



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
AGENDA
TUESDAY, NOVEMBER 13, 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 - October 9, 2018**
- 5. Business Arising from the Minutes**
- 6. Facility Manager's Report**
- 7. General Business**
 1. Financial
 1. Accounts
 2. Income Statement
 3. 2019 Budget
 2. New Player Bench Upgrades Quote
 3. New/Other Business/Additions
 1. Term of the Board - Mulmur/Melancthon Council
 4. Unfinished Business
 1. RFQ - Risk Management Policy Quotes
 2. Survey Update
 3. Generator Quotes
 4. Arena Grill Update
- 8. Delegation**
 1. 7:30 p.m. - Adrian Maes and Luke Wilcox - Van Harten Surveying regarding a survey for the North Dufferin Community Centre
- 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, December 11, 2018 - 7:00 - 9:00 p.m. - North Dufferin Community Centre**

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

Account	Description	Previous Year Total	Current Year To Date		Budget Remaining
			Actual	Budget	
Fund: 01 OPERATING FUND					
Category: 2???					
2000 INCOME STATEMENT					
Revenue					
01-2000-4000	MULMUR GRANT	45,276.51	45,276.50		(0.01)
01-2000-4010	MELANCTHON GRANT	45,276.51	45,276.50		(0.01)
01-2000-4020	DONATION REVENUE	100.00	0.00		(100.00)
01-2000-4030	FUNDRAISING REVENUE	20,272.50	20,000.00		(272.50)
01-2000-4100	MINOR RATE ICE RENTAL REVEN	22,671.88	45,000.00		22,328.12
01-2000-4110	ICE RENTAL REVENUE (PRIME)	25,291.67	52,000.00		26,708.33
01-2000-4115	ICE RENTAL REVENUE (NON-PRIM	139.38	500.00		360.62
01-2000-4120	NON-RESIDENT USER FEES	2,516.16	3,000.00		483.84
01-2000-4200	BOOTH RENTAL REVENUE	3,211.30	4,300.00		1,088.70
01-2000-4210	HALL RENTAL REVENUE	1,495.56	2,600.00		1,104.44
01-2000-4220	FLOOR RENTAL REVENUE	220.00	0.00		(220.00)
01-2000-4230	SIGN RENTAL REVENUE	3,980.00	4,160.00		180.00
01-2000-4240	VENDING MACHINE REVENUE	181.80	250.00		68.20
01-2000-4300	PENALTIES & INTEREST	654.19	525.00		(129.19)
Total Revenue		171,287.46	222,888.00		51,600.54
Expense					
01-2000-7000	WAGES	33,005.49	45,000.00		11,994.51
01-2000-7005	BENEFITS-EI/PPP/WSIB/EHT	3,286.08	5,600.00		2,313.92
01-2000-7010	BENEFITS-OMERS	1,740.40	3,000.00		1,259.60
01-2000-7015	STAFF TRAINING/DUES, FEES, SL	169.50	300.00		130.50
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,689.91	1,200.00		(489.91)
01-2000-7110	COMMUNICATION	1,895.01	3,000.00		1,104.99
01-2000-7115	INSURANCE	11,763.24	12,200.00		436.76
01-2000-7120	HEALTH & SAFETY	175.00	2,800.00		2,625.00
01-2000-7125	PROF FEES - AUDIT	1,403.12	1,188.00		(215.12)
01-2000-7130	PROF FEES - WATER TESTING	149.99	300.00		150.01
01-2000-7150	BANK CHARGES	261.90	500.00		238.10
01-2000-7200	HYDRO	25,880.33	60,000.00		34,119.67
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	8,519.22	12,000.00		3,480.78
01-2000-7220	BLDG & GROUNDS MAINTENANCE	14,995.66	15,000.00		4.34
01-2000-7230	BOOTH MAINTENANCE	830.46	1,300.00		469.54
01-2000-7240	ICE PLANT/MACH MAINTENANCE	11,823.93	9,000.00		(2,823.93)
01-2000-7300	FUNDRAISING EXPENSE	10,750.36	10,500.00		(250.36)
01-2000-7400	BAD DEBT	0.00	0.00		0.00
Total Expense		128,339.60	182,888.00		54,548.40
Dept Excess Revenue Over (Under) Expenditures		42,947.86	40,000.00		(2,947.86)
Category Excess Revenue Over (Under) Expenditures		42,947.86	40,000.00		(2,947.86)

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

Account	Description	Previous Year Total	Current Year To Date		Budget Remaining
			Actual	Budget	
REPORT SUMMARY					
01-2000	INCOME STATEMENT		171,287.46	222,888.00	51,600.54
	Fund 01 Total Revenue		171,287.46	222,888.00	51,600.54
01-2000	INCOME STATEMENT		128,339.60	182,888.00	54,548.40
	Fund 01 Total Expenditure		128,339.60	182,888.00	54,548.40
	Fund 01 Excess Revenue Over (Under) Expenditures		42,947.86	40,000.00	(2,947.86)
	Report Total Revenue		171,287.46	222,888.00	51,600.54
	Report Total Expenditure		128,339.60	182,888.00	54,548.40
	Report Excess Revenue Over (Under) Expenditures		42,947.86	40,000.00	(2,947.86)

**NDCC Board of Management
2019 BUDGET DRAFT #2**

Account	Description	2017 Actuals	2017 Budget	2018 Actuals	2018 Budget	Budget to Actual Variance	Draft 1 2019 Budget	Draft 2 2019 Budget	Budget Variance	Comments
01-2000-4000	MULMUR GRANT	(47,240)	(47,240)	(45,277)	(45,277)	0	(25,077)	(38,826.50)	(6,450)	
01-2000-4010	MELANCTHON GRANT	(17,500)	(17,500)	(45,277)	(45,277)	0	(25,077)	(38,826.50)	(6,450)	
01-2000-4015	GRANT REVENUE	0	0	0	-	0	-	(7,500.00)	7,500	Dufferin County Emg. Readiness Fund
01-2000-4020	DONATION REVENUE	0	0	(100)	-	100	-	-	0	
01-2000-4030	FUNDRAISING REVENUE	(17,382)	(19,380)	(20,273)	(20,000)	273	(20,000)	(20,000.00)	0	Incl. BBQ & Strawberry Supper
01-2000-4100	MINOR RATE RENTAL REVENUE	(48,069)	(56,300)	(30,663)	(45,000)	(14,337)	(45,000)	(45,000.00)	0	
01-2000-4110	ICE RENTAL REVENUE (PRIME)	(50,442)	(42,000)	(29,964)	(52,000)	(22,036)	(52,000)	(52,000.00)	0	
01-2000-4115	ICE RENTAL REVENUE (NON-PRIME)	(743)	(500)	(139)	(500)	(361)	(500)	(500.00)	0	
01-2000-4120	NON-RESIDENT USER FEES	(3,396)	(2,250)	(2,920)	(3,000)	(80)	(3,000)	(3,000.00)	0	
01-2000-4200	BOOTH RENTAL REVENUE	(5,328)	(5,000)	(3,211)	(4,300)	(1,089)	(5,000)	(5,000.00)	700	
01-2000-4210	HALL RENTAL REVENUE	(2,850)	(2,400)	(1,496)	(2,600)	(1,104)	(2,600)	(2,600.00)	0	
01-2000-4220	FLOOR RENTAL REVENUE	0	(100)	(220)	-	220	-	-	0	
01-2000-4230	SIGN RENTAL REVENUE	(4,160)	(4,500)	(3,980)	(4,160)	(180)	(4,160)	(4,160.00)	0	
01-2000-4240	VENDING MACHINE REVENUE	(251)	(300)	(182)	(250)	(68)	(250)	(250.00)	0	
01-2000-4300	PENALTIES & INTEREST	(527)	(450)	(726)	(525)	201	(525)	(525.00)	0	
01-2000-7000	WAGES	42,898	50,000	36,389	45,000	8,611	45,000	45,000.00	0	
01-2000-7005	BENEFITS-EI/PPP/WSIB/EHT	5,192	5,600	3,588	5,600	2,012	5,600	5,600.00	0	
01-2000-7010	BENEFITS-OMERS	2,913	4,500	1,740	3,000	1,260	-	-	3,000	
01-2000-7015	STAFF TRAINING/DUES, FEES, SUBSCRIP	145	484	523	300	(223)	300	300.00	0	billed from County at end of year
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,171	1,680	1,690	1,200	(490)	1,600	1,600.00	(400)	
01-2000-7110	COMMUNICATION	3,075	1,500	1,895	3,000	1,105	3,000	3,000.00	0	incls advertising, phone, internet, 1 email acct \$73.20
01-2000-7115	INSURANCE	16,445	21,225	11,763	12,200	437	12,200	12,200.00	0	RFQ large decrease in insurance
01-2000-7120	HEALTH & SAFETY	2,723	2,800	175	2,800	2,625	2,800	2,800.00	0	billed from County at end of year
01-2000-7125	PROF FEES - AUDIT	1,075	1,075	1,403	1,188	(215)	1,188	1,188.00	0	
01-2000-7130	PROF FEES - WATER TESTING	300	300	150	300	150	300	300.00	0	
01-2000-7150	BANK CHARGES	108	250	287	500	213	400	400.00	100	
01-2000-7200	HYDRO	58,050	56,206	26,466	60,000	33,534	60,000	60,000.00	0	
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	11,282	9,000	8,519	12,000	3,481	12,000	12,000.00	0	
01-2000-7220	BLDG/GROUNDS MAINTENANCE	15,863	14,500	15,496	15,000	(496)	16,000	17,000.00	(2,000)	Includes grounds mtne, snow removal
01-2000-7230	BOOTH MAINTENANCE	1,280	1,300	3,690	1,300	(2,390)	1,300	1,300.00	0	
01-2000-7240	ICE PLANT/MACH MAINT	8,581	12,000	11,851	9,000	(2,851)	11,000	11,000.00	(2,000)	
01-2000-7300	FUNDRAISING EXPENSE	7,324	10,500	10,859	10,500	(359)	10,500	10,500.00	0	Incl. BBQ & Strawberry Supper
01-2000-7400	BAD DEBT	33	0	0	-	0	-	-	0	
01-2000-7500	CAPITAL PURCHASES			0		0	-	34,000.00	(34,000)	Benches \$13,810 + Generator \$15K, replace fence around cenotaph
01-2000-6010	TSFR TO REC RESERVES	5,000	5,000	0	0	0	-	-	0	
01-2000-6015	TSFR TO BLDG RESERVES	1,105	0	0	0	0	-	-	0	
	Subtotal	(13,323)	0	(47,942)	(40,000)	7,942	# 50,153	77,653.00		
	Less: Start up Cash (or Revenue)			40,000	40,000		# (50,153)	(77,653.00)		
	Net (Income)/Deficit			(7,942)	0			0	0	

E.B.#1.3
NOV 13 2018

2390 Drew Road
MISSISSAUGA, ONTARIO, L5S 1B8
(905) 678-7465 (phone)
(905) 678-7460 (fax)
(800) 252-9498 (toll free)
www.soundbarriers.ca
sales@soundbarriers.ca

QUOTATION

Sound Barriers, Division of 1466147 Ontario Inc., RECREATION CENTER PROFESSIONALS

Date: October 27, 2018

To: Mulmur Township

Phone: 519-925-6616
Ext:

Attention: James Woods

Cell Phone: 519-579-4914
E-mail: jwoods@mulmur.ca

From: Kevin Travers

QUOTATION # SB 1904.1

Re: New player bench upgrades

Thank you for the opportunity to submit a quote price to supply and install new player benches, coach's walkway and rubber for the Honeywood Arena The scope of work is as follows:

PLAYERS BENCHES

- Player box benches are to be a nominal 184" long and 9 1/4" wide and 20" above the floor.
- Bench surface is to be 1/2" x 9-1/2" solid coloured HDPE attached to 2 horizontal 1-1/2" x 1-1/2" square HSS tubes welded to bench supports.
- Bench supports are to be constructed of 1 1/2" x 3" x 1/8" galvanized HSS uprights and 1-1/2" x 1-1/2" x 3/16" horizontal galvanized angle.
- The bench supports will not exceed 36" on centre.
- Player benches are to be permanently installed.

ANCHORING

- The benches are to be installed onto an existing concrete apron slab.
- Fasteners for bolting the pedestals to the existing concrete to be 3/8" x 2 3/4" wedge anchors.

BOARD CLADDING

- New .220" thick high impact white polyethylene board facing attached to the exposed vertical portions of the coach's walkway.
- Fasteners for board cladding are to be #10 colour-matched flat head wood screws.

PLAYERS PENALTY - FLOORS

- Floors for the player's boxes are to be 3/4" black rubber loose laid on top of existing concrete.
- A coach's walkway nominal size 16" high by 30" wide and 239" long to be provided for each player box.
- The top of each coach's walkway to be 3/4" black rubber loose laid on top of new plywood.

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QUOTATION

GATE ADJUSTMENT

- One existing access gate is to be shimmed and or adjusted so that the face of the gate matches the face of the adjacent board facing.

DEMOLITION OF EXISTING

- Removal and disposal of the existing benches, floors and walkways is NOT included in this scope of work.

TO SUPPLY & INSTALL

\$10,400.00 CDN FUNDS

DECLINE _____

ACCEPT _____

OPTIONAL PRICING - PLEASE INDICATE DESIRED OPTIONS

OPTION #1 – PENALTY BOX BENCHES

- Benches in the penalty boxes are to be a nominal 91" long and 9 1/2" wide and 20" above the floor.
- Penalty benches are to be permanently installed.

TO SUPPLY and INSTALL

\$ 3,410.00 CDN FUNDS

DECLINE _____

ACCEPT _____

FOB: Destination

HST: Extra

Prices firm for 60 days

All payment terms based net 30 upon completion

**INSTALLATION PRICES ARE CALCULATED USING SOUND BARRIERS
NON UNION LABOUR.**

By: _____
Kevin Travers, Sales Representative

If you have any questions or require any additional information, please contact Kevin Travers at 416-464-2214 or our main office at (800) 252-9498.



TOWNSHIP OF MULMUR & TOWNSHIP OF MELANCTHON

NORTH DUFFERIN COMMUNITY CENTRE BOARD OF MANAGEMENT

The Townships of Mulmur and Melancthon invite applications for the North Dufferin Community Centre Board of Management. Each Township will be appointing 3 community members at large.

Appointments will run for a maximum of four (4) years with the opportunity for reappointment. Successful applicants are required to provide a clean criminal records check. To learn more about the Board of Management, please contact the Township of Melancthon Office.

Please submit **complete resume**, indicating education, experience and references to be forwarded no later than **Friday, November 9, 2018 at 1:00 pm to:**

Denise Holmes, CAO/Clerk
Township of Melancthon
157101 Highway 10
Melancthon, ON L9V 2E6
Phone: 519-925-5525
Email: dholmes@melancthontownship.ca

We thank all those applicants for their interest, but only those invited for an interview will be contacted. Information collected will be used in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* for the purpose of candidate selection. Mulmur Township is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

GB# 2.1

NOV 13 2018