

GRAND VALLEY & DISTRICT COMMUNITY CENTRE 90 MAIN ST. N.

Serving the Townships of Amaranth & East Garafraxa and Town of Grand Valley
Mailing Address
90 MAIN STREET N.
GRAND VALLEY, ON L9W 5S7

ARENA: 519-928-2830
E-Mail: bcook@townofgrandvalley.ca
OFFICE: 519-928-5652
E-Mail: svangerven@townofgrandvalley.ca

AGENDA

January 13, 2020 @ 4:30 P.M.

- 1. Call to order**
- 2. Agenda Approval**
 - 2.1. January 13, 2020
- 3. Disclosure of Pecuniary Interest**
- 4. Minutes of Previous Meeting**
 - 4.1. November 11, 2019
- 5. Business arising from minutes**
- 6. Deputations/Presentations – None**
- 7. Financial Reports**
 - 7.1. Accounts Payable
 - 7.2. Accounts Receivable
 - 7.2.1. Bad Debt
 - 7.3. Budget Variance
- 8. Correspondence - None**
- 9. Committee Reports**
 - 9.1. Policy/Planning
 - 9.2. Building
 - 9.3. Budget
 - 9.3.1. 2020 Budget
- 10. Arena Manager's Report**
 - 10.1. Deskside Report
- 11. Unfinished Business**
- 12. New Business**
 - 12.1. Uniforms/Dress Code
 - 12.2. Succession Planning Report

13. Closed Session under the *Municipal Act, 2001*

Recommendation: that the Board resolve itself into closed session under the provision of the *Municipal Act, 2001* Section 239(2) in order to discuss a matter pertaining to:

- Employee negotiations

14. Rise and Report

15. Confirmation of Meeting Adjournment

**GRAND VALLEY & DISTRICT COMMUNITY CENTRE
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**MINUTES
November 11, 2019
90 MAIN ST. N. GRAND VALLEY @ 4:30 P.M.**

MEMBERS PRESENT: *Lenora Banfield, Deb Halls, Gail Little, Elizabeth Taylor, Mark Tijssen, Brian Cook, Manager and Sabrina VanGerven, Secretary/Treasurer*

ABSENT: *Brett Lyons, Clinton Taylor and Rick Taylor*

1. Call to order

Chair called the meeting to order at 4:30 p.m.

2. Agenda Approval

2.1. November 11, 2019

#2019-11-01

Moved By: D Halls

Seconded By: M Tijssen

BE IT RESOLVED THAT the November 11, 2019 regular meeting agenda be approved as circulated.

Carried.

3. Disclosure of pecuniary interest

None

4. Minutes of Previous Meeting

4.1. October 7, 2019

#2019-11-02

Moved By: M Tijssen

Seconded By: D Halls

BE IT RESOLVED THAT the minutes of October 7, 2019 be adopted as circulated.

Carried.

5. Business arising from minutes

Hockey nets were provided to Dundalk arena.

6. Deputations/Presentations

None

7. Financial Reports

7.1. Accounts Payable

#2019-11-03

Moved By: M Tijssen

Seconded By: D Halls

BE IT RESOLVED THAT the Grand Valley and District Community Centre Board approve the accounts payable for September and October 2019 in the amount of \$26,570.01 and request that the Town of Grand Valley pay these accounts at their next meeting.

Carried.

7.2. Accounts Receivable

#2019-11-04

Moved By: E Taylor

Seconded By: G Little

BE IT RESOLVED THAT the receipts for October 2019, in the amount of \$41,645.21 have been deposited into the Community Centre bank account and are hereby approved.

Carried.

7.3. Budget Variance

The Board reviewed the Budget Variance Report

8. Correspondence

None

9. Committee Reports

9.1. Policy/Planning

9.2. Building

9.3. Budget

10. Arena Manager's Report

Verbal report received.

Skate sharpening facility shut down.

#2019-11-05

Moved By: E Taylor

Seconded By: G Little

BE IT RESOLVED THAT sell off ice be sold at non-prime rate up to (5) five days in advance.

Carried.

11. Unfinished Business

- 11.1. Ice Floor/Renovation – Deskside Report
The Board reviewed the grant application.

12. New Business

- 12.1. Schedule of Fees

#2019-11-06

Moved By: G Little

Seconded By: E Taylor

BE IT RESOLVED THAT the Board revise the Schedule of Fees for non-prime time to Monday-Friday prior to 6pm;

AND FURTHER add Non-Prime time of Sat and Sun prior to 8AM;

AND revise Minor to Youth;

AND remove 'local' from Non-Prime.

Carried.

- 12.2. Pay Grid

The Board reviewed the information provided from surrounding centres and requested staff bring a detailed wage report for a closed meeting discussion in January.

- 12.3. Olympia Advertising

#2019-11-07

Moved By: G Little

Seconded By: E Taylor

BE IT RESOLVED THAT the Grand Valley & District Community Centre Board direct staff to send a letter to Minor Hockey offering the advertising use of the Olympia at a rate of \$500.00 per season.

Carried.

13. Confirmation of Meeting

#2019-10-08

Moved By: G Little

Seconded By: E Taylor

BE IT RESOLVED THAT leave be given to confirm the proceedings of the November 11, 2019 Grand Valley and District Community Centre Board Meeting.

Carried.

14. Adjournment

#2019-10-09

Moved By: E Taylor

Seconded By: G Little

BE IT RESOLVED THAT we do now adjourn this meeting to meet again Monday, January 13, 2019 at the arena at 4:30pm or at the call of the Chair.

Carried.

Lenora Banfield, Chair

Sabrina VanGerven, Secretary



GRAND VALLEY & DISTRICT COMMUNITY CENTRE

FOR BOARD MEETING: 13-Jan-20

| ACCOUNTS PAYABLE | 2019 | 2019 | 2019 | TOTAL |
|--|------------------|---------------------|---------------------|---------------------|
| | October | November | December | |
| 1000 Liabilities (HST/Payroll) | | 2,129.53 | 3876.24 | 6,005.77 |
| 1010 Wages & Benefits | | 6,554.66 | 6,554.66 | 13,109.32 |
| 1040 Wages & Ben (Admin personnel) | | 701.19 | 647.22 | 1,348.41 |
| 1050 Staff Expense/Recognition | | | 585.00 | 585.00 |
| 1300 Training & Workshops | | | | - |
| 1320 Professional Memberships | | | | - |
| 1410 Bad Debt W/O | | | | - |
| 1420 Bank/Interest Chgs | | 72.78 | 80.72 | 153.50 |
| 1430 Merchant Chgs - debit/mc/visa | | 154.17 | 154.17 | 308.34 |
| 1440 Accounting/Audit Fees | | | | - |
| 1460 Insurance | | | | - |
| 1470 Advertising | | 10.85 | 202.89 | 213.74 |
| 2010 Consumable Supplies | | 609.57 | 751.56 | 1,361.13 |
| 2015 Concession Booth Supplies | | 565.74 | 384.24 | 949.98 |
| 2024 Heat | | 590.62 | 1,256.18 | 1,846.80 |
| 2030 Hydro | | 15,018.26 | 8,816.68 | 23,834.94 |
| 2040 Water/sewer/street lights | | 392.25 | 387.30 | 779.55 |
| 2050 Telecommunications | | 249.53 | 249.13 | 498.66 |
| 2055 Streaming Services | | 9.99 | 9.99 | 19.98 |
| 2120 Office & Computer Supplies | | 81.52 | 74.55 | 156.07 |
| 2410 R&M - Community Ctre Bldg | 27.34 | 3,818.71 | 244.00 | 4,090.05 |
| 2420 R&M - Arena | | 499.83 | | 499.83 |
| 2430 R&M - Concession Booth | 273.77 | 767.92 | 85.77 | 1,127.46 |
| 2450 Snow Removal | | 3,164.00 | 3,164.00 | 6,328.00 |
| 2460 R&M - Skate Park | | | | - |
| 3025 Equipment chgs - Zamboni/Olympia | 135.20 | 1,348.68 | 702.40 | 2,186.28 |
| 3030 R&M - Compressor Room & Equipment | | | | - |
| 3055 Annual Inspections | | | | - |
| 4000 Summer Camp | | | 395.50 | 395.50 |
| 4021 Pickle Ball Expense | | | | - |
| 4040 50th Celebrations | | | | - |
| 7132 Miscellaneous Exp | | | | - |
| 8000 Capital Expenditure | | | 16,200.00 | 16,200.00 |
| 9000 Transfer to Reserves | | | | - |
| GRAND TOTAL | \$ 436.31 | \$ 36,739.80 | \$ 44,822.20 | \$ 81,998.31 |



GRAND VALLEY & DISTRICT COMMUNITY CENTRE

FOR BOARD MEETING: 13-Jan-20

| | | | 2019 | 2019 | TOTAL |
|--|--|----------------------------|-----------|-----------|-------------------|
| | | | November | December | Deposits |
| | | RECEIPTS DEPOSITED | 67,628.29 | 69,044.99 | 136,673.28 |
| | | | | | |
| | | | | | |
| | | | Current | Past Due | Total |
| | | Accounts Receivable | 4545.00 | 4,085.12 | 8,630.12 |
| | | | | | |
| | | | | | |
| | | | | | |



Budget Variance Report

Fiscal Year : 2019 Period : 12

Budget Type : BUDGET VALUES

Account Code : 2-3-7500-3010 To 2-4-7500-9000

| Acct Code | Acct Desc | Year to Date | Budget Amt | Variance | % Variance |
|-------------------------------|-------------------------------|-----------------|-----------------|---------------|--------------|
| 7500 COMMUNITY CENTRE | | | | | |
| 2-3-7500-3010 | Levy Pymt-Amaranth | -55,134 | -55,134 | 0 | 0.00 |
| 2-3-7500-3020 | Levy Pymt-East Garafraxa | -31,000 | -31,000 | 0 | 0.00 |
| 2-3-7500-3030 | Levy Pymt-Grand Valley | -124,826 | -124,826 | 0 | 0.00 |
| 2-3-7500-3200 | Prior Year's Surplus/Deficit | 0 | -5,719 | -5,719 | 100.00 |
| 2-3-7500-6010 | Ice Rental | -135,564 | -128,000 | 7,564 | -5.91 |
| 2-3-7500-6020 | Summer Floor Rental | -3,398 | -6,000 | -2,602 | 43.37 |
| 2-3-7500-6030 | Summer Camp Reg'ns | -21,665 | -28,000 | -6,335 | 22.62 |
| 2-3-7500-6040 | Advertising Signs | -6,425 | -6,000 | 425 | -7.08 |
| 2-3-7500-6050 | Public Skating | -3,508 | -2,500 | 1,008 | -40.34 |
| 2-3-7500-6060 | Pro Shop/Skate Sharpening | -667 | -800 | -133 | 16.65 |
| 2-3-7500-6072 | Pickle Ball / Walking Track | -572 | -500 | 72 | -14.33 |
| 2-3-7500-6210 | Concession Booth | -17,569 | -19,000 | -1,431 | 7.53 |
| 2-3-7500-6410 | Hall & Room Rental | -14,171 | -8,000 | 6,171 | -77.14 |
| 2-3-7500-6420 | Ont Early Years Rental | -19,584 | -19,584 | 0 | 0.00 |
| 2-3-7500-6610 | Donations (not for rental) | -2,200 | -1,000 | 1,200 | -120.00 |
| 2-3-7500-7302 | Wage Recovery (Grant/Subsidy) | -15,260 | -5,000 | 10,260 | -205.20 |
| Total COMMUNITY CENTRE | | -451,543 | -441,063 | 10,480 | -2.38 |
| 7500 COMMUNITY CENTRE | | | | | |
| 2-4-7500-1010 | Wages & Benefits | 196,521 | 192,000 | -4,521 | -2.35 |
| 2-4-7500-1020 | Wages & Ben - Camp | 31,783 | 30,000 | -1,783 | -5.94 |
| 2-4-7500-1040 | Wages&Ben-Admin Personnel | 7,351 | 7,800 | 449 | 5.75 |
| 2-4-7500-1050 | Staff Expense/Recognition | 671 | 700 | 29 | 4.11 |
| 2-4-7500-1300 | Training & Workshops | 0 | 400 | 400 | 100.00 |
| 2-4-7500-1320 | Professional Memberships | 214 | 200 | -14 | -6.89 |
| 2-4-7500-1420 | Bank / Interest Chgs | 615 | 900 | 285 | 31.69 |
| 2-4-7500-1430 | Merchant Chgs-debit/mc/visa | 1,131 | 1,100 | -31 | -2.85 |
| 2-4-7500-1440 | Accounting/Audit Fees | 2,137 | 2,100 | -37 | -1.76 |
| 2-4-7500-1460 | Insurance | 19,100 | 19,100 | 0 | 0.00 |
| 2-4-7500-1470 | Advertising | 380 | 500 | 120 | 23.98 |
| 2-4-7500-2010 | Replenishable Supplies | 5,291 | 2,700 | -2,591 | -95.97 |
| 2-4-7500-2015 | Conc Booth Supplies | 2,424 | 4,000 | 1,576 | 39.39 |
| 2-4-7500-2024 | Heat | 7,837 | 7,600 | -237 | -3.12 |
| 2-4-7500-2030 | Hydro | 61,062 | 58,000 | -3,062 | -5.28 |
| 2-4-7500-2040 | Water/Sewer/Street Lights | 5,790 | 5,100 | -690 | -13.53 |
| 2-4-7500-2050 | Telecommunications | 2,773 | 2,700 | -73 | -2.70 |
| 2-4-7500-2055 | Streaming Services | 121 | 150 | 29 | 19.42 |
| 2-4-7500-2120 | Office & Computer Supplies | 728 | 700 | -28 | -4.03 |
| 2-4-7500-2410 | R&M - Community Ctre Bldg | 14,576 | 7,500 | -7,076 | -94.34 |
| 2-4-7500-2420 | R&M - Arena | 11,174 | 7,500 | -3,674 | -48.98 |
| 2-4-7500-2430 | R&M - Concession Booth | 1,975 | 500 | -1,475 | -294.94 |
| 2-4-7500-2450 | Snow Removal | 15,073 | 11,500 | -3,573 | -31.07 |
| 2-4-7500-2460 | R&M - Skate Park | 109 | 0 | -109 | 0.00 |
| 2-4-7500-3025 | Equip Chgs - Zamboni/Olympia | 5,370 | 3,000 | -2,370 | -78.99 |
| 2-4-7500-3030 | R&M - Compressor Room & Equip | 10,913 | 7,500 | -3,413 | -45.51 |
| 2-4-7500-3055 | Annual Inspections | 4,355 | 8,600 | 4,245 | 49.36 |
| 2-4-7500-4000 | Summer Camp Expense | 1,480 | 2,000 | 520 | 26.01 |

Budget Variance Report



Budget Type : BUDGET VALUES

Fiscal Year : 2019 **Period :** 12

Account Code : 2-3-7500-3010 **To** 2-4-7500-9000

| Acct Code | Acct Desc | Year to Date | Budget Amt | Variance | % Variance |
|-------------------------------|---------------------|----------------|----------------|----------------|---------------|
| 2-4-7500-4000 | Summer Camp Expense | 1,480 | 2,000 | 520 | 26.01 |
| 2-4-7500-7132 | Miscellaneous Exp | 151 | 16,200 | 16,049 | 99.07 |
| 2-4-7500-8000 | Capital Expenditure | 113,133 | 41,013 | -72,120 | -175.85 |
| Total COMMUNITY CENTRE | | 524,239 | 441,063 | -83,176 | -18.86 |
| Report Total | | 72,697 | 0 | -72,697 | 0.00 |

Community Centre Budget 2020

REVENUE

| Account No. | Account Name | 2018 Actual | 2019 Budget | 2019 To Date | 2020 Budget |
|----------------|-------------------------------|------------------|------------------|------------------|------------------|
| Revenue | | | | | 215,179 |
| 2-3-7500-3010 | Levy Pymt-Amaranth | \$56,589 | \$ 55,134 | \$55,134 | |
| 2-3-7500-3020 | Levy Pymt-East Garafraxa | \$31,112 | \$ 31,000 | \$31,000 | |
| 2-3-7500-3030 | Levy Pymt-Grand Valley | \$118,114 | \$ 124,826 | \$124,726 | |
| 2-3-7500-3200 | Prior Year's Surplus/Deficit | | \$ 5,719 | \$0 | |
| 2-3-7500-6010 | Ice Rental | \$123,642 | \$ 128,000 | \$114,647 | \$ 125,000 |
| 2-3-7500-6020 | Summer Floor Rental | \$6,830 | \$ 6,000 | \$3,398 | \$ 4,000 |
| 2-3-7500-6030 | Summer Camp Registrations | \$26,935 | \$ 28,000 | \$21,665 | \$ 20,000 |
| 2-3-7500-6040 | Advertising Signs | \$6,025 | \$ 6,000 | \$6,425 | \$ 6,000 |
| 2-3-7500-9050 | Public Skating | \$2,469 | \$ 2,500 | \$2,831 | \$ 2,500 |
| 2-3-7500-6060 | Pro Shop/Skate Sharpening | \$822 | \$ 800 | \$658 | |
| 2-3-7500-6072 | Pickle Ball/Walking Track | \$718 | \$ 500 | \$564 | \$ 500 |
| 2-3-7500-6210 | Concession Booth | \$16,047 | \$ 19,000 | \$15,621 | \$ 15,000 |
| 2-3-7500-6410 | Hall & Room Rental | \$8,488 | \$ 8,000 | \$13,468 | \$ 9,000 |
| 2-3-7500-6420 | Ont Early Years Rental | \$19,200 | \$ 19,584 | \$19,584 | \$ 19,980 |
| 2-3-7500-6610 | Donations (not for rental) | \$2,502 | \$ 1,000 | \$2,200 | \$ 1,000 |
| 2-3-7500-7302 | Wage Recovery (Grant/Subsidy) | \$6,300 | \$ 5,000 | \$15,260 | \$ 5,000 |
| 2-3-7500-7610 | Revenue to Offset Expense | \$917 | \$ - | | |
| | Total Revenue | \$426,710 | \$441,063 | \$427,181 | \$423,159 |

EXPENSES

| Account No. | Account Name | 2018 Actual | 2019 Budget | 2019 to Date | 2020 Budget | NOTES |
|---------------|-------------------------------|-------------|-------------|--------------|-------------|--------------------|
| 2-4-7500-1010 | Wages & Benefits | \$188,204 | \$192,000 | \$196,521 | \$208,000* | |
| 2-4-7500-1020 | Wages & Ben - Camp | \$26,958 | \$30,000 | \$31,783 | \$32,000 | |
| 2-4-7500-1040 | Wages&Ben-Admin Personnel | \$7,549 | \$7,800 | \$7,351 | \$7,800 | |
| 2-4-7500-1050 | Staff Expense/Recognition | \$748 | \$700 | \$671 | \$800 | |
| 2-4-7500-1300 | Training & Workshops | \$416 | \$400 | \$0 | \$500 | |
| 2-4-7500-1320 | Professional Memberships/Dues | \$188 | \$200 | \$214 | \$250 | |
| 2-4-7500-1420 | Bank & Interest Chgs | \$878 | \$900 | \$627 | \$900 | |
| 2-4-7500-1430 | Merchant Chgs-debit/mc/visa | \$1,082 | \$1,100 | \$1,041 | \$1,100 | |
| 2-4-7500-1440 | Accounting/Audit Fees | \$2,055 | \$2,100 | \$2,137 | \$2,200 | |
| 1450 | Loan Interest | | | | \$1,429 | Olympia Loan |
| 2-4-7500-1460 | Insurance | \$18,357 | \$19,100 | \$19,100 | \$19,500 | |
| 2-4-7500-1470 | Advertising | \$465 | \$500 | \$196 | \$250 | |
| 2-4-7500-2010 | Replenishable Supplies | \$2,605 | \$2,700 | \$5,291 | \$4,000 | |
| 2-4-7500-2015 | Conc Booth Supplies | \$3,044 | \$4,000 | \$2,364 | \$3,000 | |
| 2-4-7500-2024 | Heat | \$7,536 | \$7,600 | \$7,837 | \$7,600 | |
| 2-4-7500-2030 | Hydro | \$54,898 | \$58,000 | \$61,062 | \$60,000 | |
| 2-4-7500-2040 | Water/Sewer/Street Lights | \$4,911 | \$5,100 | \$5,790 | \$5,500 | |
| 2-4-7500-2050 | Telecommunications | \$2,643 | \$2,700 | \$2,773 | \$2,700 | |
| 2-4-7500-2055 | Streaming Services | \$117 | \$150 | \$111 | \$117 | |
| 2-4-7500-2120 | Office & Computer Supplies | \$696 | \$700 | \$661 | \$700 | |
| 2-4-7500-2410 | R&M - Community Ctre Bldg | \$7,454 | \$7,500 | \$14,423 | \$10,000 | |
| 2-4-7500-2420 | R&M - Arena | \$6,395 | \$7,500 | \$11,174 | \$10,500 | |
| 2-4-7500-2430 | R&M - Concession Booth | \$704 | \$500 | \$1,897 | \$1,000 | |
| 2-4-7500-2450 | Snow Removal | \$11,397 | \$11,500 | \$15,073 | \$11,500 | Ice removal? |
| 2-4-7500-2460 | R&M - Skate Park | \$0 | \$0 | \$109 | \$0 | |
| 2-4-7500-3025 | Equip Chgs - Zamboni/Olympia | \$9,428 | \$3,000 | \$5,106 | \$2,500 | |
| 2-4-7500-3030 | R&M - Compressor Room & Equip | \$18,118 | \$7,500 | \$10,913 | \$8,000 | |
| 2-4-7500-3055 | Annual Inspections | \$3,574 | \$8,600 | \$4,355 | \$2,500 | |
| | Structural Inspection | | | | \$2,820 | Inspection in 2021 |
| 2-4-7500-4000 | Summer Camp Expense | \$1,336 | \$2,000 | \$1,480 | \$500 | |
| 2-4-7500-4021 | Pickle Ball Expense | \$771 | \$0 | \$0 | \$1,500 | |

| | | | | | | |
|---------------|-----------------------|------------------|------------------|------------------|------------------|---------------|
| 2-4-7500- | Olympia Loan Payment | | \$16,200 | | \$13,993 | 2.75% 4 years |
| 2-4-7500-7132 | Miscellaneous Exp | \$1,037 | \$0 | \$151 | \$0 | |
| 2-4-7500-8000 | Capital Expenditure | \$37,427 | \$41,013 | \$56,083 | \$0 | |
| | Total Expenses | \$420,991 | \$441,063 | \$466,294 | \$423,159 | |

Notes:

* based on 25% increase for 3 positions and addition of 1 position from 2018 actual



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REPORT TO GRAND VALLEY & DISTRICT COMMUNITY CENTRE BOARD

To: Chair Banfield and Members of the Grand Valley Community Centre Board

From: Sabrina VanGerven, Secretary/Treasurer
Brian Cook, Manager

Meeting Date: January 13, 2020

Subject: Succession Planning

Purpose

The purpose of this report is to provide the Board with information regarding succession planning for the Community Centre. Succession planning aims to attract, retain, and develop talent through well-targeted development efforts.

Background

At the November 11, 2019 regular meeting, the Board discussed current pay grids of surrounding centres. The board requested further information and staff was directed to research and bring forward more information to present at the next meeting.

Financial Impact

The development of a recruitment management strategy will provide the Arena Manager with the tools needed to acquire the high potential talent desired, while engaging in recruitment and selection practices that comply with all applicable employment laws.

The Succession Planning will result in a budget increase of approx. \$16,000.00 to Expense account Wages & Benefits (2-4-7500-1010). This is based on a 25% increase for 3 key positions with the addition of 1 part-time seasonal key position from the 2018 Actuals.

The 2021 Budget will result in a budget increase to Expense account Training & Workshops (2-4-7500-1300) to facilitate the development of high potential employees.

Recommendation

Succession planning will help build the bench strength of our organization ensuring the long-term health, growth and stability of the Community Centre. The development of a pay grid, job descriptions, and a recruitment and selection plan should be developed.



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THAT the Board receives Report – Succession Planning,

AND FURTHER THAT the Board proceed in closed session under the provision of the *Municipal Act, 2001 Section 239(2)* in order to discuss matters pertaining to:

- Employee negotiations.

Respectfully submitted by,

Sabrina VanGerven, Secretary/Treasurer
Brian Cook, Manager