every user group represented. ****GET LIST FROM JEREMY**** KEEP AT 15 & 3
8:30	Structural Assessment - <i>Jeremy Underwood</i>	Discussion	Nothing further received yet.

8:40	Asbestos Update - <i>Jeremy Underwood</i>	Discussion	Asbestos removal has been completed - Tiles have been removed. - The cost was being split between the 3 municipalities. Brady (Howick Twp) getting a price for rubber flooring from their suppliers. - Used for players benches.
8:50	Terms of Reference Update - <i>Committee/All</i>	Discussion	Committee is still reading through policies and procedures. This will take time. - Making a list of questions to discuss with Katelyn and Amy.
9:05	Correspondence - <i>All</i>	Standing	Nothing to report.
9:10	Grants Update - <i>Kyra Wright</i>	Standing	Vance grant has opened up with a September 17th deadline. - Brine header - Boards (around ice surface) Last year we applied for \$20,000 (50%) for brine header. This year we will apply for full amount for Ice Surface Boards. - Get 3 quotes for materials - Apply for 100%, Project will proceed at 50% from grant
9:20	Treasurer's Report - <i>Jenn VanDyk</i>	Standing	Bills to be paid \$1362.90 Motion to pay bills by Jenn, 2 nd Kyra Wright
9:30	Belmore Catering - <i>Chris Inglis/Kim Harris</i>	Committee Report	Quiet right now. October is booked.
9:35	General Maintenance - <i>Jeremy Underwood/Warren Weber</i>	Committee Report	- Furnace Room – door stop has been removed. - Salt is needed. Jeremy will pick up. - Tap in ladies washroom needs to be looked at - o Jeremy will ask Ron Baird if he has time
9:45	Parks Board - <i>Brett McPherson</i>	Committee Report	DONATION BOXES ARE INSTALLED AT WASHRROMS AND PAVILLION. Plan on cleaning up the infield. Batting cage – screen should come off. Pitching machine is no longer functioning. Take down the entire structure eventually.
9:50	Rentals - Hall & Lounge - <i>Kim Harris</i>	Committee Report	Very busy with upcoming rentals. Chair carts are missing. Warren will check with Teeswater if they are still over there from when chairs were returned. Request for Stag & Doe on arena floor for April 2026. Rentals are up from last year.

			Last wedding had sound system working with music. Kim will ask what they used.
9:55	Ice Rentals & Installation - <i>Warren Weber</i>	Committee Report	Ice rental rate increased this year by \$5/hr - Rate is now \$140/hr <i>(including tax)</i> for 2025-2026 season We will discuss next year's rate at November Meeting.
10:00	Belmore Curling - <i>Dave Eadie</i>	Committee Report	No update.
10:05	Belmore Figure Skating - <i>Heidi Dupuis, Andrea Warwick</i>	Committee Report	Heidi sent update. Figure Skating is still looking for a coach. Please share
10:10	South Bruce - <i>Mark Ireland</i>	Committee Report	No update.
10:15	Morris-Turnberry - <i>Jamie McCallum</i>	Committee Report	No update
10:20	Howick - <i>Marvin Grimes</i>	Committee Report	Marvin did some research into history of Belmore and municipalities.
10:25	Communication - <i>Lyndsay Underwood</i>	Committee Report	Nothing to report.
10:30	Belmore Chamber of Commerce - <i>Lorne Underwood / Chamber Member</i>	Committee Report	Pat Evers, owner of Garage Store, called and advised there is a movie (1 hr long) out on the Farmerettes. Betty and Jack Stafford are both in the movie. - Would Belmore be interested in hosting a screening of the movie Perhaps something the Chamber could host? Lorne will contact Pat Evers for more information – cost, dates, etc Lorne is going to Rocklyn on September 12 th to share information on how Belmore runs as a volunteer community and how the committees all mesh together. 2026 Plowing Match is in Walkerton. Lots of volunteering will likely be needed. Kyra sent final report of 50/50 draw to Municipality.
	Coffee Group - <i>Chris</i>		Have been asked what the Coffee Group pays to rent the lounge. This is a group approved by Chamber of Commerce - From November 21, 2025 to current – 179 rental times. Have covered \$30/hour. - Records of attendance, costs, expenses and

	Piano - <i>Paul Inglis</i>	Piano used at homecoming. Keys sticking and needs to be tuned. Arena Board supports this being done. Lorne Underwood and Wanda Inglis will look for contact information for piano tuners. Could piano be put in a permanent location – lounge? Better to stay in the cloak room of the big hall. This location was requested by a community member.
Next Meeting – September 15, 2025 at 8pm		
Adjournment of Meeting: 9:49pm Motion to adjourn by: Warren Inglis		
Previous Action Items		
Lead	Agenda Item/Topic	Actions for Follow Up
Jeremy/ Warren /Kim	General Maintenance	20231218: Jeremy will talk to Paul Inglis regarding closing in gap in table storage container 20240115: A plan has been set to close the gap in the table storage container. 20240226: Paul did measurements and is to be fixing the gap. 20240415: No update on Container 20241118: Rubber matting in players benches needs to be replaced; also patch by door going onto the ice. Jeremy will look into it. 20241118: Glass broken along top of timekeepers' box. 20250818:
Gord Harris / Paul Inglis	Lobby Bench Steel	20240916: larger bench top will be too heavy to move. Will look at making aluminum legs for new top instead of installing on top on the old center bench. 20250317: Jeremy mentioned to install bench top where it is 20250616: To be completed this week. 20250818: No update
Board	Asset Management, Procurement Policy and Budget Template <u><i>(Notes from Meeting with Municipalities/Twps)</i></u>	20241024: Under cost sharing agreement – agree to pay as a loan. \$240,000 (\$80,000 each municipality) to be repaid over 5 years (could be renegotiated if needed) in 2025 budgets. 20241024: Waiting to see if they are filing a defense or reaching a settlement 20241024: Did FD and Arena projects have to go through an engineer? - Caitlin will look into this 20241024: Take the Terms of Reference away – get a short list of sticking points and come up with suggestions. Come back together and discuss this list 20241024: Caitlin will talk to Brady and he will make arrangements to chat with a couple of our guys. 20241024: Caitlin will talk to finance and get Asset Management Plan information to us.

		20241118: Nothing received. 20250317: Asset management - nothing new to report, still waiting on input from Howick, haven't gotten procurement strategy yet from them 20241118: Marvin will ask Howick Twp for Procurement Policy and Budget Template. 20241216: No update. 20250317: Procurement policy and budget template - move this item into the asset management, goes hand-in-hand 20250520: No update. 20250616: Received Procurement Policy from Howick. 20250616: Asbestos inspection being done on June 17, 2025. 20250616: Burnside was here for Structural Assessment. Only given one day notice of their arrival. We will discuss after Homecoming – at July Meeting. This Assessment happens every 5 years. We could request a list of inspections and when they occur. 20250721: ON JULY AGENDA 20250818: REMOVE above has been divided up.
Chris/ Lindsay/ Darlene	Review Email List/Board Representation/Org Structure	20250616: Chris and Lindsay will look for a copy of the Org Structure as needs to be updated. Add to July AGENDA 20250721: ON JULY AGENDA 20250721: Chris will update structure document and bring forward updated copy to next meeting.
Arena Board	Terms of Reference	20250721: Everyone to take home, review and bring back feedback and suggestions to next meeting 20250721: Committee will be established to review the Draft Terms of Reference and bring suggestions back to this group. 20250818:
Parking Lot		
Arena Board	Propane	20250421: Check Chambers rates in August/September to potentially lock rate in. 20250520: Jenn will email Sparlings to let them know we have switched. PUT INTO PARKING LOT until August 2025 20250818: Jeremy will call and see what current propane prices are.

Kim	Summer Rates / Pickleball	20250421: The Arena Board will send an email to Dan Renwick and Brendan Crapper including outstanding invoice and summer rates. Cheque can be mailed or deposited in the lock box in the arena office. Bill to be paid prior to their new season starting. 20250520: Received letter back from Dan and Brendan. We will wait for them to come back to work together on this. Monthly payments. MOVE TO PARKING LOT REMOVE
Arena Board/ Howick Twp	Sandblasting & Painting	20221017: Due to unsatisfactory work, Board passed motion to hold back payment to J-K Sandblasting 20221121: Jeremy contacted J-K and advised of partial payment and once he returned to do touchups and around door. J-K advised he could come back in spring but more money would be due. 20221121: Jeremy will advise J-K that Board will pay for lift but will not be paying more money for the job quoted. 20221219: Nothing to Report – defer to next meeting 2023016: Supposed to come – we look. May charge interest on balance owing. 20230228: No further communication. 20230417: Next step is, we need to speak with Howick and see if they will back us if this goes to court. - Speak to CAO and Operations Manager to see if they can reach out to J-K regarding the contract and our (Belmore and Twp) concerns. Motion to continue to hold payment and speak to Howick Twp as to next steps. 20230515: J-K will not speak with Jeremy. Only wants to speak to Howick Twp. Howick Twp is in support of us. J-K is 100% at fault for the poor workmanship. Three townships are onboard and have their lawyers working on it. The lawyers want Burnside (Engineers) to come in and assess the work again. The matter is now out of our hands. MOVE TO PARKING LOT 20230821: No further update. 20240226: Marvin reported no further word from Lawyer on this matter. 20240226: Jeremy reported something will have to be done with the loose paint before Syrup Festival. Paint is falling off. Would be good to do between shut down and Syrup Festival. Marvin will report this back to Howick Township. 20240318: No updates regarding the bubbling/peeling paint in the arena. Marvin acknowledges something needs to be done before the syrup festival. Marvin will speak with Caitlyn (CAO). Jeremy spoke with Caitlyn today, told her the plan to remove peeling paint; was told to take pictures before doing the work. 20240617: Send an email to the Municipality about the status of this issue. Marvin will speak to Caitlyn and ask them to put a push on things due to Homecoming. Would Marvin ask Municipality if they could pay for sandblasting to Arena and Curling Club to be redone as the legal battle carries on. Formal request from the Arena Board for Howick to put it in their budget. Jamie made motion to send a letter to Howick, 2nd by Kim. Carried. Jenn V will draft a letter to Howick Township and cc other 2 municipality CAOs.

		20240715: 3 Municipalities met in Belmore, but no update received from that meeting yet. 20240715: Lawyer has filed. 20241118: Another follow-up meeting with the Insurance Rep. Asked Jeremy dates that suit him. 20250224: Jeremy and Paul Inglis and others have been talking to local Mennonites who are doing sandblasting and painting, all the labour. We would have to supply lifts. They are willing to do the job. \$40/hr. They would supply the manpower. Man in Formosa, coating expert, would come after the sandblasting and advise what type of paint we should use to adhere properly. \$24,000 approximate in labour. We would have to supply 2 lifts. Likely close to \$5000 in rental equipment. This is something we need to consider. One concern is: do they have WSIB coverage. Could do before Homecoming but not before Syrup Festival. Jeremy will look into this further.
Group	Suggestion of Installation of Acoustic Panels in Arena – by Pickleball	200115: Dan Renwick attended Board Mtg on behalf of Pickleball. He raised the suggestion of putting up Acoustic Panels to control the sound on the arena side. Board suggested the Pickleball group will have to do more research on the panels and get pricing. Putting in Parking Lot, will look back at this after the Whitewashing and Painting is looked after on the arena side. REMOVE
Jeremy / Brett	Parks Board	20240715: Willow tree in back corner needs to be taken down before it crashes down. Should do this before winter. 20240715: Donation box to be put up on outside wall by public washrooms and put sign up in pavilion advising of the donation box. 20240819: Mitch Inglis will manufacture a box for us. Put signs up, and give key to Ellen Underwood 20250818: COMPLETED 20240819: Fence topper (heavier gauge) for baseball diamond to be purchased and installed. Stingers are willing to pay half. 20240916: Fence topper was ordered – cheaper than quoted \$1945 + tax Fence Topper - PUT INTO PARKING LOT 20250818: COMPLETED
Jeremy/ Warren	General Maintenance – for Summer	20230228: 1) Brine header – preventive maintenance by 2025.

		○ 20230821: Need to let Municipali.es know (in November/December) about Brine Header replacement project before their budgets are made. ○ 20231016: working on a couple of quotes for brine headers. ○ 20240617: spoke with Ben and his company should have time to repair it. Moving ahead with this. ○ 2024118: Q1-Q2 should hear whether or not we received grant money ▪ If we don't receive grant, we need to put it into a budget ○ 20250520: Jeremy will confirm with Ben if he can repair. Chamber will need to know by early June. 2) Boards around the ice surface need to be replaced. PUT INTO PARKING LOT
Adjournment:		Next Meeting - Monday, September 15, 2025 at 8:00pm