



**NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
AGENDA  
THURSDAY, MARCH 8, 2018 - 7:00 - 9:00 P.M.  
MELANCTHON TOWNSHIP MUNICIPAL OFFICE**



- 1. Call to order by Chair**
- 2. Additions/Deletions/Approval of the Agenda**
- 3. Declaration of Pecuniary Interest or Conflict of Interest**
- 4. Approval of Draft Minutes - January 9, 2018**
- 5. Business Arising from the Minutes**
- 6. Facility Manager's Report**
- 7. General Business**
  1. Accounts
  2. OMERS - New Participating Member Application - Motion for approval
  3. Consideration - Spring Recreation Guide
  4. Financial Report - Treasurer
  5. Building Renovations/Improvements - Discussion
  6. Beef BBQ
  7. Unfinished Business
    1. Procedural By-law
    2. Policies of the Board
      1. Capital Asset Policy
      2. Hiring Policy
      3. Procurement Policy
      4. Progressive Discipline Policy
      5. Personal Use of Facility/Equipment Policy
    3. Facility Rental Agreement
    4. Draft 2018 Budget
    5. List of current Contracts
  8. Tour of the Facility
- 8. Closed Session**
  1. Section 239 (2)(b) of the Municipal Act, 2001 as amended, - Personal matters about an identifiable individual, including municipal or local board employees - Facility Personnel
- 9. Notice of Motion**
- 10. Confirmation Motion**
- 11. Adjournment and Date of Next Meeting - Thursday, April 12, 2018 - 7:00 - 9:00 p.m. - North Dufferin Community Centre**



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF  
MANAGEMENT  
AGENDA  
TUESDAY, JANUARY 9, 2018 – 1:30 P.M.  
MELANCTHON MUNICIPAL OFFICE COMMITTEE ROOM**



The North Dufferin Community Centre Board of Management held its first meeting on the 9<sup>th</sup> day of January, 2018 at 1:30 p.m., in the Committee Room, at the Melancthon Township Municipal Offices. Those present: Mulmur Township Board Members Chester Tupling and Councillor Keith Lowry, with Allen Clarke joining via telephone. Melancthon Township Board Members Bert Tupling, Debbie Fawcett, Clayton Rowbotham and Councillor Dave Besley. Mulmur Board Member Nancy Noble was absent with prior notice given. Denise Holmes, CAO/Clerk, Melancthon Township, Mulmur Township Treasurer, Heather Boston and Secretary Cheyanne Hancock, Melancthon were also present.

**Call to Order by Secretary**

Cheyanne Hancock called the meeting to order.

**Election of Chair conducted by Secretary**

The Secretary called for nominations for the position of Chair. It was moved by B. Tupling, Seconded by Rowbotham that Chester Tupling be elected Chair. Carried.

Chair Tupling presided over the meeting.

**Election of Vice Chair conducted by Chair**

The Chair called for nominations for the position of Vice Chair.

The following motion was made – Moved by Lowry to elect Allen Clarke as Vice-Chair.

A second motion was made – Moved by Besley, Seconded by Rowbotham that Bert Tupling be elected as Vice-Chair. The Chair called for a Secunder for the motion of Lowry electing Allen Clarke, but no one would second the motion so it was defeated. The Chair called for the vote on the motion by Besley and Seconded by Rowbotham to elect Bert Tupling as Vice Chair and the motion carried.

**Declaration of Pecuniary Interest or Conflict of Interest**

Chair C. Tupling advised that disclosure of pecuniary interest can be declared at this time or anytime throughout the meeting. Member Lowry asked for an explanation on the declaration of pecuniary interest and it was advised that it was outlined in the Procedural By-law in the package.

## **Approval of Agenda**

Heather Boston requested approval to add OMERS for employees to General Business item # 5, and move "Other" to General Business item # 6. Moved by B. Tupling, Seconded by Besley, that the agenda be approved as amended. Carried

## **General Business**

1. Procedural By-law
2. Policies for the Board
3. Agreement for the NDCC
4. Draft Budget
5. OMERS \* addition \*
6. Other

# 1 - Moved by Clarke, Seconded by Fawcett that we table the Procedural By-law until the next meeting. Carried. All members to review the Procedural By-law before the next meeting and bring back any comments for discussion on proposed changes, if any.

#2 - Member Lowry provided some information to the Board regarding needed policies and procedures which he obtained from a seminar he attended for Directors of Not-For-Profit Boards. Discussion on this list and it was stressed the need for contracts to stipulate liability and insurance and when the Board puts the policies together, it should be looking at these items. It was then moved by Lowry, seconded by B. Tupling to accept Keith Lowry's handout to be tabled for the next agenda. Carried. The capital asset policy needs to be re-done and Heather will send out Mulmur's Capital Asset Management Plan to the Board.

#3 - Discussion on the facility rental agreement regarding insurance (and it include Mulmur, Melancthon and NDCC) and the contracts that are already in place. The Board asked the Treasurer to provide a list of the contracts for the next meeting. Moved by Lowry, Seconded by Besley that the Board amend the facility rental agreement as per the discussion and bring back to the next meeting. Carried.

# 4 - The draft Budget was reviewed – line by line, and amendments made to it. Moved by Lowry, Seconded by Besley that the Draft Budget be received and directs the Treasurer to

update the budget for next meeting. Carried. Member Lowry asked about what training is required for the employees and requested Heather to gather the information.

# 5 – Discussion on OMERS and its continuation for the current employee as a result of the new Board. Moved by Besley, Seconded by Clarke, that the NDCC OMERS Pension continue for eligible employee. Carried.

# 6 - Member B. Tupling suggests members think about renovation ideas for next meeting. Secretary directed to invite NDCC employee to the next meeting. The next meeting the Board will have a tour of the facility. It was also advised that Denise Holmes would be taking over as Secretary of the Board of Management.

### **Adjournment**

3:15 p.m. - Moved by Lowry, Seconded by B. Tupling that we adjourn to meet again on Thursday, February 8, 2018 at 7:00 p.m. at the North Dufferin Community Centre, or at the call of the Chair. Carried.

The meetings for the NDCC Board of Management will be held the second Tuesday of the month from 7-9 p.m. at the North Dufferin Community Centre.

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**CHAIR**

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**SECRETARY**



Honeywood Arena  
706114 Country rd 21  
519-925-6616  
[cbouchard@mulmur.ca](mailto:cbouchard@mulmur.ca)

# Facility Manager's Report Item #6

Needs for the North Dufferin Community Centre;

Things needed for the arena are, in no particular order.

- 1) A new header trench done in concrete, header trench now is cinder blocks on the ground and are sinking and pulling the coolant pipes down over the sharp edge of the concrete flood
- 2) A new concrete pad for the ice surface, life expectancy of an arena floor is between 25-50 years all depending on many variables eg..... frost, heaving, and leaks. Which we have a small leak now.
- 3) A new fire proof garage door from Zamboni room to ice surface. As per insurance agent
- 4) Arena surface dasher boards are getting close to the end of their life expectancy.
- 5) North east corner of the stands are needing replaced, starting to get "soft"
- 6) Norduff room electrical needs to be upgraded. New updated lighting.
- 7) All emergency exit doors and framing need replaced with proper commercial doors and warning buzzer added
- 8) More and bigger dressing rooms
- 9) Proper referee room with shower and washroom
- 10) Proper girls room ( x2) with shower and washroom
- 11) Bigger and better front door vestibules
- 12) BBQ pits tore apart and redone.
- 13) Parking lot expanded
- 14) Norduff room stairs redone and lift installed
- 15) Norduff kitchen proper exhaust system installed
- 16) New doors from lobby to arena stands and accessibility installed
- 17) Lobby public washrooms brought up to accessibility standards
- 18) Arena surface lighting either needs bulbs replaced ( see attached doc ) or maybe switched over to LED lights
- 19) Lobby and dressing room rubber flooring needs replaced, and if doing that redo room drains to proper positioning and proper slope to work properly
- 20) Then the usual small things like painting, small repairs and upgrades I can do myself.

#6  
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NLPIP Home

How long do T5 lamps last before they burn out?

Lamp manufacturers claim that T5 and T5 high output (T5 HO) lamps last 20,000 hours (Philips Lighting 2001/2002; OSRAM SYLVANIA 2002; GE Lighting 2001/2002). This average rated lamp life is measured at temperatures between 15°C (59°F) and 50°C (122°F) when operated on electronic **programmed start** ballasts on a three-hour switching cycle—3 hours on and 20 minutes off—and designated as the number of hours after which 50% of the lamps fail. The 20,000-hour lamp life of T5 lamps is the same as the lamp life of most T8 lamps, although newly developed prolonged-life T8 lamps have lives of 4,000 or 10,000 hours longer than T5 lamps. Lamps operated on longer burning cycles will have longer life spans. Shorter burning cycles (frequent switching on and off) reduce lamp life. Use of ballasts that do not meet lamp requirements set forth by the lamp manufacturers may also result in reduced lamp life. [Site Map](#)



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**mulmur**

Honeywood Arena  
706114 Country rd 21  
519-925-6616  
[cbouchard@mulmur.ca](mailto:cbouchard@mulmur.ca)

Re: ice surface fluorescent bulb replacement,

The ice surface bulbs are due for replacement, t-5 fluorescent bulbs are rated for 20 000 hours (see attached info sheet ) this being said the lights were installed in the summer of 2009, even at 12 hours a day the life expectancy is 4.5 years so are outdated by approximately 3 years causing arena ice surface arena to appear dim.

I have looked at 3 places for buying new bulbs.

- 1) Home Hardware at \$8.69 each X 192 = \$1668.48 plus tax
- 2) Home Depot at \$8.52 each X 192 = \$1635.84 plus tax
- 3) Ideal Supply at \$7.95 each X 192 = \$1526.40 plus tax but can do better since I need so many bulbs.

Looking at installing bulbs in the summer of 2017.

Thanks  
Curtis Bouchard  
Arena Manager

(3)

## Accounts Payable

NDCC AP: JAN 1-31, 2017

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2018 to 31/01/2018 Paid Invoices Cheque Date 01/01/2018 to 31/01/2018

Vendor Number Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
000001 HURONIA/MED-E-OX LTD	142138	ARENA PROPANE	03/01/2018	08/01/2018	60.00
		01-2000-7210 ARENA PROPANE			60.00
000001 HURONIA/MED-E-OX LTD	134730	ARENA PROPANE	16/01/2018	23/01/2018	90.00
		01-2000-7210 ARENA PROPANE			90.00
Vendor Total					150.00
000002 PROVINCIAL FILTER EXCHANGE JAN 3 2018		FILTER CLEANING	03/01/2018	08/01/2018	40.00
		01-2000-7230 FILTER CLEANING			40.00
000003 VANDERKOLK AND CO. INC 13844		NDCC BANK/AP STAMPS	12/01/2018	16/01/2018	103.85
		01-2000-7100 NDCC BANK/AP STAMPS			103.85
000004 MCDONALD HOME HARDWARE 65837		ARENA CLEANERS	17/01/2018	18/01/2018	62.49
		01-2000-7220 ARENA CLEANERS			62.49
000005 DELMAR ELECTRIC 11314		ARENA: NEW LED LIGHT INSTALL.	10/01/2018	19/01/2018	926.55
		01-2000-7220 ARENA: NEW LED LIGHT INSTALL.			926.55
000006 TELIZON INC 03500420180113		ACCT#35004 - ARENA	13/01/2018	19/01/2018	65.92
		01-2000-7110 ACCT#35004 - ARENA			65.92
000007 A.W. SILLS SALES AND SERVICE 109158		BLADE SHARPENING	12/01/2018	23/01/2018	163.85
		01-2000-7240 BLADE SHARPENING			163.85
000008 SHELBURNE HOME HARDWARE 220542/1		ARENA BULBS	22/01/2018	23/01/2018	11.29
		01-2000-7220 ARENA BULBS			11.29
000010 BOUCHARD, CURITS Jan 19, 2018		HD SUPPLY: ROD END	19/01/2018	23/01/2018	37.08
		01-2000-7220 HD SUPPLY: ROD END			37.08
000010 BOUCHARD, CURITS Jan 22, 2018		ORFA ARENA LOG BOOKS	29/01/2018	29/01/2018	135.60
		01-2000-7100 ORFA ARENA LOG BOOKS			135.60
Vendor Total					172.68
000011 SPARLINGS PROPANE 88725066305371		PROPANE	22/01/2018	29/01/2018	198.39
		01-2000-7230 PROPANE			198.39
Unpaid Invoices					0.00
Paid Invoices					1,895.02
Invoices Total					1,895.02
Selected G/L Account Total					1,895.02

MARCH 8, 2018



**RESOLUTION No. \_\_\_\_\_ - 18**

A **Resolution** to authorize participation in the OMERS primary pension plan ("Primary Plan"), and the retirement compensation arrangement ("RCA") that provides benefits for members and former members of the Primary Plan, in respect of the employees of **NDCC Board of Management** identified herein.

Whereas pursuant to subsection 6(1) of the Primary Plan an employer who is eligible under the *Ontario Municipal Employees Retirement System Act, 2006* ("OMERS Act, 2006") to participate in the Primary Plan and the RCA may, by by-law or resolution, participate in the Primary Plan and the RCA and pay to the funds for the Primary Plan and the RCA the total of the employer and member contributions, and has all of the powers necessary and incidental thereto.

Therefore the **Board of the NDCC Board of Management** ("Employer") enacts as follows:

- |                             |   |
|-----------------------------|---|
| (Election re:<br>Employees) | 1. The Employer shall participate in the Primary Plan and the RCA in respect of each person who is employed by the Employer and who is eligible to be a member of the Primary Plan and the RCA under subsection 5(2) of the OMERS Act, 2006, as amended from time to time, ("Employee") as of the first day of <b>January 2018</b> ("Effective Date") and authorizes the Treasurer of the NDCC Board of Management to submit forthwith a certified copy of this <b>Resolution</b> to the OMERS Administration Corporation ("AC").   |
| (Current CFT<br>Employees)  | 2. An Employee who is employed on a continuous full-time basis ("CFT Employee"), as defined in subsection 9(1) of the Primary Plan, as amended from time to time, and who commenced employment with the Employer before the Effective Date is entitled to become a member of the Primary Plan and the RCA on the first day of the month following the month in which the CFT Employee's application is received by the AC, provided that the AC may, at the request of the Employer, fix an earlier date on which the CFT Employee becomes a member but not before the date on which the CFT Employee became entitled to be a member or the first day of January in the year in which the application is received by the AC, whichever is the later date. |
| (Future CFT<br>Employees)   | 3. Every person who becomes a CFT Employee on or after the Effective Date shall, as a condition of employment, become a member of the Primary Plan and the RCA, or if such person is already a member, resume contributions to the Primary Plan   |

#7.1

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and the RCA on the date so employed.

(PBA  
Membership  
for OTCFT  
Employees)

4. An Employee who is employed on other than a continuous full-time basis ("OTCFT Employee") and meets the eligibility criteria in subsection 9(6) of the Primary Plan, as amended from time to time, is entitled to become a member of the Primary Plan and the RCA on the first day of the month following the month in which the OTCFT Employee's application is received by the AC, provided that the AC may, at the request of the Employer, fix an earlier date on which the OTCFT Employee becomes a member but not before the date on which the OTCFT Employee became entitled to be a member or the first day of January in the year in which the application is received by the AC, whichever is the later date.

(Senior  
Management  
Official)

5. Any person who holds a senior management position with the Employer ("Senior Management Official"), as the Employer may designate from time to time, is hereby authorized on behalf of the Employer to take all such action and execute all such documents, certificates and agreements, as they may consider necessary to give effect to the provisions of this **Resolution** and to fulfill the Employer's duties and obligations with respect to the Primary Plan and the RCA, as required from time to time.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2018.

.....  
SECRETARY

.....  
CHAIR

## Denise Holmes

---

**From:** Heather Boston <hboston@mulmur.ca>  
**Sent:** Thursday, January 18, 2018 3:45 PM  
**To:** Denise Holmes  
**Subject:** FW: Spring recreation guide Shelburne  
**Attachments:** Rec guide spring 2018.pdf

Maybe the Board will want to do this? Could go on the next agenda.

Heather Boston, CPA, CA, CGA, BComm | Treasurer  
Township of Mulmur | 758070 2<sup>nd</sup> Line East | Mulmur, Ontario L9V 0G8  
Phone 705-466-3341 ext. 233 | Fax 705-466-2922 | [hboston@mulmur.ca](mailto:hboston@mulmur.ca)



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**From:** Deb freeman [<mailto:deb.freeman@hotmail.com>]  
**Sent:** Wednesday, January 17, 2018 11:29 AM  
**To:** pACE VALLEY FARM <[service@rawhide-adventures.on.ca](mailto:service@rawhide-adventures.on.ca)>; Nancekivell, Paul (OPP) <[paul.nancekivell@opp.ca](mailto:paul.nancekivell@opp.ca)>; paulsuperburger <[paul@superburger.ca](mailto:paul@superburger.ca)>; pet valu 2121 <[pvf2121@petvalu.biz](mailto:pvf2121@petvalu.biz)>; Pina Marino <[pm@cdvs.ca](mailto:pm@cdvs.ca)>; Randall, Nicol (OPP) <[nicol.randall@opp.ca](mailto:nicol.randall@opp.ca)>; Rebecca Landman <[landmangardens@hotmail.com](mailto:landmangardens@hotmail.com)>; Rob <[rsh5@rogers.com](mailto:rsh5@rogers.com)>; Rob Clayton <[robclayton82@gmail.com](mailto:robclayton82@gmail.com)>; roger <[roger@gimmerv.com](mailto:roger@gimmerv.com)>; Rose Dotten <[rdotten@shelburnelibrary.ca](mailto:rdotten@shelburnelibrary.ca)>; Roseann Knechtel <[rknechtel@mulmur.ca](mailto:rknechtel@mulmur.ca)>; Royal LePage RCR Realty Shelburne <[shelburne@royallepage.ca](mailto:shelburne@royallepage.ca)>; Ruth Plowright <[srpLOW@sympatico.ca](mailto:srpLOW@sympatico.ca)>; Sam Young <[info@shelburnegolf.com](mailto:info@shelburnegolf.com)>; sandra demmans <[sandraholly2@aol.com](mailto:sandraholly2@aol.com)>; sara citrus tattoo <[citruscitytattoo@hotmail.com](mailto:citruscitytattoo@hotmail.com)>; Sara Wicks <[swicks@dufferincounty.ca](mailto:swicks@dufferincounty.ca)>; shannon tack store <[shan.zy@hotmail.com](mailto:shan.zy@hotmail.com)>; Shelburne Curling <[sponsorshelburnecurling@gmail.com](mailto:sponsorshelburnecurling@gmail.com)>; shelburne IDA <[caravaggioidastore@gmail.com](mailto:caravaggioidastore@gmail.com)>; shelburne soccer <[admin@shelburnesoccer.com](mailto:admin@shelburnesoccer.com)>; shelburne town pharmacy <[shelburnetownpharmacy@gmail.com](mailto:shelburnetownpharmacy@gmail.com)>; shelburne veterinary hospital <[cp.malik01@gmail.com](mailto:cp.malik01@gmail.com)>; Shirley Noble <[shirleysgardensupply@hotmail.com](mailto:shirleysgardensupply@hotmail.com)>; Simone clark <[clarke\\_simone@timhortons.com](mailto:clarke_simone@timhortons.com)>; stephanie sayer <[stephanie.sayer@lifelabs.com](mailto:stephanie.sayer@lifelabs.com)>; Stephen Parsons <[bramptonpestcontrol@gmail.com](mailto:bramptonpestcontrol@gmail.com)>; Strictly Recreation <[strictlyrecreation@bellnet.ca](mailto:strictlyrecreation@bellnet.ca)>; sue <[suems@xplornet.ca](mailto:suems@xplornet.ca)>; Sue peterson <[busyfamilyoffour@yahoo.ca](mailto:busyfamilyoffour@yahoo.ca)>; Susan Teeter <[3.teeter@gmail.com](mailto:3.teeter@gmail.com)>  
**Subject:** Fw: Spring recreation guide shelburne

spring recreation guide shelburne

Hi There

#1.2

just a reminder that our 28 page colour spring recreation magazine is due March 22nd. Please let me know if you would like a spot in the guide . We can create your ad at no charge or you can supply your own in pdf format as per the specs on the attached sale sheet.

Thank you for your ongoing support and let me know if you have any questions, we have a couple of weeks to work on ads but please let me know your decision so I can save a prime spot if interested.

Thank you

**Debbie Freeman**  
**Shelburne Free Press**  
**Office Manager/Account executive**  
**part of London Publishing & Simcoe York Group of Newspapers**

**Office: 519 925 2832**  
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**[Debbie@simcoeyorkprinting.com](mailto:Debbie@simcoeyorkprinting.com)**

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To: [dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)      [Remove](#) this sender from my allow list  
From: [hboston@mulmur.ca](mailto:hboston@mulmur.ca)

*You received this message because the sender is on your allow list.*



# Recreation GUIDE

SPRING/SUMMER 2017



CENTRE DUFFERIN RECREATION COMPLEX SERVING TOWN OF SHELburne  
Town of Mono, Township of Amaranth and Township of Melancthon

## SHELburne SPRING & SUMMER RECREATION GUIDE 2018

highlights local recreational activities  
and parks services that suit the  
interests of those in our Municipality.

Target your audience by appearing  
in this special program.

PUBLISHING:  
Thursday, March 22nd

BOOKING DEADLINE:  
Thursday, February 15th by 5pm

APPROVAL DEADLINE:  
Thursday, March 1st by 5pm

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# THE CORPORATION OF THE TOWNSHIP OF MULMUR

## BY-LAW NO. 5-15

### A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL AND ITS COMMITTEES AND TO REPEAL BY-LAW NO. 45-12.

WHEREAS *the Municipal Act* provides that a Council shall adopt a procedural by-law for governing the calling, place and proceedings of meetings, provide for public notice of meetings and to govern the conduct of its members.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR HEREBY ENACTS AS FOLLOWS:

#### DEFINITIONS

1. In this By-Law:

- 1.1 "Act" means *The Municipal Act*, 2001, S.O. 2001, c.25, as amended.
- 1.2 "Chair" means the person presiding at the Meeting.
- 1.3 "Clerk" means the Township Clerk or Deputy Clerk of the Township.
- 1.4 "Committee" means the Committee of the Whole, a Standing Committee, or Special Committee of the Council.
- 1.5 "Committee of the Whole" means all of the Members sitting in committee.
- 1.6 "Committee Chair" means the Chair of the Committee.
- 1.7 "Council" means the Council of the Corporation of the Township of Mulmur.
- 1.8 "Deputation" means an address to Council or Committee at the request of a person wishing to speak.
- 1.9 "In Camera" refers to a Meeting or portion thereof which is closed to the public in accordance with the applicable legislation.
- 1.10 "Majority Vote" in Council or Committee means an affirmative vote of more than one-half of the votes cast by those present.
- 1.11 "Meeting" means a meeting of the Council or a Committee.
- 1.12 "Member" means a "Member of Council or Committee."
- 1.13 "Motion to lay on the table" means a particular matter removes the subject from consideration until the Council votes to take it from the table.
- 1.14 "Newspaper" means a printed publication in sheet form, intended for general circulated, published regularly at intervals of not longer than a week, consisting in great part of news of current events of general interest and sold to the public and to regular subscribers.

GB#1

JAN 9, 2018  
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- 1.15 "Notice of Motion" means a written motion received by the Clerk at a meeting of Council, moved by a member, and seconded by another member, for inclusion on an agenda of a subsequent meeting of Council.
  - 1.16 "Notice" means a written or printed communication publicly displayed.
  - 1.17 "Point of Order" means a question by a member with the view to calling attention to any issue relating to the Procedural By-Law or the conduct of Council's business or in order to assist the member in understanding Council's procedures, making an appropriate motion or understanding the effect of a motion.
  - 1.18 "Point of Privilege or Personal Privilege" means a question by a member who believes that another member has spoken disrespectfully towards that member or another member or who considers that his or her integrity or that of a member or Township official has been impugned or questioned by a member.
  - 1.19 "Posted" means posted on the Township of Mulmur web site in a section under the heading "PUBLIC NOTICES".
  - 1.20 "Published" means published in a daily or weekly newspaper that, in the opinion of the Clerk, has such circulation within the municipality as to provide reasonable notice to those affected thereby, and "publication" has a corresponding meaning.
  - 1.21 "Public Question Period" means the time set aside at Council meetings for a member of the public to ask a question of Council.
  - 1.22 "Quorum" means the minimum number of members required to be present at a meeting to carry on business.
  - 1.23 "Recorded Vote" means a written record of the name and vote of every member voting on any matter or question.
  - 1.24 "Resolution" means the decision of Council on any motion.
2. The rules and regulations contained in this By-law shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business in the Council and in the Committees. Provided the rules and regulations contained herein may be suspended by a vote of the Council and in any case for which provision is not made herein the procedure to be followed shall be, as near as may be, that followed in the Legislative Assembly of Ontario and its Committees.

### **COUNCIL AND COUNCIL MEETINGS**

3. Meetings of the Council shall be held at the Council Chambers adopted and used by the Council from time to time for such purpose. The inaugural meeting of Council shall take place at 9:00 A.M. on the first Wednesday of December following the election. The regular meeting of Council shall be held on the first Wednesday of each month at 9:00 A.M., except for December and January which shall be the second Wednesday and on the third Wednesday night of the month, starting at 6:00 P.M., except there will be no mid August, no mid December meeting and no mid January meeting or as agreed upon

by Council. Roberts Rules of Order shall prevail where applicable in all matters not covered by this by-law.

4. In the Wednesday meeting in January, Council will review and confirm the next year's tentative meeting dates.
5. The Mayor may at any time summon a special meeting of Council on 48 hours notice to the Members of Council, or, upon receipt of the petition of the majority of the Members of the Council, the Clerk shall summon a special meeting for the purpose and at the time mentioned in the petition. Forty-eight hours notice of all special meetings of Council shall be given to the Members through the Clerk's office. The only business to be dealt with at a special meeting is that which is listed. The Mayor at his/her discretion may call an emergency meeting.
6. In the case of the absence of the Mayor from the Municipality or if he/she is absent through illness, or he/she refuses to act or his/her office is vacant, another member of Council shall be appointed to act from time to time in the place and stead of the Mayor and he/she shall have all the rights, powers, and authority of the Head of Council, while so doing.
7. As soon after the hour fixed for the holding of the meeting of the Council as a quorum is present, the Mayor shall take the Chair and call the meeting to order.

### **ACCOUNTABILITY AND TRANSPARENCY**

8. (a) All Council and Committee meetings shall be open to the public.
- (b) Notwithstanding Paragraph 8 (a) above, a meeting of Council or Committee may be closed to the public if the subject matter being considered relates to:
  - i) the security of the property of the municipality or local board;
  - ii) personal matters about an identifiable individual, including municipal or local board employees;
  - iii) a proposed or pending acquisition or disposition of land by the municipality or local board;
  - iv) labour relations or employee negotiations;
  - v) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
  - vi) advice that is subject to solicitor-client privilege, including communications necessary for that purposes;
  - vii) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.



viii) the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act.

ix) a meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

- 1) the meeting is held for the purpose of educating or training the members;
- 2) at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

(c) Before holding a meeting or part of a meeting that is to be closed to the public, a municipality or local board or committee or either of them shall state by resolution,

- i) the fact of the holding of the closed meeting, time entered and the general nature of the matter to be considered at the closed meeting; or
- ii) in the case of a meeting under 8 b ix), the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed under that subsection.

(d) Subject to subsection 8 c), a meeting shall not be closed to the public during the taking of a vote.

(e) A meeting may be closed to the public during a vote if,

- i) subsection 8 (b) permits or requires a meeting to be closed to the public and,
- ii) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board.

(f) Meeting or sessions which are closed to the public may be referred to as in-camera meetings or sessions.

(g) Confidentiality – Members shall ensure that confidential matters disclosed to them and materials provided to them during In Camera meetings or sessions or provided to them in advance of the meeting or session marked confidential are kept confidential. Members are encouraged to return confidential material to the Clerk. The obligation to keep information confidential applies even if the member ceases to be a member of Council.

### **ABSENCE OF HEAD OF COUNCIL**

9. Subject to the provisions of *The Municipal Act*, and where no Presiding Officer has been appointed under Clause 5 of this by-law, in case the Head of Council does not attend within

fifteen (15) minutes after the time appointed for a meeting of the Council, the Clerk shall call the members to order and an acting Head of Council shall be appointed from among the Members present and he/she shall preside until the arrival of the Head of Council and while so presiding the acting Head of Council shall have all the powers of the Head of Council.

### **NO QUORUM**

10. If no quorum is present one half hour after the time appointed for a meeting of the Council, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

### **CURFEW**

11. No item of business may be dealt with at a Council meeting after six (6:00) P.M. for a day meeting, and after eleven (11) P.M. for an evening meeting of Council, unless agreed to by the majority of Council present.

### **INCLEMENT WEATHER**

12. For all Council and Committee meetings, should the Mayor, or his/her designate or Chair deem the weather to be severe or an emergency, the meeting shall be cancelled and rescheduled for another time.

## **THE CONDUCT OF PROCEEDINGS AT A MEETING OF COUNCIL OR COMMITTEES**

13. It shall be the duty of the Mayor or other Presiding Officer,
- (a) to open the meeting of Council by taking the chair and calling the Members to order,
  - (b) to announce the business before the Council in the order in which it is to be acted upon,
  - (c) to receive and submit, in the proper manner, all motions presented by the Members of Council,
  - (d) to put to vote all questions which are duly moved and seconded, or necessarily arise in the course of proceedings and to announce the result,
  - (e) to decline to put to vote motions which infringe the rules of procedure,
  - (f) to restrain the Members, within the rules of order, when engaged in debate,
  - (g) to enforce on all occasions the observance of order and decorum among the Members,
  - (h) to call by name any Member persisting in breach of the rules of order of the Council, thereby ordering him/her to vacate the Council Chamber,
  - (i) to receive all messages and other communications and announce them to the Council,
  - (j) to authenticate, by his/her signature when necessary, all by-laws, resolutions, and minutes of the Council,

- (k) to inform the Council, when necessary or when referred to for the purpose, on a point of order or usage,
- (l) to represent and support the Council, declaring its will, and implicitly obeying its decisions in all things,
- (m) to ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of the Council,
- (n) to adjourn the meeting when the business is concluded,
- (o) to adjourn the meeting without question in the case of grave disorder arising in the Council Chamber or meeting room,
- (p) to order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the individual or group to vacate the Council Chamber or meeting room where such behaviour persists.

14. It shall be the role of Council,

- (a) to represent the public and to consider the well-being and interests of the municipality;
- (b) to develop and evaluate the policies and programs of the municipality;
- (c) to determine which services the municipality provides;
- (d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- (e) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- (f) to maintain the financial integrity of the municipality; and
- (g) to carry out the duties of Council under this or any other Act.

### AGENDAS

15. The Clerk at his/her discretion shall have prepared, from all petitions, communications, correspondence and delegation requests, which are received at least 7 calendar days prior to the date and time of the meeting, printed and delivered to each Member's residence, not less than forty-eight (48) hours before the hour appointed for the holding of a regular meeting, an agenda under the following headings:

- (a) Minutes of the Previous Meetings.
- (b) Discussion arising out of minutes.
- (c) Disclosure of Pecuniary Interests.
- (d) Approval of agenda.
- (e) Proclamations
- (f) 15 minute question period- Wednesday day meeting only.

- (g) Public Works business.
  - (h) Administration business.
  - (i) Planning business.
  - (j) Items for future meetings.
  - (k) Committee minutes and Sub Committee reports.
  - (k) Information items.
  - (l) Presentation and deputations (as time dictates)
  - (m) Notices of Motion
  - (n) Passing by-laws
  - (o) In Camera Session if required (closed)
  - (p) Reports and resolutions from incamera session
  - (q) Adjournment
16. The business of the Council shall in all cases be taken up in order in which it stands upon the agenda unless otherwise decided by Council.
17. Any item which is not on the agenda as printed, but has been determined by the Clerk to be of a nature which requires Council's attention prior to the next scheduled meeting, may be added by addendum at the discretion of the Clerk.
18. Any items brought forward as a time sensitive issue by other means shall require a majority vote of the members present to be added to the agenda.

## **MINUTES**

19. Minutes shall record:
- (a) The place, date and time of the meeting and the time of adjournment;
  - (b) The names of Council/Committee members and staff present;
  - (c) The reading, if requested, correction and adoption of the minutes of prior meetings;
  - (d) All other proceedings, which will include motions, resolutions, decisions and directions of the meeting without note or comment. Decisions and directions will be clearly stated by the Chair to the Clerk for recording.

- (e) The public may ask questions or address Council during question period, which is not recorded. Council and or staff may respond at their discretion or they may or may not defer the item to a future agenda.
- (f) The draft minutes of each Council meeting and each Committee meeting shall be presented to Council for approval and/or information at the next regular meeting, but will be made available in draft to the public as soon as possible after the meeting and prior to adoption.
- (g) After the Council minutes have been approved by Council, they shall be signed by the Mayor and Clerk.

### **COMMITTEES**

- 20. (a) Council shall, determine the appropriate number of Committees, mandates and their membership. The Committees shall sit for the term of Council, or as determined by Council.
- (b) Council members appointed to the Committees, shall sit for a two year period. After which Council will determine whether new members of Council will be appointed.
- (c) All items considered by a Committee shall be forwarded to the Council in the form of Committee minutes.
- (d) Council members who are not members of a specific committee may attend meetings of that committee and may, with consent of the Chair of that committee, take part in the discussion, but shall not be counted in the quorum or entitled to make motions or to vote but their attendance shall be noted in the minutes at these meetings.

### **COMMITTEE OF THE WHOLE**

- 21. (a) When it appears that any matter may be more conveniently considered in Committee of the Whole, and the proceedings taken in Committee when adopted by Council shall be deemed to be proceedings of Council.
- (b) The Mayor shall preside as Chair of the Committee of whole.
- (c) In the event the Mayor is absent, the Deputy Mayor will preside as Chair of the Committee of the Whole.
- (d) The Chair of the Committee of the Whole shall maintain order in Committee and report the proceedings to Council.
- (e) The rules governing the procedure of Council and the conduct of Members shall be observed in Committee of the Whole so far as they are applicable, provided that no vote shall be recorded.

## DISCLOSURES OF PECUNIARY INTEREST

22. Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or local board at which the matter is the subject of consideration, the Member, in accordance with the *Municipal Conflict of Interest Act*:
- (a) shall determine whether they may have a pecuniary interest and to disclose the nature thereof.
  - (b) shall prior to any consideration of the matter at the meeting, disclose the Member's interest verbally at the meeting and then in writing, in a form provided, to the Clerk, the general nature thereof; and
  - (c) shall not take part in the discussion of, or vote on any question in respect of the matter;
  - (d) shall not attempt in any way whether before, during or after the meeting to influence the voting on the matter.
  - (e) where a meeting is open to the public, the Member shall, in addition to complying with the requirements of *the Municipal Conflict of Interest Act*, shall forthwith leave the meeting or part of the meeting during which the matter is under consideration.
  - (f) where a meeting is not open to the public, the Member shall, in accordance with the *Municipal Conflict of Interest Act*, forthwith leave the meeting or the part of the meeting during which the matter is under consideration.
  - (g) where the interest of a Member has not been disclosed by reason of the Member's absence from a particular meeting, the Member shall disclose the Member's interest and otherwise comply at the first meeting of the Council or Committee, as the case may be, attended by the Member after the particular meeting.
  - (h) every declaration of interest and the general nature thereof made shall where the meeting is open to the public, be recorded in the minutes of the meeting by the Clerk of the Municipality or secretary of the committee or local board, as the case may be.
  - (i) every declaration of interest made, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public.
  - (j) where the number of members who, by reason of the Provisions of *The Municipal Conflict of Interest Act*, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

## PETITIONS AND COMMUNICATIONS

23. Every communication, including a petition designed to be presented to the Council, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person, and filed with the Clerk.

## DEPUTATIONS

24. (a) All deputants wishing to address Council or a Committee shall advise the Clerk in writing providing an outline of the nature of the deputation no later than 12:00 noon at least seven (7) days prior to the meeting. All deputants at Council, not listed on the agenda, shall only be heard upon the consent of Council.
- (b) All deputants shall address the Chair and shall state their name and whom they represent.
- (c) 1) Each delegation shall be limited in speaking to not more than fifteen (15) minutes except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited to speaking not more than ten (10) minutes. A maximum of 4 deputations at a day meeting and a maximum of 2 deputations at a night meeting, not including *Planning Act* public meetings shall be permitted.
- 2) Each issue and/or deputation will be allowed one meeting presentation to the Council and/or committee with a period of 6 months lapsing before the issue can be raised again. An exception may be granted if substantially new and/or substantially significant information is provided to the Clerk or Committee Secretary.
- (d) No deputant shall;
- 1) speak disrespectfully of any person;
  - 2) use offensive words;
  - 3) speak on any subject other than the subject for which he or she has received approval to address Council or Committee;
  - 4) disobey the rules of procedure or a decision of the Chair or Council.
- (e) The Chair may shorten the time of any deputation, any questions of a deputant or debate during a deputation for disorder or any other breach of this by-law.
- (f) No person, except Members and authorized staff shall be allowed to come within the area of Council during a Council meeting without permission of the Chair or Council.
- (g) Members of the public who constitute the audience at a meeting, shall not:

- 1) address Council or Committee address without permission;
- 2) bring signage, placards or banners into such meetings and refrain from any activity or behaviour that would affect the Council or Committee deliberations.
- 3) enter the meeting room without first removing any non religious or non medical head gear.
- 4) shall not forget to put on silence all electronic devices.

(h) The Chair may cause to be expelled and excluded any member of the public, who creates any disturbance or acts improperly, during a meeting of Council or Committee. If necessary, the Chair may call upon the Clerk to seek the appropriate assistance from police officers.

### **READING OF BY-LAWS AND PROCEEDINGS THEREON**

25. No by-law except a by-law to confirm the proceedings of Council shall be presented to Council unless the subject matter thereof has been considered and approved by Council.
  1. Every by-law shall be introduced upon motion by a Member of the Council, specifying the title of the By-Law.
  2. Every by-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any act and shall be complete with the exception of the number and date thereof.
26. Every by-law shall have three readings prior to it being passed.
27. The first and second reading of a by-law shall be decided without amendment or debate.
28. If Council so determines, a by-law may be taken as read.
29. The Clerk shall set out on all by-laws enacted by Council the date of the several readings thereof.
30. Every by-law enacted by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Clerk and the Mayor and shall be deposited by the Clerk in his/her office for safekeeping.

### **MOTIONS**

31. **Notices of Motion** - Notice of all new motions except motions listed in Clauses 46 and 47 shall be given in writing, delivered to the Clerk at least seven (7) calendar days, proceeding the date of the meeting at which a motion is to be introduced and a motion shall be printed in full in the agenda for that meeting of the Council and each succeeding meeting until the



motion is considered or otherwise disposed of. The motion shall be submitted to the Clerk in writing over the signature of the mover and seconder and shall be complete and correct.

32. **Motion to Reconsider** - A motion to reconsider shall not be made during the same meeting of Council at which the original determination was taken. If a decision has not been substantially acted upon, a member who voted on the prevailing side may at any time within six months of the original decision, introduce a motion to reconsider a previous decision.
33. **Seconding** - A motion must be formally seconded before the Mayor or designate can put the question or a motion be recorded in the minutes.
34. **Presentation of Motion by Mayor** - When a motion is presented in Council in writing, it shall be read or if it is a motion which may be presented orally (Section 46), it shall be stated by the Mayor before debate.
35. **Amendment** - A motion to amend;
  - shall be presented in writing,
  - shall receive disposition of Council before a previous amendment or the question,
  - shall not be further amended more than once provided that further amendment may be made to the main question,
  - shall be relevant to the question to be received,
  - shall not be received proposing a direct negative
  - may propose a separate and distinct disposition of a question,
  - shall be put in the reverse order to that in which it is moved.
36. **Questions Stated** - Immediately preceding the taking of the vote, the Mayor or Presiding Officer may state the question in the form introduced and shall do so if required by a Member except when a motion for the previous question has been resolved in the affirmative. He/She shall state the question in the precise form in which it will be recorded in the minutes.
37. **No Interruption After Question** - After a question is finally put by the Mayor no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
38. **Unrecorded Vote** - The manner of determining the decision of the Council on a motion shall be at the discretion of the Mayor and may be by voice, show of hands, standing or otherwise.
39. **Recorded Vote** - If a member present at a meeting at the time of a vote requests immediately before or immediately after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly and the Clerk shall record each vote in alphabetical order, unless otherwise prohibited by statute. The names of those who voted for and others who voted against shall be noted in the minutes. The Clerk shall announce the results.

40. **Tie Votes** – Any questions on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any act.
41. **Failure to Vote** – A failure to vote under section 39 by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.

### **RULES OF DEBATE**

42. To address Council, every member shall raise their hand requesting to speak and then wait to be recognized by the Mayor or Chair before speaking. When two or more Members wish to speak, the Mayor shall designate the Member who has the floor who shall be the Member who, in the opinion of the Mayor, requested first.
43. When the Mayor calls for the vote on a question, each Member shall occupy his/her seat and shall remain in his/her place until the result of the vote has been declared by the Mayor, and during such time no Member shall walk across the room to speak to any other Member or make any noise or disturbance.
44. When a Member is speaking no other Member shall pass between him/her and the Chair or interrupt him/her except to raise a point of order.
45. Any Member, taken in order of acknowledgement, may require the question or motion under discussion to be read at any time during the debate, but only after each member has spoken on the question or motion at least once, but not so as to interrupt a Member while speaking.
46. The following matters and motions with respect thereto may be introduced orally without written notice and without leave, except as otherwise provided by these Rules of Procedure:
- (a) a point of order or personal privilege;
  - (b) presentations of petitions,
  - (c) to lay on the table,
  - (d) to postpone indefinitely or to a day certain;
  - (e) to move the previous question
47. The following motions may be introduced without notice and without leave, but such motions shall be in writing and signed:
- (a) to refer,
  - (b) to adjourn,
  - (c) to amend,
  - (d) to suspend the Rules of Procedure

48. Except as provided by Clause 46 above, all motions shall be in writing and signed by the Mayor.
49. In all unprovided cases in the proceedings of the Council or in the Committee of the Whole, the matter shall be decided by the Mayor or, subject to an appeal to the Council upon a point of order.

### **POINTS OF ORDER AND PRIVILEGES**

50. The Mayor shall preserve order and decide questions of order/privilege when brought forward by any member of Council.
51. The Council, if appealed to, shall decide the question without debate and its decision shall be final.

### **CONDUCT OF MEMBERS OF COUNCIL**

52. No Member in an open or closed meeting, shall speak disrespectfully of the Reigning Sovereign, or any of the Royal Family, or of the Governor-General, the Lieutenant-Governor of any province, of any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.
53. No Member shall,
  - (a) in an open or closed meeting, use offensive words or un-parliamentary language in or against the Council or against any Member, staff or guest;
  - (b) speak on any subject other than the subject in debate;
  - (c) criticize any decision of the Council except for the purpose of moving that the questions be reconsidered;
  - (d) disobey the rules of the Council or a decision of the Mayor or of the Council on questions of order or practice or upon the interpretation of the rules of the Council, and in case a Member persists in any such disobedience after having been called to order by the Mayor, the Mayor may forthwith put the question, no amendment, adjournment or debate being allowed, "that such Member be ordered to leave his/her seat for the duration of the meeting of the Council" but if the Member apologizes he/she may, by vote of the Council, be permitted to retake his/her seat.
  - (e) knowingly be absent or leave a meeting without notifying the Clerk, preferably in writing
54. No person except Members and officers of the Council shall be allowed to come within the bar during the sittings of the Council without permission of the Mayor or the Council upon reference.

55. When the Mayor is putting the question, no Member shall leave or make a disturbance.

### **SUSPENSION OF RULES**

56. Any procedure required by this by-law may be suspended with consent of a majority of the Members of the Council present.

### **AMENDMENT**

57. No amendment or repeal of this by-law or any part thereof shall be considered at any meeting of the Council unless notice of proposed amendment or repeal has been given at a previous regular meeting of the Council. The waiving of this notice by the Council is prohibited.
58. In all matters and under all circumstances the members shall be guided by and shall have regard to the *Municipal Conflict of Interest Act*.
59. Following a regular or new election, the Clerk shall provide each member of Council with a copy of this By-Law, including any amendments thereto.

### **CONFLICT**

60. If there is any conflict between this By-Law and any statute, the provisions of the statute prevail.

## **NOTICE OF INTENTION TO PASS BY-LAW – NOTICE OF PUBLIC MEETING**

61.

### **Manner of Notice**

- (a) Where notice of intention to pass a by-law or notice of a public meeting is required to be given, the Clerk shall cause such notice to be posted on the Township's web site. Council or the Clerk may provide additional notice by direct mail and/or publishing a notice in a newspaper at their discretion.

### **Time of Notice**

- (b) Where notice of intention to pass a by-law or notice of a public meeting is required to be given, such notice shall be provided in the time frame prescribed in the *Act* or its regulations, and if not so prescribed, notice shall be given at least once, not less than 48 hours or more than thirty days prior to the proposed notice of intention to pass a by-law or notice of a public meeting being taken.
- (c) If the proposed by-law is not passed at the Council meeting specified in a notice in Section 61 (a), but consideration of the matter is deferred, no further notice is required under Section 61 (a), if a public statement is made at the meeting that the matter has been deferred and that the municipality now intends to adopt or amend the by-law at a

later Council meeting specified in the public statement. This section applies to any further deferrals of the matter.

### **Form of Notice**

- (d) Unless otherwise prescribed in the *Act* or its regulations, where notice of intention to pass a by-law or notice of a public meeting is required to be given, the form of the notice shall include the following information:
  - a. A description of the purpose of the meeting, or the purpose and effect of the proposed by-law;
  - b. The date, time and location of the meeting;
  - c. Where the purpose of the meeting or proposed by-law is related to specific lands with the Township, a key map showing the affected lands;
  - d. The name and address of the person who will receive written comments on the issue that is the subject of the meeting and the deadline for receiving such comments.

### **Financial**

#### **Adoption of Annual Budget**

- (c) The notice provisions set out in Sections 61 a), 61 b) & 61 c) shall apply to the discussion, consideration and adoption of the annual budget in total.

#### **Operating Costs Incurred Prior to Budget Approval**

- (f) Normal operating costs incurred prior to the adoption of the annual budget shall not require notice, and approval of such expenditures shall be deemed ratified upon the adoption of the annual budget.

### **Improvements to Service**

- (g) Unless otherwise designated by regulation, notice of improvements in the efficiency and effectiveness of the delivery of services by the Township and its local boards; and barriers identified by the Township and its local boards to achieving improvements in the efficiency and effectiveness of the delivery of services by them, shall be posted at the same time as prescribed in the *Act* for the publication of Performance Measures.

### **General**

- (h) Where separate by-laws have been enacted in accordance with provisions contained in the *Act*, the notice provisions set out in such by-laws shall prevail.
- (i) No notice shall be required under this by-law, where the provision of notice will interfere with the ability of Council to conduct business with respect to a matter permitted for a closed session under Section 239 of the *Act*.
- (j) Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

### **Emergency Provision**

- (k) If a matter arises, which in the opinion of the Clerk, is considered to be of an urgent or time sensitive nature, or which could affect the health or well-being of the residents of the Township of Mulmur, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the Clerk shall make his/her best efforts to provide notice of the action as soon as possible following the action and will present a report to Council for ratification.

### **EFFECTIVE DATE**

62. This By-Law shall become effective upon the date of the enactment.

63. By-Law No. 45-12 is hereby repealed.

Read a first and second time this 4 th day of February, 2015.

Read a third time, and finally passed this 4 th day February, 2015.

*Terry Horner*

.....  
CLERK.

*Heather Hayes*

.....  
DEPUTY MAYOR.



## **MULMUR-MELANCTHON FIRE BOARD** **HIRING POLICY**

The Mulmur-Melancthon Fire Department endeavours to provide consistent, fair and unbiased hiring practices in the hiring of fire personnel.

### **1. Overall Responsibility and Authority**

The Chief and/or Deputy Chief, under the authority of the Mulmur-Melancthon Fire Board, has/have the responsibility for the proper implementation and functioning of the Hiring Policy and shall ensure that the Department recruits and employs the highest possible standard of work force.

### **2i/. Authorization to Create a New Position/Filling Vacancies Captains Rank or lower**

These steps shall be followed:

- (a) The Chief and/or Deputy Chief will ensure that Board authorization to add or replace staff complement is in place.
- (b) The Chief and/or Deputy Chief will be responsible for the job posting once Board approval is obtained.
- (c) The approved method of advertising includes the following: use of resumes/applications currently on file; word of mouth by department personnel; postings in both municipal offices and websites; posting in local stores/gas stations; the joint advertising sign at the entrance to the arena/fire hall. Should these methods of recruitment produce no satisfactory applicants, then a newspaper advertisement will be posted in local newspapers covering the fire department's coverage area.
- (d) Following the closing date for submission of applications, the Chief and/or Deputy Chief will review or short list the applications as appropriate and determine the candidates to be interviewed.
- (e) Upon final selection, all resumes are to be returned to the Chief. The Chief and/or Deputy Chief will inform the unsuccessful candidates that were interviewed and also prepare an appointment letter to inform the successful candidate as to the specifics of his or her new position.

### **2ii/. Authorization for Filling Vacancies for Chief or Deputy-Chief**

- (a) The Board will provide direction to the Secretary to proceed to fill the vacancy.
- (b) The Secretary will be responsible for the job posting once Board approval is obtained.

- (c) The approved method of advertising includes the following: internal posting at the fire hall; word of mouth by department personnel; postings in both municipal offices and websites; posting in local stores/gas stations; and the joint advertising sign at the entrance to the arena/ fire hall. Upon direction of the Board, a newspaper advertisement will be posted in local newspapers covering the fire department's coverage area.
- (d) Following the closing date for submission of applications to the Secretary on behalf of the Board, the Board will review or short list the applications as appropriate and determine the candidates to be interviewed.
- (e) Upon final selection, all resumes are to be returned to the Secretary. The Chair will inform the unsuccessful candidates that were interviewed and also prepare an appointment letter to inform the successful candidate as to the specifics of his or her new position.

### 3. Hiring of Relatives

**Staff** The hiring policy for staff means that no relative of an employee may work in a full or part time - time capacity under the direct supervision of that employee.

- (a) For the purpose of this policy, a "relative" is a person's spouse through marriage, common law, or companion, parent, child, or sibling and includes the corresponding step or in-law relationship.
- (b) Related Board employees cannot work in positions where one supervises the other, or exerts a significant influence over the work or career advancement of the other. *In the case of an Incident Command Situation, this policy may not apply.*
- (c) The determination of whether a relative is in a position to exert a significant influence over the work or career advancement of another relative is determined through consultation between the employee, the Chief and/or Deputy Chief, and the CAO/Clerk of the Township of Mulmur.
- (d) Employees who become related while they are employed by the Board must adhere to the same requirements as job applicants who are related to current employees in that they cannot work in positions where one supervises the other, or where one is in a position to exert a significant influence over the work or career advancement of the other. Such employees will be notified that they are in conflict with this policy.
- (e) Employees in a conflict shall work with the Chief and/or Deputy Chief to attempt to secure alternative employment within the Department in order to resolve the conflict.
- (f) No employee will suffer termination through the terms of this article if a familial relationship develops during their tenure of employment; save and except the fact that should any degree or level of supervision occur as a result of a relationship, the Chief and/or Deputy Chief and the CAO/Clerk of the Township of Mulmur will review the reporting relationship and report to



the Board. Any resultant action will not violate either effected employee's rights as established in applicable Ontario law.

- (g) An employee who applies for a position where he or she is the successful candidate, and therefore would supervise or exert significant influence over a relative, will be advised by the Board that they are eligible for the competition, provided that they resolve the conflict of interest to the satisfaction of the Board.

#### **4. Ratification and Records Retention**

All Board ratification motions must contain the following:

- the name of employee
- the position title
- the date of hire
- the probationary period (if any)
- that the salary or hourly wage is according to Board accepted policy

All documentation received from applicants responding to advertisements for employment will be retained by the Chief or Recording Secretary as the case may be, until the end of the probationary period of the successful applicant, at which time such documentation will be destroyed.

#### **5. Organization Chart and Job Description**

As a first step in filling either a new position or hiring a replacement for a vacated position (other than the Chief or Deputy-Chief), the Chief and/or Deputy-Chief shall review the organization chart and the job description to verify that both are current. If not, they shall be updated and approved by the Board before any further action is taken. In the case of the Chief or Deputy-Chief, the Board shall review the organization chart and job description to verify that both are current.

#### **6. Interviews**

Interviews shall be conducted with prospective employees with no less than 2 people in attendance. In the case of the Chief or Deputy-Chief, the Board shall conduct the interviews.

#### **7. Skills Testing**

Various forms of skills testing may be carried out on potential employees to determine if they have the required skills for the position. Any methods or forms of testing shall be approved by Board before being used.

#### **8. PROCEDURES:**

Specific procedures for the above levels shall cover:

- a) Application Format

Shall be the Department's own with attached resume and a copy of document "Volunteer Fireman Job Requirements" attached. The applicants will also be extended an invitation to visit the fire hall on a practice night, and the Chief and/or Deputy Chief will endeavour to supply as much information as possible so that the applicant is able to make a knowledgeable decision to commit to the position.

#### Volunteer Job Requirements

1. Live in the coverage area
2. Must comply with the attendance policy
3. Must obtain DZ license within 1 year
4. Obtain CPR and First Aid Certification (arranged upon hiring)
5. Obtain First Responder's Course (arranged upon hiring)
6. Must provide a medical fitness certificate from a doctor if and when requested
7. Must be "at ease" in climbing ladders, dealing with heights, and being in confined spaces
8. Understand that there may be contact with blood or other body fluids at an emergency scene
9. Must be comfortable and "at ease" in wearing self contained breathing apparatus (SCBA)
10. Maintain NFPA standard of having a clean shaven face
11. Agree to participate in fire prevention activities.
12. Must provide a recent Criminal Records Check and Drivers Abstract.

b) Receiving and Recording Applications Captains Rank or lower

Shall be the Chief and/or Deputy Chief's responsibility.

c) Probation Period

12 months

d) Screening to Develop "Short List"

The Chief and/or Deputy-Chief, shall develop the short list.

e) Interviews and Procedures

Applicants will be notified of the time and date of interviews.

In addition to the Chief and/or Deputy-Chief, all officers will attempt to participate in this process. The Chair of the Board will participate only if directed to do so by the Board. Part of the interview process will consist of a knowledge questionnaire. All questions will be rated on a scale of 1 out of 5 by each officer. The scores will be tallied and the officers will discuss the scores and the applicant's qualifications. The Board shall determine the appropriate wage/salary upon the experience and qualifications of the successful applicant if not otherwise outlined in the most recent, approved wage policy.

After the successful candidate is chosen, the Fire Chief will bring the recommendation to the Fire Board for final approval. All applicants will be notified in the form of a letter of thanks for their interest.

**f) Qualification, Reference, and Experience Checks**

The Chief and/or Deputy Chief shall check and document the above to be verifiable.

**g) Ratification of Selection**

By the Board at its next regularly scheduled meeting, or at a special meeting of the Board as circumstances dictate.

**h) Offers of Employment**

(i) A prospective employee will be offered a salary/wage in accordance with the salary/wage approved for that position.

(ii) An offer of employment made by the Board is conditional on the prospective employee providing satisfactory medical results on being admitted into the department.

(iii) An offer of employment made by the Board is conditional on the prospective employee having the required class of driver's license and a clean drivers' abstract or obtaining same by the end of the probationary period.

**Employment Criteria**

**i) Age Restriction**

All employees must be over age 19 at the start of their employment.

**ii) Proof of Age & Social Insurance Number**

All employees must file proof of age when they have been accepted for employment.

**i) General**

No existing employment shall be terminated as a result of the adoption of this policy.

This policy shall come into effect on the date of adoption by the Board. Originally adopted June 03, 2009; reviewed/approved on November 27, 2014.

**Date of Review and Approval: April 10, 2017**

***Paul Mills***

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**Chair**

***Kerstin Vroom***

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**Secretary**



## **MULMUR-MELANTHON FIRE BOARD** **PROCUREMENT POLICY**

**WHEREAS** section 270(2) of the *Municipal Act, 2001* requires Local Boards to develop policies with respect to its procurement of goods and services;

**NOW THEREFORE THE MULMUR-MELANTHON FIRE BOARD ENACTS AS FOLLOWS:**

Any purchase over amounts budgeted require Board approval. Standard utility and/or annual bills are exempt from this policy. These include, but are not limited to: phone, internet, IT services, hydro, audit, insurance, etc.

### **Procurement Processes:**

Every purchase shall have a written Purchase Order (PO), approved by either the Chief, Deputy Chief or Captain - provided they are not the requestor. A copy of the written PO shall be provided to the Treasurer as soon as approved. Invoices without a PO will not be processed.

**1) Informal, Low Value Procurement:**

Value of procurement below \$1,000 excluding taxes do not require quotations.

**2) Request for Quotation Procurement:**

Value of procurement above \$1,000 but less than \$2,500 excluding taxes. Three (3) verbal quotations shall be obtained and documented on the Purchase Order. If the lowest quotation is not selected or if three quotes are not available, a brief explanation shall be noted on the Purchase Order.

**3) Request for Proposal/Bids Procurement:**

Value of procurement above \$2,500 but less than \$15,000 excluding taxes. Three (3) written quotes/proposals shall be obtained. If the lowest quote/proposal is not selected or if the quotes/proposals are over budget by more than 5%, then the Purchase Order requires Board approval.

All three quotations shall be attached to the PO. If three quotations were not available, there must be an explanation written on the PO.

Purchases under \$15,000 may be tendered at the discretion of the Chief.

4) **Request for Tender(s) Procurement:**

Value of procurement more than \$15,000 excluding taxes. This type of procurement may be put to a sealed tendering process.

The Board retains their right not to tender.

Board approval of the purchase by resolution is required, which becomes the Purchase Order.

5) **Emergency Procurement:**

There may be instances due to an emergency where a purchase may need to be made immediately without garnering quotations. These may be authorized by the Chief following the guidelines above. Emergency purchases above \$15,000 will still require Board approval; however, the RFP process may be forgone.

This policy shall come into effect on the date of adoption by the Board. Originally adopted April 10, 2017.

**Date of Adoption: April 10, 2017**

***Paul Mills***

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**Chair**

***Kerstin Vroom***

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**Secretary**



## **MULMUR-MELANCTHON FIRE BOARD** **PROGRESSIVE DISCIPLINE POLICY**

### **1.0 POLICY**

At the Townships of Mulum & Melancthon and Mulum/Melancthon Fire Department (the "Department"), we believe that members will act responsibly and professionally. When required, disciplinary measures are used to correct and prevent unacceptable behaviour and/or work performance. This may involve enforcing published and/or unpublished work rules, work standards and commonly accepted codes of behaviour.

### **2.0 PROCEDURE**

2.1 The Department will adhere to the principles of Progressive Discipline, which is a series of escalating sanctions designed to warn a member that their unacceptable conduct or work performance must change. These principles will apply to all disciplinary situations at the Department, including safety-related infractions.

2.2 The types of escalating sanction that can be applied are:

1. Verbal Warning
2. Written Warning
3. Short Suspension of Service with or Without Pay
4. Long Suspension of Service with or Without Pay
5. Termination of Employment for Cause

2.3 The severity of discipline increases from Verbal and Written Warnings through Suspension and Discharge. When determining the appropriate disciplinary response, there are a number of factors which must be considered including (but not limited to) the nature of the offence, the member's prior disciplinary record and how similar situations have been dealt with in the past.

2.4 Progression from less severe to more severe discipline does not, however, require a repetition of the previous offence; any previous discipline on the member's record may be given consideration when assessing the appropriate penalty. It is important to recognize that progression through the various levels of discipline is not mechanical; sanctions may be repeated, steps in the "ladder" bypassed, or more severe discipline (i.e., Suspension and/or Discharge) imposed when appropriate.

2.5 Any member's service may be terminated for just cause after other disciplinary measures have failed or when a first time incident occurs that is very serious. A member may be dismissed for just cause at any time without regard to any progressive steps if

he or she commits an offence for which immediate dismissal is specified as a penalty or if the misconduct is sufficiently serious that termination for just cause is warranted.

- 2.6 When a situation arises which might attract a disciplinary response, it is important for the Fire Chief or Senior Officers to be contacted for advice and assistance. This will ensure that all steps in the disciplinary process meet established policies and procedures.

### 3.0 FILING OF RECORDS

Documentation of discipline is filed in member's personnel file.

This policy shall come into effect on the date of adoption by the Board. The policy was originally adopted September 11, 2012.

**Date of Review and Approval: April 10, 2017**

***Paul Mills***

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**Chair**

***Kerstin Vroom***

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**Secretary**



## **MULMUR-MELANCTHON FIRE BOARD** **PERSONAL USE OF HALL/EQUIPMENT POLICY**

THAT Mulmur-Melancthon Fire Board approves the following list of repairs for private vehicles within the Mulmur-Melancthon Firehall:

- 1/ Installing windshield wiper blades;
- 2/ Installing sealed beam and headlight bulbs;
- 3/ Installing taillight and signal light bulbs;
- 4/ Refilling windshield washer fluid;
- 5/ Checking and topping up engine oil, and other engine fluids;
- 6/ Interior and exterior cleaning;
- 7/ Other minor repair items that can be done with all four wheels on the floor.

### **PROHIBITED REPAIRS:**

- 1/ Any repairs that require the jacking up of vehicles and/or the removal of tires and rims, or the use of ramps or axle stands;
- 2/ No oil changes, brake repairs, lubrication of chassis, or tire repairs;
- 3/ Under no circumstances shall there be any repairs undertaken that require a person or persons to lie under the vehicle to complete the repair;
- 4/ Under no circumstances will the vehicle be idled within the hall for more time than it takes to enter and leave the building;
- 5/ Under no circumstances are cutting torches to be used for repairs on personal vehicles.

**USE OF PORTABLE FIRE DEPARTMENT EQUIPMENT** (such as generators, chainsaws, tools, etc.)

Under no circumstances will such equipment be borrowed and removed from the hall for personal use.

This policy shall come into effect on the date of adoption by the Board. Originally adopted on September 11, 2012.

**Date of Approval: April 10, 2017**

***Paul Mills***

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**Chair**

***Kerstin Vroom***

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**Secretary**





## NDCC BOARD OF MANAGEMENT FACILITY RENTAL AGREEMENT

Date/Time Commencing: \_\_\_\_\_ Date/Time Ending: \_\_\_\_\_

Weekly Rental Time Slot (if applicable): \_\_\_\_\_

Event: \_\_\_\_\_

Facilities Required: \_\_\_\_\_

Permit Holder: \_\_\_\_\_

(note: only an individual or an incorporated entity is eligible to be a Permit Holder)

Authorized Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone : \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Bus Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Drivers Licence #: \_\_\_\_\_

### READ THE REGULATIONS ATTACHED TO THIS FORM

I the undersigned am the authorized agent for the applicant. I do hereby request the use of the named facilities, at the dates and times shown. My signature certifies that I have read and do understand the permit regulations attached to this application form and agree to abide by these regulations. Failure to comply may result in the permit being revoked or future permits not being issued. I recognize that it is incumbent upon the Applicant to provide liability insurance coverage sufficient to insure the Applicant and the Township of Mulmur, Township of Melancthon and the NDCC Board of Management against any actions, claims or proceedings which may arise from the use of the facility on the date(s) identified above, and that the Township of Mulmur, Township of Melancthon and the NDCC Board of Management, its agents and officials shall in no way be held liable for any damage, injury, accident, or loss resulting from the use of the facility.

Signature of Applicant/Authorized Agent

[I have authority to bind the corporation]

Date \_\_\_\_\_

Signature of Board Office Representative

Date \_\_\_\_\_

For Office Use Only: NDCC: \_\_\_\_\_

Rate (HST Incl.): \$ \_\_\_\_\_ / \_\_\_\_\_

Tables Required: \_\_\_\_\_ Chairs Required: \_\_\_\_\_

Norduff Room: \_\_\_\_\_

Ice Surface: \_\_\_\_\_ Bar: \_\_\_\_\_ Kitchen: \_\_\_\_\_

Outside Grounds Only: \_\_\_\_\_

Total Charge (HST Incl.): \$ \_\_\_\_\_

Payment Received: \_\_\_\_\_

Insurance coverage required (Y/N): \_\_\_\_\_

Refundable Deposit: \_\_\_\_\_

Proof of Insurance Received: \_\_\_\_\_

Updated: August 20, 2014



## FACILITY PERMIT REGULATIONS

IN CONSIDERATION of the terms and conditions herein the Board and the Permit Holder agree as follows:

1. The Permit Holder understands and agrees that the Permit may be revoked or cancelled at any time with or without cause and that in the event of such revocation or cancellation, there will be no claim or right to damages, or reimbursement on account of any loss, damage, or expense whatsoever. It is further understood that the date of the Permit may be changed by the Board should the facility be required for other purposes. Advance payment fees will be refunded if this should occur.
2. The Permit Holder agrees that any rental charges and security deposit will be paid at least two (2) weeks in advance. Failure to comply with this prepayment policy shall result in the prohibition of the use of any unpaid dates or times.
3. Permit Holders granted a recurring time slot shall maintain their payments for the duration of the rental period. Failure to maintain payments will result in the cancellation of all unpaid dates and times.
4. Permit Holders having an outstanding account with the Board will not be considered for any future permit requests until their accounts have been paid in full.
5. Cancellation of a permit by the Permit Holder requires at least two (2) business days' written notice in advance of the date(s) concerned, otherwise the Permit Holder shall bear the full charge for the day(s) and time(s) concerned.
6. Deposits shall be returned to the Permit Holder upon inspection of the Facility and determination to the satisfaction of Board staff that the Facility has been left in a clean, orderly and undamaged state.
7. The Permit Holder understands the health and safety legislation and regulations related to the activities being held as indicated on the Permit and therefore will ensure that these activities and the participants in them will comply with the requirements of the legislation and regulations.
8. This permit must be used only for the organization or persons named and is not transferable. The brokering or sub-letting of time booked at any facility will result in the immediate cancellation of a permit.
9. The facility supervisor, or such other employee as the Board may designate, shall be, at all times, in charge of the premises and his or her instructions must be followed. The Permit holder acknowledges and agrees that a Board staff member will be in attendance at the facility and has the authority to rescind this agreement and have the premises vacated should any violations occur.
10. The facility will be available for use only upon presentation of the Permit to the employee in charge. The facility is to be used only on the date(s) and hour(s) shown and for the purpose specified on the Permit. The facility must be vacated by the time shown on the permit unless otherwise indicated on the permit.
11. The Permit Holder shall protect, indemnify and save harmless the Board, its servants and agents in respect of all claims for damage, loss or injury, whether caused by the negligence of the Board, its servants and agents or otherwise, arising out of or during the use of any of the facilities under any permit. The Board's contract with the renting group will require protection against damage, infringement of royalty rights, SOCAN charges, slander, sedition and subversion which may occur as a result of performance or speeches.



12. The Permit Holder shall be responsible for personal injury or damage, or for the loss or theft of any articles of clothing or equipment of the applicant or organization, or anyone attending on the invitation of such person or organizations.
13. Where the Board has determined that insurance is required, the Permit Holder shall be responsible for obtaining liability insurance to the satisfaction of the Board, including the Board as an “additional insured” and providing a minimum of two million dollars of general liability coverage. The Permit shall provide proof of insurance to the Board’s satisfaction at least seven (7) business days prior to the use of the facility. Failure to comply with this requirement shall result in the prohibition of the use of the facility.  
  
Events requiring insurance include but are not limited to: those requiring a Special Occasion Permit, Host Liquor Liability, Fireworks, Leagues, Tournaments, Training Camps, Athletic Schools, Festivals and Fairs.
14. The Permit Holder must pay for all damage to facilities or furnishings, however caused, arising out of or during the use of the facilities under permit. Future permit requests will not be considered for any group that has an outstanding account with the Board in this regard.
15. The Permit Holder agrees to return the Facility to the same condition as prior to the commencement of the event. This includes but is not limited to: cleaning of the kitchen and amenities, sweeping, preparing of all garbage and recyclables for disposal of the same in a legal manner.
16. No advertising in connection with any production is to be displayed on or affixed to any part of the facility, grounds or premises unless authorized by the Board in writing.
17. The Permit Holder acknowledges and agrees that any food product made available to guests shall not compete with the normal booth food, snack and/or beverage offerings at the Facility.
18. Games of chance, lotteries or gambling in any form are strictly forbidden unless a lottery permit has been obtained from the Township of Mulmur or AGCO.
19. Maximum attendance shall be governed by the applicable fire regulations.
20. No smoking will be allowed in any part of the building other than in such areas, if any, as have been designated for that purpose.
21. No alcoholic beverages shall be allowed on or to remain in the facilities unless written permission is given by the Board and a special occasion permit from the LLBO has been obtained. For events where alcohol is served, the Permit Holder shall be required to obtain insurance as well as paid duty officers, as directed by the Board, at the Permit Holder’s own expense.
22. No intoxicating drugs or persons under the influence of alcohol or drugs shall be allowed on the premises.
23. The Permit Holder acknowledges and agrees that all music must cease by 1:00 a.m. No staples, tacks, tape and/or the like may be used on walls or doors. Confetti and/or rice are NOT permitted. The Facility shall be vacated by 2:00 a.m., or at the conclusion of the rental time slot, whichever is earlier.
24. No other chairs, dishes, kitchen equipment, tables, nets, etc., except as may be located at the facility location will be provided by the Board.



25. Cars or powered vehicles of any nature are not permitted on the grounds. No vehicles of any nature shall be driven onto park areas, except in designated parking lot areas or as approved by the Board.
26. The Board's facilities are intended for the use and enjoyment of all citizens. The Permit Holder agrees to work with staff to ensure a safe, healthy and pleasant atmosphere. The misuse of drugs, alcohol and violent behaviour will not be tolerated in the facilities.
27. The Board reserves the right to evict any individuals who are seen as not acting in the best interests of the program or activity or who display inappropriate behaviour.
28. For sports fields, there are no refunds for rained out games.
29. All participants of all ages who play hockey, and, all younger children who participate in skating programs must wear a C.S.A. or equivalent approved helmet.
30. All payments shall be made to the "NDCC Board of Management" and forwarded to the Township of Mulmur's Office.
31. The Permit Holder shall ensure that a Facility key is picked up from the Township of Mulmur on the last business day prior to the event booking. The key will only be released to the Permit Holder, once payment, any required deposit and proof of insurance have been received in full, unless prior arrangements have been made with the Township of Mulmur. The Permit Holder must ensure that the facility is made secure upon leaving and that all keys are returned to the Township of Mulmur on or before the next business day following the event. The Permit Holder shall not make copies of keys.

**NDCC Board of Management  
2018 Budget**

Account	Description	2016 Actual	2016 Budget	2017 Actuals	2017 Budget	2018 Draft 1	2018 Draft 2	Budget Change	Comments
01-2000-4000	MULMUR GRANT	(27,000)	(27,000)	(47,240)	(47,240)	(20,758)	(25,042)	22,199	
01-2000-4010	MELANCTHON GRANT	(17,500)	(17,500)	(17,500)	(17,500)	(20,758)	(25,042)	(7,542)	
01-2000-4020	DONATION REVENUE	(7,200)	0	0	0	0	0	0	
01-2000-4030	FUNDRAISING REVENUE	(19,922)	(14,500)	(17,382)	(19,380)	(20,000)	(20,000)	(620)	Incl. BBQ
01-2000-4100	MINOR RATE RENTAL REVENUE	(55,131)	(53,997)	(48,069)	(56,300)	(50,000)	(45,000)	11,300	half the year at lower amt so next yr lower
01-2000-4110	ICE RENTAL REVENUE (PRIME)	(44,955)	(50,719)	(50,442)	(42,000)	(49,000)	(52,000)	(10,000)	renting more to other groups
01-2000-4115	ICE RENTAL REVENUE (NON-PRIME)	(1,301)	(1,200)	(743)	(500)	(500)	(500)	0	
01-2000-4120	NON-RESIDENT USER FEES	(3,044)		(3,396)	(2,250)	(3,000)	(3,000)	(750)	
01-2000-4200	BOOTH RENTAL REVENUE	(4,331)	(5,000)	(5,328)	(5,000)	(4,300)	(4,300)	700	includes \$1000 for Strawberry supper
01-2000-4210	HALL RENTAL REVENUE	(2,628)	(2,400)	(2,850)	(2,400)	(2,400)	(2,600)	(200)	
01-2000-4220	FLOOR RENTAL REVENUE	(372)	(100)	0	(100)	(100)	0	100	
01-2000-4230	SIGN RENTAL REVENUE	(4,168)	(4,200)	(4,160)	(4,500)	(4,160)	(4,160)	340	
01-2000-4240	VENDING MACHINE REVENUE	(304)	(300)	(251)	(300)	(300)	(250)	50	
01-2000-4300	PENALTIES & INTEREST	(885)	(300)	(527)	(450)	(525)	(525)	(75)	
01-2000-7000	WAGES	50,561	47,000	42,898	50,000	50,000	45,000	(5,000)	
01-2000-7005	BENEFITS-EI/CPP/WSIB/EHT	5,969	5,000	5,192	5,600	6,000	5,600	0	
01-2000-7010	BENEFITS-OMERS	590		2,913	4,500	0	3,000	(1,500)	
01-2000-7015	STAFF TRAINING/DUES, FEES, SUBSCRIP	303	0	145	484	300	300	(184)	billed from County at end of year
01-2000-7100	OFFICE/COMPUTER SUPPLIES	480	100	1,171	1,680	730	730	(950)	
									incls advertising, phone, internet, 1 email acct
01-2000-7110	COMMUNICATION	2,422	1,553	3,075	1,500	2,425	3,000	1,500	\$73.20
01-2000-7115	INSURANCE	20,605	19,000	16,445	21,225	12,200	12,200	(9,025)	RFQ large decrease in insurance
01-2000-7120	HEALTH & SAFETY	2,527	3,248	2,723	2,800	2,600	2,800	0	billed from County at end of year
01-2000-7125	PROF FEES - AUDIT	1,120	1,089	1,153	1,075	1,120	1,188	113	
01-2000-7130	PROF FEES - WATER TESTING	300	300	300	300	300	300	0	
01-2000-7150	BANK CHARGES	251	500	108	250	25	500	250	
01-2000-7200	HYDRO	78,970	56,206	58,050	56,206	56,500	60,000	3,794	increase in hydro rates
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	10,009	16,240	11,282	9,000	10,000	12,000	3,000	
01-2000-7220	BLDG/GROUNDS MAINTENANCE	16,489	12,180	15,863	14,500	14,000	15,000	500	Includes grounds mtne, snow removal
01-2000-7230	BOOTH MAINTENANCE	1,048	1,300	1,280	1,300	1,100	1,300	0	
01-2000-7240	ICE PLANT/MACH MAINT	15,406	6,000	8,581	12,000	8,000	9,000	(3,000)	
01-2000-7300	FUNDRAISING EXPENSE	10,395	7,500	7,324	10,500	10,500	10,500	0	Incl. BBQ
01-2000-7400	BAD DEBT	26		33	0	0	0	0	
01-2000-6010	TSFR TO REC RESERVES			5,000	5,000				
01-2000-6015	TSFR TO BLDG RESERVES			1,105	0				
	Amount needed	28,732	0	(13,245)	0	41,515	50,083		

# 7.6.4

FEB - 8 2018  
MARCH 8, 2018



NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT



**CURRENT FACILITY CONTRACTS**

Honeywood Figure Skating

Ladies Hockey

Hillbillies

Essa Minor Hockey

Honeywood Minor Hockey

Gallaughier

Delaat

Hockey Mom's

Fiddlers

Haire

Flear

KTH

Shelburne Minor Hockey

No Contact