

Belmore Arena Board Meeting MINUTES November 17, 2025

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

Attendees: Jeremy Underwood (*Chair*), Jenn Van Dyk (*Treasurer*), Kim Harris (*Rentals/Event Coordinator*), Brett McPherson (*Parks & Rec*), Chris Inglis (*Catering*), Ian Inglis (*Director at Large*), Lorne Underwood (*Chamber Rep*), Wanda Inglis (*Director at Large*), Marvin Grimes (*Howick Rep*), Mark Goetz (*for Mark Ireland, South Bruce Rep*), Lindsay Underwood (*Communications & Programming*), Dave Eadie (*Curling*), Jamie McCallum (*Morris Turnberry Rep*)

Guests: Nigel Van Dyk, Charlie

Regrets: Kyra Wright (*Grants*), Darlene Loos Heidi Dupuis (*Figure Skating*), Coreen Gautreau, Paul Inglis, Randy Scott (present at insurance meeting)(*Vice Chair*),

Secretary/Recorder: Jenn Van Dyk

<i>Time</i>	<i>ITEM</i>	<i>(Discussion, Approval, Information Sharing)</i>	<i>Meeting Notes/Action Items</i>
7:30	Meeting with Insurance and Howick Twp Representatives		<p>Caitlin Gillis (Township of Howick, CAO) Breanne Chapman (broker, McDonough) Tony (Intact insurance)</p> <p>Main question from Terms of Reference Committee – how do we make sure volunteers are insured</p> <p>B – knows how Belmore runs and volunteer based. Want to be sure that everyone is covered. T – as committee of council automatically attached to and covered through Township’s policy. Includes automatic coverage to volunteers. No restrictions. How to define what a volunteer is explained with a hand out. As per Intact Insurance, a volunteer – works under direction or control of municipality, municipality can accept suspend or dismiss such volunteer, master/servant relationship, activities acted out in accordance with (info on website). Follow township policies and procedures (vs not have board policies developed that are not Howick developed or approved)</p>
9:04pm	Call to Order Approval of November 17, 2025 Agenda - <i>Jeremy Underwood</i>		<p>Meeting called to order: 9:04pm</p> <p>Any Additions to Agenda? No</p> <p>Motion to approve agenda: Lorne, Jamie. Carried.</p>

	<p>Cooler Options/Prices - <i>Charlie/ Kim</i></p>	<p>Bar cooler is aging therefore looked into option of repair vs replace. Good brands = GBD, True Same cooler – used \$1300 (over 8-9 years is too old), no warranty STOP restaurant supply – True, same size, ½ hp compressor, much better cooler than older models, approx. \$4300, 7 year compressor, parts and labour warranty. 1/3 hp compressor, 2 year warranty, \$2300. Ancaster equipment – not able to obtain quote at this time Current cooler is in good shape. ½ hp preferred over 1/3 hp. Cooler can be turned off for multiple days and not hurt compressor. Refrigeration parts are underneath on the news ones vs at the top for older coolers. With parts on the bottom there is no water condensing on top and allowed to pool within cooler.</p>	
	<p>Approve Previous Mtg Minutes October 20, 2025 (attached) - <i>Board</i></p>	<p>Motioned by Kim, Marvin. Carried.</p>	
<p>Agenda Items</p>			
	<p>Update Previous Action Items (below agenda items) - <i>Jeremy Underwood</i></p>	<p>Standing</p>	<p>Reviewed Action Items below.</p>
	<p>Correspondence - <i>All</i></p>	<p>Standing</p>	<p>None brought forward</p>
	<p>Grants Update - <i>Kyra Wright</i></p>	<p>Standing</p>	<p>No updates.</p>
	<p>Treasurer's Report - <i>Jenn VanDyk</i></p>	<p>Standing</p>	<p>Motion to approve financial report as presented and pay bills listed: Jenn, Jamie. Carried.</p> <p>Draft 2026 Belmore Community Centre budget presented, including potential capitol items. Motion to approve 2026 budget: Jenn, Dave. Carried.</p> <p>Recycling – potential added expense for 2026 as province of Ontario recycling program changes to no longer pick up from commercial, industrial or municipal buildings. Caitlin to send info to Jenn about what Howick is doing. Caitlin did say that if an additional expense is incurred then an amended budget can be submitted to Howick. Jenn will look into recycling options to bring to board next meeting.</p>
	<p>Belmore Catering - <i>Chris Inglis/Kim Harris</i></p>	<p>Committee Report</p>	<p>Busy fall.</p>

	General Maintenance - <i>Jeremy Underwood/Warren Weber</i>	Committee Report	Outside lights at the main hall – water pools within the light fixtures. Will need to have a look and find replacement fixtures. Constant drip in ladies bathroom (hall side), first sink. Register plate in the arena hallway replaced and cleaned out. Air is now flowing much better. Vacuums being maintained and fixed up for this season. Suggestion to have pucks available for use to renters – pucks have been provided in the past and never returned.
	Parks Board - <i>Brett McPherson</i>	Committee Report	Nothing to report.
	Rentals - Hall & Lounge - <i>Kim Harris</i>	Committee Report	Wine corkage – discussion about charging corkage if they have wine behind the bar and using our wine glasses. After discussion it was decided to carry on as is for now. Memorial tree – should be moved up two cinder blocks to limit damage, can not find the installation plans/directions that were in the rock room, Gord looking into how to move tree safely and make it secure Donation box requested to be taken down by Dupuis family. Many thanks to community for support. Paint coming off walls under the blow dryers. Elaine Fischer (Buddsteel) cut and supplied backing pieces to be installed – free of charge.
	Ice Rentals & Installation - <i>Warren Weber</i>	Committee Report	Going well.
	Belmore Curling - <i>Dave Eadie</i>	Committee Report	Painting circles this week. Curling should hopefully start next week.
	Belmore Figure Skating - <i>Heidi Dupuis, Andrea Warwick</i>	Committee Report	Lindsay – 43 total skaters this year. Excellent considering the chaos of finding a coach. Looking into a different day to do carnival. Everything is going well so far.
	South Bruce - <i>Mark Ireland</i>	Committee Report	Mark Goetz – discussion with Lisa Thompson about the Ontario Municipal Partnership Funding. Going up 11% this year for South Bruce. It's also been decreased since 2012 until last year. The 11% increase does not cover the downloading of the policing from the province. Good information for public to be aware of when hearing about funding in the media.
	Morris-Turnberry - <i>Jamie McCallum</i>	Committee Report	Trying to keep Morris-Turnberry great.
	Howick - <i>Marvin Grimes</i>	Committee Report	A week this Friday is Wroxeter's Santa Claus parade. Echoing Mark's remarks about funding.
	Communication - <i>Lindsay Underwood</i>	Committee Report	Public skating – issues about teenagers not following rules and may get hurt. We need board members to be able to speak to those not following the rules. General consensus is if they do not abide by the warning, ask them to leave, if

			<p>they do not leave state that police will be called and proceed with calling police to enforce a trespassing. Possibly announce at beginning of public skating that horseplay, tag, etc will not be tolerated.</p> <p>Discussion about more signage and possibly community members would feel more confident speaking up. Someone is looking into signs plan to be posted soon.</p>
	<p>Belmore Chamber of Commerce - <i>Lorne Underwood / Chamber Member</i></p>	<p>Committee Report</p>	<p>Santa Claus and treat bags will be here Dec 7 at public skating. Annual general meeting is March 6.</p>
	<p>Addition – follow up to items brought up at last months meeting - <i>Wanda Inglis</i></p>		<p>Wanda spoke with Bil Graham about items brought up at last meeting about the proposed board structure.</p> <p><i>Structure of the board</i> – is from the save the ice campaign: structure was proposed and “approved” to be able to apply for grants, it was agreed upon by arena board to move forward. It was questioned if grant application position was on the Save the Ice version - Bil G believes the grant application position was on the original.</p> <p><i>The thought to add another position</i> – Bil G, who chairs Howick Mutual board and other organizations, feels 18 members is a large board already. The multiple people that Wanda spoke with questioned what problem would be solved by adding one more position. The structure already covers all user groups. Wanda acknowledged that someone wants to be on the board and by adding another position it’s a slippery slope to simply add a position when people want to be on the board. More ppl means difficult to have quorum with a large committee.</p> <p><i>Concern about tie for voting</i> – don’t remember having a tie. Wanda brought resource stating typically a chair person does not vote. Discussion about Robert’s Rules.</p> <p>- Mark Goetz – as mayor he generally will not put hand up during voting (this is his practice) but will just state that motion is carried when his vote is yes. During a recorded vote the mayor always votes last.</p> <p>- Jamie – suggest that if a person puts interest forward, that name should be held on file and will have first opportunity if a member leaves</p>
Next Meeting – December 15, 2025 at 8pm			
Adjournment of Meeting: 10:11pm		Motion to adjourn by: Warren	
Previous Action Items			
Lead	Agenda Item/Topic	Actions for Follow Up	
Jeremy/ Warren /Kim	General Maintenance	<p>20231218: Jeremy will talk to Paul Inglis regarding closing in gap in table storage container</p> <p>20240115: A plan has been set to close the gap in the table storage container.</p> <p>20240226: Paul did measurements and is to be fixing the gap.</p>	

		<p>20240415: No update on Container</p> <p>20251117: left container to settle for a year. No need to fix gap at this time. Item to be removed.</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>20250818: Brady (Howick Twp) getting a price for rubber flooring from their suppliers. Used for players benches.</p> <p>20251020: rubber flooring is here. Will be installed by Belmore volunteers.</p> <p>20251117: rubber flooring is installed. Item can be taken off.</p> <p>20241118: Glass broken along top of timekeepers' box.</p> <p>20251117: Outside lights at the main hall – water pools within the light fixtures. Will need to have a look and find replacement fixtures.</p> <p>20251117: Constant drip in ladies bathroom (hall side), first sink.</p>
Arena Board	Terms of Reference	<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> <p>20250818: Committee is still reading through policies and procedures. This will take time. Making a list of questions to discuss with Caitlin and Amy.</p> <p>20251020: Committee met last Thursday with Caitlin and Amy. Better communication needed between arena board and Howick. A lot of talk about insurance and the insurance provider is available to attend the November arena board meeting to answer questions. Suggestion to start November meeting at 7:30pm – Wanda will confirm insurance representatives availability with Caitlin. Board members are encouraged to send insurance questions ahead of the meeting.</p>
Kyra	Grants	<p>20250818: Kyra will begin the grant application process for the Vance Grant. Will need 3 quotes for materials. Will be applying for 100% (<i>will proceed with project if receive 50% or more from the grant</i>).</p> <p>20250818: Motion made to apply for this grant through Howick.</p>
Dave Eadie	Women's Institute Memorial Stone	<p>20250915: Dave will look into getting pricing for a concrete base for the Women's Institute Memorial stone and moving it to a more desirable location.</p> <p>20251020: Stone has been moved and cleaned.</p> <p>20251117: Time capsule had been found. Placed in the trophy case. Remove item, action done.</p>
Kyra /Arena Board	Organizations Which Lease from their Townships	<p>20250915: Kyra will reach out to Teeswater Medical Clinic.</p> <p>20250915: Randy to check with Belgrave to see how they run.</p> <p>20251117: nothing reported. Consider item completed as Terms of Reference committee is proceeding forward with discussions with Howick.</p>

Parking Lot

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.

		<p>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.</p> <p>20251117: Township will continue to follow up. Consensus of the Board is that this item can be removed as we are no longer involved in the process.</p>
Jeremy / Brett	Parks Board	<p>20240715: Willow tree in back corner needs to be taken down before it crashes down. Should do this before winter.</p> <p>20251117: suggestion to contact an arborist for work to be done in 2026.</p>
Jeremy/ Warren	General Maintenance – for Summer	<p>20230228:</p> <ol style="list-style-type: none"> 1) Brine header – preventative maintenance by 2025. <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ▪ 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. <p>20250915: BRINE HEADER will be going ahead now and will be completed within a month.</p> <ul style="list-style-type: none"> - Will need new boards over the Curling Header. Kyra will look for Gord's drawings from a few years ago. Then Kim will ask Gord to look at it. <p>20251020: briner header is going in "as we speak"</p> <p>20251117: brine header completed. Remove item</p> <ol style="list-style-type: none"> 2) Boards around the ice surface need to be replaced. <p>PUT INTO PARKING LOT</p>
Adjournment:		Next Meeting - Monday, December 15, 2025 at 8pm