



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
AGENDA
TUESDAY, SEPTEMBER 11, 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 - August 14, 2018**
- 5. Business Arising from the Minutes**
- 6. Facility Manager's Report**
- 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 Update
 3. Memorandum of Understanding (MOU) Emergency Sheltering
 4. Arena Grill - Quotes Attached
 5. Proposed Parkette- Deaken bequest
- 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, October 9, 2018 - 7:00 - 9:00 p.m. - North Dufferin Community Centre**



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
MINUTES
TUESDAY, AUGUST 14, 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 14th day of August, 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
Tracey Atkinson, CAO/Planner/Deputy Clerk, Mulmur
Denise Holmes, CAO/Clerk, Melancthon
Donna Funston, NDCC Secretary, Melancthon

Regrets:

Heather Boston, NDCC Treasurer, Mulmur

#1 Call to Order by Chair

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

#2 Additions/Deletions/Approval of Agenda

Additions:

- 4.2 Parkette Proposal – Deaken bequest
- 4.3 Dufferin Board of Trade - request to use Arena for Mulmur Election Forum
- 4.4 Vacant seat for Mulmur Representative

-Moved by Noble, Seconded by Lowry the Agenda be approved as amended. Carried.

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#4 Approval of Draft Minutes

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

#5 Business Arising from the Minutes

None.

#6 Facility Manager's Report

No 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 Resurfacer
4. Memorandum of Understanding (MOU) Emergency Sheltering
5. New/Other Business/Additions
 1. Arena Grill
6. Unfinished Business
 1. RFQ – Risk Management Policy Quotes
 2. Survey Quotes

#1 Chair Tupling asks Member Lowry if it would be possible to have invoices listed on the accounts page sooner so the Board is kept as up to date as possible. Some bills ie. hydro – are paid directly from the bank account. Chair Tupling requests when the amounts come out of the bank account that invoices be listed on the accounts page in the same month.
Vice-Chair Tupling requests from Tracy Atkinson, the Year to Date totals so The Board can compare 2017 to 2018. Would like to see this each month to know exactly how the Arena is doing financially.

#1.1 -Moved by Besley, Seconded by Lowry be it resolved that the accounts in the amount of \$12613.64 be approved to be paid. Carried.

#2 -Member Fawcett says when she picked up the carts for the Arena she was paid mileage and wants to donate the money back to The Board. She kept money to cover her gas and donated a \$100 cheque back to the Arena.
Chair Tupling congratulates the Board for the profit of the Beef BBQ. He reports 710-720 adult meal tickets were sold and 46-47 kids meal tickets. All volunteers and extra helpers worked very hard and was pleased to see extra people showing up offering to help.

-Moved by Noble, Seconded by Lowry be it resolved that the NDCC BoM recognize the contribution of Janice Aldcorn to the success of the Honeywood Beef BBQ by means of a gift certificate in the amount of \$100.00. Carried.

Chair Tupling requests Denise to get gift card.

- #3 -Moved by Besley, Seconded Lowry be it resolved that the NDCC Board of Mgmt engage the Zamboni Company Ltd to service our machine for the upcoming 2018-2019 season. And further that the board engages Barry Grant to check out the ice plant to ensure it is ready for the 2018-2019 and assist in the start-up operations. Carried.

Chair Tupling will arrange to have CIMCO come and go over the system before the ice surface is started if we have no manager hired to arrange this. Curtis has offered to help with the transition until new staff is up to speed.

- #4 Chair Tupling asks Member Lowry to check with Mulmur if the Arena is mandated as a shelter and if a generator is needed to be an emergency shelter. The motion will be brought forward in the September meeting to Mulmur Council.

- #5.
1. Chair Tupling will speak with Lynn regarding the grill and report back in Sept.
 2. Park Proposal – Member Lowry put together a proposal to take to Mulmur Council (proposal attached). Member Lowry has agreed to attend a Cemetery Board meeting to request the Boards work together. The request will be directed to Mulmur Township.
 3. Dufferin Board of Trade requesting the use of the Arena for the Mulmur Election Forum-
-Moved by B Tupling, Seconded by Noble be it resolved that the NCDD Board of Management donates to the Dufferin Board of Trade the use of the Arena for the Mulmur Election Forum on Sept 20, 2018 from 5:00 pm – 10:00 pm. Further the Dufferin Board of Trade will be responsible for setting up the tables and chairs and removal of the tables and chairs under the supervision of a member of the NDCC Board. Carried.
 4. Mulmur Representative – Vice Chair Tupling requests by December the position be filled. There has been no response from the Mulmur website to fill the vacant seat.

- #6 1. RFQ – The Board looked over the quote from OSONS Solutions Consulting and agreed that it is more detailed than what is required. Chair Tupling request Donna ask OSONS to re-quote based on facility and property only.

- #5. 2. Member Rowbotham presented a letter he had written for Mulmur Council in regards to cost sharing of the survey, the letter will include different options for Council aswell as the quotes that have been collected. Mulmur Council meeting is Sept 5.

#8 Delegation

-No Delegation

#9 Closed Session

-Moved by Noble, 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 8:35 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 Noble, Seconded by Rowbotham be it resolved that the North Dufferin Community Centre Board of Management rise from Closed Session at 9:10 p.m. with report. Carried.

Report – As per the directions in Closed Session.

#10 Notice of Motion

-None

#11 Confirmation Motion

-Moved by B Tupling, Seconded by Rowbotham 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 Besley that we adjourn the North Dufferin Community Centre Board of Management meeting at 9:13 p.m. to meet again on Tuesday, September 11, 2018 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

CHAIR

SECRETARY

Donna Funston

From: Heather Boston <hboston@mulmur.ca>
Sent: August-23-18 3:08 PM
To: Denise Holmes; Donna Funston
Subject: Reserves Balance

Hi Denise,

The Board requested an update on the Reserve balance; here are the details.

Amounts transfer to Arena Reserves from Raffle Ticket Profits at Beef BBQ are as follows:

2016 = \$2,715

2017 = \$1,105

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



This message (including attachments, if any) is intended to be confidential and solely for the addressee. If you received this e-mail in error, please delete it and advise me immediately. E-mail transmission cannot be guaranteed to be secure or error-free and the sender does not accept liability for errors or omissions.

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

Account	Description	2016		2017		2018		Actual to	2019	Budget	Comments
		Actual	Budget	Actuals	Budget	Actuals	Budget	Budget		Variance	
01-2000-4000	MULMUR GRANT	(27,000)	(27,000)	(47,240)	(47,240)	(38,938)	(45,276.50)	6,339	(25,076.50)	(20,200)	
01-2000-4010	MELANCTHON GRANT	(17,500)	(17,500)	(17,500)	(17,500)	(38,938)	(45,276.50)	6,339	(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)	(459)	(525.00)	66	(525.00)	0	
<hr/>											
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	890	3,000.00	(2,110)	3,000.00	0	\$73.20
01-2000-7115	INSURANCE	20,605	19,000	16,445	21,225	5,882	12,200.00	(6,318)	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	182	500.00	(318)	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	6,966	15,000.00	(8,034)	16,000.00	(1,000)	Includes grounds mtne, snow removal
01-2000-7230	BOOTH MAINTENANCE	1,048	1,300	1,280	1,300	674	1,300.00	(626)	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	10,169	10,500.00	(331)	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	(57,227)	(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						(17,227)	0		0		

Accounts Payable

MARCH 27- 31

Vendor 000000 Through 999999

Invoice Entry Date 03/27/2018 to 03/31/2018 Paid Invoices Cheque Date 03/27/2018 to 03/31/2018

Vendor Number Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
000016 HYDRO ONE	FEB 15 2018	ICE PLANT HYDRO: JAN	03/31/2018	03/31/2018	7,398.45
		01-2000-7200 ICE PLANT HYDRO: JAN			7,398.45
000014 RECEIVER GENERAL	FEB 2018	FEB REMITTANCES	03/31/2018	03/31/2018	1,448.23
		01-1000-2201 FEB REMITTANCE: TAX			779.13
		01-1000-2203 FEB REMITTANCE: CPP			454.16
		01-1000-2202 FEB REMITTANCE: EI			214.94
Unpaid Invoices					0.00
Paid Invoices					8,846.68
Invoices Total					8,846.68
Selected G/L Account Total					8,846.68

General Ledger

Ledger Detail for Fiscal Year Ending DEC 31,2018 - Posting Date: 01/01/2018 To 08/31/2018

Pd.	Date	Trace #	Source Description	Ref	Debits	Credits	Balance
Account: 01-2000-7200			HYDRO				
					Beginning Balance	0.00	
02	02/28/2018	000037	PURCH HYDRO ONE, Feb 9 2018	BLDG HYDRO: JANUARY Pd. By Chq: 000001	602.54	0.00	602.54
				Period 02 Total	602.54	0.00	
					Period Net		602.54
03	03/31/2018	000063	PURCH HYDRO ONE, FEB 15 2018	ICE PLANT HYDRO: JAN Pd. By Chq: 000004	6,547.30	0.00	7,149.84
				Period 03 Total	6,547.30	0.00	
					Period Net		6,547.30
04	04/30/2018	000084	PURCH HYDRO ONE, MARCH 16 2018	ICE PLANT HYDRO: FEB Pd. By Chq: 000006	5,103.34	0.00	12,253.18
04	04/30/2018	000084	PURCH HYDRO ONE, MARCH 31, 2018	BLDG HYDRO: FEB Pd. By Chq: 000006	644.22	0.00	12,897.40
				Period 04 Total	5,747.56	0.00	
					Period Net		5,747.56
05	05/31/2018	000102	PURCH HYDRO ONE, April 12 2018	BLDG HYDRO: MARCH Pd. By Chq: 000009	637.42	0.00	13,534.82
05	05/31/2018	000102	PURCH HYDRO ONE, April 18 2018	ICE PLANT HYDRO: MAR Pd. By Chq: 000009	5,832.50	0.00	19,367.32
05	05/31/2018	000102	PURCH HYDRO ONE, May 10 2018	BLDG HYDRO: APRIL Pd. By Chq: 000009	245.61	0.00	19,612.93
				Period 05 Total	6,715.53	0.00	
					Period Net		6,715.53
06	06/30/2018	000121	PURCH HYDRO ONE, May 16,2018	APRIL HYDRO/ICE PLAN Pd. By Chq: 000013	4,384.06	0.00	23,996.99
				Period 06 Total	4,384.06	0.00	
					Period Net		4,384.06
07	07/31/2018	000140	PURCH HYDRO ONE, July 12, 2018	BLDG HYDRO JUNE Pd. By Chq: 000017	197.76	0.00	24,194.75

Accounts Payable

June 28 - 30

Vendor 000000 Through 999999

Invoice Entry Date 06/29/2018 to 07/03/2018 Paid Invoices Cheque Date 06/29/2018 to 07/03/2018

Vendor Number Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
000016 HYDRO ONE	May 16,2018	APRIL HYDRO/ICE PLANT	06/30/2018	06/30/2018	4,953.99
		01-2000-7200 APRIL HYDRO/ICE PLANT			4,953.99
000014 RECEIVER GENERAL	JUNE 30,2018	MAY REMITTANCE	06/30/2018	06/30/2018	181.95
		01-1000-2201 MAY REMITTANCE: TAX			105.61
		01-1000-2202 MAY REMITTANCE:EI			31.58
		01-1000-2203 MAY REMITTANCE:CPP			44.76
000020 TD BANK	JUNE 30,2018	JUNE BANK CHARGES	06/30/2018	06/30/2018	55.40
		01-2000-7150 JUNE BANK CHARGES			55.40
000015 TOWNSHIP OF MULMUR	30709	INSURANCE/GRASS CUT/BLUE PRIN	06/30/2018	06/30/2018	6,168.47
		01-2000-7115 INSURANCE			5,881.62
		01-2000-7220 GRASS CUTTING			254.25
		01-2000-7100 BLUE PRINTS			32.60
000015 TOWNSHIP OF MULMUR	June 30,2018	PROPANE/ALARM MONITORING	06/30/2018	06/30/2018	303.50
		01-2000-7210 ANNUAL PROPANE TANK RENTAL			127.50
		01-2000-7220 ALARM MONITORING JAN-AUG/18			176.00
000015 TOWNSHIP OF MULMUR	June 2018	EMAIL ACCOUNT	06/30/2018	06/30/2018	82.72
		01-2000-7110 EMAIL ACCOUNT			82.72
Unpaid Invoices					0.00
Paid Invoices					11,746.03
Invoices Total					11,746.03
Selected G/L Account Total					11,746.03

Accounts Payable

Arena A/P August 1- 31

Vendor 000000 Through 999999

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

Vendor Number Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
000038 ARMSTRONG MARYLYNNE	JULY 2018	STRAWBERRY SUPPER ADS	2018-07-01	2018-08-16	97.54
		01-2000-7300 STRAWBERRY SUPPER ADS			97.54
000039 GORD DAVENPORT AUTOMO	291477	ENGINE SHAMPOO -20L	2018-08-21	2018-08-22	143.56
		01-2000-7240 ENGINE SHAMPOO -20L			143.56
000037 HERALD NEWSPAPER CORP.	15768	BEEF BBQ AD/ PRINTING DRAW TIC	2018-07-11	2018-08-14	214.70
		01-2000-7300 BEEF BBQ AD/ PRINTING DRAW TIC			214.70
000037 HERALD NEWSPAPER CORP.	15751	THANK YOU AD FOR STRAW SUPPER	2018-07-11	2018-08-14	45.20
		01-2000-7300 THANK YOU AD FOR STRAW SUPPER			45.20
		Vendor Total			259.90
000001 HURONIA/MED-E-OX LTD	153796	PROPANE CREDIT	2018-04-24	2018-05-28	-60.00
		01-2000-7210 PROPANE CREDIT			-60.00
000018 OMERS PENSION PLAN	July 2018	JULY OMERS	2018-07-31	2018-08-07	434.96
		01-1000-2206 JULY OMERS			434.96
000018 OMERS PENSION PLAN	AUGUST 2018	AUGUST OMERS	2018-08-30	2018-08-30	45.32
		01-1000-2206 AUGUST OMERS			45.32
		Vendor Total			480.28
000036 SHELBURNE FREE PRESS	A5292	ADVERTISING BEEF BBQ	2018-07-05	2018-08-07	101.70
		01-2000-7300 ADVERTISING BEEF BBQ			101.70
000036 SHELBURNE FREE PRESS	A5318	ADVERTISING BEEF BBQ	2018-07-19	2018-08-07	56.50
		01-2000-7300 ADVERTISING BEEF BBQ			56.50
000036 SHELBURNE FREE PRESS	A5414	THANK YOU AD STRAW SUPPER	2018-08-09	2018-08-21	33.90
		01-2000-7300 THANK YOU AD STRAW SUPPER			33.90
		Vendor Total			192.10
000006 TELIZON INC	03500420180813	PHONE AUGUST 2018	2018-08-13	2018-08-21	65.82
		01-2000-7110 PHONE AUGUST 2018			65.82
		Unpaid Invoices			-60.00
		Paid Invoices			1,239.20
		Invoices Total			1,179.20
		Selected G/L Account Total			1,179.20
		Payroll			291.20
		Total			1470.40



Ms. Donna Funston
NDCC Secretary
157101 Highway 10
Melancthon, ON
L9V 2E6

**ADDENDUM to REQUEST FOR PROPOSAL – NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT**

RISK MANAGEMENT SERVICES 2018

Background

OSONS Solutions submitted its response to the Board of Management's RFP to develop a Risk Management Assessment and Summary Risk Management Plan for the North Dufferin Community Centre. Subsequently, the BOM requested an addendum be submitted reducing the scope of work limited to an assessment of the building and the property only.

This addendum is to be read in conjunction with the original proposal. Key changes are as follows:

a. Scope of Work.

The following risks will be assessed:

- (1) Building Infrastructure***
- (2) Property***

Note 1. OSONS Solutions cannot provide civil engineering expertise.

The following will be excluded from the Scope of Work originally submitted in OSONS Solution response:

- (1) Governance***
- (2) Staff and Training***
- (3) Finance***

Note 2: Health & Safety will only be addressed as it pertains to the building and property.

gdgrant@rogers.com

Tel: 519 925 0486 Cell: 519 806 4817



Osons Solutions

Remuneration: ANNEX A. \$7,050.00 (Includes Labour and expenses but is **EXCLUSIVE OF HST**).

Business Address:

G. Grant
OSONS Solution
715435 First Line EHS
Mono, ON
L9V 1A9

A handwritten signature in black ink, appearing to read 'G.D. Grant', written in a cursive style.

President.

OSONS Solutions



ANNEX A

To NDCC RFP

PROPOSED COSTS

a.	Consulting Services. 8 days at \$850.00 per day:	\$ 6,800.00
b.	Expenses	
	(1) Travel. Consultants are based in Mono ON Within 15 km of the NDCC. Therefore, no travel expenses will be charged	\$ 0.00
	(2) Disbursements:	\$ 250.00
c.	Total Remuneration:	<u>\$ 7,050.00</u>
d.	Plus applicable taxes	

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 # 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:



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

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

Designer Series Gas Griddles

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/pres- sure 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

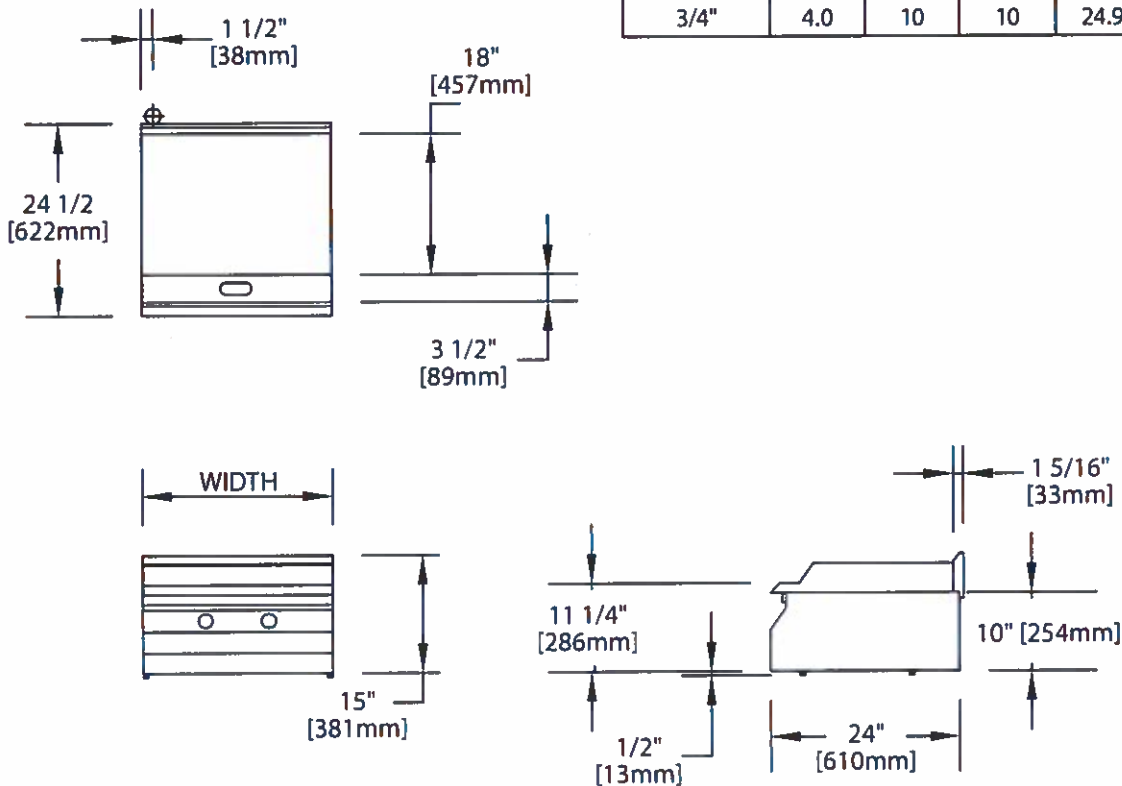
MODEL	Over All Dimensions			Total Input BTU/Kw	CU. Ft.	Ship Wt Lb/ kg
	Width	Height	Depth			
GD-15G (FF), GD-15GTH	15" (381mm)	15" (381mm)	24" (610mm)	20,000/5.86	5	85/39
GD-24G (FF), GD-24GTH	24" (610mm)	15" (381mm)	24" (610mm)	40,000/11.72	8	146/66
GD-36G (FF), GD-36GTH	36" (914mm)	15" (381mm)	24"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





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	GAS COUNTERTOP GRIDDLE Vulcan Canada Model No. VCRG24-T Griddle, countertop, gas, 24" W x 20-1/2" D cooking surface, 1" thick polished steel griddle plate, top seam welded, embedded mechanical snap action thermostat every 12", millivolt pilot safety, manual ignition, low profile, stainless steel front, sides, front top ledge, front grease trough, grease can, heavy gauge 4" back & tapered side splashes, 4" adjustable legs, 50,000 BTU, CSA, NSF	\$1,597.00	\$1,597.00
	1 ea	1 year limited parts & labor warranty, standard		
	1 ea	-1 Natural gas (specify elevation if over 2,000 ft.) (LP gas conversion kit supplied with unit)		
			ITEM TOTAL:	\$1,597.00
			Total	\$3,179.32

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$3,179.32

 **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>SUnit</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