



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
AGENDA
TUESDAY, JUNE 12, 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 - May 8, 2018**
- 5. Business Arising from the Minutes**
- 6. Facility Manager's Report**
- 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**
- 8. Delegation**
- 9. Closed Session**
- 10. Notice of Motion**
- 11. Confirmation Motion**
- 12. Adjournment and Date of Next Meeting - Tuesday, July 10, 2018 - 7:00 - 9:00 p.m. - North Dufferin Community Centre**



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
MINUTES
TUESDAY, MAY 8, 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 8th day of May, 2018 at 7:00 p.m., in the Norduff Room at The North Dufferin Community Centre. Those present:

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

Regrets:

Bert Tupling, Vice Chair, Melancton

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:06 p.m.

#2 Approval of Agenda

-Moved by Fawcett, Seconded by Rowbotham the Agenda be approved as amended. Carried.

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#4 Approval of Draft Minutes

-Moved by Besley, Seconded by Lowry that the minutes of the North Dufferin Community Centre Board of Management held on April 10, 2018 be approved as circulated. Carried.

#5 Business Arising from the Minutes

Mulmur Council has posted on their website for a replacement member but have not received anything as of yet.

Member Besley requests the motion be rescinded that appointed him the liason between Arena staff and The Board. His concern is that it's not practical for him and thinks the Chair Person or possibly a group of 2 or 3 people in case a conflict arises would be better. Member Lowry points out if no member is appointed only the secretary can deal with staff members including HR functions and supervisor duties etc. Member Lowry wants time to consider this request and suggests more discussion at the next meeting.

#6 Facility Manager's Report

The Facility Manager went over his report with the Board. The ice is out and there are no safety issues with staff or the public. Two quotes for the surge protector have come in and he is waiting on Delmar Electric for the third quote. In the next month Curtis will be doing maintenance like painting and waxing floors. Curtis will put the date and time of the Strawberry Supper on the sign at the front of the arena. July 1 is Strawberry Supper and Debbie Fawcett will handle all the details.

#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

#1.1 -Moved by Rowbotham, Seconded by Noble be it resolved that the accounts in the amount of \$9503.77 be approved to be paid. Carried.

#1.2 Heather went over the Financial Reports with The Board

#2.1 -Moved by Besley, Seconded by Lowry be it resolved that The Board of NDCC management approve the Procurement Policy as circulated. Carried.

#2.2 -Moved by Lowry, Seconded by Noble be it resolved that The Board receive and approve the Prevention of Violence in the Workplace Policy as circulated. Carried.

#2.3 -Moved by Lowry, Seconded by Noble be it resolved that The Board receive and approve the Harassment and Respectful Workplace Policy as circulated. Carried.

#3 Heather gave Member Rowbotham a blueprint of Arena, but he is requesting a survey. Member Rowbotham will get quotes from surveyors for the next meeting and will then discuss the next steps.

#4 Beef BBQ: #8 Delegation – Janice Aldcorn (Time was moved up)

Chair Tupling thanked Janice for accepting the BBQ Chair position again this year.

4.1 Advertising – Moved by Besley, Seconded by Fawcett be it resolved the The NDCC Board of Management authorize a budget of \$1200 for advertising for the Beef Barbeque for the 2018 year, with the opportunity to come to the executive of The Board for an increase in the budget if deemed necessary. Carried.

Janice suggests advertising with Tourism Ontario, radio, In The Hills and Barrie TV. Member Lowry offers to handle the Tourism Ontario portion and Member Fawcett will put a notice on the website. Heather will print posters in colour and Chair Tupling can pick them up from the Mulmur office and distribute. Member Besley offered to help Janice with the poster boards for sponsors with logos. For the entertainment Janice will check with Greg Holmes again this year. Usually the band gets their meal for free and \$100 per musician to play for the night. The Board agreed to that for 2018. Will do 50/50 ticket sales, Zoltan offered to sell. It will be one draw with the money going to first place winner only, if the winner is not there when the ticket is drawn they will be called. Janice will make the tickets as she has done in the past. Chair Tupling will arrange with firefighters to carry tables for the event. No advanced tickets will be sold the meal has always been first come first served. Janice has a neighbour that is willing to take all of the old steal in exchange for new steal for pits.

Janice confirms the menu suggesting a decrease in the amount of meat ordered by 4 or 5 roasts. Janice will communicate with Curtis as to supplies needed for the day of the BBQ.

#5. Unfinished Business

1. Policies of the Board

1. Hiring Policy

2. RFQ – Risk Management Policy – Member Lowry

#5.1.1 -Moved by Lowry, Seconded by Noble that the NDCC Board of Management accept and approve the “Terms and Conditions of Employment” policy as presented and circulated. Carried.

#5.1.2 -Moved by Lowry Seconded by Noble that the NDCC Board of Management accept for review the draft Risk Management RFP as presented and circulated. Member Lowry requests comments and feedback by the next meeting regarding RFP, he also recommends going with a certified person for Risk Management Policy for reliability reasons. Carried.

#9 Closed Session

#9.1 -Moved by Fawcett, Seconded by Rowbotham be it resolved that the North Dufferin Community Centre Board of Management move into a Closed Session Meeting pursuant to Section 239 of the Municipal Act, 2001, as amended, at 8:27 p.m. for the following reason:

(2)(b) personal matters about an identifiable individual, including municipal or local board employees – Facility Personnel Job Descriptions and Management Performance Review & Planning Form. Carried.

-Moved by Rowbotham, Seconded by Besley be it resolved that the North Dufferin Community Centre Board of Management rise from Closed Session at 8:36 p.m. with report. Carried.

#10 Notice of Motion

None

#11 Confirmation Motion

-Moved by Fawcett, Seconded by Besley 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 Besley, Seconded by Lowry that we adjourn the North Dufferin Community Centre Board of Management meeting at 8:38 p.m. to meet again on Tuesday, June 12, 2018 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

CHAIR

SECRETARY

NDCC Chair role

Can our Chair serve as the direct supervisory contact for our employee(s)? Our Chair is a community representative named to the Board by Council resolution.

By custom and sometimes by policy, the Chair of a Board can serve in the place of another Board member for any function of a Board subject to qualification by certification, education, experience, etc, providing there is no contravening policy or legislation.

The NDCC Board is atypical. It is both young, and can be seen as being comprised of two different 'classes' of members.

As a young Board it is not in a financial position to yet have the standard interface between a Board and the employees of the Board: an Executive Director (or CAO in municipal terms). The current model of a Senior Staff member from each of the Councils is close enough to serve on an interim basis, if augmented.

For the purposes of this issue, the community representatives on the Board constitute one 'class', and the Council representatives comprise the other 'class'. Both classes are bound by labour law, and by policy.

The Terms and Conditions of Employment policy that has been adopted speaks to the issue of conflict of interest as it pertains to hiring a relative, and provides a clear guide for the question at issue. The **S.6.b.b** list is why an interface is needed between a Board and the employees of the Board. The powers of a Board, often viewed as embodied by the Board Chair, constitute a power imbalance to the detriment of the employee. That imbalance is mediated by the Executive Director role in the common model, but the NDCC does not yet have an ED. But, there is a possible remedy.

The elected members of the Board, the Councillors named by the Councils as their representatives, swear an oath upon taking municipal office, but the community representatives have not taken such an oath in order to be a member of the Board. That is the key difference that provides a *pro tem* solution to the issue. The oath serves as an assurance of impartial position and decision for the oath-taker, and could inure the Council representatives against conflict of interest concerns were a Councillor to be the designated Board Liaison as described in the policy.

All that being said, the Chair of the NDCC Board could act for the designated Board Liaison upon infrequent occasion and/or in exigent circumstances, in company with a Senior Staff from one of the Councils, and with any action or decision or instruction subsequently presented to the Board for consideration and decision. There could be some exposure to conflict allegations, however.

And that is a "Yes, but..." answer, in long form.

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2018 - From Period 1 To Period 12 Ending DEC 31,2018

Account	Description	Previous Year Total	Current Year To Date		Budget Remaining
			Actual	Budget	
Fund: 01 OPERATING FUND					
Category: 27???					
2000 INCOME STATEMENT					
Revenue					
01-2000-4000	MULMUR GRANT	32,599.17	45,276.50		12,677.33
01-2000-4010	MELANCTHON GRANT	32,599.17	45,276.50		12,677.33
01-2000-4020	DONATION REVENUE	0.00	0.00		0.00
01-2000-4030	FUNDRAISING REVENUE	0.00	20,000.00		20,000.00
01-2000-4100	MINOR RATE ICE RENTAL REVEN	22,671.88	45,000.00		22,328.12
01-2000-4110	ICE RENTAL REVENUE (PRIME)	25,291.67	52,000.00		26,708.33
01-2000-4115	ICE RENTAL REVENUE (NON-PRIM	139.38	500.00		360.62
01-2000-4120	NON-RESIDENT USER FEES	2,516.16	3,000.00		483.84
01-2000-4200	BOOTH RENTAL REVENUE	2,703.24	4,300.00		1,596.76
01-2000-4210	HALL RENTAL REVENUE	1,495.56	2,600.00		1,104.44
01-2000-4220	FLOOR RENTAL REVENUE	0.00	0.00		0.00
01-2000-4230	SIGN RENTAL REVENUE	3,980.00	4,160.00		180.00
01-2000-4240	VENDING MACHINE REVENUE	181.80	250.00		68.20
01-2000-4300	PENALTIES & INTEREST	347.06	525.00		177.94
Total Revenue		124,525.09	222,888.00		98,362.91
Expense					
01-2000-7000	WAGES	23,494.25	45,000.00		21,505.75
01-2000-7005	BENEFITS-EI/PPP/WSIB/EHT	2,442.32	5,600.00		3,157.68
01-2000-7010	BENEFITS-OMERS	4,225.44	3,000.00		(1,225.44)
01-2000-7015	STAFF TRAINING/DUES, FEES, SL	0.00	300.00		300.00
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,583.05	1,200.00		(383.05)
01-2000-7110	COMMUNICATION	542.06	3,000.00		2,457.94
01-2000-7115	INSURANCE	0.00	12,200.00		12,200.00
01-2000-7120	HEALTH & SAFETY	175.00	2,800.00		2,625.00
01-2000-7125	PROF FEES - AUDIT	0.00	1,188.00		1,188.00
01-2000-7130	PROF FEES - WATER TESTING	74.99	300.00		225.01
01-2000-7150	BANK CHARGES	91.13	500.00		408.87
01-2000-7200	HYDRO	19,612.93	60,000.00		40,387.07
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	8,193.99	12,000.00		3,806.01
01-2000-7220	BLDG & GROUNDS MAINTENANCE	5,159.22	15,000.00		9,840.78
01-2000-7230	BOOTH MAINTENANCE	673.76	1,300.00		626.24
01-2000-7240	ICE PLANT/MACH MAINTENANCE	9,172.85	9,000.00		(172.85)
01-2000-7300	FUNDRAISING EXPENSE	0.00	10,500.00		10,500.00
01-2000-7400	BAD DEBT	0.00	0.00		0.00
Total Expense		75,440.99	182,888.00		107,447.01
Dept Excess Revenue Over (Under) Expenditures		49,084.10	40,000.00		(9,084.10)
Category Excess Revenue Over (Under) Expenditures		49,084.10	40,000.00		(9,084.10)

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2018 - From Period 1 To Period 12 Ending DEC 31,2018

Account	Description	Previous Year Total	Current Year To Date Actual	Budget	Budget Remaining
REPORT SUMMARY					
01-2000	INCOME STATEMENT		124,525.09	222,888.00	98,362.91
	Fund 01 Total Revenue		124,525.09	222,888.00	98,362.91
01-2000	INCOME STATEMENT		75,440.99	182,888.00	107,447.01
	Fund 01 Total Expenditure		75,440.99	182,888.00	107,447.01
	Fund 01 Excess Revenue Over (Under) Expenditures		49,084.10	40,000.00	(9,084.10)
	Report Total Revenue		124,525.09	222,888.00	98,362.91
	Report Total Expenditure		75,440.99	182,888.00	107,447.01
	Report Excess Revenue Over (Under) Expenditures		49,084.10	40,000.00	(9,084.10)

Accounts Payable

NDCC AP: April 27 - May 31, 2018

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2018 to 31/05/2018 Paid Invoices Cheque Date 27/04/2018 to 31/05/2018

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
BALANCE SHEET					
01-1000-2201	000014 RECEIVER GENERAL	APRIL 2018 APRIL REMITTANCES: TAX	28/05/2018	28/05/2018	941.28
01-1000-2201	000014 RECEIVER GENERAL	MARCH 2018 MARCH REMITTANCE TAX	30/04/2018	30/04/2018	856.15
		Account Total			1,797.43
01-1000-2202	000014 RECEIVER GENERAL	APRIL 2018 APRIL REMITTANCES: EI	28/05/2018	28/05/2018	233.30
01-1000-2202	000014 RECEIVER GENERAL	MARCH 2018 MARCH REMITTANCE: EI	30/04/2018	30/04/2018	232.34
		Account Total			465.64
01-1000-2203	000014 RECEIVER GENERAL	APRIL 2018 APRIL REMITTANCES: CPP	28/05/2018	28/05/2018	513.12
01-1000-2203	000014 RECEIVER GENERAL	MARCH 2018 MARCH REMITTANCE: CPP	30/04/2018	30/04/2018	497.40
		Account Total			1,010.52
		Department Total			3,273.59
INCOME STATEMENT					
01-2000-7010	000018 OMERS PENSION PLAN	April 2018 APRIL OMERS	23/04/2018	23/04/2018	758.16
01-2000-7010	000018 OMERS PENSION PLAN	May 2018 MAY OMERS	28/05/2018	28/05/2018	129.84
		Account Total			888.00
01-2000-7110	000006 TELIZON INC	03500420180413 ACCT #35004 - ARENA APRIL	13/04/2018	23/04/2018	65.88
01-2000-7110	000006 TELIZON INC	03500420180513 ACCT #35004 - ARENA MAY	13/05/2018	28/05/2018	66.00
		Account Total			131.88
01-2000-7120	000023 COUNTY OF DUFFERIN	IN00000005344 DEFIB PADS/BATTERIES	22/05/2018	30/05/2018	175.00
01-2000-7150	000020 TD BANK	April 2018 APRIL BANK CHARGES	30/04/2018	30/04/2018	45.60
01-2000-7200	000016 HYDRO ONE	Apr 12 2018 BLDG HYDRO: MARCH	12/04/2018	28/05/2018	727.49
01-2000-7200	000016 HYDRO ONE	Apr 18 2018 ICE PLANT HYDRO: MARCH	18/04/2018	28/05/2018	6,590.73
01-2000-7200	000016 HYDRO ONE	MARCH 16 2018 ICE PLANT HYDRO: FEB	30/04/2018	30/04/2018	5,766.77
01-2000-7200	000016 HYDRO ONE	MARCH 31, 2018 BLDG HYDRO: FEB	30/04/2018	30/04/2018	735.25

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Accounts Payable

NDCC AP: April 27 - May 31, 2018

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2018 to 31/05/2018 Paid Invoices Cheque Date 27/04/2018 to 31/05/2018

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-2000-7200	000016 HYDRO ONE	May 10 2018 BLDG HYDRO: APRIL	10/05/2018	28/05/2018	280.32
		Account Total			14,100.56
01-2000-7210	000013 WAYNE BIRD FUELS	0378478 ARENA FURNACE OIL	10/04/2018	11/05/2018	1,132.31
01-2000-7210	000013 WAYNE BIRD FUELS	0378681 ARENA FURNACE OIL	26/04/2018	11/05/2018	183.90
01-2000-7210	000013 WAYNE BIRD FUELS	0378682 ARENA FURNACE OIL	26/04/2018	11/05/2018	440.23
01-2000-7210	000001 HURONIA/MED-E-OX LTD	148371 ARENA FURNACE PROPANE	02/04/2018	30/04/2018	120.01
01-2000-7210	000001 HURONIA/MED-E-OX LTD	153796 PROPANE CREDIT	24/04/2018	28/05/2018	-60.00
		Account Total			1,816.45
01-2000-7220	000022 MACEWEN GLASS AND MIRROR INC	03-26777 LAMINATED INTERIOR DOOR	20/02/2018	28/05/2018	376.29
01-2000-7220	000007 A.W. SILLS SALES AND SERVICE	109891. PAPER TOWEL/SOAP/FLOOR CLEANER	16/04/2018	03/05/2018	755.13
01-2000-7220	000015 TOWNSHIP OF MULMUR	201169 PARKING LOT PAINT	28/05/2018	28/05/2018	133.02
01-2000-7220	000012 SAMMONS CUSTOM FARNING	3507 SNOW REMOVAL: MARCH-APRIL	23/04/2018	26/04/2018	457.65
		Account Total			1,722.09
01-2000-7230	000011 SPARLINGS PROPANE	88725066524889 PROPANE CREDIT IN OLD TANK	13/04/2018	11/05/2018	-89.03
01-2000-7230	000011 SPARLINGS PROPANE	April 2 2018 PROPANE TANK INSPECTION	02/04/2018	30/04/2018	112.94
		Account Total			23.91
01-2000-7240	000021 ZEP SALES & SERVICE CANADA	9003392527 ARENA CALCIUM	02/05/2018	11/05/2018	897.73
01-2000-7240	000009 J.L. WILSON AND SONS LIMITED	JL-1599346 SERVICE DEHUMIDIFIERS	23/04/2018	30/04/2018	9,205.43
		Account Total			10,103.16
		Department Total			29,006.65
		Total Paid Invoices			32,340.24
		Total Unpaid Invoices			-60.00
		Total Invoices			32,280.24

Accounts Payable

NDCC AP: April 27 - May 31, 2018

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2018 to 31/05/2018 Paid Invoices Cheque Date 27/04/2018 to 31/05/2018

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
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Department Summary

01-1000	BALANCE SHEET				3,273.59
01-2000	INCOME STATEMENT				29,008.65
				Report Total	32,280.24

Payroll: \$587.23

Grand Total: \$32,867.47

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