

# Belmore Arena Board Meeting MINUTES July 21, 2025

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

**Attendees:** Jeremy Underwood, Marvin Grimes, Mark Ireland, Brett McPherson, Jenn VanDyk, Coreen Gautreau, Kim Harris, Lindsay Underwood, Chris Inglis, Ian Inglis, Lorne Underwood, Jamie McCallum, Warren Weber, Dave Eadie, Heidi Dupuis, Nigel Van Dyk

**Guests:** Brendan Crapper, Dan Renwick, Paul Inglis, Abe Versteeg, Al Detzler

**Regrets:** Kyra Wright, Wanda Inglis, Randy Scott

**Secretary/Recorder:** Darlene Loos

<i><b>Time</b></i>	<i><b>ITEM</b></i>	<i><b>(Discussion, Approval, Information Sharing)</b></i>	<i><b>Meeting Notes/Action Items</b></i>
8:00	<b>Call to Order</b> <b>Approval of July 21, 2025 Agenda</b> - <i>Jeremy Underwood</i>		Meeting called to order: 8:10pm Motion to approve agenda by Mark Ireland, 2 <sup>nd</sup> by Ian Inglis  Any Additions to Agenda? - Asbestos - Terms of Reference
8:02	<b>Approve Previous Mtg Minutes June 16, 2025 (attached)</b> - <i>Board</i>		Motion to approve minutes by Marvin Grimes, 2 <sup>nd</sup> by Lorne Underwood

## Agenda Items

8:05	<b>Pickleball</b> - <b>Brendan Crapper</b>	<b>Guest</b>	Brendan and Dan addressed the Board. Will be hard to raise money until they start playing. They would like to restart and increase their prices and pay off the outstanding balance.  Two issues: - Outstanding bill - Paying current rates  Is Pickleball prepared to Motion that two months from now, Pickleball comes back to a meeting and give us an update which includes a plan to pay outstanding debt and cost. Come to September Meeting with a plan. Motion by Jeremy, 2 <sup>nd</sup> Warren. Carried - Dan and Brendan agreed to this plan - They will give an update at August Meeting
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			- Come to September Meeting with a plan
8:15	Update Previous Action Items (below agenda items) - <i>Jeremy Underwood</i>	Standing	Reviewed Action Items below. <b>DEFERRED UNTIL NEXT MONTH</b>
8:25	Organizational Structure – to be updated - <i>All</i>	Discussion	Purpose of updating this is in the event we have to vote on major issues.  Chris will update structure document and bring forward updated copy to next meeting.  Will also send out prior to next meeting.
8:35	Structural Assessment - <i>Jeremy Underwood</i>	Discussion	Nothing further received yet.
Addition to Agenda	<b>Asbestos</b>		Received report from Howick Twp and discussed. <b>\$5545 + HST</b> to remove
Addition to Agenda	<b>Terms of Reference</b>		We don't feel we can sign this on behalf of all of Belmore. This is a document that should be circulated throughout Belmore for their input.  We are adhering to 1-9. Everyone to take home, review and bring back feedback and suggestions to next meeting.  Then we will consider email out to Belmore Group and advise that we received a Terms of Reference from Howick Township and we would like Community Involvement.  Make a motion to establish a committee to review Draft Terms of Reference and bring back suggested changes - by Lorne, 2 <sup>nd</sup> by Jenn. Carried
8:50	Correspondence - <i>All</i>	Standing	Thank you cards from the Wright Family and also from a member of the public thanking us for leaving the outdoor washrooms open.
9:00	Grants Update - <i>Kyra Wright</i>	Standing	CSFI grant denied
9:10	Treasurer's Report - <i>Jenn VanDyk</i>	Standing	Bills to be paid \$2696.19 Motion to pay bills by Jamie, 2 <sup>nd</sup> Dave
9:20	Belmore Homecoming Wrap-up - <i>Committee</i>	Standing	Still waiting on final numbers. Need to pay HST.

			<b>This can be taken off Agenda.</b>
9:30	Belmore Catering - <i>Chris Inglis/Kim Harris</i>	<b>Committee Report</b>	Nothing to report.
9:35	General Maintenance - <i>Jeremy Underwood/Warren Weber</i>	<b>Committee Report</b>	Nothing to report
9:45	Parks Board - <i>Brett McPherson</i>	<b>Committee Report</b>	Don't drive over the creek.
9:50	Rentals - Hall & Lounge - <i>Kim Harris</i>	<b>Committee Report</b>	Lots of weddings in October. Couple more people took smart serve and volunteered. Need two bartenders for Sunday – Anniversary Celebration.
9:55	Ice Rentals & Installation - <i>Warren Weber</i>	<b>Committee Report</b>	Nothing to report
10:00	Belmore Curling - <i>Dave Eadie</i>	<b>Committee Report</b>	Nothing to report
10:05	Belmore Figure Skating - <i>Heidi Dupuis, Andrea Warwick</i>	<b>Committee Report</b>	Have heard interest from a coach from London who is nurse in Walkerton Hospital. Doing reference checks. Good news for the club!
10:10	South Bruce - <i>Mark Ireland</i>	<b>Committee Report</b>	150 <sup>th</sup> Anniversary held for Teeswater – was a great success.
10:15	Morris-Turnberry - <i>Jamie McCallum</i>	<b>Committee Report</b>	Nothing to report.
10:20	Howick - <i>Marvin Grimes</i>	<b>Committee Report</b>	Nothing to report.
10:25	Communication - <i>Lyndsay Underwood</i>	<b>Committee Report</b>	Email on behalf of Hockey Labs – has a list of questions. Do we want to answer - NO
10:30	Belmore Chamber of Commerce - <i>Lorne Underwood / Chamber Member</i>	<b>Committee Report</b>	Thank you to everyone who purchased 50/50 tickets at homecoming. A huge success!

**Next Meeting – August 18, 2025 at 8pm**

**Adjournment of Meeting: 9:53pm**

**Motion to adjourn by: Jamie McCallum**

### **Previous Action Items**

<b>Lead</b>	<b>Agenda Item/Topic</b>	<b>Actions for Follow Up</b>
Jeremy/ Warren /Kim	<b>General Maintenance</b>	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. <b>20240226:</b> Paul did measurements and is to be fixing the gap.

		<p>20240415: No update on Container</p> <p>20241118: Rubber matting in players benches needs to be replaced; also patch by door going onto the ice. Jeremy will look into it.</p> <p>20241118: Glass broken along top of timekeepers' box.</p> <p>20250421: Wobbly toilet in the hall washroom. Pipe may be up too high. Kim will message Brian to have a look at the toilet.</p> <p>20250520: Brian will be here early next week</p> <p>20250616: Fixed. COMPLETED Outside tap is fixed too</p>
Kyra / Jeremy / Kim	<b>Grants</b>	<p>20240415: Jeremy to email Karn's quote to Kyra Wright for grant research</p> <p>20240527: No update</p> <p>20240527: Suggestion made that stone be put between parking barriers and wall (<i>very difficult to cut the grass &amp; adds a lot of weedeating</i>). If grant money available poured concrete sidewalk would be the way to go – possibility accessibility grant? Kyra may know more.</p> <p>20240617: No update</p> <p>20240916: Sport and Recreation Infrastructure Fund – Howick will apply for their asks and Belmore will apply for their asks and it will be lumped together. The ask will be the 50% coverage guideline. Everything to Howick by October 15<sup>th</sup>.</p> <ul style="list-style-type: none"> <li>- Need to decide what we want to apply for: <ul style="list-style-type: none"> <li>o Quote on compressor <ul style="list-style-type: none"> <li>▪ It came here in the 1970's and was rebuilt in 2006</li> </ul> </li> <li>o New boards</li> <li>o Sidewalk around the arena</li> <li>o Baseball diamond lights</li> <li>o Sandblasting and ceiling painting in the arena</li> <li>o Asphalt at the back</li> <li>o Resurfacing tennis court</li> </ul> </li> </ul> <p>New boards, brine header (if can apply), ball lights, Sandblasting and Painting.</p> <ul style="list-style-type: none"> <li>- Motion to apply for new boards, brine header and ball lights and possibly Sandblasting and Painting. <ul style="list-style-type: none"> <li>o Can't move forward with our grant submissions until we know if we need to pay for Sandblasting and Painting.</li> </ul> </li> </ul> <p>Motion to partnership with Howick to apply for the CSRIF by Kyra Wright, 2<sup>nd</sup> by Lindsay, carried.</p> <p>20250317: Still waiting to hear back about CSRIF Grant.</p>

		<p><b>20240925:</b> Kyra plans to speak with Caitlyn about the Community Sport and Recreation Infrastructure Fund (50% funding) tomorrow. Application due to Howick by October 15. Application to Government is due October 29.</p> <p>Baseball Lights – total cost quoted at \$33, 000 (with labour, lift rental and parts)</p> <p>Brine Header - \$58, 000</p> <p>Arena Boards – no quote yet. Boards are more of a “want” than a “need”</p> <p>Kyra to discuss with Howick staff tomorrow to confirm the arena board getting quotes for ceiling sandblasting/painting.</p> <p><b>20240925:</b> To include the following items in the Community Sport and Recreation Infrastructure Fund application: baseball lights, brine header and ceiling sandblasting/painting.</p> <p><b>20241021:</b> Kyra to proceed in applying for full grant.</p> <p>Sports Grant</p> <ul style="list-style-type: none"> <li>- Baseball Lights - \$35,000</li> <li>- Brine Header - \$60,000</li> <li>- Sandblasting &amp; Painting of Arena (no curling club) - \$280,000</li> </ul> <p>Max we would receive is 50%, applying for special consideration of 70%. The Arena Board is responsible for the other 50% (or 30%).</p> <p>Will indicate Baseball lights, Brine Header and Sandblasting &amp; Painting in 2025.</p> <p><b>20250224:</b> No update</p> <p><b>20250616:</b> No update</p>
Jeremy	<b>Repainting of Arena</b>	<p><b>20240919:</b> Would really like this looked after before Syrup Festival and Homecoming. Jeremy will contact Caitlin.</p> <p><b>20241118:</b> Waiting to hear from Howick Twp and Burnside</p> <p>20250520: Painting is done and clean up has begun. Paint job looks excellent.</p> <p><b>20250616:</b> Will be completed this week</p>
Gord Harris / Paul Inglis	<b>Lobby Bench Steel</b>	<p><b>20240916:</b> 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.</p> <p><b>20250317:</b> Jeremy mentioned to install bench top where it is</p> <p><b>20250616:</b> To be completed this week.</p>
Board	<p><b>Asset Management, Procurement Policy and Budget Template</b></p> <p><u><i>(Notes from Meeting with Municipalities/Twps)</i></u></p>	<p><b>20241024:</b> 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.</p> <p><b>20241024:</b> Waiting to see if they are filing a defense or reaching a settlement</p> <p><b>20241024:</b> Did FD and Arena projects have to go through an engineer? - Caitlin will look into this</p> <p><b>20241024:</b> 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</p> <p><b>20241024:</b> Caitlin will talk to Brady and he will make arrangements to chat with a couple of our guys.</p> <p><b>20241024:</b> Caitlin will talk to finance and get Asset Management Plan information to us.</p>

		<p>20241118: Nothing received.</p> <p>20250317: Asset management - nothing new to report, still waiting on input from Howick, haven't gotten procurement strategy yet from them</p> <p>20241118: Marvin will ask Howick Twp for Procurement Policy and Budget Template.</p> <p>20241216: No update.</p> <p>20250317: Procurement policy and budget template - move this item into the asset management, goes hand-in-hand</p> <p>20250520: No update.</p> <p>20250616: Received Procurement Policy from Howick.</p> <p>20250616: Asbestos inspection being done on June 17, 2025.</p> <p>20250616: Burnside was here for Structural Assessment. Only given one day notice of their arrival. We will discuss after Homecoming – at July Meeting.</p> <p>This Assessment happens every 5 years.</p> <p>We could request a list of inspections and when they occur.</p> <p>20250721: ON JULY AGENDA</p>
Chris/ Lindsay/ Darlene	<b>Review Email List/Board Representation/Org Structure</b>	<p>20250616: Chris and Lindsay will look for a copy of the Org Structure as needs to be updated.</p> <p>Add to July AGENDA</p> <p>20250721: ON JULY AGENDA</p> <p>20250721: Chris will update structure document and bring forward updated copy to next meeting.</p>
Arena Board	<b>Terms of Reference</b>	<p>20250721: Everyone to take home, review and bring back feedback and suggestions to next meeting</p> <p>20250721: Committee will be established to review the Draft Terms of Reference and bring suggestions back to this group.</p>
<b>Parking Lot</b>		
Arena Board	<b>Propane</b>	<p>20250421: Check Chambers rates in August/September to potentially lock rate in.</p> <p>20250520: Jenn will email Sparlings to let them know we have switched.</p> <p>PUT INTO PARKING LOT until August 2025</p>
Kim	<b>Summer Rates / Pickleball</b>	<p>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.</p> <p>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</p>
Arena Board/ Howick Twp	<b>Sandblasting &amp; Painting</b>	<p>20221017: Due to unsatisfactory work, Board passed motion to hold back payment to J-K Sandblasting</p>

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, 2<sup>nd</sup> 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.

		<p>Man in Formosa, coating expert, would come after the sandblasting and advise what type of paint we should use to adhere properly.</p> <p>\$24,000 approximate in labour. We would have to supply 2 lifts. Likely close to \$5000 in rental equipment.</p> <p>This is something we need to consider.</p> <p>One concern is: do they have WSIB coverage.</p> <p>Could do before Homecoming but not before Syrup Festival.</p> <p>Jeremy will look into this further.</p>
Group	<b>Suggestion of Installation of Acoustic Panels in Arena – by Pickleball</b>	<p><b>200115:</b> 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.</p> <p>Putting in Parking Lot, will look back at this after the Whitewashing and Painting is looked after on the arena side.</p>
Jeremy / Brett	<b>Parks Board</b>	<p><b>20240715:</b> Willow tree in back corner needs to be taken down before it crashes down. Should do this before winter.</p> <p><b>20240715:</b> Donation box to be put up on outside wall by public washrooms and put sign up in pavilion advising of the donation box.</p> <p>20240819: Mitch Inglis will manufacture a box for us. Put signs up, and give key to Ellen Underwood</p> <p>20240819: Fence topper (heavier gauge) for baseball diamond to be purchased and installed. Stingers are willing to pay half.</p> <p>20240916: Fence topper was ordered – cheaper than quoted \$1945 + tax</p> <p>Fence Topper - <b>PUT INTO PARKING LOT</b></p>
Jeremy/ Warren	<b>General Maintenance – for Summer</b>	<p>20230228:</p> <ol style="list-style-type: none"> <li>1) Brine header – preventive maintenance by 2025. <ul style="list-style-type: none"> <li>○ <b>20230821:</b> Need to let Municipalities know (in November/December) about Brine Header replacement project before their budgets are made.</li> <li>○ <b>20231016:</b> working on a couple of quotes for brine headers.</li> <li>○ <b>20240617:</b> spoke with Ben and his company should have time to repair it. Moving ahead with this.</li> <li>○ <b>2024118:</b> Q1-Q2 should hear whether or not we received grant money <ul style="list-style-type: none"> <li>▪ If we don't receive grant, we need to put it into a budget</li> </ul> </li> <li>○ 20250520: Jeremy will confirm with Ben if he can repair. Chamber will need to know by early June.</li> </ul> </li> <li>2) Boards around the ice surface need to be replaced.</li> </ol> <p><b>PUT INTO PARKING LOT</b></p>
<b>Adjournment:</b>		<b>Next Meeting - Monday, August 18, 2025 at 8:00pm</b>