



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
AGENDA
TUESDAY, MAY 8, 2018 - 7:00 - 9:00 P.M.
NORTH DUFFERIN COMMUNITY CENTRE**



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 - April 10, 2018**
5. **Business Arising from the Minutes**
6. **Facility Manager's Report**
7. **General Business**
 1. Financial
 1. Accounts
 2. Tangible Capital Asset Information
 2. Policies
 1. Procurement Policy
 2. Prevention of Violence in the Workplace
 3. Harassment and Respectful Workplace
 3. Ariel and Zoning Map for Arena Property
 4. Beef BBQ
 1. Advertising
 2. Other
 5. Unfinished Business
 1. Policies of the Board
 1. Hiring Policy
 2. RFQ - Risk Management Policy - Member Lowry
8. **Delegation -**
 1. Janice Aldcorn - regarding 2018 Beef BBQ
9. **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 Job Descriptions and Management Performance Review & Planning Form
 2. Approval of draft minutes from March 8, 2018
10. **Notice of Motion**
11. **Confirmation Motion**
12. **Adjournment and Date of Next Meeting - Tuesday, June 12, 2018 - 7:00 - 9:00 p.m. - North Dufferin Community Centre**



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
MINUTES**

**TUESDAY, APRIL 10, 2018 – 7:00 P.M.
NORTH DUFFERIN COMMUNITY CENTRE**



The North Dufferin Community Centre Board of Management held its meeting on the 10th day of April, 2018 at 7:00 p.m., in the Norduff Room at The North Dufferin Community Centre. Those present:

Chester Tupling, Chair, Mulmur
Bert Tupling, Vice Chair, Melancthon
Dave Besley, Councillor Melancthon
Keith Lowry, Councillor Mulmur
Nancy Noble, Mulmur
Clayton Rowbotham, Melancthon
Heather Boston, Treasurer, Mulmur
Donna Funston, Administration and Finance Assistant, Melancthon
Denise Holmes, CAO/Clerk, Interim Secretary, Melancthon

Regrets:

Debbie Fawcett, Melancthon (with prior notice given).
Allen Clarke, Mulmur (with prior notice given).

Call to Order by Chair

Chair Tupling called the meeting to order at 7p.m.

Approval of Agenda

No additions or deletions.

Moved by Besley, Seconded by Lowry the Agenda be approved as circulated. Carried.

Declaration of Pecuniary Interest or Conflict of Interest

None.

Approval of Draft Minutes

Moved by Lowry, Seconded by Noble that the minutes of the North Dufferin Community Centre Board of Management held on March 8, 2018 be approved as circulated. Carried.

Business Arising from the Minutes

Member Lowry will continue working on the hiring policy for the next meeting.

Facility Manager's Report

The Facility Manager went over his report with the Board. Had a power surge about 2 weeks ago which took out the compressor, it has since been fixed. Work is still being done on the dehumidifier that was also affected with the power surge.

Member Lowry asked Curtis to get an estimate on surge protector as opposed to replacing the compressor- would like a cost comparison. An estimate to surge protect the entire building as well, the building has three separate units that would require the protection.

Discussion about insurance policy and if surges are covered, Heather to bring insurance policy to next meeting to show coverage, liability and deductibles.

General Business

1. Accounts
2. Financial Report & Discussion about Capital Budget/Reserve - Treasurer
3. Building Renovations/Improvements - Discussion
4. Beef BBQ
 1. Cost of tickets
 2. Raffle
 3. Advertising
 4. Other
5. Resignation of Member Allen Clarke – Motion to accept – Discussion regarding filling vacancy
6. Risk Management Policy – Samples from other municipalities
7. Unfinished Business
 1. Policies of the Board
 1. Hiring Policy
 2. Procurement Policy
 3. Progressive Discipline Policy
8. Tour of the Facility

1 - Moved by Lowry, Seconded by Besley that the accounts in the amount of \$23,043.87 be paid. Carried.

#2- Member Besley questioned the over budget amount in office/computer supplies. Heather explained she didn't budget enough as most of the cost is the Arena's Keystone Computer Software portion. To determine if an item qualifies as capital or not currently Heather uses professional judgement as opposed to a specific dollar value, she also says depreciation is based on Mulmur policy. Vice-Chair Tupling expressed concerns regarding

amortization of the building, as well as capital expenses, with respect to the repairs being added to the value of the building as a betterment and being depreciated with the remaining life of the building. Heather is going to bring her spreadsheet showing 2017 repairs that were added as betterments and a depreciation schedule, to the next meeting.

- # 3 – Member Rowbotham requests a land survey and drawings of building footprint for the Building Sub-Committee. Also asks for By-law set backs for a new building in regards to the Fire Hall and lot lines. Denise will email survey and footprints to Member Rowbotham, Heather will look into zoning and By-law requests.
- # 4 – Janice Aldcorn accepts BBQ Chair position and she requests to deal with the NDCC Board directly. Janice is able to deal with staff members of the Board. Chair Tupling will ask Janice to attend the May and June NDCC Board meetings to give an update on the Beef BBQ as well as get direction.
 - 1. Cost of tickets will remain at \$20
 - 2. There will be no raffle this year may try 50/50 draw instead
 - 3. Janice will handle the advertising
- #5 – Moved by Noble, Seconded by Lowry we accept, with great regret, the resignation of Mulmur Member Allen Clarke from the Board of Management. Carried.
Moved by Lowry, Seconded by Noble that the Board request Mulmur Council to identify and designate a replacement representative to fill the position left vacant by the resignation of Mr. A. Clarke. Carried.
- #6 - Moved by Lowry, Seconded by Besley NDCC Board prepare and publish an RFP for a Risk Management assessment and draft plan for the NDCC facility and property. Carried.
-Member Lowry to put wording together then it be posted on the Melancthon and Mulmur websites.
- #7 –
Policies of the Board
 - 1. -Hiring Policy- Member Lowry will review this policy
 - 2. -Procurement policy- defer to next meeting
 - 3. Progressive Discipline Policy-Member Besley had no concerns with the policy

Also need a Harassment and Violence Policy and HR policies, will look at adopting Policies possibly from The County, Township of Melancthon or Township of Mulmur. More discussion next meeting. Heather will send all policies to Denise. If Mulmur policies are adopted they automatically update when the Township does theirs.

Vice-Chair Tupling suggested putting out a snow removal tender and possibly changing the fiscal year.

#8 - Tour the facility- Curtis took us around the arena to view dressing rooms, ice surface and the concrete issues. He also went over issues an older arena has.

#8 – Closed Session

None

#9 Notice of Motion

None

#10 Confirmation Motion

Moved by Rowbotham, Seconded by Lowry be it resolved that: all actions of the Members and Officers of the North Dufferin Community Centre Board of Management with respect to every matter addressed and or adopted by the Board on the above date are hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Board Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

Adjournment

8:38 p.m. - Moved by Besley, Seconded by B. Tupling that we adjourn the North Dufferin Community Centre Board of Management meeting at 8:38 p.m. to meet again on Tuesday, May 8, 2018 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

CHAIR

SECRETARY

Accounts Payable

AP APPROVAL:

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2018 to 26/04/2018 Paid Invoices Cheque Date 01/04/2018 to 26/04/2018

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
INCOME STATEMENT					
01-2000-7010	000018 OMERS PENSION PLAN	April 2018 APRIL OMERS	23/04/2018	23/04/2018	758.18
01-2000-7010	000018 OMERS PENSION PLAN	FEB 2018 FEB OMERS	31/03/2018	31/03/2018	668.66
01-2000-7010	000018 OMERS PENSION PLAN	JANUARY 2018 JANUARY OMERS	31/03/2018	31/03/2018	598.88
01-2000-7010	000018 OMERS PENSION PLAN	MARCH 2018 MARCH OMERS	31/03/2018	31/03/2018	639.60
			Account Total		2,665.30
01-2000-7110	000006 TELIZON INC	03500420180413 ACCT #35004 - ARENA APRIL	13/04/2018	23/04/2018	65.88
01-2000-7130	000019 SGS CANADA INC	1139669 ARENA WATER TESTING	27/03/2018	31/03/2018	84.75
01-2000-7210	000013 WAYNE BIRD FUELS	0373546 ARENA FURNACE OIL	19/03/2018	11/04/2018	202.55
01-2000-7210	000013 WAYNE BIRD FUELS	0373547 ARENA FURNACE OIL	19/03/2018	11/04/2018	1,027.85
01-2000-7210	000013 WAYNE BIRD FUELS	0375580 ARENA FURNACE OIL	29/03/2018	11/04/2018	45.46
01-2000-7210	000013 WAYNE BIRD FUELS	0375581 ARENA FURNACE OIL	29/03/2018	11/04/2018	452.63
01-2000-7210	000001 HURONIA/MED-E-OX LTD	143697 ARENA FURNACE PROPANE	30/01/2018	13/04/2018	90.00
			Account Total		1,818.49
01-2000-7220	000008 SHELBURNE HOME HARDWARE	226444/1 SHOWER RINGS/CURTAIN/BAR	05/04/2018	11/04/2018	36.41
01-2000-7220	000012 SAMMONS CUSTOM FARNING	3507 SNOW REMOVAL: MARCH-APRIL	23/04/2018	26/04/2018	457.65
01-2000-7220	000004 MCDONALD HOME HARDWARE	67402 FANTASTIK CLEANER	27/03/2018	31/03/2018	17.93
01-2000-7220	000004 MCDONALD HOME HARDWARE	67678 MR. CLEAN ALL PURPOSE	09/04/2018	11/04/2018	16.37
			Account Total		528.36
01-2000-7230	000011 SPARLINGS PROPANE	88725066278123 ANNUAL TANK RENTAL	31/03/2018	11/04/2018	67.74
01-2000-7230	000011 SPARLINGS PROPANE	88725066503632 ARENA BOOTH PROPANE	29/03/2018	11/04/2018	91.21
			Account Total		158.95
			Department Total		5,321.73

Accounts Payable**AP APPROVAL:**

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2018 to 26/04/2018 Paid Invoices Cheque Date 01/04/2018 to 26/04/2018

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
Total Paid Invoices					4,040.04
Total Unpaid Invoices					1,281.69
Total Invoices					5,321.73

Payroll: \$4,182.04

Grand Total: \$9,503.77

General Ledger

Ledger Detail for Fiscal Year Ending DEC 31, 2016 - Posting Date: 01/01/2016 To 12/31/2016

Pd.	Date	Trace #	Source Description	Ref	Debits	Credits	Balance
Account: 01-2000-6001			NDCC CAPITAL EXPENDITURES		Beginning Balance	0.00	
01	01/20/2016	027501	PURCH TEETER CONTRACTING, 216903	ARENA FLOOR REPAIR Pd. By Chq: 017409	7,531.12	0.00	7,531.12
01	01/20/2016	027501	PURCH SOUND BARRIERS, 16083	ARENA NETTING Pd. By Chq: 017405	7,200.00	0.00	14,731.12
Period 01 Total					14,731.12	0.00	
					Period Net		14,731.12
02	02/17/2016	027649	PURCH DELMAR ELECTRIC, 9671	ARENA LIGHTING INSTA Pd. By Chq: 017457	2,693.49	0.00	17,424.61
02	02/17/2016	027649	PURCH SHELBURNE HOME HARDWARE, 149868/1	ARENA NORDUFF ROOM M Pd. By Chq: 017475	553.65	0.00	17,978.26
02	02/17/2016	027649	PURCH SHELBURNE HOME HARDWARE, 150179/1	ARENA PAINT UPSTAIRS Pd. By Chq: 017475	134.99	0.00	18,113.25
02	02/29/2016	027769	GLJL ADS INVOICE #9091 TO CAPITAL		196.00	0.00	18,309.25
02	02/29/2016	027769	GLJL ADS INVOICE #9103 TO CAPITAL		1,538.75	0.00	19,848.00
02	02/29/2016	027769	GLJL ADS INVOICE #9114 TO CAPITAL		1,937.00	0.00	21,785.00
Period 02 Total					7,053.88	0.00	
					Period Net		7,053.88
03	03/18/2016	027797	PURCH SHELBURNE HOME HARDWARE, 152516/1	ARENA NORDUFF RM FLO Pd. By Chq: 017554	590.33	0.00	22,375.33
03	03/18/2016	027797	PURCH ADVANCED DOOR SYSTEMS LTD., 9156	ARENA - TRACK REPAIR Pd. By Chq: 017521	503.29	0.00	22,878.62
03	03/18/2016	027797	PURCH ADVANCED DOOR SYSTEMS LTD., 9163	ARENA OVERHEAD DOOR Pd. By Chq: 017521	2,300.00	0.00	25,178.62
Period 03 Total					3,393.62	0.00	
					Period Net		3,393.62
04	04/06/2016	027879	PURCH DELMAR ELECTRIC, 9712	ARENA - HALL ELECTRI Pd. By Chq: 017574	568.93	0.00	25,747.55

General Ledger

Ledger Detail for Fiscal Year Ending DEC 31,2016 - Posting Date: 01/01/2016 To 12/31/2016

Pd.	Date	Trace #	Source Description	Ref	Debits	Credits	Balance
04	04/06/2016	027879	PURCH DELMAR ELECTRIC, 9713	ARENA - HALL ELECTRI Pd. By Chq: 017574	3,266.04	0.00	29,013.59
Period 04 Total					3,834.97	0.00	
Period Net							3,834.97
07	07/06/2016	028268	PURCH TEETER CONTRACTING, 216924	ARENA DOORS Pd. By Chq: 017803	7,681.30	0.00	36,694.89
Period 07 Total					7,681.30	0.00	
Period Net							7,681.30
10	10/05/2016	028704	PURCH TEETER CONTRACTING, 216946	ARENA FLOOR REPLACEM Pd. By Chq: 018027	9,193.50	0.00	45,888.39
10	10/20/2016	028751	PURCH TEETER CONTRACTING, 216947	ARENA FLOOR REPAIR Pd. By Chq: 018070	6,424.75	0.00	52,313.14
Period 10 Total					15,618.25	0.00	
Period Net							15,618.25
12	12/31/2016	029529	GLJL NDCC arena renovations		0.00	-45,784.68	6,528.46
12	12/31/2016	029529	GLJL NDCC arena electrical		0.00	-6,528.46	0.00
Period 12 Total					0.00	-52,313.14	
Period Net							-52,313.14
YTD Account Total							0.00
Annual Budget							40,000.00
Report Summary							
Balance Forward:							0.00
Total Debits/Credits:					52,313.14	-52,313.14	
Report Net:							0.00

NDCC TCA Amortization Info as of 2017							
Asset ID	Category	Name	In-Service Date	Historical Cost	Amortization Method	Estimated Useful Life (EUL)	Fully Amortized Date
792	Equipment	SkyJacker SJIII4626	26/03/2009	\$6,192	Straight-Line	10 Years	01/03/2019
1497	Equipment	Commercial Dishwasher	01/01/1998	\$3,111	Straight-Line	15 Years	01/01/2013
1542	Equipment	60" Round Folding Table	23/09/2009	\$7,273	Straight-Line	15 Years	01/09/2024
1543	Equipment	Stacking Chairs	23/09/2009	\$9,525	Straight-Line	15 Years	01/09/2024
1671	Equipment	Automatic Floor Scrubber	01/01/2006	\$5,263	Straight-Line	10 Years	01/01/2016
1701	Equipment	Gas Ice Edger	22/01/2010	\$2,608	Straight-Line	10 Years	01/01/2020
2584	Equipment	Zamboni - 2014	01/07/2014	\$75,128	Straight-Line	15 Years	01/07/2029
1490	Facilities	Dasher Boards - Arena	01/01/2001	\$65,096	Straight-Line	25 Years	01/01/2026
1491	Facilities	Chiller Support Frame - Arena	01/01/2007	\$9,455	Straight-Line	40 Years	01/01/2047
1492	Facilities	Compressor - Arena	01/01/2007	\$197,640	Straight-Line	25 Years	01/01/2032
1493	Facilities	Cooling Loop - Arena	01/01/2008	\$10,250	Straight-Line	25 Years	01/01/2033
1494	Facilities	Electrical Connection - Arena	01/01/2008	\$6,957	Straight-Line	25 Years	01/01/2033
1498	Facilities	Brock Furnace - Arena	01/01/2008	\$2,750	Straight-Line	20 Years	01/01/2028
1499	Facilities	Arena - Timber Roof	01/01/1965	\$18,061	Straight-Line	100 Years	01/01/2065
1500	Facilities	Arena - Steel Roof	01/01/1995	\$196,225	Straight-Line	50 Years	01/01/2045
1544	Facilities	500 Gal. Fuel Tank (Furnace)	30/09/2009	\$2,525	Straight-Line	20 Years	01/09/2029
1556	Facilities	Brine Equipment - Arena	31/12/2010	\$6,172	Straight-Line	25 Years	01/12/2035
1559	Facilities	Cimco Eco-Technology Electric Desiccant De-Humidifier	01/01/2010	\$32,050	Straight-Line	15 Years	01/01/2025
1564	Facilities	Eye Wash Station (NDCC)	20/12/2012	\$890	Straight-Line	10 Years	01/12/2022
1566	Facilities	Newmac Furnace - Arena	01/01/1991	\$2,654	Straight-Line	20 Years	01/01/2011
1489	Facilities	Dehumidifier/Air Handler - Arena	01/01/2000	\$14,729	Straight-Line	15 Years	01/01/2015
1633	Facilities	North Dufferin Recreation Centre (Arena) - County Road 21	01/01/1965	\$195,679	Straight-Line	100 Years	01/01/2065
1670	Facilities	Arena Scoreboard	01/01/2008	\$8,390	Straight-Line	20 Years	01/01/2028
1639	Land Improvements	Honeywood Playground - County Road 21	01/01/2006	\$8,803	Straight-Line	10 Years	01/01/2016
1640	Land Improvements	Honeywood Arena Parking Lot - County Road 21	01/01/2000	\$65,549	Straight-Line	20 Years	01/01/2020

GB FW #2
MAY 08 2018

NDCC TCA 2017								
	Opening Cost	Additions	Closing Cost	Opening NBV	Opening Acc. Amort.	Amort. Expense	Closing Acc. Amort.	Closing NBV
Recreation and Cultural Services								
Equipment								
Appliances								
1497 - Commercial Dishwasher	3,111	-	3,111	-	3,111	-	3,111	-
Building Equipment								
1671 - Automatic Floor Scrubber	5,263	-	5,263	-	5,263	-	5,263	-
Furniture & Fixtures								
1542 - 60" Round Folding Table	7,273	-	7,273	3,717	3,556	485	4,040	3,232
1543 - Stacking Chairs	9,525	-	9,525	4,868	4,657	635	5,292	4,233
Medium Equipment								
792 - SkyJacker SJIII4626	6,192	-	6,192	1,342	4,851	619	5,470	722
2584 - Zamboni - 2014	75,128	-	75,128	62,606	12,521	5,009	17,530	57,598
Tools, Shop & Garage Equipment								
1701 - Gas Ice Edger	2,608	-	2,608	782	1,826	261	2,087	522
Facilities								
Exterior								
1544 - 500 Gal. Fuel Tank (Furnace)	2,525	-	2,525	1,599	926	126	1,052	1,473
Interior								
1489 - Dehumidifier/Air Handler - Arena	14,729	-	14,729	-	14,729	-	14,729	-
1490 - Dasher Boards - Arena	65,096	-	65,096	23,435	41,662	2,604	44,265	20,831
1491 - Chiller Support Frame - Arena	9,455	-	9,455	7,092	2,364	236	2,600	6,855
1492 - Compressor - Arena	197,640	-	197,640	118,584	79,056	7,906	86,962	110,678
1493 - Cooling Loop - Arena	10,250	-	10,250	6,560	3,690	410	4,100	6,150
1494 - Electrical Connection - Arena	13,485	-	13,485	10,783	2,702	674	3,376	10,109
1498 - Brock Furnace - Arena	2,750	-	2,750	1,513	1,238	138	1,375	1,375
1556 - Brine Equipment - Arena	6,172	-	6,172	4,670	1,502	247	1,749	4,424
1559 - Cimco Eco-Technology Electric Desiccant De-Humidifier	32,050	-	32,050	17,093	14,957	2,137	17,093	14,957
1564 - Eye Wash Station (NDCC)	890	-	890	527	363	89	452	438
1566 - Newmac Furnace - Arena	2,654	-	2,654	-	2,654	-	2,654	-
1670 - Arena Scoreboard	8,390	-	8,390	4,615	3,776	420	4,195	4,195
Roof								
1499 - Arena - Timber Roof	18,061	-	18,061	8,669	9,392	181	9,573	8,489
1500 - Arena - Steel Roof	196,225	-	196,225	109,886	86,339	3,925	90,264	105,962
Structure								
1633 - North Dufferin Recreation Centre (Arena) - County Road 21	298,842	24,843	323,685	194,386	104,456	4,311	108,767	214,917
Recreation and Cultural Services Total	988,314	24,843	1,013,157	582,727	405,588	30,410	435,998	577,159

GB FW #2
MAY 08 2018

Township of Mulmur PSAB 2017 Acquisitions and Disposals								
Keystone Expense Account #	Keystone TCA Account #	GL Description	Replace/ New/ Betterment	Extended Life	Description	Vendor	Invoice Date DD/MM/YYYY	GL \$ Amount 31-Dec-17
ADMINISTRATION								
02-1092-0702	06-1000-1770	Phone System	Replacement	15	New phone system	Redial Corporation	28-Feb-17	5,902.40
								5,902.40
02-1092-0703	06-1000-1750	Furnace	Replacement	30	Replacement of East End Furnace	Nottawasaga Mechanical	26-Apr-17	9,041.38
								9,041.38
PUBLIC WORKS								
02-1253-0701	06-1000-1730	Transporation Infrastructure	New	15	Asphalt Centre Road from 5 sdrd north	Stayner Rental Ltd	17-May-17	864.96
02-1253-0701	06-1000-1730	Transporation Infrastructure	New	15	Asphalt Centre Road from 5 sdrd north	Roto-mill Service Ltd.	30-May-17	6,573.15
02-1253-0701	06-1000-1730	Transporation Infrastructure	New	15	Asphalt Centre Road from 5 sdrd north	The Murray Group Ltd.	26-Jul-17	155,183.25
								162,621.36
02-1253-0701	06-1000-1730	Transporation Infrastructure	New	15	Asphalt 10 sdrd & 1st L EHS	The Murray Group Ltd.	26-Jul-17	44,393.84
02-1253-0701	06-1000-1730	Transporation Infrastructure	New	15	Asphalt 10 sdrd & 2nd L EHS	The Murray Group Ltd.	26-Jul-17	7,388.16
02-1253-0701	06-1000-1730	Transporation Infrastructure	New	15	Asphalt 10 sdrd & 3rd Line	The Murray Group Ltd.	26-Jul-17	17,905.32
02-1253-0702	06-1000-1770	Equipment	Replacement	10	B3 2017 CAT Backhoe	Toromont Industries	22-Nov-17	173,659.57
02-1253-0702	06-1000-1770	Equipment	Replacement	10	B3 2017 CAT Backhoe - credit off price	Toromont Industries	2-Jan-18	(2,850.00)
02-1253-0702	06-1000-1770	Equipment	Replacement	10	B3 2017 CAT Backhoe - credit off price	Toromont Industries	2-Jan-18	(15.00)
02-1253-0702	06-1000-1770	Equipment	Replacement	10	B3 2017 CAT Backhoe	Swish GPS unit	30-Nov-17	45.79
								170,840.36
02-1253-6702	06-1000-1770	Equipment	Replacement	10	Trade-in	Toromont Industries	22-May-17	(40,704.00)
02-1253-0703	06-1000-1760	Equipment	Replacement	8	PU6 2018 GMC Pick-up Truck	MacMaster Buick GMC	14-Nov-17	36,619.37
02-1253-0703	06-1000-1760	Equipment	Replacement	8	PU6 2018 GMC Pick-up Truck - Light Bar	Visco Industrial	22-Nov-17	323.71
02-1253-0703	06-1000-1760	Equipment	Replacement	8	PU6 2018 GMC Pick-up Truck - Decals	McCarthy Signs Ltd	22-Nov-17	142.46
02-1253-0703	06-1000-1760	Equipment	Replacement	8	PU6 2018 GMC Pick-up Truck - radio	Mobile Radio Systems	31-Dec-17	116.39
								37,201.93
02-1253-6703	06-1000-1760	Equipment	Replacement	8	Sale of PU3	Sold privately	25-Oct-17	(800.00)
02-1253-0706	06-1000-1730	Transportation Infrastructure	Replacement	75	Bridge 20 replacement	Guradian Bridge Rapid Const.	20-Nov-17	711,840.74
02-1253-0706	06-1000-1730	Transportation Infrastructure	Replacement	75	Bridge 20 replacement	McCarthy Signs Co. Ltd.	26-Jul-17	549.50
								712,390.24
RECREATION								
02-2000-0701	06-1000-1750	Facilities	Betterment		Arena Renovations - Front Doors	Shelburne Home Hardware	30-May-17	22,660.00
02-2000-0701	06-1000-1750	Facilities	Betterment		Arena Renovations - Front Doors	Delmar Electric	12-Jul-17	610.61
02-2000-0701	06-1000-1750	Facilities	Betterment		Arena Renovations - Front Doors	Teeter Contracting	12-Jul-17	1,571.94
								24,842.55
Total Net Additions								1,151,023.54



NDCC BOARD OF MANAGEMENT **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 NDCC BOARD OF MANAGEMENT ENACTS AS FOLLOWS:

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

Procurement Processes:

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

Value of procurement below \$5,000 excluding taxes do not require quotations.

2) **Request for Quotation Procurement:**

Value of procurement above \$5,000 but less than \$10,000 excluding taxes. Three (3) verbal quotations shall be obtained and documented. If the lowest quotation is not selected or if three quotes are not available, a brief explanation shall be noted.

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

Value of procurement above \$10,000 but less than \$25,000 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 Board approval shall be obtained.

Purchases under \$25,000 may be tendered at the discretion of the Arena Manager.

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

Value of procurement greater than \$25,000 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.

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 Arena Manager following consultation with the Treasurer and the guidelines above. Emergency purchases above \$25,000 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.

Date of Adoption: April 10, 2018

Chair

Secretary



CORPORATE POLICY AND PROCEDURES MANUAL

SUBJECT: WORKPLACE CONDUCT

POLICY NAME: PREVENTION OF VIOLENCE IN THE WORKPLACE

POLICY STATEMENT AND RATIONALE

The Township is committed to the provision of a healthy and safe work environment. The purpose of this policy is to outline the Township's commitment to providing a violence-free environment. This policy supports the requirements of Section 32.0 (Part III Violent and Harassment) of the *Occupational Health & Safety Act*.

SCOPE

All employees in the Township of Mulmur.

Members of the general public, visitors to municipal facilities, or individuals conducting business with the Township, are expected to refrain from any form of violence. The Township will take any necessary steps to ensure a workplace free from violence.

DEFINITIONS

Workplace Violence:

- a) The exercise of physical force by a person against a worker in a workplace, that causes or could cause physical injury to a worker,
- b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- c) A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Workplace Harassment: means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonable to be known to be unwelcome. Workplace harassment also includes sexual harassment.

Sexual Harassment is defined in the *Occupational Health and Safety Act* as:

- a) Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonable to be known to be unwelcome, or
- b) Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker, and the person known or ought reasonable to know that the solicitation or advance is unwelcome.

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GENERAL

Mulmur does not tolerate, ignore or condone violence or harassment in the workplace. All reported threats or incidents will be investigated promptly, with appropriate action taken. Mulmur will take every reasonable precaution to protect employees from domestic violence at work where the manager/supervisor has been made aware that an employee is at risk of physical harm in the workplace.

Workplace violence, or threat of workplace violence, undermines an employee's ability to work effectively. In the municipal sector, it is recognized that the potential for staff to encounter violence in their workplace is high, especially in jobs involving the following:

- Dealing with the public
- Working with unstable or volatile people
- Working alone
- Transporting people and goods
- Handling cash
- Have a mobile workplace
- Securing/protecting valuables
- Transporting people

RESPONSIBILITIES

Everyone is responsible for creating and maintaining a safe workplace to the extent of each person's authority and ability to do so. It is the responsibility of every employee to assist and cooperate in making the workplace as safe and secure as possible.

Since all employees have the right to work in an environment free from violence, all employees share the responsibility to support a workplace free from violence.

Township Responsibilities

- Take reasonable preventative measures to protect employees and others in municipal workplaces from workplace violence
- Ensure that all employees working in positions identified as being more susceptible to workplace violence receive training in being able to recognize and respond to violence appropriately and safely
- Provide copies of this policy to all employees in the Township of Mulmur
- Ensure the process for reporting and responding to incidents or workplace violence is communicated, maintained and followed
- Ensure this policy remains in line with the County of Dufferin's Prevention of Violence in the Workplace Policy

Manager/Supervisor Responsibilities

- Provide workers with information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour, without disclosing more personal information than is necessary to protect the worker, as required by the *Occupational Health & Safety Act*
- Treat all reports of violence, or threats of violence in the workplace seriously, conducting an initial investigation and involving Human Resources staff in the investigation as appropriate
- Report incidents of workplace violence causing injury as per Section 52(1) to the Health and Safety Representative and Ministry of Labour within 4 days
- Encourage staff to report incidents of violence in the workplace
- Take immediate and appropriate action to reports of violence in the workplace

- Actively promote a workplace free from violence and harassment

Employee Responsibilities

- Report all incidents involving violence (or threats of violence), including violence due to a personal situation outside the workplace that could enter the workplace, to their Supervisor/Manager immediately
- Comply with this policy at all times to protect themselves and others in the workplace from violence and harassment
- Participate in training regarding this policy and County procedures directed at prevention of violence in the workplace
- Fully cooperate in any investigation of complaints or incidents of workplace violence or breaches of this policy

PROCEDURE

Recognizing Behaviours of Concern

- Fidgety/anxious
- Raised voice
- Minimal eye contact
- Foul language
- Heavy rate of breathing
- Clenched jaw

People exhibiting any behaviour that cause staff to be concerned about that person becoming violent should be dealt with according to methodologies learned during training. If at any time staff become uncomfortable dealing with a person exhibiting any of these behaviours of concern, they should contact their Supervisor immediately for assistance, or provide the person with the contact information for their Supervisor so that they can deal with them directly.

Reporting Incidents of Violence – Emergencies

(Immediate danger; weapons; physical injury or the threat of physical injury)

If a situation is escalating or an employee feels there is a potential for violence, and attempts to de-escalate the situation are ineffective – GET HELP. The worker, if possible, or a staff member in the immediate area should notify Police (9-1-1) or immediate Supervisor in all emergency situations.

Reporting Incidents of Violence – Non-Emergencies

(Verbal threats that could lead to physical harm)

- Employees are encouraged to report threatening statements of behaviour that cause a worker to believe that there is a threat of workplace violence to their Supervisor immediately
- All incidents reported must be tracked as an incident on internal incident report forms appropriately noting 'violence' as the incident type, along with all other pertinent information, and given the same consideration as any other type of incident
- Incidents involving harassment must be forwarded to the Human Resources department
- All matters relating to workplace violence shall be dealt with in a sensitive, fair, and impartial manner. Privacy and confidentiality will be maintained unless the disclosure of personal information is necessary for the purposes of investigation or taking corrective action with respect to the incident, or is otherwise required by law

Investigation Incidents of Violence

All incidents of involving physical violence in the workplace shall be investigated by a team comprised of the Department Manager and Human Resources in the following manner:

- Conduct separate interviews with the complainant, the respondent (where possible) and any individual who may be able to provide relevant information
- Document the interview, have the discussion notes read and signed by the interviewee to confirm accuracy
- Prepare a written report summarizing the investigation findings so that appropriate corrective measures can be taken to facilitate the worker returning to a safe work environment. A copy of this report will be submitted to Human Resources and forwarded to the CAO as deemed necessary
- The employee/person displaying violent conduct will be subject to a range of corrective action up to and including termination or expulsion from municipal workplaces and its programs.



CORPORATE POLICY AND PROCEDURES MANUAL

SUBJECT: WORKPLACE CONDUCT

POLICY NAME: HARASSMENT AND RESPECTFUL WORKPLACE

POLICY STATEMENT AND RATIONALE:

The Township of Mulmur is committed to providing a safe, healthy and professional workplace free from all forms of harassment, discrimination and disrespectful behaviour. Mulmur expects and promotes respectful interactions which show regard for the rights, dignity, and health and safety of all, and will take precautions to prevent workplace harassment and to protect its employees.

This policy is consistent with the spirit and provisions of the Ontario *Human Rights Code* and the *Occupational Health and Safety Act*, and should be read in conjunction with any applicable legislation.

SCOPE:

All employees of the Township of Mulmur in any location where a Township of Mulmur employee is carrying out their occupational duties, including locations that are not on primary work sites. This may include work-related social functions, training and conferences, during work-related travel, at facilities being used for business purposes, during telephone, e-mail or other communications.

POLICY, PROCEDURE AND IMPLEMENTATION:

HARASSMENT

Harassment is defined under the *Occupational Health and Safety Act* as:

- a. Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known, or ought reasonably to be known to be unwelcome; or
- b. Workplace sexual harassment

Harassment is ongoing behavior that a reasonable person would consider to be humiliating, demeaning, offensive or intimidating and is unwelcome. A single incident may constitute harassment, depending on the severity of the behavior. Harassment is a form of discrimination.

Examples of harassment may include but are not limited to:

- Yelling at an employee
- Taking credit for another's work
- Ostracizing an employee
- Abuse of authority
- False accusations/allegations
- Practical jokes which insult or embarrass an individual
- Sabotaging an employee's work
- Withholding information from an employee required for him/her to do his/her job

GB POL #3
MAY 08 2018

- Belittling, condescending comments
- Bullying, workplace pranks, vandalism, hazing
- Gossiping or spreading malicious rumours
- Inappropriate, embarrassing, humiliating comments or jokes about an individual

Harassment is not:

- Appropriate direction, delegation or discipline administered under the course of supervision
- Measures to correct performance deficiencies such as placing someone on a performance improvement plan
- Requesting medical documents in support of an absence from work
- Stressful events encountered in the performance of legitimate job duties
- A relationship of mutual consent or flirtation
- Friendly teasing or bantering that is mutually acceptable and not offensive to others
- Normal workplace conflict that may occur between individuals or difference of opinion between co-workers

SEXUAL HARASSMENT

Sexual Harassment is defined under the *Occupational Health and Safety Act* as:

- a. Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b. Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker, and the person knows or ought reasonable to know that the solicitation or advance is unwelcome.

Examples may include, but are not limited to:

- Continuous conversation of a sexual nature
- Persistent and offensive jokes of a sexual or gender-specific nature
- Suggestive or insulting sounds (example, whistling or cat-calls)
- Lewd gestures
- Sexual comments about body shape, clothes or weight
- Comments about a person's sex life or relationship with partner
- Posting or electronically transmitting pornographic or sexually explicit pictures and jokes
- Sexual exposure
- Unnecessary physical contact (example pinching, touching or patting)
- Sexual assault
- Sexual innuendoes or taunting
- Vulgar humour or language
- Leering (persistent sexual staring)
- Sexual advances or demands that are unwelcome
- Threats, punishment or denial of a benefit for refusing a sexual advance
- Offering a benefit in exchange for a sexual favour

DISCRIMINATION

Discrimination is the unequal treatment of a person on the basis of a prohibited ground. Under the *Ontario Human Rights Code*, prohibited grounds include: race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy, breastfeeding, gender identity and gender

expression), sexual orientation, age, marital status (including same-sex partnership), family status, disability (including perceived or past) and record of offences for which a pardon has been granted and has not been revoked or an offence in respect of any provincial enactment. In general, discrimination is an act or practice that intentionally or unintentionally causes a type of disadvantage prohibited by the provisions of the Ontario *Human Rights Code*.

Examples of discrimination may include, but are not limited to:

- Refusal to work with, or differential treatment of a person on the basis of the prohibited grounds
- Decisions of recruitment, promotion, pay increases or employment practices based in whole or in part on one or more of the prohibited grounds

RESPONSIBILITIES:

ORGANIZATION

It is the responsibility of the Township of Mulmur to:

- Take responsible, preventative measures to protect employees and others in Township workplaces, from workplace discrimination and harassment
- Ensure that all employees receive a copy of this policy
- Establish a process for reporting and responding to incidents of workplace discrimination and harassment
- Ensure the process for reporting and responding to incidents of workplace discrimination and harassment is communicated, maintained and followed
- Ensure that this policy is reviewed at least annually

MANAGERS AND SUPERVISORS

It is the responsibility of managers and supervisors to:

- Understand and abide by the requirements of this policy
- Communicate and review this policy with the employees they supervise or manage
- Adequately train employees in Township procedures that address the workplace harassment risk(s) applicable to the employee
- Encourage employees to report complaints or incidents of workplace discrimination and harassment
- Respond to all complaints or incidents of workplace discrimination and harassment in a professional manner appropriate in the circumstances
- Promptly report all complaints or incidents of workplace discrimination or harassment they receive or witness to the Human Resources Manager or designate

ALL EMPLOYEES

It is the responsibility of all employees of the Township of Mulmur to:

- Comply with this policy at all times to protect themselves and others in the workplace from workplace discrimination and harassment
- Immediately notify their supervisor or other designated person of any incident or workplace discrimination or harassment whether the notifying employee is the victim or not. In the case of an extreme or imminent threat of physical harm to themselves or any person, the employee should contact the police
- Participate in training regarding this policy and Township procedures directed at workplace harassment risks in the workplace

- Fully cooperate in any investigation of complaints of workplace harassment or breaches of this policy

RESOLUTIONS, REPORTING AND INVESTIGATION REOCEDURES:

INFORMAL RESOLUTION

If an employee is either directly affected by, or has witnessed harassment in the workplace, they are encouraged to speak to the person directly, and let them know that their behavior is unwelcome, and ask for it to stop.

As an alternative, and informal mediation can be arranged with both employees. The Human Resource Manager, Senior Management or designate will assist the employees to discuss the incident and their concerns and come to an agreed upon outcome. Participation in mediation is voluntary and either party can withdraw at any time.

Should the above approaches be ineffective, and/or the behavior continues, it should be reported.

REPORTING

Employees can at any time report incidents of workplace harassment or reprisal to the Human Resources Manager or Department Manager.

All complaints and incidents are to be recorded in writing by the reporting person/employee, the supervisor or manager receiving the report and the Human Resources Manager. The date, time, location, potential witnesses and nature of the incident should be documented.

If the incident involves a person who is not an employee of the Township, a member of the Senior Management team or Human Resources Manager will report the incident to that person's employer and /or such other person as the Township determines is appropriate in the circumstances.

INVESTIGATION

All complaints or incidents or workplace harassment or reprisal will be promptly investigated. Where the respondent is a Township employee, the investigation will be conducted as quickly and confidentially as possible in the circumstances. Every effort will be made to protect the privacy of the individuals involved in an investigation and to ensure that Complainants and Respondents are treated fairly and respectfully. Information about the alleged incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by law.

In all cases, staff are encouraged to report their concerns internally to their supervisor, provided he/she is not the alleged Respondent, in which case concerns should be reported to the Human Resource Manager. However, if a complaint is regarding the conduct of senior management, or staff or uncomfortable or unable to report it internally, the complaint may be reported to an outside party such as the Ministry of Labour. Nothing in this policy prevents or discourages an employee from filing an application with the Human Rights Tribunal of Ontario on a matter related to the Ontario *Human Rights Code*. An employee also retains the right to exercise any other legal avenues that may be available.

If the Complainant decides not to lay a formal complaint, the Township has a legal obligation to conduct an investigation which is reasonable in the circumstances and will file such documents with the person against whom the complaint is laid (the Respondent).

At the discretion of the CAO and/or Human Resource Manager, the Township may obtain outside assistance and/or legal counsel.

The investigation will include:

- A documented interview with the Complainant and/or victim
- A documented interview with the alleged Respondent(s)
- A documented interview with any witnesses with relevant information
- Any other step the investigator(s) deems necessary to fully and fairly investigate the complaint or incident
- At the conclusion of the investigation, Human Resources will prepare a written report of the findings
- Where the Respondent is a Township employee, their supervisor, in consultation with management and/or Human Resources will take any necessary corrective action warranted in the circumstances
- Where the Complainant is a Township employee and is found to have brought forward a complaint in bad faith, their supervisor, in consultation with management and/or Human Resources, will take any necessary disciplinary action. Such discipline is not a reprisal or breach of this policy.
- The severity of any disciplinary action, which may include dismissal from employment, will be consistent with the seriousness of the conduct at issue, such that more significant discipline will follow more serious conduct or repeated violations of this policy
- Upon completion of the investigation, the Township of Mulmur will advise in writing the Complainant and Respondent, if the Respondent is an employee, of the findings of the investigation and any corrective action that has been or will be taken as a result of the investigation

NO REPRISAL

This policy prohibits reprisals against employees who have made complaints in good faith and without malice or provided information regarding a complaint or incident of workplace discrimination or harassment.

Employees who engage in reprisals or threats of reprisals may be disciplined up to and including dismissal from employment.

Reprisal includes:

- Any act of retaliation that occurs because a person has complained of or provided information about an incident of workplace discrimination or harassment
- Intentionally pressuring a person to ignore or not report an incident or workplace discrimination or harassment; and
- Intentionally pressuring a person to lie or provide less than full cooperation with an investigation of a complaint or incident of workplace discrimination or harassment

AERIAL MAP



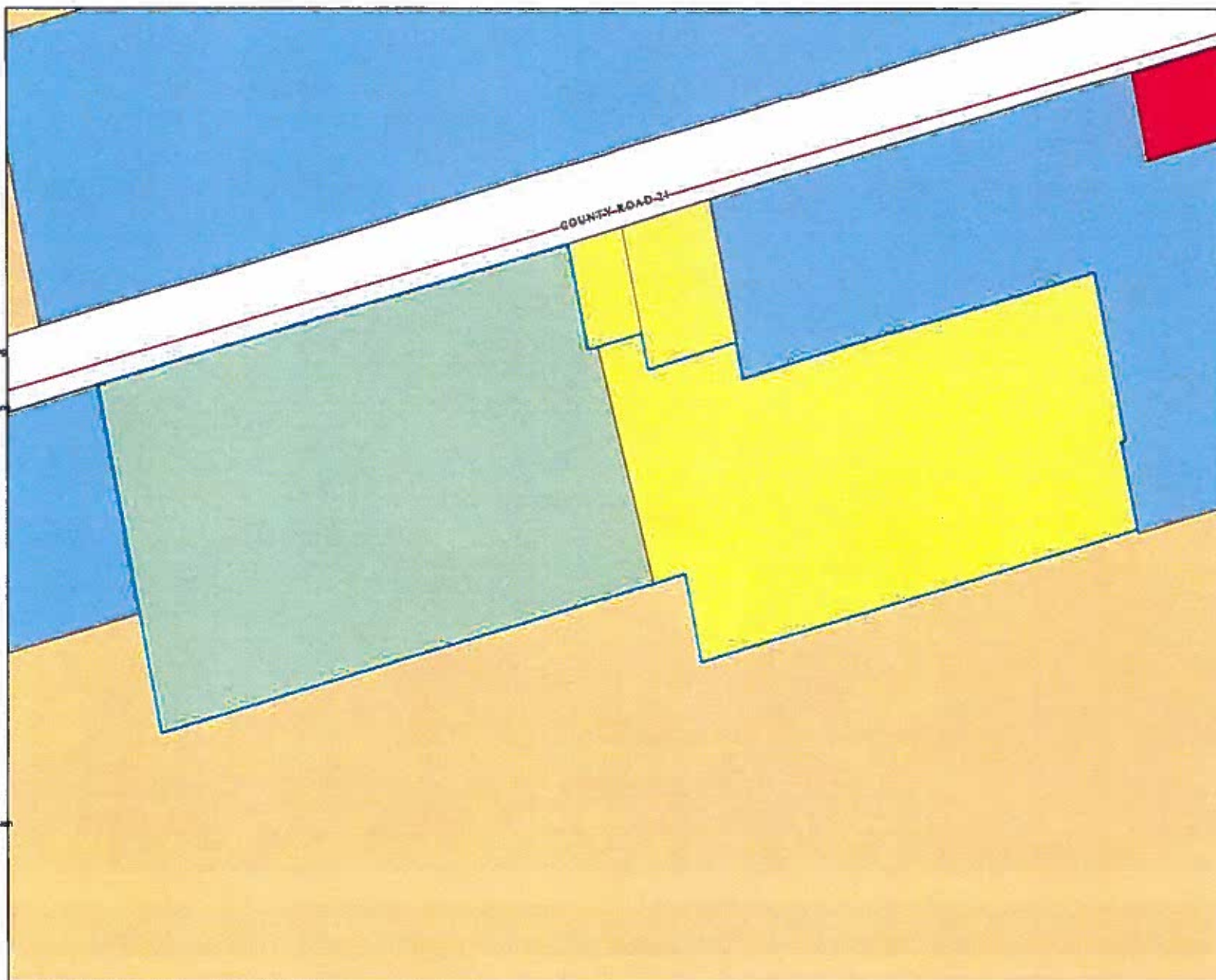
Legend

- <all other values>
- Permanency**
 - Intermittent
 - Permanent
- Parcels
- ROADS_CNTY_PROV
- ROADSEC

ZONING MAP

Legend

- <all other values>
- Permanency**
 - Intermittent
 - Permanent
- Zoning**
 - Agricultural
 - Business Park Core Holding
 - Business Park Gateway Holding
 - Rural Commercial
 - Business Park Transition Holding
 - Business Park Gateway
 - Business Park Transition
 - Rural
 - Environmental Protection
 - Open Space
 - Recreational
 - Hamlet Residential
 - Rural Residential
 - Estate Residential
 - General Commercial
 - Highway Commercial
 - Institutional
 - Extractive Industrial
 - Waste Disposal Industrial
 - Niagara Escarpment Commission
 - Parcels
 - ROADS_CNTY_PROV
 - ROADSEC



4.10 INSTITUTIONAL (I) ZONE

4.10.1 Permitted Uses

No person shall within any Institutional (I) Zone, use any land or erect, alter or use any building or structure except in accordance with the following:

- i) ambulance station
- ii) business, professional and administrative offices
- iii) cemetery
- iv) community centre including a banquet hall
- v) day nursery
- vi) fire station
- vii) library
- viii) municipal office and public works yard
- iv) nursing home
- ix) place of worship
- x) school

4.10.2 Regulations for Permitted Uses

- i) Minimum Lot Area 0.5 ha
- ii) Minimum Lot Frontage 30 m.
- iii) Minimum Yard Requirements
 - a) Front Yard 7.5 m.
 - b) Interior Side Yard 3.0 m.
 - d) Exterior Side Yard 7.5 m.
 - d) Rear Yard 7.5 m.
- iv) Maximum Lot Coverage 35%
- v) Minimum Landscaped Open Space 10%
- vi) In any yard abutting a Residential Zone a planting strip of at least 3.0 metres shall be required.

4.10.3 Exceptions

4.15 OPEN SPACE (OS) ZONE

No person shall within an Open Space (OS) Zone, use any land or erect, alter or use any building or structure except in accordance with the following:

4.15.1 Permitted Uses

- i) cemetery
- ii) public park and accessory structures
- iii) public recreation centre
- iv) resource management activities

4.15.2 Regulations for Permitted Uses

- i) Minimum Lot Area 2.0 ha.
- ii) Minimum Lot Frontage 150 m
- iii) Minimum Yard Requirements
 - a) Front Yard 30 m
 - b) Interior Side Yard 30 m
 - c) Exterior Side Yard 30 m
 - d) Rear Yard 30 m
- iv) Maximum Lot Coverage 1%
- v) Minimum Landscaped Open Space 50%
- vi) Maximum Height 10.5 m

4.15.3 Exceptions