



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
AGENDA
TUESDAY, JULY 10, 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 - June 12, 2018**
- 5. Business Arising from the Minutes**
- 6. Facility Manager's Report**
- 7. General Business**
 1. Financial
 1. Accounts
 2. Strawberry Supper Verbal Update
 3. Beef BBQ
 4. New/Other Business/Additions
 - 4.1 Arena Grill
 5. Unfinished Business
 1. Policies of the Board
 1. RFQ - Risk Management Policy - Member Lowry
 2. Survey Quotes
- 8. Delegation**
- 9. Closed Session**
- 10. Notice of Motion**
- 11. Confirmation Motion**
- 12. Adjournment and Date of Next Meeting - Tuesday, August 14, 2018 - 7:00 - 9:00 p.m. - North Dufferin Community Centre**



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

**TUESDAY, JUNE 12, 2018 – 7:00 P.M.
NORTH DUFFERIN COMMUNITY CENTRE**



The North Dufferin Community Centre Board of Management known as “The Board” held its meeting on the 12th day of June, 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
Nancy Noble, Mulmur
Debbie Fawcett, Melancthon
Donna Funston, Administration and Finance Assistant, Melancthon

Regrets:

Keith Lowry, Councillor Mulmur
Clayton Rowbotham, Melancthon
Heather Boston, Treasurer, Mulmur
Denise Holmes, CAO/Clerk, Interim Secretary, Melancthon

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:07 p.m.

#2 Approval of Agenda

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

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#4 Approval of Draft Minutes

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

#5 Business Arising from the Minutes

Discussion around Member Lowry’s letter titled NDCC Chair Role, Member Besley would like the motion to be rescinded and after reading the letter the Board feels the motion is ok to be rescinded. Member Besley suggests the Chair person is the best person to be the liason with arena staff and The Board.

-Moved by Besley, Seconded by Fawcett be it resolved that the NDCC Board of Management rescind the motion of March 8 regarding the arena manager reporting to Dave Besley and hereby appoint the Chairman of the Board as the person that the arena board manager of the day will report to. Carried.

#6 Facility Manager's Report

The Facility Manager went over his report with the Board. No safety concerns or incidents for staff or issues from the public. Received the third quote from Delmar Electric for the surge protection of the arena. Delmar quote \$2366.15 + HST, Paul Downey quote \$4300 and Lighten Up quote \$12,000, Curtis not sure as to the reason for such a difference in the quotes. Feels Delmar would be best to go with as they currently service the arena and know the electrical system.

-Moved by Besley, Seconded by Fawcett be it resolved that the North Dufferin Board of Management purchase an electrical surge protector from Delmar Electric for an installed price of \$2366.15 plus HST . Carried.

Curtis will look after booking Delmar to get the surge protector installed. Curtis is not aware of anything needing done before the hockey season starts, Chair Tupling asks about some sort of divider for the half ice rule that the OMHA has now introduced for the younger teams. Member Besley requests Curtis paint the stairwell up to the Norduff Room to freshen it up. Curtis responds that he has painting on his list of things to be done. For the Strawberry Supper Curtis has agreed to set up the tables and chairs downstairs which will also be ready for the Beef BBQ in July. Curtis mentions the grill is in bad shape and suggests a proposal to replace it.

#7 General Business

1. Financial
 1. Accounts
2. Beef BBQ
3. Strawberry Supper – Debbie Fawcett
4. New/Other Business/Additions
5. Unfinished Business
 1. Policies of the Board
 1. RFQ – Risk Management Policy – Member Lowry
 2. Survey Quotes

#1 Board discussed Financial Statements and directed to email Heather with any questions.

#1.1 -Moved by Noble, Seconded by B Tupling be it resolved that the accounts in the amount of \$32,867.47 be approved to be paid. Carried.

Vice-Chair Tupling is requesting an explanation as to why hydro bills from Feb, March and April are not being paid until June? Also if any late charges are being paid what is that amount? The Board would like to see copies of each invoice that is being listed on the account payable page each month before signing off on the accounts to be paid. An amount of \$133.02 is listed as

parking lot paint, Board does not see any new paint in the arena parking lot requests an explanation as to what this amount is for?

#2 Chair Tupling will pick up the Beef BBQ Posters from Mulmur Township and distribute. Chair Tupling gave Janice Aldcorns update as follows: the meat has been ordered, Greg Holmes has been booked for the entertainment. Everything is on track and up to date so far. Janice is asking Mulmur to help with the advertising as they have done in the past years.

#3 -Moved by B Tupling, Seconded by Noble be it resolved that NDCC Board of Management appoints Debbie Fawcett as head chairperson of the Strawberry Supper. Debbie will handle funds, advertising and all details regarding the Strawberry Supper held on July 1, 2018. Carried.

Member Fawcett gave an update for the meal plan and some discussion around set up and access to the arena in the days prior to for meal prep. The Board approved a letter being handed out to make the public aware of the event and Chair Tupling confirmed that the profit from the event will go directly to the Board.

-Moved by Noble, Seconded by B Tupling be it resolved that NDCC Board of Management gives Deb Fawcett an approved budget of \$4000.00 for the Strawberry Supper 2018.

Member Fawcett will arrange with Curtis times to have the arena open to allow them access on certain days before the Supper and on the day of the Supper to make sure everything will run smoothly. Requesting to have tables and chairs set up by June 26 and cleaned as they will be just out of storage, also the lobby cleaned prior to the day so the cleaning smell is minimal to allow for any allergies. Member Fawcett will have another meeting with the ladies to make sure everything is ordered and have enough help for the Supper to be successful.

#4 None

#5. Unfinished Business

1. Policies of the Board
 1. RFQ – Risk Management Policy – Member Lowry
2. Survey Quotes

#5.1.1 Will discuss at the next meeting

#5.2 Member Rowbotham sent an email the Chair Tupling which read as follows: regarding quotes for a survey, he has requested 4 quotes from Martin Knisley, VanHarten, PJ Williams and Greg Ford. He has received two so far. Chair Tupling will forward Member Rowbotham's email to the Board so everyone has the same information.

Vice-Chair Tupling has been in contact with two contractors and is estimating 7-8 months from booking to actually start time of the project. He also questions the Municipal Election in Oct if that will affect this Board or its plans in any way? Member Besley suggests asking these questions to the politicians that will be running in the Election. When candidates are canvassing would be the best time to find out each person's plans and ideas towards the renovation of the arena.

#8 Delegation

#9 Closed Session

#10 Notice of Motion

None

#11 Confirmation Motion

-Moved by Besley, Seconded by Fawcett 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.

#12 Adjournment

-Moved by B Tupling, Seconded by Noble that we adjourn the North Dufferin Community Centre Board of Management meeting at 8:58 p.m. to meet again on Tuesday, July 10, 2018 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

CHAIR

SECRETARY

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2018 - From Period 1 To Period 6 Ending JUN 30,2018

Account	Description	Previous Year Total	Current Year To Date		Budget Remaining	Total Budget
			Actual	Budget		
Fund: 01 OPERATING FUND						
Category: 2???						
2000 INCOME STATEMENT						
Revenue						
01-2000-4000	MULMUR GRANT	32,599.17	22,638.26	12,677.33	45,276.50	
01-2000-4010	MELANCTHON GRANT	32,599.17	22,638.26	12,677.33	45,276.50	
01-2000-4020	DONATION REVENUE	0.00	0.00	0.00	0.00	
01-2000-4030	FUNDRAISING REVENUE	0.00	9,999.98	20,000.00	20,000.00	
01-2000-4100	MINOR RATE ICE RENTAL REVEN	22,671.88	22,500.00	22,328.12	45,000.00	
01-2000-4110	ICE RENTAL REVENUE (PRIME)	25,291.67	26,000.02	26,708.33	52,000.00	
01-2000-4115	ICE RENTAL REVENUE (NON-PRIM	139.38	249.98	360.62	500.00	
01-2000-4120	NON-RESIDENT USER FEES	2,516.16	1,500.00	483.84	3,000.00	
01-2000-4200	BOOTH RENTAL REVENUE	2,703.24	2,150.02	1,596.76	4,300.00	
01-2000-4210	HALL RENTAL REVENUE	1,495.56	1,299.98	1,104.44	2,600.00	
01-2000-4220	FLOOR RENTAL REVENUE	0.00	0.00	0.00	0.00	
01-2000-4230	SIGN RENTAL REVENUE	3,980.00	2,079.98	180.00	4,160.00	
01-2000-4240	VENDING MACHINE REVENUE	181.80	125.02	68.20	250.00	
01-2000-4300	PENALTIES & INTEREST	347.06	262.50	177.94	525.00	
Total Revenue		124,525.09	111,444.00	98,362.91	222,888.00	
Expense						
01-2000-7000	WAGES	24,221.63	22,500.00	20,778.37	45,000.00	
01-2000-7005	BENEFITS-EI/PPP/WSIB/EHT	2,332.30	2,799.98	3,267.70	5,600.00	
01-2000-7010	BENEFITS-OMERS	1,500.26	1,500.00	1,499.74	3,000.00	
01-2000-7015	STAFF TRAINING/DUES, FEES, SU	0.00	150.00	300.00	300.00	
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,583.05	600.00	(383.05)	1,200.00	
01-2000-7110	COMMUNICATION	650.36	1,500.00	2,349.64	3,000.00	
01-2000-7115	INSURANCE	0.00	6,099.98	12,200.00	12,200.00	
01-2000-7120	HEALTH & SAFETY	175.00	1,400.02	2,625.00	2,800.00	
01-2000-7125	PROF FEES - AUDIT	0.00	594.00	1,188.00	1,188.00	
01-2000-7130	PROF FEES - WATER TESTING	74.99	150.00	225.01	300.00	
01-2000-7150	BANK CHARGES	91.13	249.98	408.87	500.00	
01-2000-7200	HYDRO	19,612.93	30,000.00	40,387.07	60,000.00	
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	8,193.99	6,000.00	3,806.01	12,000.00	
01-2000-7220	BLDG & GROUNDS MAINTENANCE	5,198.57	7,500.00	9,801.43	15,000.00	
01-2000-7230	BOOTH MAINTENANCE	673.76	650.02	626.24	1,300.00	
01-2000-7240	ICE PLANT/MACH MAINTENANCE	9,733.85	4,500.00	(733.85)	9,000.00	
01-2000-7300	FUNDRAISING EXPENSE	369.78	5,250.00	10,130.22	10,500.00	
01-2000-7400	BAD DEBT	0.00	0.00	0.00	0.00	
Total Expense		74,411.60	91,443.98	108,476.40	182,888.00	
Dept Excess Revenue Over (Under) Expenditures		50,113.49	20,000.02	(10,113.49)	40,000.00	
Category Excess Revenue Over (Under) Expenditures		50,113.49	20,000.02	(10,113.49)	40,000.00	

Accounts Payable

Arena AP June 1 -26, 2018

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2018 to 06/26/2018 Paid Invoices Cheque Date 06/01/2018 to 06/26/2018

Vendor Number Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
000024 DUFFERIN WINDOWS LIMITEI	39504	ALUM. INSERT REPAIR, LADIES WR	06/01/2018	06/21/2018	37.97
		01-2000-7220 ALUM. INSERT REPAIR, LADIES WR			37.97
000001 HURONIA/MED-E-OX LTD	153796	PROPANE CREDIT	04/24/2018	05/28/2018	-60.00
		01-2000-7210 PROPANE CREDIT			-60.00
000009 J.L. WILSON AND SONS LIMITJ	1603673	SEASONAL SHUTDOWN REFR.EQUIP	06/11/2018	06/21/2018	633.93
		01-2000-7240 SEASONAL SHUTDOWN REFR.EQUIP			633.93
000006 TELIZON INC	03500420180613	ACCT #35004 - ARENA MONTH	06/13/2018	06/21/2018	65.88
		01-2000-7110 ACCT #35004 - ARENA MONTH			65.88
000025 THE PRINTING HOUSE	0821011607	PRINT POSTERS,SCAN,BOND	06/01/2018	06/21/2018	10.74
		01-2000-7220 PRINT POSTERS,SCAN,BOND			10.74
				Unpaid Invoices	-60.00
				Paid Invoices	748.52
				Invoices Total	688.52
				Selected G/L Account Total	688.52

Payroll: \$260.15

Grand Total: \$948.67

NORTH DUFFERIN COMMUNITY CENTRE

BOARD OF MANAGEMENT

Request for Proposals: Risk Management Services 2018

1. Introduction

The North Dufferin Community Centre Board of Management hereby requests proposals from qualified Risk Management persons to provide a risk management assessment at the North Dufferin Community Centre

2. Background

The North Dufferin Community Centre, known also as the Honeywood Arena, is a fully functioning arena with an attached additional number of rooms and facilities including change rooms, auditorium, and kitchen/snack facilities. While owned by the Township of Mulmur, the Board of Management has taken responsibility for the operations of the facility, and in order to meet their obligations as a Board, requires a risk assessment be undertaken.

3. Project Description and Goals

The purpose of the assessment is to identify all areas of risk to users of the facility, to prioritize and qualify the listed risks, and to propose remediation and/or mitigation measures for those identified risks, i.e. a Risk Management Plan.

The selected consultant will be a person who is qualified as a Risk Management Official and Inspector.

4. Qualifications and Expertise

To successfully complete the project, the awarded consultant must have or be willing to obtain the following qualifications and expertise:

- Qualified provincial training provided by the Ontario Ministry of Environment and Climate Change
- Effective oral, written communications, and customer service skills with the ability to resolve potential conflicts.

5. Scope of Work

The project scope of work will include, but is not limited to, the following tasks:

- Communication: - meet with and interview Board members, facility staff, facility users and provide written summaries of the key learnings
- Record Keeping: - describe and qualify the identified risks in the facility

- Reporting: – provide verbal and written updates to the board, and a summary RMP

6. Timeline

The work shall begin immediately upon acceptance of the proposal with the intention to have an RMP by the end of July 2018

7. Proposal Requirements

The awarded consultant would be retained on a time and materials basis, There would be a contractual agreement between the Board and the consultant. Each proposal must include:

- Description of understanding of the project;
- Identification of subconsultants, if any;
- Summary of relevant experience with similar work;
- Proposed work plan, with a schedule by task;
- Time / task matrix in 2018 for all staff that will work on the project;
- Proposed cost

8. Proposal Selection Criteria

Proposals will be evaluated based on the following criteria, not listed in any particular order:

- Quality and content of written proposal and work plan;
- Understanding of the assignment;
- Demonstrated expertise on similar projects;
- Cost;
- Expertise of project lead and other staff to be involved; and
- Satisfactory references related to the involvement of the consulting firm/assigned staff in similar types of projects.

The selected proposal for the project will not necessarily be awarded to the lowest bidder. All consultants that provide a proposal prior to the submission deadline will be notified by the NDCC Board in writing of the decision.

9. General Terms and Conditions Acceptance of Proposals

This RFP neither expresses nor implies any obligation on the part of the Board enter into a contract with any consultant submitting a proposal.

Rejection of Proposals

The Board reserves the right to reject any or all proposals for failure to fully satisfy the specifications and requirements for the RFP. Any award resulting from this RFP is subject to the successful completion of contractual agreements between the consultant and the Board.

Acceptance or Non-Acceptance of Proposal

Neither the lowest priced nor any proposal shall necessarily be accepted, and the written award decision is final.

Previous Communications

This document and attachments contain the entire requirements relating to this RFP. Other information and/or documentation provided to a prospective consultant or obtained by a prospective consultant prior to the release of this RFP or any other time shall not have any force or effect.

Conflict of Interest

It is the consultant's responsibility to ensure that no perceived or real conflict of interest exists for any of the company's personnel involved in the project.

Cancellation of RFP

Due to unanticipated expenditure constraints, this RFP may be canceled at any time without liability by the Board to prospective consultants or to any other entity.

Authorization

To be considered a valid response, a consultant's submission must be completed and signed by an authorized company official.

Insurance

When requested, the consultant will provide certification of commercial general liability insurance, automobile insurance, and professional errors and omissions liability insurance, as well as a valid Workplace Safety & Insurance Board (WSIB) Clearance Certificate