



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
AGENDA
TUESDAY, OCTOBER 9, 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 - September 11, 2018**
5. **Business Arising from the Minutes**
 1. Follow up from September 11, 2018 meeting
6. **Facility Manager's Report**
7. **General Business**
 1. Financial
 1. Accounts
 2. Reserve Balance
 3. 2019 Budget
 2. Booth Tenders
 3. New/Other Business/Additions
 4. Unfinished Business
 1. RFQ - Risk Management Policy Quotes
 2. Survey Update
 3. Memorandum of Understanding (MOU) Emergency Sheltering
 - 3.1 Possible Generator Grant
 4. Arena Grill - Quotes Attached
 5. Proposed Parkette- Deaken bequest
8. **Delegation**
9. **Closed Session**
 1. 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, November 13, 2018 - 7:00 - 9:00 p.m. - North Dufferin Community Centre**



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
MINUTES
TUESDAY, SEPTEMBER 11, 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 11th day of September, 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
Dave Besley, Councillor Melancthon
Keith Lowry, Councillor Mulmur
Clayton Rowbotham, Melancthon
Heather Boston, NDCC Treasurer, Mulmur
Denise Holmes, CAO/Clerk, Melancthon
Donna Funston, NDCC Secretary, Melancthon

Regrets:

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:05 p.m.

#2 Additions/Deletions/Approval of Agenda

Additions: Snow Removal Tender
 Basketball Net in the Parking Lot.

-Moved by Besley, 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 Noble, Seconded by Lowry that the minutes of the North Dufferin Community Centre Board of Management held on August 14, 2018 be approved as circulated. Carried.

#5 Business Arising from the Minutes

None.

#6 Facility Manager's Report

None.

#7 General Business

1. Financial
 1. Accounts
 2. Installation of the Ice Surface
 3. New/Other Business/Additions
 4. Unfinished Business
 1. RFQ – Risk Management Policy Quotes
 2. Survey Quotes
 3. Memorandum of Understanding (MOU) Emergency Sheltering
 4. Arena Grill – Quotes Attached
 5. Proposed Parkette – Deaken Bequest
- #1. -Heather went over and explained the financial reports. She agreed to check the phone messages at the arena and contact Delmar Electric to see if surge protector has been installed. Heather requests budget be approved by end of the year. Board members were asked to bring any changes or additions to the budget numbers to the Oct. 9, 2018 meeting.
- #1.1 -Moved by Lowry, Seconded by Noble be it resolved that the accounts in the amount of \$22,063.11 be approved to be paid. Carried.
- #2 -Barry Grant from CIMCO Refrigeration needs to be contacted to look over the system before it gets started up.
- #3 -Snow removal tenders – Two Tenders were received one from Sammons Custom Farming which read \$85 per occurrence as the hourly flat rate and \$85 per application for price/kg of salt supplied and applied.
Second tender from 2239198 Ontario Inc C/O Glenn Lundy reads \$99 as hourly flat rate and .092/kg for price/kg of salt supplied and applied.
The Board of Management deemed Sammons Custom Farming quote as non-compliant because the quoting was done incorrectly.
Snow removal company must carry their own insurance coverage.
- Moved by Besley, Seconded by Rowbotham be it resolved that : The NDCC Board of Management accept the tender for snow removal for the arena as submitted by 2239198 Ontario Inc C/O Glenn Lundy for the winter of 2019. And further that the snow removal be at the rate of \$99 per hour and salt supplied at the cost of \$.092/kg.
Carried.

Heather was directed to put the tender for the booth ad in the Creemore, Shelburne and Dundalk papers including propane and hydro costs together.

Basketball Net in Parking Lot – It is not owned or placed there by the Township or the Board which causes liability issues. Heather will look into this with the insurance company.

- #4.1 The Board is going to keep the OSONS quote under consideration and Member Rowbotham will look into Workplace Safety Prevention Services. Heather mentions that the Arena is checked each month by the Mulmur Health and Safety Representative.
- #4.2 Member Rowbotham handed out a letter he prepared for Mulmur Council to consider in their Oct. Council Meeting. With minor changes done to the letter it will be presented to Mulmur Council.
- #4.3 Heather to look into a government grant for a generator for the Arena because it is an emergency shelter.
- #4.4 deferred until the next meeting
- #4.5 -Moved by Tupling, Seconded by Noble be it resolved that: Keith Lowry has the support of NDCC Bd of Management to have parkette as Deakon request on the Municipal property in conjunction with the arena to be taken to Mulmur Council for approval. Carried.

#8 Delegation

-No Delegation

#9 Closed Session

-Moved by Rowbotham, Seconded by B Tupling be it resolved that The North Dufferin Community Centre Board of Management move into Closed Session Meeting pursuant to Section 239 of the Municipal Act, 2001, as amended, at 8:24 p.m. for the following reason: 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. Carried.

-Moved by Fawcett, Seconded by Besley be it resolved that the North Dufferin Community Centre Board of Management rise from Closed Session at 8:31 p.m. with report. Carried.

Report

-Moved by Besley, Seconded by Rowbotham be it resolved that: the North Dufferin Community Centre Board of Management offers the Part-time Permanent Arena Manager position to James Woods. The rate of pay will be the Step 1 of Mulmur Township's Pay Band 4 (Arena Manager)

and Mr. Woods will be placed on a one year probation. This offer of employment is conditional upon Mr. Woods entering into an Employee Contract with the North Dufferin Community Centre Board of Management. The start date of the position will be effective immediately upon Mr. Woods' acceptance of the Employee Contract. 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 Lowry, Seconded by Fawcett that we adjourn the North Dufferin Community Centre Board of Management meeting at 8:46 p.m. to meet again on Tuesday, October 9, 2018 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

CHAIR

SECRETARY

Accounts Payable

Arena A/P Sept. 1 - 30, 2018

Vendor 000000 Through 999999

Invoice Entry Date 2018-01-01 to 2018-09-30 Paid Invoices Cheque Date 2018-08-31 to 2018-09-30

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000001 HURONIA/MED-E-OX LTD	153796	PROPANE CREDIT	000000	2018-04-24	2018-05-28	-60.00
		01-2000-7210 PROPANE CREDIT				-60.00
000006 TELIZON INC	03500420180913	PHONE CHARGES SEPT 2018	000095	2018-09-13	2018-09-18	65.82 ✓
		01-2000-7110 PHONE CHARGES SEPT 2018				65.82
000011 SPARLINGS PROPANE	88725066963434	ARENA BOOTH PROPANE	000094	2018-09-11	2018-09-18	177.07 ✓
		01-2000-7230 ARENA BOOTH PROPANE				177.07
000014 RECEIVER GENERAL	August 15, 2018	JULY REMITTANCES	000022	2018-08-15	2018-08-31	782.32 ✓
		01-1000-2201 JULY REMITTANCES				451.06
		01-1000-2202 JULY REMITTANCES				102.70
		01-1000-2203 JULY REMITTANCES				228.56
000015 TOWNSHIP OF MULMUR	030995	GRASS CUTTING	000024	2018-08-27	2018-08-31	84.75 ✓
		01-2000-7220 GRASS CUTTING				84.75
000015 TOWNSHIP OF MULMUR	030984	JULY GRASS CUTTING & EMAIL REF	000024	2018-08-02	2018-08-31	181.05 ✓
		01-2000-7220 JULY GRASS CUTTING				254.25
		01-2000-7110 EMAIL REFUND				-73.20
000015 TOWNSHIP OF MULMUR	030982	AON INSURANCE	000024	2018-08-07	2018-08-31	11,763.24 ✓
		01-2000-7115 AON INSURANCE				5,881.62
		01-1000-1520 AON INSURANCE				5,881.62
Vendor Total						12,029.04
000016 HYDRO ONE	July 2018	JUNE'S BUILDING HYDRO	000021	2018-08-05	2018-08-31	269.89 ✓
		01-2000-7200 JUNE'S HYDRO				269.89
000020 TD BANK	August 21, 2018	AUGUST BANK CHARGES	000023	2018-08-21	2018-08-31	45.20
		01-2000-7150 AUGUST BANK CHARGES				45.20
000026 CREEMORE ECHO	46240	AD FOR ARENA MANAGER	000088	2018-08-31	2018-09-13	77.97
		01-2000-7110 AD FOR ARENA MANAGER				77.97 ✓
000026 CREEMORE ECHO	46234	AD FOR ARENA MANAGER	000088	2018-08-31	2018-09-13	201.14
		01-2000-7110 AD FOR ARENA MANAGER				201.14 ✓
Vendor Total						279.11
000036 SHELBURNE FREE PRESS	A5483	AD FOR ARENA MANAGER	000091	2018-08-30	2018-09-13	110.74
		01-2000-7110 AD FOR ARENA MANAGER				110.74 ✓
000037 HERALD NEWSPAPER CORP. 15990		ADV. FOR ARENA MANAGER	000089	2018-08-28	2018-09-13	101.70 ✓
		01-2000-7110 ADV. FOR ARENA MANAGER				101.70
000040 BAYSHORE BROADCASTING (105843-0000		RADIO ADS FOR BEEF BBQ	000087	2018-07-29	2018-09-13	542.40 ✓
		01-2000-7300 RADIO ADS FOR BEEF BBQ				542.40

Accounts Payable

Arena A/P Sept. 1 - 30, 2018

Vendor 000000 Through 999999

Invoice Entry Date 2018-01-01 to 2018-09-30 Paid Invoices Cheque Date 2018-08-31 to 2018-09-30

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000041 HOLMES, DENISE	Sept. 2018	GIFT CARD FOR JANICE ALCORN	000090	2018-09-09	2018-09-13	101.13 ✓
		01-2000-7300 GIFT CARD FOR JANICE ALCORN				101.13
000042 BLUEWATER FIRE & SECURIT	04-14854	ANNUAL INSPECTION	000092	2018-09-10	2018-09-18	773.77 ✓
		01-2000-7220 ANNUAL INSPECTION				773.77
000043 HUMAN RESPONSE MONITOR	747	ALARM MONIT. SEPT/18-AUG/19	000093	2018-09-01	2018-09-18	339.00 ✓
		01-2000-7220 ALARM MONIT. SEPT/18-AUG/19				113.00
		01-1000-1520 ALARM MONIT. SEPT/18 - AUG/19				226.00
					Unpaid Invoices	-60.00
					Paid Invoices	15,617.19
					Invoices Total	15,557.19
					Selected G/L Account Total	15,557.19

Donna Funston

From: Heather Boston <hboston@mulmur.ca>
Sent: October-01-18 3:11 PM
To: Donna Funston
Subject: Reserves from Beef BBQ

Reserves of \$1,105 Transferred in 2016 and \$2,715 Transferred in 2017 for a Total of \$3,820.

Heather Boston, CPA, CA, CGA, BComm | Treasurer
Township of Mulmur | 758070 2nd Line East | Mulmur, Ontario L9V 0G8
Phone 705-466-3341 ext. 233 | Fax 705-466-2922 | hboston@mulmur.ca



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**NDCC Board of Management
2018 Budget to Actual**

Account	Description	2016	2016	2017	2017	2018	2018	Actual to	2019	Budget	Comments
		Actual	Budget	Actuals	Budget	Actuals	Budget	Budget Variance	Budget	Variance	
01-2000-4000	MULMUR GRANT	(27,000)	(27,000)	(47,240)	(47,240)	(45,277)	(45,276.50)	(0)	(25,076.50)	(20,200)	
01-2000-4010	MELANCTHON GRANT	(17,500)	(17,500)	(17,500)	(17,500)	(45,277)	(45,276.50)	(0)	(25,076.50)	(20,200)	
01-2000-4020	DONATION REVENUE	(7,200)	0	0	0	(100)	-	(100)	-	0	
01-2000-4030	FUNDRAISING REVENUE	(19,922)	(14,500)	(17,382)	(19,380)	(20,273)	(20,000.00)	(273)	(20,000.00)	0	Incl. BBQ & Strawberry Supper
01-2000-4100	MINOR RATE RENTAL REVENUE	(55,131)	(53,997)	(48,069)	(56,300)	(22,672)	(45,000.00)	22,328	(45,000.00)	0	
01-2000-4110	ICE RENTAL REVENUE (PRIME)	(44,955)	(50,719)	(50,442)	(42,000)	(25,292)	(52,000.00)	26,708	(52,000.00)	0	
01-2000-4115	ICE RENTAL REVENUE (NON-PRIME)	(1,301)	(1,200)	(743)	(500)	(139)	(500.00)	361	(500.00)	0	
01-2000-4120	NON-RESIDENT USER FEES	(3,044)		(3,396)	(2,250)	(2,516)	(3,000.00)	484	(3,000.00)	0	
01-2000-4200	BOOTH RENTAL REVENUE	(4,331)	(5,000)	(5,328)	(5,000)	(2,703)	(4,300.00)	1,597	(5,000.00)	700	
01-2000-4210	HALL RENTAL REVENUE	(2,628)	(2,400)	(2,850)	(2,400)	(1,496)	(2,600.00)	1,104	(2,600.00)	0	
01-2000-4220	FLOOR RENTAL REVENUE	(372)	(100)	0	(100)	(220)	-	(220)	-	0	
01-2000-4230	SIGN RENTAL REVENUE	(4,168)	(4,200)	(4,160)	(4,500)	(3,980)	(4,160.00)	180	(4,160.00)	0	
01-2000-4240	VENDING MACHINE REVENUE	(304)	(300)	(251)	(300)	(182)	(250.00)	68	(250.00)	0	
01-2000-4300	PENALTIES & INTEREST	(885)	(300)	(527)	(450)	(588)	(525.00)	(63)	(525.00)	0	
								0		0	
01-2000-7000	WAGES	50,561	47,000	42,898	50,000	25,226	45,000.00	(19,774)	45,000.00	0	
01-2000-7005	BENEFITS-EI/CPP/WSIB/EHT	5,969	5,000	5,192	5,600	2,576	5,600.00	(3,024)	5,600.00	0	
01-2000-7010	BENEFITS-OMERS	590		2,913	4,500	1,740	3,000.00	(1,260)	-	3,000	
01-2000-7015	STAFF TRAINING/DUES, FEES, SUBSCRIP	303	0	145	484	170	300.00	(131)	300.00	0	billed from County at end of year
01-2000-7100	OFFICE/COMPUTER SUPPLIES	480	100	1,171	1,680	1,612	1,200.00	412	1,600.00	(400)	
											incls advertising, phone, internet, 1 email acct
01-2000-7110	COMMUNICATION	2,422	1,553	3,075	1,500	1,310	3,000.00	(1,690)	3,000.00	0	\$73.20
01-2000-7115	INSURANCE	20,605	19,000	16,445	21,225	11,763	12,200.00	(437)	12,200.00	0	RFQ large decrease in insurance
01-2000-7120	HEALTH & SAFETY	2,527	3,248	2,723	2,800	175	2,800.00	(2,625)	2,800.00	0	billed from County at end of year
01-2000-7125	PROF FEES - AUDIT	1,120	1,089	1,075	1,075	1,403	1,188.00	215	1,188.00	0	
01-2000-7130	PROF FEES - WATER TESTING	300	300	300	300	150	300.00	(150)	300.00	0	
01-2000-7150	BANK CHARGES	251	500	108	250	227	500.00	(273)	400.00	100	
01-2000-7200	HYDRO	78,970	56,206	58,050	56,206	24,698	60,000.00	(35,302)	60,000.00	0	
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	10,009	16,240	11,282	9,000	8,307	12,000.00	(3,693)	12,000.00	0	
01-2000-7220	BLDG/GROUNDS MAINTENANCE	16,489	12,180	15,863	14,500	8,051	15,000.00	(6,949)	16,000.00	(1,000)	Includes grounds mtne, snow removal
01-2000-7230	BOOTH MAINTENANCE	1,048	1,300	1,280	1,300	830	1,300.00	(470)	1,300.00	0	
01-2000-7240	ICE PLANT/MACH MAINT	15,406	6,000	8,581	12,000	9,861	9,000.00	861	11,000.00	(2,000)	
01-2000-7300	FUNDRAISING EXPENSE	10,395	7,500	7,324	10,500	10,750	10,500.00	250	10,500.00	0	Incl. BBQ & Strawberry Supper
01-2000-7400	BAD DEBT	26		33	0	0	-	0	-	0	
01-2000-6010	TSFR TO REC RESERVES			5,000	5,000	0		0		0	
01-2000-6015	TSFR TO BLDG RESERVES			1,105	0	0		0		0	
Subtotal		28,732	0	(13,323)	0	(61,864)	(40,000.00)		50,153.00		\$40,000 Start up cash
Less: Start up Cash (or Revenue)						40,000	40,000.00		(50,153.00)		
Net (Income)/Deficit						(21,864)	0		0		

GB# 7.1.3
OCT 09 2018

Donna Funston

From: Heather Boston <hboston@mulmur.ca>
Sent: September-17-18 1:59 PM
To: The Creemore Echo; Dundalk Herald; Deb freeman
Cc: Donna Funston
Subject: RFP for Papers - Please run this week



The North Dufferin Community Centre Board of Management

REQUEST FOR PROPOSAL

A Request for Proposal package is currently available at the Mulmur Township Office and on our website www.mulmur.ca

RFP-2018-02 - CONCESSION BOOTH OPERATION 2018-19 (North Dufferin Community Center)

All proposals must be received on the forms provided, in sealed envelopes clearly marked as to contents and received by the undersigned no later than **1:00 pm Friday, September 28, 2018.**

Heather Boston
Township of Mulmur
758070 2nd Line East, Mulmur, ON L9V 0G8

Heather Boston, CPA, CA, CGA, BComm | Treasurer
Township of Mulmur | 758070 2nd Line East | Mulmur, Ontario L9V 0G8
Phone 705-466-3341 ext. 233 | Fax 705-466-2922 | hboston@mulmur.ca



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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.

UF #7.4.3
SEP 11 2018

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:



Quote

3/16/2018

Project:
TOWN OF MULMUR - GRIDDLE

From:
Barrie Equipment Sales Inc.
Heather Blanchette
30 Lennox Dr.
Barrie, ON L4N 9V8
705-726-2700
705-726-2700 (Contact)

Job Reference Number: 1315

Item	Qty	Description	Sell	Sell Total
1	1 ea	GAS COUNTERTOP GRIDDLE Garland Canada Model No. GD-24GTH (Garland/U.S. Range (Garland Canada)) Designer Series Griddle, countertop, gas, 24" W x 18" D cooking surface, 1/2" thick polished steel griddle plate, 2-5/8" welded splash guard on sides & rear of plate, thermostatic controls, piezo spark ignition, stainless steel front and sides, internal grease drawer with magnetic door, 4" adjustable legs, 40,000 BTU, NSF, CSA Star, CSA Flame	\$1,582.32	\$1,582.32
	1 ea	LP gas, specify elevation if over 2,000 ft		
			ITEM TOTAL:	\$1,582.32
2	1 ea	SAFETY SYSTEM MOVEABLE GAS CONNECTOR Dormont Manufacturing Model No. 1675BP48 Dormont Blue Hose™ Moveable Gas Connector Hose, 3/4" inside dia., 48" long, covered with stainless steel braid, coated with blue antimicrobial PVC, 225,000 BTU/hr minimum flow capacity, limited lifetime warranty	\$169.00	\$169.00
			ITEM TOTAL:	\$169.00
			Merchandise	\$1,751.32
			Tax 13%	\$227.67
			Total	\$1,978.99

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$1,978.99

Garland

Designer Series Gas Griddles

Designer Series Gas Griddles

Item: _____
 Quantity: _____
 Project: _____
 Approval: _____
 Date: _____

Models:

- | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> GD-15G | <input type="checkbox"/> GD-24G | <input type="checkbox"/> GD-36G |
| <input type="checkbox"/> GD-15GTH | <input type="checkbox"/> GD-24GTH | <input type="checkbox"/> GD-36GTH |
| <input type="checkbox"/> GD-15GFF | <input type="checkbox"/> GD-24GFF | <input type="checkbox"/> GD-36GFF |



Model GD-24G

Standard Features:

- "CE" approved models have suffix FF and are equipped with Flame-Failure protection, Flame Failure protection is not available on thermostat controlled (GTH) models
- Stainless steel front and sides
- 4" (102mm) Sanitary legs
- Easy clean design
- 18" (457mm) deep cooking surface
- 1/2" (13mm) thick polished steel griddle with 2-5/8" (67mm) welded splash guard on sides and rear of plate
- Piezo spark ignition
- Rear gas connection w/pressure regulator
- Hi-Lo Valve control, models have suffix G
- Thermostat control models have suffix GTH
- Natural or propane gas
- 20,000, 40,000 or 60,000 BTU total input

Optional Features:

- Stainless steel back and bottom
- Fully grooved griddle, add suffix U (i.e. GD-15GU) or grooved sections, add U1 for 12"(305mm) on left side and U2 for 24" (610mm) on left side

Note : Stands are available see form # CS24/CSD

Specifications:

Gas designer series griddles in three widths: models GD-15G(GTH), 15" (381mm) wide; GD-24G(GTH), 24"(610mm) wide and GD-36G(GTH), 36" (914mm) wide. Designed as free standing or to be banked with other GD series equipment. 24" (610mm) deep x 15" (381mm) high, easy clean design with stainless steel front and sides, fully grooved or grooved section griddle available. Griddles valve (G) or thermostat (GTH) controlled, piezo spark ignition, natural or propane gas, input ratings of 20,000, 40,000 and 60,000 BTU. "CE" approved models have suffix FF and are equipped with Flame-Failure protection. Flame Failure protection is not available on thermostat controlled (GTH) models.



Garland Commercial Ranges Ltd.
 1177 Kamato Road,
 Mississauga, Ontario
 L4W 1X4 CANADA

General Inquires 1-905-624-0260
 USA Sales, Parts and Service 1-800-424-2411
 Canadian Sales 1-888-442-7526
 Canada or USA Parts/Service 1-800-427-6668





Designer Series Gas Griddles

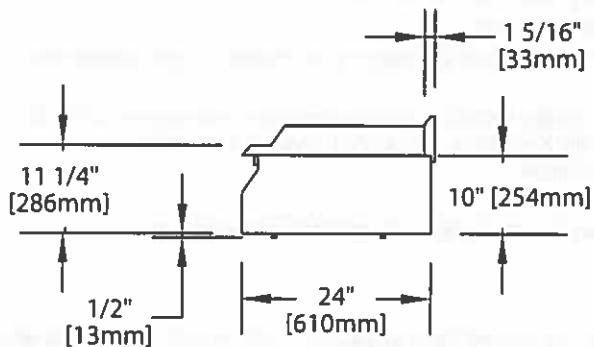
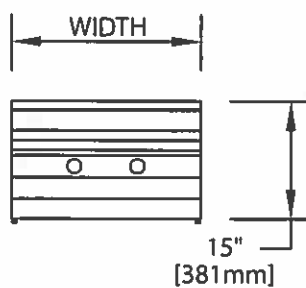
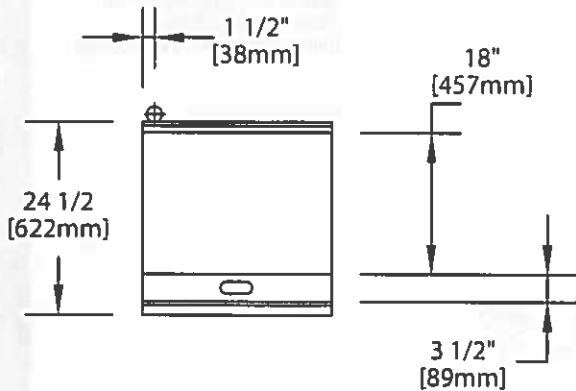
MODEL	Over All Dimensions			Total Input BTU/Kw	CU. Ft.	Ship Wt Lb/ kg
	Width	Height	Depth			
GD-15G (FF), GD-15GTH	15" (381mm)	15" (381mm)	24" (610mm)	20,000/5.86	5	85/39
GD-24G (FF), GD-24GTH	24" (610mm)	15" (381mm)	24" (610mm)	40,000/11.72	8	146/66
GD-36G (FF), GD-36GTH	36" (914mm)	15" (381mm)	24" (610mm)	60,000/17.58	1	200/91

Gas Input ratings shown here are for installations up to 2,000 ft. (610m) above sea level. Specify altitudes over 2,000 ft.

Garland products are not approved or authorized for home or residential use, but are intended for commercial applications only. Garland will not provide service, warranty, maintenance or support of any kind other than in commercial applications.

Clearances To Combustible Wall		Floor or Base
Sides	Back	
6" (152mm)	6" (152mm)	Combustible

Manifold Inlet Size NPT	Manifold Operating Pressure			
	Natural		Propane	
	"WC	mbar	"WC	mbar
3/4"	4.0	10	10	24.9



Form# GD15G24G36G (08/23/11)

Garland Commercial Ranges Ltd.
1177 Kamato Road,
Mississauga, Ontario
L4W 1X4 CANADA

General Inquiries 1-905-624-0260
USA Sales, Parts and Service 1-800-424-2411
Canadian Sales 1-888-442-7526
Canada or USA Parts/Service 1-800-427-6668



For Commercial Applications

Job Name _____
Job Location _____
Engineer _____
Approval _____

Contractor _____
Approval _____
Contractor's P.O. No. _____
Representative _____
SKU _____

The Dormont Blue Hose®
Sizes: 1/2" to 1 1/4" (15 to 32mm)

The Dormont Blue Hose is a moveable-grade, braided, blue PVC-coated, 304 stainless steel commercial gas connector designed for use with moveable equipment and caster-mounted equipment that is moved on a regular basis for cleaning and repair.

Moveable equipment is defined in ANSI Standard Z21.69/CSA 6.16 as gas utilization equipment that may be mounted on casters or otherwise be subject to movement.

Features

- Coating Blue antimicrobial PVC, melts at 350°F (177°C), coating will not hold a flame
- Stress Guard® 360° rotational end fitting at both ends
- End Fittings Carbon steel; zinc trivalent chromate

Specifications

- Tubing Annealed, 304 stainless steel
- Braiding Multi-strand, stainless steel wire

Approvals & Certifications

NSF/ANSI 169 – Special-purpose food equipment and devices
ANSI Z21.69/CSA 6.16 – Connectors for moveable gas appliances
Meets requirements of ANSI Z223.1/NFPA 54 National Fuel Gas Code
Not for use in temperatures less than 32°F (0°C). For indoor use only.
Max operating pressure 1/2 psi.
Refer to the catalog for additional approvals and certifications or go to www.dormont.com.



The ANSI Z21.69 Standard section 1.7.4 states: Connectors when used on caster-mounted equipment shall be installed with a restraining device, which prevents transmission of the strain to the connector.

A restraining device is required for all moveable gas equipment.



The Dormont Safety System™ is the first and only complete gas equipment connection system specifically engineered for the commercial kitchen. The Safety System consists of the famous Dormont Blue Hose and a variety of accessories designed for improved safety and performance in commercial kitchens.

Because they are manufactured in the USA under an ISO qualified production process and to multiple design certifications, you can Connect with Confidence with the Dormont Safety System.

Stress Guard®
Rotation Technology
Reduces Stress at Both
Ends of the Hose

The Dormont
Blue Hose®
Stainless Steel Construction
Stainless Steel Braid
Blue Antimicrobial PVC Coating

(Cutaway shown)



Stress Guard®
Rotation Technology
Reduces Stress at Both
Ends of the Hose



The Dormont Blue Hose®

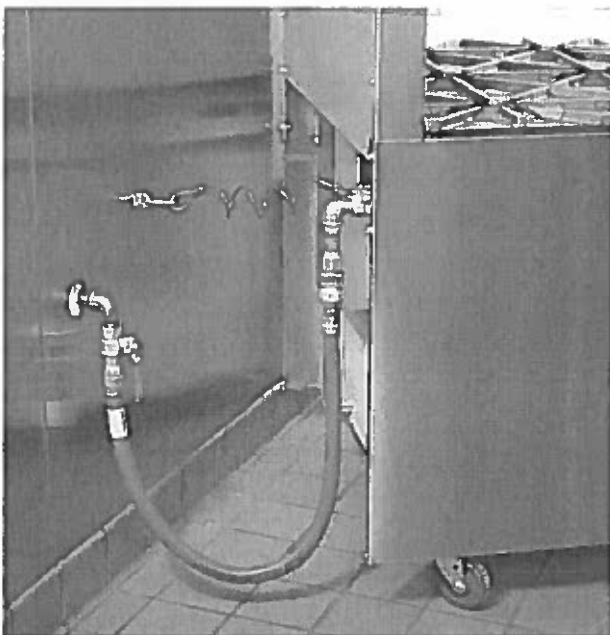
Ordering Information

Configuration	Size I.D.	LENGTH				
		24" (607mm)	36" (914mm)	48" (1,219mm)	60" (1,524mm)	72" (1,829mm)
Hose Only	½" (15mm)	1650BP24	1650BP36	1650BP48	1650BP60	1650BP72
Hose Only	¾" (20mm)	1675BP24	1675BP36	1675BP48	1675BP60	1675BP72
Hose Only	1" (25mm)	16100BP24	16100BP36	16100BP48	16100BP60	16100BP72
Hose Only	1¼" (32mm)	16125BP24	16125BP36	16125BP48	16125BP60	16125BP72

BTU/hr Flow Capacity Natural Gas (Flow rating BTU/hr 0.64 SP. GR. @ 0.5 inch WC pressure drop)

Model	Size I.D.	LENGTH				
		24" (607mm)	36" (914mm)	48" (1,219mm)	60" (1,524mm)	72" (1,829mm)
1650BP	½" (15mm)	150,000	120,000	106,000	93,000	87,000
1675BP	¾" (20mm)	291,000	256,000	225,000	198,000	175,000
16100BP	1" (25mm)	582,000	512,000	451,000	397,000	350,000
16125BP	1¼" (32mm)	1,075,000	946,000	833,000	733,000	645,000

Typical Installation



The Dormont Blue Hose®

The Dormont Blue Hose is a commercial, moveable-grade gas connector designed for use with moveable equipment.

Moveable equipment is defined in ANSI Standard Z21.69/CSA 6.16 as gas utilization equipment that may be mounted on casters or otherwise be subject to movement.



Restraining Device

- ANSI Z21.69 Standard section 1.7.4 states: Connectors when used on caster-mounted equipment shall be installed with a restraining device, which prevents transmission of the strain to the connector



We guarantee our commercial gas connectors for the life of the original appliance to which it is connected.

Dormont

A Watts Water Technologies Company

ES-D-BlueHose 1306



**ISO 9001-2008
CERTIFIED**

USA: Export, PA • Tel. (724) 733-4800 • Fax: (724) 733-4808 • www.dormont.com

© 2013 Dormont



Project:
Mulmur Township

From:
S.T.O.P. Restaurant Supply Ltd.
Leona Dejonge-Gimbel
206 Centennial Crt
Kitchener, Ontario n2b 3x2
5197492710
5197492710 (Contact)

Job Reference Number: 8543

PRICING MAY BE SUBJECT TO CHANGE BASED UPON A FLUCTATING US DOLLAR AND IMPOSED TARRIFS

Item	Qty	Description	Sell	Sell Total
1	1 ea	GAS COUNTERTOP GRIDDLE Garland Canada Model No. GD-24G (Garland/U.S. Range (Garland Canada)) Designer Series Griddle, countertop, gas, 24" W x 18" D cooking surface, 1/2" thick polished steel griddle plate, 2-5/8" welded splash guard on sides & rear of plate, high/low valve controls, piezo spark ignition, stainless steel front and sides, internal grease drawer with magnetic door, 4" adjustable legs 40,000 BTU, NSF, CSA Star, CSA Flame	\$1,738.80	\$1,738.80
	1 ea	LP gas, specify elevation if over 2,000 ft		
			ITEM TOTAL:	\$1,738.80
			Merchandise	\$1,738.80
			Freight	\$250.00
			Tax 13%	\$226.04
			Total	\$2,214.84



We are pleased to submit the above quotation for your consideration.

This quotation is valid for 30 days, thereafter prices are subject to change without notice.

Customer must sign quotation as s.t.o.p.'s authorization to proceed with order.

40% pre-payment will be required on all special order items.

Please note, if paying with Visa, MasterCard, or any other credit card that s.t.o.p Restaurant Supply LTD and or HSF a division of s.t.o.p Restaurant Supply LTD accepts, a surcharge will apply.

s.t.o.p Restaurant Supply LTD and or HSF a division of s.t.o.p Restaurant Supply LTD. retains full ownership of product(s) until full payment is received.

Delivery (Freight)/ Uncrate/ Set-In Place is not included in price unless specified otherwise.
All Mechanical/ Electrical connections by others unless specified otherwise.

Taxes Extra.

Please also note, some items within this quote may have been based on an US exchange currency.

Any significant fluctuation with the USD/ CDN dollar may alter some prices and are Subject to Change.

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$2,214.84



Designer Series Gas Griddles

Designer Series Gas Griddles

Item: _____
 Quantity: _____
 Project: _____
 Approval: _____
 Date: _____

Models:

- | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> GD-15G | <input type="checkbox"/> GD-24G | <input type="checkbox"/> GD-36G |
| <input type="checkbox"/> GD-15GTH | <input type="checkbox"/> GD-24GTH | <input type="checkbox"/> GD-36GTH |
| <input type="checkbox"/> GD-15GFF | <input type="checkbox"/> GD-24GFF | <input type="checkbox"/> GD-36GFF |



Model GD-24G

Standard Features:

- "CE" approved models have suffix FF and are equipped with Flame-Failure protection, Flame Failure protection is not available on thermostat controlled (GTH) models
- Stainless steel front and sides
- 4" (102mm) Sanitary legs
- Easy clean design
- 18" (457mm) deep cooking surface
- 1/2" (13mm) thick polished steel griddle with 2-5/8" (67mm) welded splash guard on sides and rear of plate
- Piezo spark ignition
- Rear gas connection w/pressure regulator

- Hi-Lo Valve control, models have suffix G
- Thermostat control models have suffix GTH
- Natural or propane gas
- 20,000, 40,000 or 60,000 BTU total input

Optional Features:

- Stainless steel back and bottom
- Fully grooved griddle, add suffix U (i.e. GD-15GU) or grooved sections, add U1 for 12"(305mm) on left side and U2 for 24" (610mm) on left side

Note : Stands are available see form # CS24/CSD

Specifications:

Gas designer series griddles in three widths: models GD-15G(GTH), 15" (381mm) wide; GD-24G(GTH), 24"(610mm) wide and GD-36G(GTH), 36" (914mm) wide. Designed as free standing or to be banked with other GD series equipment. 24" (610mm) deep x 15" (381mm) high, easy clean design with stainless steel front and sides, fully grooved or grooved section griddle available. Griddles valve (G) or thermostat (GTH) controlled, piezo spark ignition, natural or propane gas, input ratings of 20,000, 40,000 and 60,000 BTU. "CE" approved models have suffix FF and are equipped with Flame-Failure protection. Flame Failure protection is not available on thermostat controlled (GTH) models.



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 1177 Kamato Road,
 Mississauga, Ontario
 L4W 1X4 CANADA

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 USA Sales, Parts and Service 1-800-424-2411
 Canadian Sales 1-888-442-7526
 Canada or USA Parts/Service 1-800-427-6668





Designer Series Gas Grids

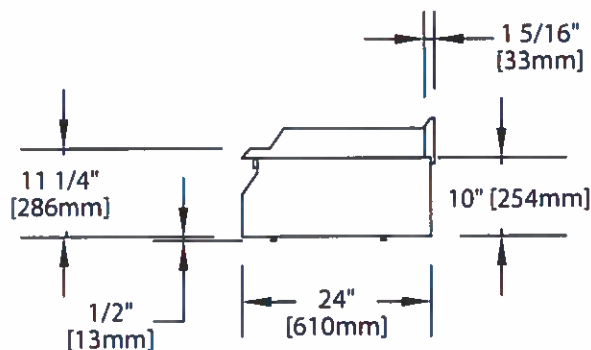
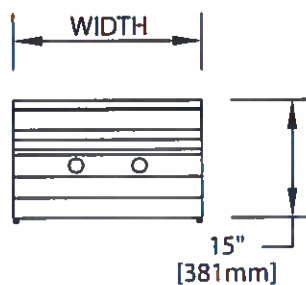
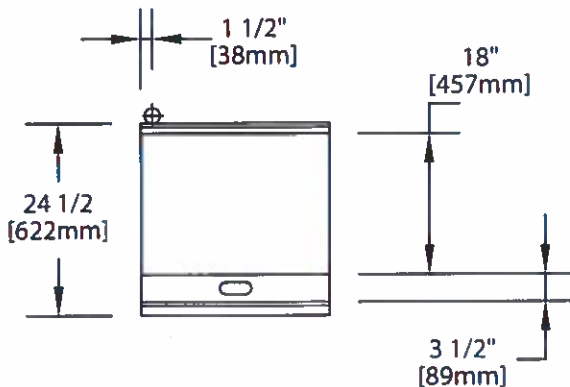
MODEL	Over All Dimensions			Total Input BTU/Kw	CU. Ft.	Ship Wt Lb/ kg
	Width	Height	Depth			
GD-15G (FF), GD-15GTH	15" (381mm)	15" (381mm)	24" (610mm)	20,000/5.86	5	85/39
GD-24G (FF), GD-24GTH	24" (610mm)	15" (381mm)	24" (610mm)	40,000/11.72	8	146/66
GD-36G (FF), GD-36GTH	36" (914mm)	15" (381mm)	24" (610mm)	60,000/17.58	1	200/91

Gas Input ratings shown here are for installations up to 2,000 ft. (610m) above sea level. Specify altitudes over 2,000 ft.

Garland products are not approved or authorized for home or residential use, but are intended for commercial applications only. Garland will not provide service, warranty, maintenance or support of any kind other than in commercial applications.

Clearances To Combustible Wall		Floor or Base
Sides	Back	
6" (152mm)	6" (152mm)	Combustible

Manifold Inlet Size NPT	Manifold Operating Pressure			
	Natural		Propane	
	"WC	mbar	"WC	mbar
3/4"	4.0	10	10	24.9



Form# GD15G24G36G (08/23/11)

Garland Commercial Ranges Ltd.
1177 Kamato Road,
Mississauga, Ontario
L4W 1X4 CANADA

General Inquiries 1-905-624-0260
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Canadian Sales 1-888-442-7526
Canada or USA Parts/Service 1-800-427-6668



 **CANADA** 
FOOD EQUIPMENT LTD.

PHONE (416) 253-5100 : FAX (416) 253-2251

TO: gmartin@mulmur.ca
PH/EM:
FROM:

DATE: 08/29/18
REF# :

QUOTATION

<u>QTY</u>	<u>DESCRIPTION</u>	<u>\$Unit</u>	<u>\$ PRICE</u>
1	24" Mauel Griddle (Vulcan)		1,095.00
	24" Thermostatic Griddle (Vulcan)		1,995.00

Sub-total 3,090.00
H.S.T. 401.70

Total 3,491.70

UNLESS OTHERWISE SPECIFIED:
*ALL APPLICABLE TAXES ARE EXTRA
*PRICES VALID FOR 30 DAYS
*GOODS IN STOCK WILL NOT BE HELD WITHOUT DEPOSIT
*ALL PRICES F.O.B. OUR WAREHOUSE
*2% FEE WILL BE ADDED TO CREDIT CARD PAYMENTS OVER \$1000
*TERMS: 30% DEPOSIT, BALANCE ON PICK-UP OR DELIVERY
*ALL PRICES SUBJECT TO SITE INSPECTION

WF#7.4.4
OCT 09 2018