



**NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
AGENDA  
TUESDAY, AUGUST 14, 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 - July 10, 2018**
- 5. Business Arising from the Minutes**
- 6. Facility Manager's Report**
- 7. General Business**
  1. Financial
    1. Accounts
  2. Treasurer Report for Strawberry Supper & Beef BBQ
  3. Letter from Zamboni Company - Safety Features for Zamboni Ice Resurfer
  4. Memorandum of Understanding (MOU) Emergency Sheltering
  5. New/Other Business/Additions
    - 4.1 Arena Grill
  6. Unfinished Business
    1. RFQ - Risk Management Policy Quotes
    2. Survey Update
- 8. Delegation**
- 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 and Board Personnel Issues
- 10. Notice of Motion**
- 11. Confirmation Motion**
- 12. Adjournment and Date of Next Meeting - Tuesday, September 11, 2018 - 7:00 - 9:00 p.m. - North Dufferin Community Centre**



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF  
MANAGEMENT  
MINUTES  
TUESDAY, JULY 10, 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 10<sup>th</sup> day of July, 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  
Nancy Noble, Mulmur  
Debbie Fawcett, Melancthon  
Keith Lowry, Councillor Mulmur  
Clayton Rowbotham, Melancthon  
Heather Boston, NDCC Treasurer, Mulmur  
Denise Holmes, CAO/Clerk, Melancthon  
Donna Funston, NDCC Secretary, Melancthon

Regrets:

Dave Besley, Councillor Melancthon

**#1 Call to Order by Chair**

Chair Tupling called the meeting to order at 7:10 p.m.

**#2 Approval of Agenda**

-Moved by Lowry, 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 Fawcett, Seconded by Lowry that the minutes of the North Dufferin Community Centre Board of Management held on June 12, 2018 be approved as circulated. Carried.

**#5 Business Arising from the Minutes**

-Member Lowry questions why the Board is requesting to see copies of each invoice being paid on the accounts. Chair Tupling explains last month the Board approved Hydro bills that were from Feb and is concerned about late fees and wants to be sure that all invoices are being kept current. Heather explains that Hydro is paid directly from the bank account so no late fees

will be incurred however, the bills are received later than normal by mail and this has been an ongoing problem with Hydro.

## **#6 Facility Manager's Report**

-Facility Manager went over his report with the Board, no safety issues with staff or the public. Del-Mar Electric has been contacted regarding the installation of the surge protector and will be getting back to Curtis with an installation date.

-Member Fawcett raises a safety issue following the Strawberry Supper that the ramps are not wide enough for wheel chairs or walkers. Member Fawcett suggests a solution is needed before the Beef BBQ. Chair Tupling requests Curtis to make sides out of plywood for the ramp before the Beef BBQ to reduce the risk of someone falling off the edge of the ramp. Curtis agrees to make the sides and install before the BBQ.

-Moved by Noble, Seconded by B Tupling, That the Board of Management waive the cost of the facility rental ice surface for Saturday July 14 re: Gloria Prentice Celebration of Life. Carried.

## **#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

#1 Vice-Chair Tupling questions how the Arena is doing compared to last year at this time. Heather will run reports for the August meeting as a year to year comparison. The Board would like to start the budget process in September but would like to see actual numbers before the process begins.

#1.1 -Moved by Noble, Seconded by B Tupling be it resolved that the accounts in the amount of \$948.67 be approved to be paid. Carried.

#2 -Member Fawcett gave an overview as to how the supper went. Attendance was very good, Heather will bring financial reports to the August meeting to show results. Volunteers worked very hard to make the event as seamless as possible and it went off quite well.

-Member Lowry spoke to many people who attended the event and he had numerous positive comments and feedback. People came from Hamilton, Scarborough, Dundalk and Barrie. Many positive comments on the meal, desserts and friendly people.

Request was made to have posters regarding the Beef BBQ available at the Strawberry Supper next year as most people attend both events.

#3 -Chair Tupling reported Janice is getting volunteers lined up for the day and night of the BBQ, meat has been ordered, still need a crew to set up tables. Radio ads have started Monday July 9 and the following week will be a live interview. Ads will be running in local newspapers the week of July 16. Greg Holmes is booked and is a 5 person band. -Heather and Member Fawcett will be at the event to count the incoming monies. Different coloured tickets will be sold for adult meals and kids meals. This will allow for better stats and the number of meals being sold. Member Lowry suggests next year to have a calendar of events set out so that no overlaps occur.

- #4
1. Arena Grill – Grill is in poor condition - requests a tender be posted for the Grill in the Booth area as well as a snow removal tender. Heather to prepare tenders.
  2. Busing Tubs and Carts – Currently the Arena borrows from Dufferin Oaks when extras are needed. Member Fawcett suggests the Arena purchase their own for large events. Some quotes have already been received.

-Moved by Lowry, Seconded by Rowbotham be it resolved that The Board of Management approved the purchase of busing tubs and carts in the amount of up to \$1000.00 taxes included and directs Member Fawcett to look after this purchase.

Arrears – 2 groups have arrears currently with the Arena. Calls will be made to the groups and direction will be given to staff after the calls.

#5. Unfinished Business

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

#5.1.1 No amendments are required. Member Lowry would like to get the RFQ posted on the websites as soon as possible. Also suggests putting a plan together for Mulmur Council to apply memorial donated funds towards flower beds and fencing around the Cenotaph. He also notes that the Ball Diamond is part of the Arena property.

#5. 2. Member Rowbotham discusses quotes he received for the survey. Knisley \$5800+HST, Van Harten \$3000+HST, Greg Ford \$4200-\$4800+HST and PJ Williams \$4670+\$780+HST. Member Rowbotham will put together a proposal for Mulmur Council to cost share for the survey in order to have an accurate and complete one available. Next Council meeting is Aug 1, 2018, and the survey is required to do development on the facility. Heather will verify monies remaining in reserves from 2017.

**#8 Delegation**

**#9 Closed Session**

**#10 Notice of Motion**

-None

**#11 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.

**#12 Adjournment**

-Moved by Noble, Seconded by Rowbotham that we adjourn the North Dufferin Community Centre Board of Management meeting at 8:53 p.m. to meet again on Tuesday, August 14, 2018 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

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**CHAIR**

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**SECRETARY**

**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2018 - From Period 1 To Period 7 Ending JUL 31,2018

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
<b>Fund: 01 OPERATING FUND</b>							
<b>Category: 27???</b>							
<b>2000 INCOME STATEMENT</b>							
<b>Revenue</b>							
01-2000-4000	MULMUR GRANT	0.00	0.00	38,937.84	26,411.30	6,338.66	45,276.50
01-2000-4010	MELANCTHON GRANT	0.00	0.00	38,937.84	26,411.30	6,338.66	45,276.50
01-2000-4020	DONATION REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
01-2000-4030	FUNDRAISING REVENUE	0.00	0.00	20,241.50	11,666.65	(241.50)	20,000.00
01-2000-4100	MINOR RATE ICE RENTAL REVEN	0.00	0.00	22,671.88	26,250.00	22,328.12	45,000.00
01-2000-4110	ICE RENTAL REVENUE (PRIME)	0.00	0.00	25,291.67	30,333.35	26,708.33	52,000.00
01-2000-4115	ICE RENTAL REVENUE (NON-PRIM	0.00	0.00	139.38	291.65	360.62	500.00
01-2000-4120	NON-RESIDENT USER FEES	0.00	0.00	2,516.16	1,750.00	483.84	3,000.00
01-2000-4200	BOOTH RENTAL REVENUE	0.00	0.00	2,703.24	2,508.35	1,596.76	4,300.00
01-2000-4210	HALL RENTAL REVENUE	0.00	0.00	1,495.56	1,516.65	1,104.44	2,600.00
01-2000-4220	FLOOR RENTAL REVENUE	0.00	0.00	220.00	0.00	(220.00)	0.00
01-2000-4230	SIGN RENTAL REVENUE	0.00	0.00	3,980.00	2,426.65	180.00	4,160.00
01-2000-4240	VENDING MACHINE REVENUE	0.00	0.00	181.80	145.85	68.20	250.00
01-2000-4300	PENALTIES & INTEREST	0.00	0.00	413.80	306.25	111.20	525.00
<b>Total Revenue</b>		<b>0.00</b>	<b>0.00</b>	<b>157,730.67</b>	<b>130,018.00</b>	<b>65,157.33</b>	<b>222,888.00</b>
<b>Expense</b>							
01-2000-7000	WAGES	0.00	0.00	24,973.97	26,250.00	20,026.03	45,000.00
01-2000-7005	BENEFITS-EI/PPP/WSIB/EHT	0.00	0.00	2,558.83	3,266.65	3,041.17	5,600.00
01-2000-7010	BENEFITS-OMERS	0.00	0.00	1,717.74	1,750.00	1,282.26	3,000.00
01-2000-7015	STAFF TRAINING/DUES, FEES, SL	0.00	0.00	0.00	175.00	300.00	300.00
01-2000-7100	OFFICE/COMPUTER SUPPLIES	0.00	0.00	1,611.90	700.00	(411.90)	1,200.00
01-2000-7110	COMMUNICATION	0.00	0.00	831.90	1,750.00	2,168.10	3,000.00
01-2000-7115	INSURANCE	0.00	0.00	5,881.62	7,116.65	6,318.38	12,200.00
01-2000-7120	HEALTH & SAFETY	0.00	0.00	175.00	1,633.35	2,625.00	2,800.00
01-2000-7125	PROF FEES - AUDIT	0.00	0.00	0.00	693.00	1,188.00	1,188.00
01-2000-7130	PROF FEES - WATER TESTING	0.00	0.00	149.99	175.00	150.01	300.00
01-2000-7150	BANK CHARGES	0.00	0.00	146.53	291.65	353.47	500.00
01-2000-7200	HYDRO	0.00	0.00	23,996.99	35,000.00	36,003.01	60,000.00
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	0.00	0.00	8,306.82	7,000.00	3,693.18	12,000.00
01-2000-7220	BLDG & GROUNDS MAINTENANCI	0.00	0.00	6,816.18	8,750.00	8,183.82	15,000.00
01-2000-7230	BOOTH MAINTENANCE	0.00	0.00	673.76	758.35	626.24	1,300.00
01-2000-7240	ICE PLANT/MACH MAINTENANCE	0.00	0.00	9,733.85	5,250.00	(733.85)	9,000.00
01-2000-7300	FUNDRAISING EXPENSE	0.00	0.00	9,683.04	6,125.00	816.96	10,500.00
01-2000-7400	BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>		<b>0.00</b>	<b>0.00</b>	<b>97,258.12</b>	<b>106,684.65</b>	<b>85,629.88</b>	<b>182,888.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>0.00</b>	<b>0.00</b>	<b>60,472.55</b>	<b>23,333.35</b>	<b>(20,472.55)</b>	<b>40,000.00</b>
<b>Category Excess Revenue Over (Under) Expenditures</b>		<b>0.00</b>	<b>0.00</b>	<b>60,472.55</b>	<b>23,333.35</b>	<b>(20,472.55)</b>	<b>40,000.00</b>

G.B.#7.1  
 AUG 14 2018

# Accounts Payable

Arena A/P July 1 - 27 ,2018

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2018 to 07/27/2018 Paid Invoices Cheque Date 07/01/2018 to 07/27/2018

Vendor Number Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
000035 ALDCORN, JANICE	July 24,2018	BBQ SUPPLIES	07/24/2018	07/24/2018	305.38
		01-2000-7300 BBQ SUPPLIES			305.38
000031 ATKINSON, TRACEY	July 13,2018	2018 BEEF BBQ FLOAT/BAND PYMT	07/13/2018	07/13/2018	1,175.00
		01-2000-7300 2018 BEEF BBQ FLOAT/BAND PYMT			1,175.00
000032 C.I.D POWERLINE	6815	LIGHT REPAIR	06/18/2018	07/17/2018	146.90
		01-2000-7220 LIGHT REPAIR			146.90
000026 CREEMORE ECHO	45881	STRAWBERRY SUPPER AD	06/15/2018	07/05/2018	19.21
		01-2000-7300 STRAWBERRY SUPPER AD			19.21
000034 DUNDALK FOODLAND	July 21, 2018	BBQ FOOD SUPPLIES	07/21/2018	07/24/2018	549.33
		01-2000-7300 BBQ FOOD SUPPLIES			549.33
000030 FAWCETT, DEBBIE	June,2018	STRAWBERRY SOCIAL/ROLLS/HAM	07/01/2018	07/05/2018	534.79
		01-2000-7300 STRAWBERRY SOCIAL/ROLLS/HAM			534.79
000030 FAWCETT, DEBBIE	July 12,2018	PUR.OF UTILITY CART/BUS BINS	07/12/2018	07/13/2018	928.88
		01-2000-7220 UTILITY CART/BUS BINS/MILEAGE			928.88
				Vendor Total	1,463.67
000001 HURONIA/MED-E-OX LTD	153796	PROPANE CREDIT	04/24/2018	05/28/2018	-60.00
		01-2000-7210 PROPANE CREDIT			-60.00
000027 JOHN SANFILIPPO & CO. LTD. 441304		STRAWBERRY SUPPER/COLESLAW	07/05/2018	07/05/2018	104.60
		01-2000-7300 STRAWBERRY SUPPER/COLESLAW			104.60
000029 LENNOX FARM (1998) LIMITEC 13503		STRAWBERRY SOCIAL/STRAWBERRIES	07/01/2018	07/05/2018	704.00
		01-2000-7300 STRAWBERRY SOCIAL/STRAWBERRIES			704.00
000029 LENNOX FARM (1998) LIMITEC 6617115		BEEF BBQ SUPPLIES	07/13/2018	07/26/2018	1,733.10
		01-2000-7300 BEEF BBQ SUPPLIES			1,733.10
				Vendor Total	2,437.10
000004 MCDONALD HOME HARDWAR 70181		BBQ SUPPLIES/CHARCOAL	07/06/2018	07/17/2018	188.50
		01-2000-7300 BBQ SUPPLIES/CHARCOAL			188.50
000004 MCDONALD HOME HARDWAR 70367		SUPPLIES FOR NEW RAMP	07/12/2018	07/17/2018	125.87
		01-2000-7220 SUPPLIES FOR NEW RAMP			125.87
000004 MCDONALD HOME HARDWAR 70480		RUST PAINT/BRISTLE BRUSH	07/17/2018	07/19/2018	65.48
		01-2000-7220 RUST PAINT/BRISTLE BRUSH			65.48
				Vendor Total	379.85
000019 SGS CANADA INC	11162351	ARENA WATER TESTING	06/27/2018	07/05/2018	84.76
		01-2000-7130 ARENA WATER TESTING			84.76

# Accounts Payable

Arena A/P July 1 - 27 ,2018

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2018 to 07/27/2018 Paid Invoices Cheque Date 07/01/2018 to 07/27/2018

Vendor Number Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
000008 SHELBURNE HOME HARDWARE	237556/1	CHAIN/CLEVIS	07/23/2018	07/24/2018	109.07
		01-2000-7220 CHAIN/CLEVIS			109.07
000006 TELIZON INC	03500420180713	PHONE JULY 2018	07/13/2018	07/19/2018	65.92
		01-2000-7110 PHONE JULY 2018			65.92
000028 WEATHERALL, ELIZABETH	June,2018	STRAWBERRY SOCIAL/SUPPLIES	06/28/2018	07/05/2018	319.87
		01-2000-7300 STRAWBERRY SOCIAL/SUPPLIES			319.87
000033 WEST GREY PREMIUM BEEF	439194	BEEF FOR BBQ	07/19/2018	07/24/2018	4,202.15
		01-2000-7300 BEEF FOR BBQ			4,202.15
				Unpaid Invoices	-60.00
				Paid Invoices	11,362.81
				Invoices Total	11,302.81
				Selected G/L Account Total	11,302.81

PAYROLL \$1310.83  
 TOTAL \$12,613.64





## REPORT TO NDCC BOARD OF MANAGEMENT

TO: Chair Tupling and Members of the Board  
 FROM: Heather Boston, Treasurer  
 DATE: July 30, 2018  
 SUBJECT: 2018 Strawberry Supper & Beef BBQ

### RECOMMENDATION

THAT the report from the Treasurer on the 2018 Strawberry Supper and Beef BBQ, dated July 30, 2018, be received.

### PURPOSE

The purpose of this report to is to provide the Board with the 2018 net profits from the Strawberry Supper and the Beef BBQ.

### BACKGROUND & DISCUSSION

2018 Net Profit from Fundraising Events (some invoices may still be missing)

	Strawberry Supper		2018 Beef BBQ	2017 Beef BBQ
Fundraising Revenue	\$ 5,257	Ticket & Food Sales	\$ 14,317	\$ 16,277
Fundraising Expense	\$ 2,260	50/50 Draw	\$ 668	\$ 1,105
Net Profit	\$ 2,997	Total Revenue	\$ 14,985	\$ 17,382
		Fundraising Expenses	\$ 7,692	\$ 7,324
		Net Profit	\$ 7,292	\$ 10,058

### FINANCIAL IMPACT

Overall, the NDCC Board raised \$10,289 total from the two fundraising events.

Respectfully submitted:

Heather Boston  
 Heather Boston, CPA, CA, CGA, BComm  
 Treasurer

G.B# 7.2  
 AUG 14 2018

**ZAMBONI COMPANY LTD.**

38 Morton Ave. East, P.O. Box 1388, Brantford, ON, N3T 5T6 | P 519.758.5000 | F 519.758.0500 | zamboni.com

JUL 25 2018

Date: July 3, 2018  
To: Ontario Zamboni Machine Owners  
Subject: Safety Features for Your Zamboni Ice Resurfacer

It is our hope that experienced users of our products operate them in a safe manner. However, users of our products, whether employees or not, have been known to insert hands and arms into operating machinery despite safety notices, coverings and operating instructions.

The operating auger is necessary for the collection and movement of snow into the snow tank. While common sense would suggest that a user not insert a hand or arm near an operating auger, unfortunately some operators or service staff might exercise poor judgment.

Should a build-up of snow occur around the opening through which the auger pushes snow, users should turn off the engine and augers before attempting to clear the build-up as is required, per our recommendation for safe operation. Failure to do so may result in serious injury. In an effort to protect from such an act, we have developed a safety feature which is designed to shut off the auger whenever the snow tank is raised (exposing the opening through which the auger moves snow). The available safety feature is a simple solenoid switch installation kit. These installation kits are available as part number KZ-40500 (\$225) for our 400 Series fuel machines and part number KZ-40505 (\$225) for our 500 Series fuel machines. Also available for use with the solenoid switch on our 500 Series fuel machines is part number KZ-72100 (\$65), Vertical Auger Chute Extension Kit to provide further protection of the vertical auger opening. These kits will assist in preventing injury in the event a user attempts to clear a build-up of snow without first turning off the auger.

If you own a 400 Series machine with a serial number lower than 9802, your Solenoid Installation Kit part number to order is KZ-40500. If you own a 500 Series fuel machine with a serial number lower than 11681, your Solenoid Installation Kit part number is KZ-40505. If you own a 500 Series fuel machine with a serial number lower than 9764, we recommend you also order Vertical Auger Chute Extension Kit part number KZ-72100. If you own 400 and 500 Series machines above the listed serial numbers, your machines already incorporate these devices, though we recommend that you check these safety features for proper function.

Included in the installation kits are easy to follow instructions for the installation of the kit material. Please follow these instructions carefully for correct installation. These kits are simple additions to your machine, eliminating an area of concern as machines are frequently operated without supervision.

To order your kit, please contact Zamboni Customer Service at 519.758.5000.

Sincerely,



Derek Gunn  
Vice President of Operations  
dgunn@zamboni.ca  
519.758.5000

**ZAMBONI.**

G.B#7.3  
AUG 14 2018

## Memorandum of Understanding (MOU) Emergency Sheltering

This emergency sheltering MOU was implemented on this, the \_\_\_\_ day of \_\_\_\_\_, 2018 between;

*The Corporation of the County of Dufferin (herein referred to as Dufferin County)*

And

*Township of Mulmur (herein referred to Township of Mulmur)*

Whereas Dufferin County and the Township of Mulmur desire to use the North Dufferin Community Centre facility as temporary shelter for persons affected by emergency situations, and

Whereas, the Township of Mulmur agrees to make available all or part of their premises to serve as an emergency shelter according to the this MOU,

Based upon the mutual understanding contained herein, the parties agree as follows:

1. **Use of Facility:** Upon request from the Director of Community Services or his/her alternate and if feasible, the Township of Mulmur will permit Dufferin County to use their facility on a temporary basis as an emergency shelter for the duration of the emergency event.
2. **Shelter Management:** Dufferin County will have primary responsibility for the operation of the shelter and will designate a Shelter Manager, to manage the sheltering activities. The Township of Mulmur senior staff member on site will coordinate with the Shelter Manager regarding the use of the facility by the Shelter Manager.
3. **Use of Volunteers:** The Shelter Manager may use volunteers from the Canadian Red Cross or other similar organization to assist with shelter operations depending upon the scope of the emergency. All volunteers will be under the guidance of the Shelter Manager.
4. **Condition of Facility:** The Township of Mulmur staff and the Shelter Manager will conduct a pre-occupancy survey of the facility before it is opened as a shelter. The Township of Mulmur staff will identify and secure all equipment that should not be used while sheltering in the facility. The Shelter Manager will exercise reasonable care while using the facility as a shelter and will make no modifications to the Facility without approval of the Township of Mulmur.
5. **Concession Services:** Upon request by the Shelter Manager, and if such resources exist and are available, the Township of Mulmur will make the concession services (snack bar) of the facility available for the provision of meals to shelter occupants. Concession Services staff will establish an accounting method to track the actual costs of food provided to shelter residents, shelter staff and shelter volunteers. The costs for all meals provided will be submitted to the Shelter Manager on a daily basis for reimbursement.

Shelter residents are responsible for the costs of any snack foods (candy, chips, popcorn, etc.) or non-approved menu items they purchase from the concessions stand. The County will only cover the cost of approved meals.

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6. **Kitchen Use:** Upon request by the Shelter Manager, and if such resources exist and are available, the Township of Mulmur will make the kitchen and catering facilities of the facility available to feed the shelter occupants.

7. **Custodial Services:** Upon request by the Shelter Manager and if such resources exist and are available, the Township of Mulmur will make its custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter.

8. **Security:** The Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.

9. **Signage and Publicity:** The Shelter Manager may post signs within the emergency shelter and will remove such signs when the shelter is closed.

10. **Media Relations:** The Township of Mulmur will not issue press releases or other publicity concerning the shelter. The Township of Mulmur will refer all media questions about the shelter to the Shelter Manager.

11. **Closing the Shelter:** The Shelter Manager will notify the Township of Mulmur of the closing date for the shelter. Before vacating the facility, the Shelter Manager will ensure that all shelter related supplies and equipment have been removed from the premises. The Shelter Manager and the Township of Mulmur staff will conduct a post-occupancy inspection to record any concerns.

12. **Expense Reimbursement:** The Township of Mulmur will obtain approval from the Shelter Manager prior to undertaking any actions that will require reimbursement from the County of Dufferin.

The Township of Mulmur will submit a request for reimbursement of approved expenses (See annex "A" for approved expenses) to the County of Dufferin within 30 days after the shelter closes. Any request for reimbursement must be accompanied by supporting invoices.

13. **Insurance:** Both the County of Dufferin and the Township of Mulmur shall carry General Liability insurance coverage in the amounts of at least \$5,000,000 per occurrence.

14. **Indemnification:** Both parties agree that they shall defend, hold harmless, and indemnify the other against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the other party during the use of the facility as a shelter.

15. **Term:** This agreement will be renewed every three years and begins on the date of the last signature below. This agreement expires 60 days after written notice by either party.

**IN WITNESS WHEREOF** the parties have executed this Agreement.

County of Dufferin	The Township of Mulmur
Dated:	Dated:

# Emergency Sheltering - Annex "A"

## Approved Expenses

Whereas Dufferin County and the Township of Mulmur have entered into a Memorandum of Understanding to use North Dufferin Community Centre facility as a temporary shelter for persons affected by emergency situations, the following expenses have been agreed upon as reimbursable by the County of Dufferin.

### Reimbursement for Direct and Indirect Costs

The County shall be responsible to pay for any and all actual costs incurred by the Township of Mulmur while operating as an emergency shelter. Such costs shall include: all wages, salaries, overtime, shift premium, and similar charges and expenses incurred in providing the assistance, providing all such costs are reasonable for the circumstances.

### Exclusion for Benefit Costs

Reimbursable costs shall not include the Township of Mulmur's cost of employment benefits which includes, for the purposes of this plan, Canada Pension Plan, Employment Insurance, OMERS (or equivalent) contributions, and/or contributions made to life insurance, health, dental, and/or disability plans or policies.

### Reimbursement for Operating Costs

In recognition of the County of Dufferin's funding for upgrades to their facilities emergency electrical system the County will not be responsible for the operating costs of services, utilities, equipment, machinery or material furnished or directly attributable to the operation of the emergency shelter in assistance to the County of Dufferin under this agreement.

This emergency sheltering annex was implemented on this, the \_\_\_\_ day of \_\_\_\_\_, 2018 between;

*The Corporation of the County of Dufferin*  
and  
*The Township of Mulmur*

IN WITNESS WHEREOF the parties have executed this Annex to the Agreement.

County of Dufferin	The Township of Mulmur
Dated:	Dated: