



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
AGENDA
TUESDAY, FEBRUARY 12, 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 - January 8, 2019**
5. **Business Arising from the Minutes**
 1. Highland Supply invoice - Special Light Bulb for the Emergency Red Light Detector
 2. Date change for monthly meetings - Change from Tuesday to Thursday
 3. Garbage bin comparison to using garbage tags - Treasurer
 4. Summer hours James Woods is available to work - Treasurer
 5. Who rents the ice - numbers and stats requested by Member Clark
6. **Facility Manager's Report**
7. **General Business**
 1. **Financial**
 1. Accounts
 2. NDCC Income Statement
 3. 2019 Budget
 4. Comparative Ice time 2017 vs 2018
 2. Motion to Approve Revised December 11, 2018 Minutes - Recorded Vote amended
 3. Motion to Approve with Revised Recorded Vote
 4. Rescind Motion to recommend NDCC as Emergency Shelter
 5. Communication Strategies
 6. Additions to Agenda (if any)
 7. **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 - Thursday March 14, 2019 - 7:00 - 9:00 p.m. - North Dufferin Community Centre**



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
MINUTES**

**TUESDAY, JANUARY 8, 2019 – 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 8th day of January, 2019 at 7:00 p.m., in the Norduff Room at The North Dufferin Community Centre. Those present:

Bert Tupling, Vice-Chair, Melancthon
Nancy Noble, Mulmur
Debbie Fawcett, Melancthon
Dave Besley, Deputy Mayor, Melancthon
Clayton Rowbotham, Melancthon
Patricia Clark, Councillor, Mulmur
Heather Boston, NDCC Treasurer, Mulmur
Donna Funston, NDCC Secretary, Melancthon

Regrets:

Chester Tupling, Chair, Mulmur
Keith Lowry, Mulmur

#1 Call to Order by Chair

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

#2 Additions/Deletions/Approval of Agenda

-Moved by Noble, Seconded by Fawcett the Agenda be approved as circulated. Carried.

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#4 Approval of Draft Minutes

-Moved by Noble, Seconded by Fawcett, that the minutes of the North Dufferin Community Centre Board of Management held on December 11, 2018 be approved as circulated. Carried.

#5 Business Arising from the Minutes

Member Besley requests that all Charitable Donations always be sent a tax receipt without having to request one. Heather will make sure all receipts are issued if an address is supplied with the donation.

Heather spoke about the 2017 vs 2018 ice rental differences – Shelburne Minor Hockey and Essa Minor Hockey are the two centres that have made the difference for 2018. Heather has a spreadsheet done and will provide it for the next agenda package.

#6 Facility Manager's Report

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

James reports some more doors have been repaired and also mentions the glass that separates the lobby from the ice surface, as well as an area near the back of the Arena has chipboard behind the plastic section that will need repaired in 2019 as it is rotting. James has received quotes for this repair, he also has quotes to repair the player benches that are in poor condition and need done in 2019. Some duct work has been cleaned out and repaired which will now heat the dressing rooms evenly. The Coke machine will be picked up in January. James says he is on vacation Feb 1-9 and requests the part-time position be filled. Vice-Chair Tupling will speak with Chair Tupling to get interviews organized.

#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

- #1.1 Heather reviewed accounts with the Board and will follow up with James regarding garbage bin quotes instead of using tags. Heather will also confirm with James what hours he is available during the summer as he has another seasonal job.
Donna will follow up with James regarding the Highland Supply invoice as to what he purchased.

-Moved by Noble, Seconded by Besley, be it resolved that the accounts in the amount of \$24,412.19 be approved to be paid. Carried.

- #1.2 -Moved by Noble, Seconded by Besley, be it resolved that the auto debits in the amount of \$13015.01 be approved to be paid. Carried.

- #1.3 -Moved by Clark, Seconded by Noble, be it resolved that to increase the pay grid for cost of living for 2019, as per Mulmur Township rate, for Arena Staff. Carried.

-Moved by Rowbotham, Seconded by Noble, be it resolved that the NDCC Board of Management approves the draft #3 as amended budget, for the 2019 year, pending the approval of the Township of Mulmur and Melancthon. Carried.

#1.4 Discussion around the bank account took place with Member Clark requesting some numbers and stats as to who rents the ice including how many players on Honeywood Minor hockey teams currently. Wants to see who is using the Honeywood Arena.

Direction from the Board was given to the members on Council to request an additional \$5000 from Mulmur Council and Melancthon Council to help with cash flow issues the Arena is having. This money would be a top up to operating reserves balance so a deficit doesn't happen. Going forward the budget must be followed to make sure cash flow is not an issue. Heather is willing to update the spreadsheet anytime so everyone knows where there is room to spend and where there is not.

#2. Deferred to next meeting as Member Lowry was not present.

#3.1 Member Rowbotham has a call into WSPS waiting to hear back and will report next meeting.

#3.2 Heather is in process of collecting three written quotes to apply for the grant. First quote was very high and waiting for a written quote from Del-Mar Electric.

Member Clark requested the meeting time be changed. Direction given to Donna to email each Board member to see if a Thursday meeting from 7-9 p.m. would work starting in March.

#8 Delegation

-None

#9 Closed Session (if required)

-Not Required

#10 Notice of Motion

-None

#11 Confirmation Motion

-Moved by Noble, 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 Noble, Seconded by Fawcett that we adjourn the North Dufferin Community Centre Board of Management meeting at 9:15 p.m. to meet again on Tuesday, February 12, 2019 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

CHAIR

SECRETARY

DRAFT

Accounts Payable

Arena A/P Jan. 1 -31/19

Vendor 000000 Through 999999

Invoice Entry Date 2018-01-01 to 2019-02-01 Paid Invoices Cheque Date 2019-01-01 to 2019-02-01

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000003 VANDERKOLK AND CO. INC	15599	OFFICE SUPPLIES CUSTOM STAMP 01-2000-7100	000157	2019-01-18	2019-01-22	59.33
		OFFICE SUPPLIES CUSTOM STAMP				59.33
000004 MCDONALD HOME HARDWAR	75198	DUSTER/ CRTN/LNR 01-2000-7220	000148	2019-01-07	2019-01-08	29.92
		DUSTER/ CRTN/LNR				29.92
000006 TELIZON INC	03500420181213	PHONE CHARGES DEC. 2018 01-2000-7110	000150	2018-12-13	2018-12-31	67.34
		PHONE CHARGES DEC 2018				67.34
000006 TELIZON INC	03500420190113	PHONE CHARGES JAN. 2019 01-2000-7110	000156	2019-01-13	2019-01-22	67.62
		PHONE CHARGES JAN. 2019				67.62
					Vendor Total	134.96
000011 SPARLINGS PROPANE	88725066963436	ARENA BOOTH PROPANE 01-2000-7230	000155	2019-01-03	2019-01-17	54.44
		ARENA BOOTH PROPANE				54.44
000013 WAYNE BIRD FUELS	0402497	ARENA FURNACE OIL 01-2000-7210	000151	2018-11-02	2018-12-31	487.92
		ARENA FURNACE OIL				487.92
000013 WAYNE BIRD FUELS	0402496	ARENA FURNACE OIL 01-2000-7210	000151	2018-11-02	2018-12-31	2,380.73
		ARENA FURNACE OIL				2,380.73
000013 WAYNE BIRD FUELS	0403977	ARENA FURNACE OIL 01-2000-7210	000151	2018-11-15	2018-12-31	729.16
		ARENA FURNACE OIL				729.16
000013 WAYNE BIRD FUELS	0403976	ARENA FURNACE OIL 01-2000-7210	000151	2018-11-15	2018-12-31	188.33
		ARENA FURNACE OIL				188.33
000013 WAYNE BIRD FUELS	00000407798	ARENA FURNACE OIL 01-2000-7210	000158	2018-12-07	2018-12-31	1,245.54
		ARENA FURNACE OIL				1,245.54
000013 WAYNE BIRD FUELS	00000407799	ARENA FURNACE OIL 01-2000-7210	000158	2018-12-07	2018-12-31	408.11
		ARENA FURNACE OIL				408.11
000013 WAYNE BIRD FUELS	509212	ARENA FURNACE OIL 01-2000-7210	000158	2018-12-10	2018-12-31	305.09
		ARENA FURNACE OIL				305.09
000013 WAYNE BIRD FUELS	509211	ARENA FURNACE OIL 01-2000-7210	000158	2018-12-10	2018-12-31	305.09
		ARENA FURNACE OIL				305.09
000013 WAYNE BIRD FUELS	510928	ARENA FURNACE OIL 01-2000-7210	000158	2018-12-20	2018-12-31	175.05
		ARENA FURNACE OIL				175.05
000013 WAYNE BIRD FUELS	510929	ARENA FURNACE OIL 01-2000-7210	000158	2018-12-20	2018-12-31	637.85
		ARENA FURNACE OIL				637.85
					Vendor Total	6,862.87
000046 BARCLAY WHOLESALE	13704	FLOOR SEALER 01-2000-7220	000147	2018-12-31	2018-12-31	26.56
		FLOOR SEALER				26.56
000046 BARCLAY WHOLESALE	14252	BLADE SHARPENING 01-2000-7240	000153	2019-01-21	2019-01-23	102.55
		BLADE SHARPENING				102.55
					Vendor Total	129.11

Accounts Payable

Arena A/P Jan.1 -31/19

Vendor 000000 Through 999999

Invoice Entry Date 2018-01-01 to 2019-02-01 Paid Invoices Cheque Date 2019-01-01 to 2019-02-01

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000058 SOUND BARRIERS	19907	INSPECT, ADJUST & REPAIR GATES	000149	2018-12-27	2018-12-31	510.00
		01-2000-7220 INSPECT, ADJUST & REPAIR GATES				510.00
000059 CF COUTURE FAMILY KITCHEN	105735	KITCHEN EXHAUST CLEANING	000154	2018-12-12	2018-12-31	440.42
		01-2000-7230 KITCHEN EXHAUST CLEANING				440.42
000060 2239198 ONTARIO INC.	2019-1004	SNOW REMOVAL	000152	2018-12-31	2018-12-31	1,789.92
		01-2000-7220 SNOW REMOVAL				1,789.92

Unpaid Invoices 0.00

Paid Invoices 10,010.97

Invoices Total 10,010.97

Selected G/L Account Total 10,010.97

Payroll: 5794.56

Total: 15,805.53

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2019 - From Period 1 To Period 2 Ending FEB 28,2019

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining
		Actual	Budget	Actual	Budget	
Fund: 01 OPERATING FUND						
Category: 2???						
2000 INCOME STATEMENT						
Revenue						
01-2000-4000	MULMUR GRANT	25,276.51	25,276.50	14,762.42	10,725.00	49,587.58
01-2000-4010	MELANCTHON GRANT	25,276.51	25,276.50	14,762.42	10,725.00	49,587.58
01-2000-4015	GRANT REVENUE	0.00	0.00	0.00	1,666.70	10,000.00
01-2000-4020	DONATION REVENUE	100.00	0.00	0.00	0.00	0.00
01-2000-4030	FUNDRAISING REVENUE	20,272.50	20,000.00	0.00	3,333.30	20,000.00
01-2000-4100	MINOR RATE ICE RENTAL REVEN	46,211.04	45,000.00	7,928.97	7,500.00	37,071.03
01-2000-4110	ICE RENTAL REVENUE (PRIME)	47,663.05	52,000.00	6,937.96	8,666.70	45,062.04
01-2000-4115	ICE RENTAL REVENUE (NON-PRIM	696.90	500.00	0.00	83.30	500.00
01-2000-4120	NON-RESIDENT USER FEES	4,130.37	3,000.00	612.47	541.70	2,637.53
01-2000-4200	BOOTH RENTAL REVENUE	3,561.30	4,300.00	350.00	833.30	4,650.00
01-2000-4210	HALL RENTAL REVENUE	2,230.07	2,600.00	0.00	433.30	2,600.00
01-2000-4220	FLOOR RENTAL REVENUE	463.35	0.00	0.00	0.00	0.00
01-2000-4230	SIGN RENTAL REVENUE	3,980.00	4,160.00	3,620.00	693.30	540.00
01-2000-4240	VENDING MACHINE REVENUE	237.92	250.00	0.00	0.00	0.00
01-2000-4300	PENALTIES & INTEREST	775.55	525.00	58.54	87.50	466.46
01-2000-4500	PR YR SURPLUS/DEFICIT	0.00	0.00	0.00	(4,830.80)	(28,985.00)
Total Revenue		180,875.07	182,888.00	49,032.78	40,458.30	193,717.22
Expense						
01-2000-7000	WAGES	55,336.98	45,000.00	5,005.40	9,166.70	49,994.60
01-2000-7005	BENEFITS-EI/PPP/WSIB/EHT	4,831.69	5,600.00	664.61	933.30	4,935.39
01-2000-7010	BENEFITS-OMERS	1,740.40	3,000.00	0.00	0.00	0.00
01-2000-7015	STAFF TRAINING/DUES, FEES, SL	1,555.76	300.00	0.00	50.00	300.00
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,689.91	1,200.00	52.50	283.30	1,647.50
01-2000-7110	COMMUNICATION	2,511.70	3,000.00	109.94	500.00	2,890.06
01-2000-7115	INSURANCE	11,763.24	12,200.00	0.00	2,033.30	12,200.00
01-2000-7120	HEALTH & SAFETY	175.00	2,800.00	0.00	466.70	2,800.00
01-2000-7125	PROF FEES - AUDIT	1,403.12	1,188.00	0.00	233.30	1,400.00
01-2000-7130	PROF FEES - WATER TESTING	231.99	300.00	0.00	50.00	300.00
01-2000-7150	BANK CHARGES	387.71	500.00	47.57	66.70	352.43
01-2000-7200	HYDRO	48,019.07	60,000.00	0.00	10,000.00	60,000.00
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	14,881.50	12,000.00	0.00	2,000.00	12,000.00
01-2000-7220	BLDG & GROUNDS MAINTENANCE	23,665.01	15,000.00	26.48	3,333.30	19,973.52
01-2000-7230	BOOTH MAINTENANCE	4,204.00	1,300.00	48.18	216.70	1,251.82
01-2000-7240	ICE PLANT/MACH MAINTENANCE	18,770.67	9,000.00	90.75	2,000.00	11,909.25
01-2000-7300	FUNDRAISING EXPENSE	10,859.36	10,500.00	0.00	1,750.00	10,500.00
01-2000-7400	BAD DEBT	0.00	0.00	0.00	0.00	0.00
01-2000-7500	CAPITAL PURCHASES	0.00	0.00	0.00	7,375.00	44,250.00
Total Expense		202,027.11	182,888.00	6,045.43	40,458.30	236,704.57
Dept Excess Revenue Over (Under) Expenditures		(21,152.04)	0.00	42,987.35	0.00	(42,987.35)
Category Excess Revenue Over (Under) Expenditures		(21,152.04)	0.00	42,987.35	0.00	(42,987.35)

GB#7.1.2
 FEB 12 2019

Approved Budget
Jan 11/2019

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
REVENUES											
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	
TOTAL REVENUE		197,887	197,920	161,366	182,888		183,188	227,688	261,134		
EXPENSES											
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)	
											Incl 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	S73.20
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	
											Includes grounds mtne, snow removal, floor
01-2000-7220	BLDG/GROUNDS MAINTENANCE	15,863	14,500	21,606	15,000	(6,606)	16,000	18,000	20,000	(5,000)	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	
											Benches \$13,810 + \$2000 flooring at back +
											Generator \$20K less \$10K grant, canopy fence
01-2000-7500	CAPITAL PURCHASES			0	0	0	-	42,500	44,250	(44,250)	\$4000, zamboni door \$4,250
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	
	PRIOR YEAR DEFICIT									18,384	Must fund deficit
TOTAL EXPENSES		184,564	197,920	179,750	182,888		183,188	227,688	261,134		
Net Income/(Deficit)		13,323	0	(18,384)	0		0	0	0	0	

GB# 7.1.3
FEB 12 2019

Received Feb 7/2019

**NDCC Board of Management
2019 FINAL BUDGET**

Account	Description	2018 Actuals	2018 Budget	Budget to Actual Variance	Final 2019 Budget	Budget Variance
REVENUES						
01-2000-4000	MULMUR GRANT	25,277	25,277	0	(64,210)	89,487
01-2000-4010	MELANCTHON GRANT	25,277	25,277	0	(64,210)	89,487
01-2000-4015	GRANT REVENUE	0	-	0	(10,000)	10,000
01-2000-4020	DONATION REVENUE	100	-	(100)	-	0
01-2000-4030	FUNDRAISING REVENUE	20,273	20,000	(273)	(20,000)	40,000
01-2000-4100	MINOR RATE RENTAL REVENUE	46,211	45,000	(1,211)	(45,000)	90,000
01-2000-4110	ICE RENTAL REVENUE (PRIME)	47,663	52,000	4,337	(52,000)	104,000
01-2000-4115	ICE RENTAL REVENUE (NON-PRIME)	697	500	(197)	(500)	1,000
01-2000-4120	NON-RESIDENT USER FEES	4,130	3,000	(1,130)	(3,250)	6,250
01-2000-4200	BOOTH RENTAL REVENUE	3,561	4,300	739	(5,000)	9,300
01-2000-4210	HALL RENTAL REVENUE	2,230	2,600	370	(2,600)	5,200
01-2000-4220	FLOOR RENTAL REVENUE	463	-	(463)	-	0
01-2000-4230	SIGN RENTAL REVENUE	3,980	4,160	180	(4,160)	8,320
01-2000-4240	VENDING MACHINE REVENUE	238	250	12	-	250
01-2000-4300	PENALTIES & INTEREST	776	525	(251)	(525)	1,050
01-2000-4500	PRIOR YEAR DEFICIT				28,705	
TOTAL REVENUE		180,875	182,888		(242,750)	
EXPENSES						
01-2000-7000	WAGES	55,337	45,000	(10,337)	55,000	(10,000)
01-2000-7005	BENEFITS-EI/ CPP/WSIB/EHT	4,832	5,600	768	5,600	0
01-2000-7010	BENEFITS-OMERS	1,740	3,000	1,260	-	3,000
01-2000-7015	STAFF TRAINING/DUES, FEES, SUBSCRIP	1,556	300	(1,256)	300	0
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,690	1,200	(490)	1,700	(500)
01-2000-7110	COMMUNICATION	2,512	3,000	488	3,000	0
01-2000-7115	INSURANCE	11,763	12,200	437	12,200	0
01-2000-7120	HEALTH & SAFETY	175	2,800	2,625	2,800	0
01-2000-7125	PROF FEES - AUDIT	1,403	1,188	(215)	1,400	(212)
01-2000-7130	PROF FEES - WATER TESTING	315	300	(15)	300	0
01-2000-7150	BANK CHARGES	388	500	112	400	100
01-2000-7200	HYDRO	55,489	60,000	4,511	60,000	0
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	14,882	12,000	(2,882)	12,000	0
01-2000-7220	BLDG/GROUNDS MAINTENANCE	23,665	15,000	(8,665)	20,000	(5,000)
01-2000-7230	BOOTH MAINTENANCE	4,204	1,300	(2,904)	1,300	0
01-2000-7240	ICE PLANT/MACH MAINT	18,771	9,000	(9,771)	12,000	(3,000)
01-2000-7300	FUNDRAISING EXPENSE	10,859	10,500	(359)	10,500	0
01-2000-7400	BAD DEBT	0	-	0	-	0
01-2000-7500	CAPITAL PURCHASES	0		0	44,250	(44,250)
TOTAL EXPENSES		209,580	182,888		242,750	
Net Income/(Deficit)		(28,705)	0		0	

GB# 7.1.3

FEB 12 2019

Donna Funston

From: Kerstin Vroom <kvroom@mulmur.ca>
Sent: Friday, January 11, 2019 9:52 AM
To: Donna Funston
Cc: 'CAO/Clerk-Treas. Melancthon CAO-Clerk Denise Holmes'; Patty Clark
Subject: NDCC Meeting Minutes December 11, 2018

Hello Donna!
Hope you are well.

Mulmur Council at their meeting on January 09, 2019 directed staff to request the minutes of the NDCC from December 11, 2018 be revised with regards to Item 6.4.

Item 6.4 notes that Member Lowry called for a recorded vote and abstained from voting. According to the Procedural By-law, this would need to be recorded as a negative vote.

Council was advised that Member Lowry declared a pecuniary interest and if this is the case, Council would like the minutes to reflect that Member Lowry declared a pecuniary interest for the reason of:..... and refrained from any discussion.

If you have any question, feel free to call me.

Kindest Regards,
Kerstin

Kerstin Vroom, CMO CMM I | Clerk
Township of Mulmur | 758070 2nd Line East | Mulmur, Ontario L9V 0G8
Phone 705-466-3341 ext. 223 | Fax 705-466-2922 | kvroom@mulmur.ca



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**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 11th 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
Member Keith Lowry Nay

-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.

CHAIR

SECRETARY