



**NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
AGENDA  
TUESDAY, JANUARY 8, 2019 - 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 - December 11, 2018**
- 5. Business Arising from the Minutes**
- 6. Facility Manager's Report**
- 7. General Business**
  - 1. Financial**
    1. Accounts
    2. Auto Debits
    3. 2019 Budget
    4. NDCC Board Bank Account Activity
    5. Email from Heather Boston - Tupling Tournament Funds
  - 2. Communication Strategies**
  - 3. Unfinished Business**
    1. WSPS Update
    2. Generator 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 February 12, 2019 - 7:00 - 9:00 p.m. - North Dufferin Community Centre**



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF  
MANAGEMENT  
MINUTES  
TUESDAY, DECEMBER 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 11<sup>th</sup> day of December, 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, Deputy Mayor, Melancthon  
Keith Lowry, Mulmur  
Clayton Rowbotham, Melancthon  
Patricia Clark, Councillor, Mulmur  
Heather Boston, NDCC Treasurer, Mulmur  
Donna Funston, NDCC Secretary, Melancthon

**#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: 7.6.4 – Charitable Donations

-Moved by Clark, Seconded by Noble 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 November 13, 2018 be approved as circulated. Carried.

**#5 Business Arising from the Minutes**

None

**#6 Facility Manager’s Report**

James Woods, Facility Manager was in attendance for this portion of the meeting.

Hot water at the back needs to be brought up to standards, the tank needs to be minimum 48" off the ground because it uses propane.

Zamboni muffler broke and new one was ordered and will be sent to the Mulmur office.

James called regarding the Coke Cooler and has not received a return phone call. Direction from the Board was to have the Cooler removed from the Arena as the booth supplies cold drinks.

Tupling Tournament and OPP Tournament were held at the Arena and both were successful with positive compliments given.

Sump pump is broke, Heather will find the invoice and check about warranty.

Fire Chief did an inspection was very happy with Zamboni room and compressor room cleanup.

No hazards remain, and a report will be sent regarding the inspection.

James had a call from an outlaw hockey team regarding ice rental the following motion was made:

-Moved by Besley, Seconded by Rowbotham, whereas the Canadian Premier Junior Hockey League has inquired about renting ice and accommodation at the NDCC and whereas the Arena facility cannot accommodate a full time Hockey Team. Be it resolved the NDCC does not rent ice time and space for storage to the Canadian Premier Junior Hockey League at this time. Carried.

James has received concerns from GFL regarding the Arena garbage. He will get a price for a green bin rental and pickup in comparison to using tags from the County.

## **#7 General Business**

1. Financial
  1. Accounts
  2. 2019 Budget
2. Mulmur Motion regarding NDCC Member Appointment
3. Mulmur Motion regarding Council Member Appointed to NDCC Board of Management
4. Melancthon Motion regarding NDCC Member Appointment
5. Melancthon Motion regarding Council Member Appointment to NDCC Board of Management
6. Unfinished Business
  1. RFQ – Risk Management Policy Quotes
  2. Survey Update – Mulmur Township Survey Papers
  3. Generator Update
  4. Charitable Donations

#1.1 -Moved by Besley, Seconded by Fawcett, be it resolved that the accounts in the amount of \$18,785.75 be approved to be paid. Carried.

#1.2 Board reviewed with Heather. Heather was asked to do an analysis for prime rental time for 2017 and 2018 looking at ice time (hours) rented. Board would like to compare the two years to see why 2018 is less.

#2. -Moved by Lowry, Seconded by Noble, be it resolved that the NDCC Board of Management receive items 2-5 as information. Carried.

- #6.1 Member Rowbotham will contact Workplace Safety Prevention Services (WSPS) for a possible walk thru of the Arena.
- #6.2 Mulmur found a Registered Survey for the property that was in question and the land is owned by the Township. Direction was given by the Board for Heather to let Van Harten know that a topographic survey will no longer be required as we have a Registered Survey.
- #6.3 Heather will look into a grant for a generator, three written quotes are required before she is able to apply for the grant. Board would like the Arena to own a generator to make the Arena self-sufficient and because it is recognized as an Emergency Shelter.
- #6.4 Member Besley suggests that a separate account be set up for donations made directly to the Arena.

-Moved by Noble, Seconded by Clark, be it resolved that the NDCC Board of Management establish through our CFO a dedicated account for the receipt of funds directed to the proposed new facility development of the Community Centre, in such manner to permit tax receipts to be issued to the donors. Carried.

Member Lowry called for a recorded vote and abstained from voting

Chair Chester Tupling Yea  
Vice Chair Bert Tupling Yea  
Member Dave Besley Yea  
Member Patty Clark Yea  
Member Debbie Fawcett Yea  
Member Nancy Noble Yea  
Member Clayton Rowbotham Yea

-Moved by B. Tupling, Seconded by Fawcett be it resolved that the NDCC Board of Management transfers raffle donations from 2015, 2016, 2017 and 2018 to the Arena Facility Development Fund. Carried.

## #8 Delegation

-None

## #9 Closed Session (if required)

-Not Required

**#10 Notice of Motion**

-None

**#11 Confirmation Motion**

-Moved by Tupling, Seconded by Fawcett 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 Fawcett, Seconded by Tupling that we adjourn the North Dufferin Community Centre Board of Management meeting at 9:00 p.m. to meet again on Tuesday, January 8, 2019 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**

# Accounts Payable

Arena A/P Dec. 1 - 31, 2018

Vendor 000000 Through 999999

Invoice Entry Date 2018-11-30 to 2018-12-31 Paid Invoices Cheque Date 2018-11-30 to 2018-12-31

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000001 HURONIA/MED-E-OX LTD	160825	ARENA FURNACE PROPANE	000143	2018-11-14	2018-12-18	120.01
		01-2000-7210 ARENA FURNACE PROPANE				120.01
000001 HURONIA/MED-E-OX LTD	158268	ARENA FURNACE PROPANE	000143	2018-11-27	2018-12-18	150.01
		01-2000-7210 ARENA FURNACE PROPANE				150.01
000001 HURONIA/MED-E-OX LTD	L1954033	FURNACE ANNUAL CONTRACT	000143	2018-09-30	2018-12-18	56.50
		01-2000-7210 FURNACE ANNUAL CONTRACT				56.50
					Vendor Total	326.52
000004 MCDONALD HOME HARDWAR74354		HAND SAW, SUMP PUMP	000138	2018-12-02	2018-12-06	276.83
		01-2000-7220 HAND SAW, SUMP PUMP				276.83
000004 MCDONALD HOME HARDWAR74568		SCAPER BLAKES/ FURN FILTERS	000144	2018-12-11	2018-12-18	8.34
		01-2000-7220 SCAPER BLAKES/ FURN FILTERS				8.34
					Vendor Total	285.17
000005 DELMAR ELECTRIC	12039	REPLACE LIGHTS IN OFFICE	000142	2018-11-29	2018-12-18	289.03
		01-2000-7220 REPLACE LIGHTS IN OFFICE				289.03
000009 J.L. WILSON AND SONS LIMIT JL-1624633		ANNUAL START UP REFRIG.ICE PAD	000137	2018-11-29	2018-12-06	3,266.56
		01-2000-7240 ANNUAL START UP REFRIG.ICE PAD				3,266.56
000011 SPARLINGS PROPANE	887250668963435	ARENA BOOTH PROPANE	000145	2018-12-11	2018-12-18	139.88
		01-2000-7230 ARENA BOOTH PROPANE				139.88
000013 WAYNE BIRD FUELS	469546	HVAC SERVICE,NO HEAT -AFG TRAN	000139	2018-03-08	2018-12-06	333.35
		01-2000-7220 HVAC SERVICE,NO HEAT-AFG TRANS				333.35
000013 WAYNE BIRD FUELS	446163	2ND AN. FURNACE & WAT.HEATER	000139	2018-01-01	2018-12-06	531.10
		01-2000-7220 2ND AN. FURNACE & WAT.HEATER				531.10
					Vendor Total	864.45
000014 RECEIVER GENERAL	Oct. 2018	PAYROLL REMITTANCES FOR OCT.	000131	2018-10-31	2018-11-30	2,968.95
		01-1000-2201 PAYROLL REMITTANCES FOR OCT.				1,915.47
		01-1000-2202 PAYROLL REMITTANCES FOR OCT.				309.94
		01-1000-2203 PAYROLL REMITTANCES FOR OCT.				743.54
000015 TOWNSHIP OF MULMUR	031277	ORFA TRAINING & MEMBERSHIP-JW	000133	2018-10-17	2018-11-30	1,166.73
		01-2000-7015 ORFA TRAINING & MEMBERSHIP-JW				1,166.73
000015 TOWNSHIP OF MULMUR	031350	WATER TESTING FOR OCT. 2018	000133	2018-11-06	2018-11-30	92.66
		01-2000-7130 WATER TESTING FOR OCT. 2018				92.66
					Vendor Total	1,259.39
000016 HYDRO ONE	Oct. 17. 2018	ARENA HYDRO SEPT. 2018	000130	2018-10-17	2018-11-30	4,912.28
		01-2000-7200 ARENA HYDRO OCT. 2018				4,912.28

# Accounts Payable

Arena A/P Dec. 1 - 31, 2018

Vendor 000000 Through 999999

Invoice Entry Date 2018-11-30 to 2018-12-31 Paid Invoices Cheque Date 2018-11-30 to 2018-12-31

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000020 TD BANK	NOV 2018	BANK CHARGES NOV. 2018	000132	2018-11-21	2018-11-30	55.40
		01-2000-7150 BANK CHARGES NOV. 2018				55.40
000042 BLUEWATER FIRE & SECURIT	04-15021	MOTION DETECTOR/ FIRE LOG BOOK	000135	2018-11-27	2018-12-06	210.18
		01-2000-7220 MOTION DETECTOR/ FIRE LOG BOOK				210.18
000046 BARCLAY WHOLESALE	13188	TOWEL ROLL, GARBAGE BAGS	000134	2018-12-03	2018-12-06	96.62
		01-2000-7220 TOWEL ROLL, GARBAGE BAGS				96.62
000046 BARCLAY WHOLESALE	13242	WI-WAX, FLOOR PAD, ICE MELTER	000134	2018-12-03	2018-12-06	150.47
		01-2000-7220 WI-WAX, FLOOR PAD, ICE MELTER				150.47
000046 BARCLAY WHOLESALE	13302	ZAMBONI SPREADER CLOTH	000134	2018-12-10	2018-12-10	95.99
		01-2000-7240 ZAMBONI SPREADER CLOTH				95.99
000046 BARCLAY WHOLESALE	13401	BLADE SHARPENING	000134	2018-12-10	2018-12-11	34.18
		01-2000-7240 BLADE SHARPENING				34.18
000046 BARCLAY WHOLESALE	13574	BLADE SHARPENING	000141	2018-12-17	2018-12-18	102.55
		01-2000-7240 BLADE SHARPENING				102.55
000046 BARCLAY WHOLESALE	13309	ICE MELT SHAKER SPREADER	000141	2018-12-17	2018-12-18	27.22
		01-2000-7220 ICE MELT SHAKER SPREADER				27.22
000046 BARCLAY WHOLESALE	13515	HAND SOAP, DISPENSER, PROXI	000141	2018-12-17	2018-12-18	58.91
		01-2000-7220 HAND SOAP, DISPENSER, PROXI				58.91
000046 BARCLAY WHOLESALE	13506	TOP SEAL FLOOR SEALER	000141	2018-12-17	2018-12-18	26.56
		01-2000-7220 TOP SEAL FLOOR SEALER				26.56
Vendor Total						592.50
000049 ADVANCED DOORS SYSTEME	011858	TROLLEY OPERATOR INSTALL/REMOT	000140	2018-11-14	2018-12-18	3,356.10
		01-2000-7220 TROLLEY OPERATOR INSTALL/REMOT				3,356.10
000051 HIGHLAND SUPPLY	270125	GADUS,S3 V220C 2 4KG	000136	2018-11-02	2018-12-11	42.44
		01-2000-7220 GADUS,S3 V220C 2 4KG				42.44
000056 ZAMBONI COMPANY LTD.	099006	MUFFLER, EXHAUST GASKET	000146	2018-12-12	2018-12-18	286.41
		01-2000-7240 MUFFLER, EXHAUST GASKET				286.41
Unpaid Invoices						0.00
Paid Invoices						18,855.26
Invoices Total						18,855.26
Selected G/L Account Total						18,855.26
Payroll:						5556.93
Total :						24,412.19

North Dufferin Community Centr  
**Accounts Payable**  
 VARIOUS AUTO DEBITS  
 Cheque Register - 2018-12-31

Invoice Payee	Invoice Number	Invoice Date	Invoice Type	Cheque Amount	Cheque Number	
000016	HYDRO ONE					
	Dec.10 ,2018	HYDRO ARENA NOV. 2018	2018-12-10	I	807.77	000031
	Nov. 12, 2018	HYDRO OCT 2018	2018-11-12	I	734.76	000031
	Nov. 16, 2018	HYDRO ICE PLANT OCT. 2018	2018-11-16	I	8,263.05	000031
				Cheque Amount -	9,805.58	
000014	RECEIVER GENERAL					
	Dec. 15, 2018	PAYROLL REMITTANCES	2018-12-15	I	3,014.03	000032
				Cheque Amount -	3,014.03	
000020	TD BANK					
	Dec. 21, 2018	BANK CHARGES	2018-12-21	I	45.40	000033
				Cheque Amount -	45.40	
000015	TOWNSHIP OF MULMUR					
	031400	WASTE STICKERS	2018-12-11	I	150.00	000034
				Cheque Amount -	150.00	
				Cheque Run Total -	13,015.01	



**NDCC Board of Management  
2019 BUDGET DRAFT #3**

Account	Description	2017 Actuals	2017 Budget	2018 Actuals	2018 Budget	Budget to Actual Variance	Draft 1 2019 Budget	Draft 2 2019 Budget	Draft 3 2019 Budget	Budget Variance	Comments
<b>REVENUES</b>											
01-2000-4000	MULMUR GRANT	47,240	47,240	25,277	25,277	0	25,077	42,327	59,050	(33,773)	
01-2000-4010	MELANCTHON GRANT	17,500	17,500	25,277	25,277	0	25,077	42,327	59,050	(33,773)	
01-2000-4015	GRANT REVENUE	0	0	0	-	0	-	10,000	10,000	(10,000)	Dufferin County Emg. Readiness Fund
01-2000-4020	DONATION REVENUE	0	0	100	-	(100)	-	-	-	0	
01-2000-4030	FUNDRAISING REVENUE	17,382	19,380	20,323	20,000	(323)	20,000	20,000	20,000	0	Incl. BBQ & Strawberry Supper
01-2000-4100	MINOR RATE RENTAL REVENUE	48,069	56,300	38,840	45,000	6,160	45,000	45,000	45,000	0	
01-2000-4110	ICE RENTAL REVENUE (PRIME)	50,442	42,000	37,185	52,000	14,815	52,000	52,000	52,000	0	
01-2000-4115	ICE RENTAL REVENUE (NON-PRIME)	743	500	139	500	361	500	500	500	0	
01-2000-4120	NON-RESIDENT USER FEES	3,396	2,250	3,571	3,000	(571)	3,000	3,000	3,000	0	
01-2000-4200	BOOTH RENTAL REVENUE	5,328	5,000	3,561	4,300	739	5,000	5,000	5,000	(700)	
01-2000-4210	HALL RENTAL REVENUE	2,850	2,400	1,637	2,600	963	2,600	2,600	2,600	0	
01-2000-4220	FLOOR RENTAL REVENUE	0	100	463	-	(463)	-	-	-	0	
01-2000-4230	SIGN RENTAL REVENUE	4,160	4,500	3,980	4,160	180	4,160	4,160	4,160	0	
01-2000-4240	VENDING MACHINE REVENUE	251	300	238	250	12	250	250	250	0	
01-2000-4300	PENALTIES & INTEREST	527	450	776	525	(251)	525	525	525	0	
	<b>TOTAL REVENUE</b>	<b>197,887</b>	<b>197,920</b>	<b>161,366</b>	<b>182,888</b>		<b>183,188</b>	<b>227,688</b>	<b>261,134</b>		
<b>EXPENSES</b>											
01-2000-7000	WAGES	42,898	50,000	50,184	45,000	(5,184)	45,000	45,000	55,000	(10,000)	
01-2000-7005	BENEFITS-EI/CPP/WSIB/EHT	5,192	5,600	4,832	5,600	768	5,600	5,600	5,600	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	1,556	300	(1,256)	300	300	300	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	1,700	(500)	incls advertising, phone, internet, 1 email acct
01-2000-7110	COMMUNICATION	3,075	1,500	2,452	3,000	548	3,000	3,000	3,000	0	\$73.20
01-2000-7115	INSURANCE	16,445	21,225	11,763	12,200	437	12,200	12,200	12,200	0	RFQ large decrease in insurance
01-2000-7120	HEALTH & SAFETY	2,723	2,800	175	2,800	2,625	2,800	2,800	2,800	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	1,400	(212)	
01-2000-7130	PROF FEES - WATER TESTING	300	300	232	300	68	300	300	300	0	
01-2000-7150	BANK CHARGES	108	250	388	500	112	400	400	400	100	
01-2000-7200	HYDRO	58,050	56,206	39,477	60,000	20,523	60,000	60,000	60,000	0	
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	11,282	9,000	8,808	12,000	3,192	12,000	12,000	12,000	0	
01-2000-7220	BLDG/GROUNDS MAINTENANCE	15,863	14,500	21,606	15,000	(6,606)	16,000	18,000	20,000	(5,000)	Includes grounds mtne, snow removal, floor scrubbing machine \$2000
01-2000-7230	BOOTH MAINTENANCE	1,280	1,300	3,814	1,300	(2,514)	1,300	1,300	1,300	0	
01-2000-7240	ICE PLANT/MACH MAINT	8,581	12,000	18,771	9,000	(9,771)	11,000	11,000	12,000	(3,000)	
01-2000-7300	FUNDRAISING EXPENSE	7,324	10,500	10,859	10,500	(359)	10,500	10,500	10,500	0	Incl. BBQ & Strawberry Supper
01-2000-7400	BAD DEBT	33	0	0	-	0	-	-	-	0	
01-2000-7500	CAPITAL PURCHASES	0	0	0	0	0	-	42,500	44,250	(44,250)	Benches \$13,810 +\$2000 flooring at back + Generator \$20K less \$10K grant, cenotaph fence
01-2000-6010	TSFR TO REC RESERVES	5,000	5,000	0	0	0	-	-	-	0	\$4000, zamboni door \$4,250
01-2000-6015	TSFR TO BLDG RESERVES	1,105	0	0	0	0	-	-	-	0	
	<b>PRIOR YEAR DEFICIT</b>								<b>18,384</b>		<b>Must fund deficit</b>
	<b>TOTAL EXPENSES</b>	<b>184,564</b>	<b>197,920</b>	<b>179,750</b>	<b>182,888</b>		<b>183,188</b>	<b>227,688</b>	<b>261,134</b>		
	<b>Net Income/(Deficit)</b>	<b>13,323</b>	<b>0</b>	<b>(18,384)</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>		

# Account Activity

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Account: **NDCC BOARD - 5207413 (\$6,384.65)**

**Current Balance**      **Available Balance**  
**(\$6,384.65)**          **\$0.00**

Balance Date: Jan 03, 2019

View:       [30 days](#) | [60 days](#) | [90 days](#) | [120 days](#)

Search by Month (up to 18 months)

Month:       Year:

From:

**Your transactions for Jan 2019**

Date ↑	Transaction Description ↕	Withdrawals ↕	Deposits ↕	Balance
Jan 02, 2019	<a href="#">View Cheque</a> CHQ#00140-0142610696	3,356.10		(\$6,384.65)
Jan 02, 2019	<a href="#">View Cheque</a> CHQ#00141-0142395773	215.24		(\$3,028.55)
Jan 02, 2019	<a href="#">View Cheque</a> CHQ#00144-0142807706	8.34		(\$2,813.31)
Jan 02, 2019	CIPS CREDIT INTEREST		21.63	(\$2,804.97)
Jan 02, 2019	Hydro One BPY	8,851.28		(\$2,826.60)
<b>Total :</b>		<b>\$12,430.96</b>	<b>\$21.63</b>	

Microsoft Money

All transactions to the close of the previous BUSINESS day will be downloaded. [View supported versions of the software downloads.](#)

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## Donna Funston

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**From:** Heather Boston <hboston@mulmur.ca>  
**Sent:** Thursday, December 13, 2018 10:34 AM  
**To:** Donna Funston  
**Subject:** M Tupling funds

Hi Donna,

The Board asked if there were any remaining funds from Michael Tupling Tournament and I have verified that there was \$14,332.38 in 2011, \$3,000 was used in 2012 to buy netting around the ice and the remaining \$11,332.38 was used towards the purchase of the Zamboni in 2014.

Thanks,

Heather Boston, CPA, CA, CGA | Treasurer  
Township of Mulmur | 758070 2<sup>nd</sup> Line East | Mulmur, Ontario L9V 0G8  
Phone 705-466-3341 ext. 233 | Fax 705-466-2922 | [hboston@mulmur.ca](mailto:hboston@mulmur.ca)



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### Total Control Panel

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To: [dfunston@melanctontownship.ca](mailto:dfunston@melanctontownship.ca)  
From: [hboston@mulmur.ca](mailto:hboston@mulmur.ca)

Message Score: 1  
My Spam Blocking Level: High

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Medium (75): Pass  
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