



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
AGENDA
THURSDAY, MARCH 14, 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 - February 19, 2019**
- 5. Business Arising from the Minutes**
- 6. Facility Manager's Report**
- 7. General Business**
 1. Financial
 1. Accounts
 2. 2019 Budget
 1. Melancthon Verbal Update
 3. YTD vs. Budget comparison
 2. Report From Heather Boston regarding Snow Removal Costs
 3. Mulmur Request for Revised December 11, 2018 Minutes - Recorded Vote amended
 4. Brim Pump Monitoring (Tracey Atkinson, CAO Mulmur)
 5. Drawer Repair in Food Booth
 6. Communication Strategies
 7. Unfinished Business
 1. WSPS Update
- 8. Information**
 1. Mulmur Procedural By-Law
 2. Mulmur Motion approving the NDCC Budget for 2019
- 9. Delegation**
- 10. 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
- 11. Notice of Motion**
- 12. Confirmation Motion**
- 13. Adjournment and Date of Next Meeting - Thursday April 11, 2019 - 7:00 - 9:00 p.m. - North Dufferin Community Centre**



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
MINUTES
TUESDAY, FEBRUARY 19, 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 19th day of February, 2019 at 7:00 p.m., in the Norduff Room at The North Dufferin Community Centre. Those present:

Those present:

Chester Tupling, Chair, Mulmur
Bert Tupling, Vice-Chair, Melancthon
Nancy Noble, Mulmur
Keith Lowry, Mulmur
Dave Besley, Deputy Mayor, Melancthon
Clayton Rowbotham, Melancthon
Heather Boston, NDCC Treasurer, Mulmur
Donna Funston, NDCC Secretary, Melancthon
Tracey Atkinson, CAO/Planner, Mulmur

Regrets:

Debbie Fawcett, Melancthon
Patricia Clark, Councillor, Mulmur

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:09 p.m.

#2 Additions/Deletions/Approval of Agenda

-Moved by Rowbotham, Seconded by Lowry 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 Lowry, that the minutes of the North Dufferin Community Centre Board of Management held on January 8, 2019 be approved as circulated. Carried.

#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

#5.2 -Moved by Besley, Seconded by Tupling, The NDCC Board of Mangement will hold monthly meetings the second Thursday of each month in the Norduff Room at the North Dufferin Community Centre from 7pm-9pm. Carried.

#5.4 James is available for the summer and requests possibility of full-time employment. Chair Tupling and Member Besley will discuss full-time position and expectations with James and further discussion with the Board will take place after their conversation.

#5.5 Discussion around ice time reports and those that rent the Arena. Minor hockey and figure skating club have increased rental time and more local people are renting the Norduff room for personal events again.

#6 Facility Manager's Report

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

James reports repairs have been made to the floor of the visitors bench to get through the remainder of this year and the new McCarthy sign has been installed. Delmar Electric was in to reset the compressor after the power outage and James checked with Barry and everything is working fine. James requests that the Arena contact list be updated for any emergency situations. The hot water heater at the back needs replaced to be up off the floor, currently it is running all of the time (24/7), when the new heater is installed it should reduce hydro costs by only running when needed. A quote has not been received for the water heater replacement yet. James reports he is getting a quote for the sign out front and would like it connected to the TV inside for current events, it's hard to change the sign in the winter weather conditions to keep it up to date. Chair Tupling asks that the sign be up dated soon in order to promote local events taking place at the Arena.

Member Besley requests James send his report in electronic form to Heather and Donna to be included in the Agenda Package. This will allow it to be read over ahead of time and if any questions they could be answered at the meeting.

Mulmur CAO Tracey Atkinson asks James if there are any costs in the budget that can be reduced or anything he sees that needs to be added in? James replies that the benches maybe able to get through another year before being repaired but the boards need replaced due to rotting and falling apart. Currently James repairs the boards on a weekly basis. Mulmur Treasurer Heather Boston suggests James follows the budget closely to avoid deficit in the future. James will bring every purchase to the Board before ordering anything going forward.

James also reports local events are starting to get booked such as stag & does, birthday parties etc. He would also like to see some summer sports events at the Arena such as floor hockey to keep kids involved.

Discussion regarding user fee and that it represents a significant amount of revenue each year therefore the fee needs to be charged.

#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)
3. Unfinished Business
 1. WSPS Update
 2. Generator Update

#1.1 -Moved by Lowry, Seconded by Besley, be it resolved that the accounts in the amount of \$15,805.53 be approved to be paid. Carried.

#1.2 Reviewed year to date numbers.

#1.3 Mulmur Treasurer Heather Boston distributed a revised budget due to an increase in the deficit. The total budget number did not change, due to the deficit the Township levy's will continue to increase to fund the deficit.

Member Besley states the increase to the Township is high and he struggles with the increase as it currently sits. Discussion around reducing the capital cost for 2019 budget including repairs that must be done versus repairs that can be moved to next year budget. Heather is to revise the budget that will be presented to Council for approval.

Member Besley suggests invoicing be sent out sooner to eliminate the cash flow issues the Arena is currently faced with. A solution could be to bill on the 15th and 30th of each month and set terms as 15 days to pay. Any one time user is to pay for the rental before using the ice.

#1.4 Discussed under Business Arising from the Minutes.

- #2. Deferred until March meeting as more information is required.
- #3. Deferred until March meeting.
- #4. Direction from Chair Tupling to leave motion as is and no generator will be purchased.
- #5. Deferred until March meeting.
- #6. No Additions

#7.1 Member Rowbotham distributed a quote from WSPS, it would be a walk through of the arena with notes being made regarding flaws or hazards they see. A report of their findings will be \$1500.

Board had discussion around responsibility to young and vulnerable individuals and those that attend the Arena. Arena needs to be as safe as possible. The report could help prioritize any repairs needed.

Mulmur does the health and safety inspection each month and submits a report to the County. Any problems would be repaired immediately. The Board is requesting to see these reports each month.

This will be further discussed at the March meeting.

Heather will find out what is inspected and send reports to the Board going forward. Board is also requesting to see the last month report.

#7.2 Board determines a generator is not necessary to be an emergency shelter.

#8 Delegation

-None

#9 Closed Session

Mulmur Treasurer Heather Boston and Melancthon Secretary Donna Funston were excused from this portion of the meeting.

-Moved by Rowbotham, Seconded by Besley, 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 9:38 p.m. for the following reason:

Personal matters about an identifiable individual, including municipal or local board employees – Facility and Board Personnel issues

-Moved by Rowbotham, Seconded by Besley, be it resolved that: the North Dufferin Community Centre Board of Management rise from Closed Session at 10:15 p.m. with direction to staff. Carried.

#10 Notice of Motion

-None

#11 Confirmation Motion

-Moved by Rowbotham, 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 Lowry that we adjourn the North Dufferin Community Centre Board of Management meeting at 10:25 p.m. to meet again on Thursday March 14, 2019 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

CHAIR

SECRETARY

There has been a number of things happening since our last meeting:

- 1 Latters Plumping installed new toilet to replace broken unit in Dressing room #1
- 2 Bell Creek Pest Control Monthly service.
- 3 Imperial coffee replaced both the coffee unit and 3 unit dispenser for Hot drinks.
- 4 Installed Championship Banners
- 5 Changed the sign on Highway.
- 6 Free Public Skating March 13 1-3pm Sponsored by Take A Break Group.
- 7 March 16th Buck and Doe Rental Norduff Hall
- 8 March 23th. Buck and Doe Rental Norduff Hall
- 9 March 29-30. Trott Memorial Tournament
- 10 April 5-6-7. 12th Annual Jennifer Widbur Breast Cancer Tournament.
- 11 April 12 Beef Producers Meeting Norduff Hall Sponsored by Jones Feed Mill
- 12 May 4th Stag and Doe Norduff Hall
- 13 May 11th Stag and Doe Norduff Hall
- 14 Playoffs in full swing for Minor Hockey.
- 15 Monthly Check of Building eg - Fire Extinguishers ,Emergency Lighting- ETC.
- 16 Waxed Bathroom Floors in Lobby Area.
- 17 Service call to repair AutoMatic Scrubber
- 18 Monthly Service on Zamboni
- 19 Honeywood Skating Club wrapped up there season On Monday March 4th. Depending on registration for next year may need 2 hours on Mondays.
- 20 Maintaining Sliding Door to Zamboni Room.

Accounts Payable

ARENA A/P FEB. 1 -28/19

Vendor 000000 Through 999999

Invoice Entry Date 2018-12-01 to 2019-02-28 Paid Invoices Cheque Date 2019-01-31 to 2019-02-28

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000001 HURONIA/MED-E-OX LTD	158191	ARENA FURNACE PROPANE	000162	2018-12-11	2018-12-31	210.01
		01-2000-7210 ARENA FURNACE PROPANE				210.01
000001 HURONIA/MED-E-OX LTD	159173	ARENA FURNACE PROPANE	000162	2019-01-08	2019-02-12	120.01
		01-2000-7210 ARENA FURNACE PROPANE				120.01
000001 HURONIA/MED-E-OX LTD	159362	ARENA FURNACE PROPANE	000162	2019-01-22	2019-02-12	90.00
		01-2000-7210 ARENA FURNACE PROPANE				90.00
					Vendor Total	420.02
000002 PROVINCIAL FILTER EXCHAN	Feb. 6,2019	FILTER CLEANING	000169	2019-02-06	2019-02-22	43.00
		01-2000-7230 FILTER CLEANING				43.00
000004 MCDONALD HOME HARDWAR	75619	PLUGS	000164	2019-01-29	2019-02-08	17.49
		01-2000-7220 PLUGS				17.49
000004 MCDONALD HOME HARDWAR	75690	RETURN PLUG	000164	2019-01-29	2019-02-08	-7.90
		01-2000-7220 RETURN PLUG				-7.90
000004 MCDONALD HOME HARDWAR	76077	AUGER	000168	2019-02-16	2019-02-19	15.81
		01-2000-7220 AUGER				15.81
					Vendor Total	25.40
000005 DELMAR ELECTRIC	12146	REPLACE T12 BULBS	000160	2019-01-01	2019-02-08	416.21
		01-2000-7220 REPLACE T12 BULBS				416.21
000005 DELMAR ELECTRIC	12109	REPAIR HEATERS IN ZAMBONIE RM	000160	2019-01-08	2019-02-08	135.60
		01-2000-7220 REPAIR HEATERS IN ZAMBONIE RM				135.60
					Vendor Total	551.81
000006 TELIZON INC	03500420190213	PHONE CHARGES FEB.2019	000171	2019-02-13	2019-02-20	66.32
		01-2000-7110 PHONE CHARGES FEB.2019				66.32
000008 SHELBURNE HOME HARDWAR	258398/1	KEYS	000176	2019-02-28	2019-02-28	8.44
		01-2000-7220 KEYS				8.44
000011 SPARLINGS PROPANE	88725066963437	ARENA BOOTH PROPANE	000165	2019-01-25	2019-02-08	64.55
		01-2000-7230 ARENA BOOTH PROPANE				64.55
000013 WAYNE BIRD FUELS	415546	ARENA FURNACE OIL	000172	2019-01-28	2019-02-19	854.20
		01-2000-7210 ARENA FURNACE OIL				854.20
000013 WAYNE BIRD FUELS	415547	ARENA FURNACE OIL	000172	2019-01-28	2019-02-19	210.39
		01-2000-7210 ARENA FURNACE OIL				210.39
000013 WAYNE BIRD FUELS	411466	ARENA FURNACE OIL	000177	2019-02-01	2019-02-28	149.34
		01-2000-7210 ARENA FURNACE OIL				149.34
000013 WAYNE BIRD FUELS	411465	ARENA FURNACE OIL	000177	2019-02-01	2019-02-28	665.29
		01-2000-7210 ARENA FURNACE OIL				665.29
000013 WAYNE BIRD FUELS	8077504	HVAC SERVICE	000177	2019-02-01	2019-02-28	307.93

Accounts Payable

ARENA A/P FEB. 1 -28/19

Vendor 000000 Through 999999

Invoice Entry Date 2018-12-01 to 2019-02-28 Paid Invoices Cheque Date 2019-01-31 to 2019-02-28

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-2000-7220 ARENA FURNACE SERVICE				307.93
000013 WAYNE BIRD FUELS	413628	ARENA FURNACE OIL	000177	2019-01-16	2019-02-28	214.56
		01-2000-7210 ARENA FURNACE OIL				214.56
000013 WAYNE BIRD FUELS	413627	ARENA FURNACE OIL	000177	2019-01-16	2019-02-28	821.50
		01-2000-7210 ARENA FURNACE OIL				821.50
		Vendor Total				3,223.21
000014 RECEIVER GENERAL	Dec. 2018	PAYROLL REMITTANCES	000036	2018-12-31	2018-12-31	2,266.53
		01-1000-2201 PAYROLL REMITTANCES				1,303.84
		01-1000-2202 PAYROLL REMITTANCES				291.53
		01-1000-2203 PAYROLL REMITTANCES				671.16
000014 RECEIVER GENERAL	Feb. 2019	JAN. PAYROLL REMITTANCES	000041	2019-02-15	2019-02-28	2,372.21
		01-1000-2201 JAN. PAYROLL REMITTANCES				1,351.93
		01-1000-2202 JAN. PAYROLL REMITTANCES				296.76
		01-1000-2203 JAN. PAYROLL REMITTANCES				723.52
		Vendor Total				4,638.74
000015 TOWNSHIP OF MULMUR	031640	WATER TESTING FOR DEC .2018	000043	2019-01-01	2019-02-28	83.06
		01-2000-7130 WATER TESTING FOR DEC 2018				83.06
000015 TOWNSHIP OF MULMUR	031961	TERANET INV. & ORFA J. WOODS	000043	2019-01-01	2019-02-28	338.90
		01-2000-7220 SURVEY COSTS				163.75
		01-2000-7015 ORFA JAMES WOODS				175.15
		Vendor Total				421.96
000016 HYDRO ONE	Dec. 14, 2018	NOVEMBER HYDRO	000035	2018-12-14	2018-12-31	8,851.28
		01-2000-7200 NOVEMBER HYDRO				8,851.28
000016 HYDRO ONE	January 11, 2019	DECEMBER HYDRO	000035	2018-12-31	2018-12-31	809.38
		01-2000-7200 DECEMBER HYDRO				809.38
		Vendor Total				9,660.66
000017 WORKPLACE SAFETY & INSU	Dec. 2018	4TH QUARTER REMITTANCE	000038	2018-12-31	2018-12-31	263.64
		01-1000-2205 4TH QUARTER REMITTANCE				263.64
000020 TD BANK	January 2019	BANK CHARGES	000037	2019-01-21	2019-01-31	45.40
		01-2000-7150 BANK CHARGES				45.40
000020 TD BANK	Feb. 2019	BANK CHARGES	000042	2019-02-21	2019-02-28	45.40
		01-2000-7150 BANK CHARGES				45.40
		Vendor Total				90.80
000044 MAXWELL FARM SERVICE	310807	CHAIN LUBE CASTROL 250G	000163	2019-01-14	2019-02-12	11.24
		01-2000-7240 CHAIN LUBE CASTROL 250G				11.24
000044 MAXWELL FARM SERVICE	310679	HOSE MULTI PURPOSE	000163	2019-01-12	2019-02-12	117.47
		01-2000-7220 HOSE MULTI PURPOSE				117.47

Accounts Payable

ARENA A/P FEB. 1 -28/19

Vendor 000000 Through 999999

Invoice Entry Date 2018-12-01 to 2019-02-28 Paid Invoices Cheque Date 2019-01-31 to 2019-02-28

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
Vendor Total						128.71
000046 BARCLAY WHOLESALE	14954	MOP HEAD, GARBAGE BAGS, TOWELS	000174	2019-02-25	2019-02-28	149.50
		01-2000-7220 MOP HEAD, GARBAGE BAGS, TOWELS				149.50
000046 BARCLAY WHOLESALE	15092	TOILET TISSUE	000174	2019-02-25	2019-02-28	67.24
		01-2000-7220 TOILET TISSUE				67.24
Vendor Total						216.74
000050 2638451 ONTARIO INC /LATTE 1196		INSTALL TOILET	000173	2019-02-26	2019-02-28	384.19
		01-2000-7220 INSTALL TOILET				384.19
000052 DUNWOOD SIGNS AND TEXTI 5041		GOLF SHIRTS/SWEATER/JACKET	000167	2018-11-01	2018-12-31	239.00
		01-2000-7100 GOLF SHIRTS/SWEATER/JACKET				239.00
000060 2239198 ONTARIO INC.	2019-1013	SNOW REMOVAL JANUARY 2019	000159	2019-02-05	2019-02-08	1,885.77
		01-2000-7240 SNOW REMOVAL JANUARY 2019				1,885.77
000061 ZEKE AIR HEATING & COOLIN 6780		SERVICE CALL ON FRYER/GRILL	000166	2018-11-14	2018-12-31	291.54
		01-2000-7230 SERVICE CALL ON FRYER/GRILL				291.54
000062 GFL ENVIRONMENTAL INC.	SD0000267380	CONTAINER DELIVERY	000161	2019-01-31	2019-02-08	135.60
		01-2000-7220 CONTAINER DELIVERY				135.60
000062 GFL ENVIRONMENTAL INC.	sd-0000269293	LIFT FEB. 13 & 28	000175	2019-02-28	2019-02-28	101.70
		01-2000-7220 LIFT FEB. 13 & 28				101.70
Vendor Total						237.30
000063 TEETOR CONTRACTING	096259	REP. TO HAND RAIL & PLAYERSBOX	000170	2019-01-29	2019-02-20	368.38
		01-2000-7220 REP. TO HAND RAIL & PLAYERSBOX				368.38
000063 TEETOR CONTRACTING	096263	FIX FLOOR IN VISITORS PLAYERS	000170	2019-02-01	2019-02-20	312.87
		01-2000-7220 FIX FLOOR IN VISITORS PLAYERS				312.87
Unpaid Invoices						0.00
Paid Invoices						23,543.05
Invoices Total						23,543.05
Selected G/L Account Total						23,543.05

Payroll: 5009.72

Total: 28552.77

**NDCC Board of Management
2019 Budget to Actual**

Account	Description	2018		2019		Budget to
		Actuals	Budget	Actual	Budget	Actual Variance
REVENUES						
01-2000-4000	MULMUR GRANT	(25,277)	(25,277)	(14,762.42)	(55,239)	(40,476)
01-2000-4010	MELANCTHON GRANT	(25,277)	(25,277)	(14,762.42)	(55,239)	(40,476)
01-2000-4015	GRANT REVENUE	0	-	-	-	0
01-2000-4020	DONATION REVENUE	(100)	-	-	-	0
01-2000-4030	FUNDRAISING REVENUE	(20,273)	(20,000)	-	(20,000)	(20,000)
01-2000-4100	MINOR RATE RENTAL REVENUE	(45,901)	(45,000)	(15,486.26)	(45,000)	(29,514)
01-2000-4110	ICE RENTAL REVENUE (PRIME)	(47,663)	(52,000)	(12,740.81)	(52,000)	(39,259)
01-2000-4115	ICE RENTAL REVENUE (NON-PRIME)	(697)	(500)	-	(500)	(500)
01-2000-4120	NON-RESIDENT USER FEES	(3,578)	(3,000)	(2,241.58)	(3,250)	(1,008)
01-2000-4200	BOOTH RENTAL REVENUE	(3,561)	(4,300)	(700.00)	(5,000)	(4,300)
01-2000-4210	HALL RENTAL REVENUE	(2,230)	(2,600)	-	(2,600)	(2,600)
01-2000-4220	FLOOR RENTAL REVENUE	(463)	-	-	-	0
01-2000-4230	SIGN RENTAL REVENUE	(3,980)	(4,160)	(3,440.00)	(4,160)	(720)
01-2000-4240	VENDING MACHINE REVENUE	(238)	(250)	-	-	0
01-2000-4300	PENALTIES & INTEREST	(773)	(525)	(93.15)	(525)	(432)
01-2000-4500	PRIOR YEAR DEFICIT				30,013	
TOTAL REVENUE		(180,011)	(182,888)	(64,227)	(213,500)	

EXPENSES						
01-2000-7000	WAGES	55,337	45,000	14,845.79	55,000	40,154
01-2000-7005	BENEFITS-EI/CPP/WSIB/EHT	4,832	5,600	1,582.07	5,600	4,018
01-2000-7010	BENEFITS-OMERS	1,740	3,000	-	-	0
01-2000-7015	STAFF TRAINING/DUES, FEES, SUBSCRIP	1,556	300	175.15	300	125
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,901	1,200	52.50	1,700	1,648
01-2000-7110	COMMUNICATION	2,512	3,000	218.63	3,000	2,781
01-2000-7115	INSURANCE	11,763	12,200	-	12,200	12,200
01-2000-7120	HEALTH & SAFETY	175	2,800	-	2,800	2,800
01-2000-7125	PROF FEES - AUDIT	1,403	1,188	-	1,400	1,400
01-2000-7130	PROF FEES - WATER TESTING	232	300	83.06	300	217
01-2000-7150	BANK CHARGES	388	500	97.85	400	302
01-2000-7200	HYDRO	55,360	60,000	-	60,000	60,000
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	15,067	12,000	2,765.75	12,000	9,234
01-2000-7220	BLDG/GROUNDS MAINTENANCE	23,665	15,000	2,429.75	20,000	17,570
01-2000-7230	BOOTH MAINTENANCE	4,462	1,300	148.30	1,300	1,152
01-2000-7240	ICE PLANT/MACH MAINT	18,771	9,000	1,769.52	12,000	10,230
01-2000-7300	FUNDRAISING EXPENSE	10,859	10,500	-	10,500	10,500
01-2000-7400	BAD DEBT	0	-	-	-	0
01-2000-7500	CAPITAL PURCHASES	0	-	-	15,000	15,000
TOTAL EXPENSES		210,024	182,888	24,168	213,500	

Net Income/(Deficit)	(30,013)	0	40,058	0
-----------------------------	-----------------	----------	---------------	----------

Operating Reserve Continuity	2018	2019
Opening Reserve Balance	-	40,000
Operating Levy Mulmur	20,000	-
Operating Levy Melancthon	20,000	-
Ending Reserve Balance	40,000	40,000

GB #1.2
MAR 14 2019

NDCC

YTD Budget to Actual

As at March 8, 2019

Account	Description	2018 Actual	2018 Budget	2019 YTD Actual	2019 YTD Budget	YTD Variance	Total Budget
01-2000-4000	MULMUR GRANT	(25,277)	(25,277)	(14,762)	(14,762)	0	(55,303)
01-2000-4010	MELANCTHON GRANT	(25,277)	(25,277)	(14,762)	(14,762)	0	(55,303)
01-2000-4015	GRANT REVENUE	-	-	-	-	0	-
01-2000-4020	DONATION REVENUE	(100)	-	-	-	0	-
01-2000-4030	FUNDRAISING REVENUE	(20,273)	(20,000)	-	-	0	(20,000)
01-2000-4100	MINOR RATE ICE RENTAL REVENUE	(45,901)	(45,000)	(15,486)	(22,500)	(7,014)	(45,000)
01-2000-4110	ICE RENTAL REVENUE (PRIME)	(47,663)	(52,000)	(12,741)	(26,000)	(13,259)	(52,000)
01-2000-4115	ICE RENTAL REVENUE (NON-PRIME)	(697)	(500)	-	(250)	(250)	(500)
01-2000-4120	NON-RESIDENT USER FEES	(3,578)	(3,000)	(2,242)	(1,625)	617	(3,250)
01-2000-4200	BOOTH RENTAL REVENUE	(3,561)	(4,300)	(700)	(2,500)	(1,800)	(5,000)
01-2000-4210	HALL RENTAL REVENUE	(2,230)	(2,600)	-	-	0	(2,600)
01-2000-4220	FLOOR RENTAL REVENUE	(463)	-	-	-	0	-
01-2000-4230	SIGN RENTAL REVENUE	(3,980)	(4,160)	(3,440)	(4,160)	(720)	(4,160)
01-2000-4240	VENDING MACHINE REVENUE	(238)	(250)	-	-	0	-
01-2000-4300	PENALTIES & INTEREST	(773)	(525)	(97)	(263)	(166)	(525)
01-2000-4500	PR YR SURPLUS/DEFICIT	-	-	-	7,536	7,536	30,142
01-2000-7000	WAGES	55,337	45,000	14,846	17,000	2,154	55,000
01-2000-7005	BENEFITS-EI/PPP/WSIB/EHT	4,832	5,600	1,582	2,800	1,218	5,600
01-2000-7010	BENEFITS-OMERS	1,740	3,000	-	-	0	-
01-2000-7015	STAFF TRAINING/DUES, FEES, SUBSCRIP.	1,556	300	175	150	(25)	300
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,901	1,200	53	850	797	1,700
01-2000-7110	COMMUNICATION	2,512	3,000	219	750	531	3,000
01-2000-7115	INSURANCE	11,763	12,200	-	-	0	12,200
01-2000-7120	HEALTH & SAFETY	175	2,800	-	-	0	2,800
01-2000-7125	PROF FEES - AUDIT	1,403	1,188	-	-	0	1,400
01-2000-7130	PROF FEES - WATER TESTING	232	300	83	100	17	300
01-2000-7150	BANK CHARGES	388	500	98	100	2	400
01-2000-7200	HYDRO	55,360	60,000	-	20,600	20,600	60,000
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	15,067	12,000	2,766	4,000	1,234	12,000
01-2000-7220	BLDG & GROUNDS MAINTENANCE	23,665	15,000	2,430	5,000	2,570	20,000
01-2000-7230	BOOTH MAINTENANCE	4,462	1,300	148	433	285	1,300
01-2000-7240	ICE PLANT/MACH MAINTENANCE	18,771	9,000	1,770	3,000	1,230	12,000
01-2000-7300	FUNDRAISING EXPENSE	10,859	10,500	-	-	0	10,500
01-2000-7400	BAD DEBT	-	-	-	-	0	-
01-2000-7500	CAPITAL PURCHASES	-	-	-	3,750	3,750	15,000
		30,012	(1)	(40,060)	(20,753)	19,307	1

EB#7.1.3
MAR 14 2019



REPORT TO NDCC BOARD OF MANAGEMENT

TO: Chair Tupling and Members of the Board
FROM: Heather Boston, Treasurer
DATE: March 6, 2019
SUBJECT: Snow Removal Costs

PURPOSE

The purpose of this report is to keep the Board informed about budget overages.

BACKGROUND & DISCUSSION

In September 2019 the Board put out RFQ-2018-01 for snow removal at the arena and fire hall. There were two quotes received, one from Sammons Custom Farming which read \$85 per occurrence at the hourly flat rate and 2239198 Ontario Inc. c/o Glenn Lundy that read \$99 at hourly flat rate and the Board deemed Sammons Custom Farming quote as non-compliant because the quote was not done correctly.

Sammons Custom Farming was the vendor formerly used to remove snow from the arena and firehall in the 2017-18 year. The total snow removal cost from September 2017 – May 2018 with Sammons was \$3,440.85 including HST.

The costs with 2239198 Ontario Inc. from Sept 2018-present (up to and including March 2, 2019) total \$5,745.29 including HST. It is projected that the total cost for snow removal could be as high as \$7,800 for the season, which is more than double the cost of last season. This will have a significant impact on the budget and could potentially put the Buildings and Grounds expense well over budget.

FINANCIAL IMPACT

The NDCC Board's Buildings and Grounds Maintenance account may be over budget by approximately \$4,000.

RECOMMENDATION

THAT the report from the Treasurer on snow removal costs, dated March 6, 2019, be received.

Respectfully submitted:

Heather Boston
Heather Boston, CPA, CA, CGA, BComm
Treasurer

CIB# 7.2
MAR 14 2019

Accounts Payable

Invoice List for Vendor 000012 SAMMONS CUSTOM FARNING

Invoice Number	Invoice Date	Invoice Description	Invoice Status	Cheque Date	Cheque Number	Invoice Amount
3450	02/02/2018	JAN. SNOW REMOVAL	Paid	02/14/2018	000017	1,350.35
		01-2000-7220 JAN. SNOW REMOVAL			1,350.35	
3484	02/28/2018	SNOW REMOVAL: FEBRUARY	Paid	02/28/2018	000024	768.40
		01-2000-7220 SNOW REMOVAL: FEBRUARY			768.40	
3507	04/23/2018	SNOW REMOVAL: MARCH-APRIL	Paid	04/27/2018	000043	457.65
		01-2000-7220 SNOW REMOVAL: MARCH-APRIL			457.65	
Total Paid						2,576.40
Total Void						0.00
Report Total						2,576.40

Plus. 12/31/2017 $765 + 99.45 = 864.45$

3440.85

Honeywood Arena - 2018

Date Description
Snow Contract for 2018/2019

Date	Description	Equipment	Materials	Labourers	Hours	Cost	Billed
2-Jan	arena	skidsteer		Cory	1.0	99.00	99.00
2-Jan	firehall	skidsteer		Cory	0.5	99.00	49.50
8-Jan	arena	skidsteer		Cory	1.0	99.00	99.00
8-Jan	arena	skidsteer		Darryl	1.0	99.00	99.00
8-Jan	arena	skidsteer		Cory	0.5	99.00	49.50
9-Jan	arena	skidsteer		Cory	1.0	99.00	99.00
10-Jan	arena	skidsteer		Cory	1.5	99.00	148.50
11-Jan	arena	skidsteer		Cory	1.0	99.00	99.00
18-Jan	arena	skidsteer		Cory	1.0	99.00	99.00
18-Jan	arena		salted	Keith	1.0		
20-Jan	arena	skidsteer		Cory	1.0	99.00	99.00
18-Jan	arena		salted	Darryl	1.5		
21-Jan	arena			Cory	1.0	99.00	99.00
23-Jan	arena			Cory	1.5	99.00	148.50
25-Jan	arena			Cory	1.0	99.00	99.00
27-Jan	arena			Cory	1.0	99.00	99.00
31-Jan	arena	blower		Glenn	2.0	99.00	198.00
	Salt for January			kilos	1460.0	0.092	134.32

Invoiced on 1013 on Feb 5, 2019

1478.5	1,718.32
	HST @ 13%
	223.38
	<u>1,941.70</u>

1668.82
 216.95

 1885.77

Honeywood Arena - 2018

Date	Description	Equipment	Materials	Labourers	Hours	Cost	Billed
<i>Snow Contract for 2018/2019</i>							
13-Nov	arena parking lot	skidsteer		Cory	2.0	99.00	198.00
14-Nov	arena parking lot	skidsteer		Cory	1.5	99.00	148.50
16-Nov	arena parking lot	skidsteer		Cory	2.5	99.00	247.50
16-Nov	arena parking lot	skidsteer		Darryl	1.5	99.00	148.50
26-Nov	arena parking lot	skidsteer		Darryl	2.0	99.00	198.00
27-Nov	arena parking lot	skidsteer		Darryl	1.5	99.00	148.50
28-Nov	arena parking lot	skidsteer		Darryl	1.5	99.00	148.50
6-Dec	arena parking lot	skidsteer		Cory	1.5	99.00	148.50
13-Dec	firehall snow	skidsteer		Cory	1.0	99.00	99.00
22-Dec	arena	skidsteer		Cory	1.0	99.00	99.00
24-Dec	arena	skidsteer		Cory	1.0	99.00	99.00
24-Dec	firehall	skidsteer		Cory	1.0	99.00	99.00
					<u>16.0</u>		<u>1,782.00</u>
						HST @ 13%	<u>231.66</u>
							<u><u>2,013.66</u></u>

Invoiced on Jan 15/19

1584.00
 205.92

 1789.92

Honeywood Arena - 2019

Date	Description	Equipment	Materials	Labourers	Hours	Cost	Billed
<i>Snow Contract for 2018/2019</i>							
9-Feb	arena			Cory	1.0	99.00	99.00
11-Feb	arena			Cory	1.0	99.00	99.00
12-Feb	arena/firehall			Cory	1.0	99.00	99.00 49.50
13-Feb	arena			Cory	2.5	99.00	247.50
14-Feb	arena			Cory	1.0	99.00	99.00
22-Feb	arena			Cory	1.0	99.00	99.00
25-Feb	arena			Cory	2.5	99.00	247.50
26-Feb	arena			Cory	2.5	99.00	247.50
27-Feb	arena			Cory	2.0	99.00	198.00
28-Feb	arena			Cory	1.5	99.00	148.50
28-Feb	arena	blower		Glenn	2.0	99.00	198.00
2-Mar	arena			Cory	1.0	99.00	99.00

19.0

1,881.00

HST @ 13% 244.53

2,125.53

Invoiced on 1021 on March 5, 2019

1831.50
238.10

2069.60

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



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.

Total Control Panel

[Login](#)

To: dfunston@melancthontownship.ca
From: kvroom@mulmur.ca

Message Score: 1
My Spam Blocking Level: High

High (60): Pass
Medium (75): Pass
Low (90): Pass

[Block](#) this sender
[Block](#) mulmur.ca

Donna Funston

From: Heather Boston <hboston@mulmur.ca>
Sent: Monday, February 25, 2019 2:35 PM
To: Donna Funston
Subject: Fwd: Honeywood

For the boards consideration

----- Original message -----

From: Lori Go Round <lorigoround@gmail.com>
Date: 2019-02-25 11:43 AM (GMT-05:00)
To: Heather Boston <hboston@mulmur.ca>
Subject: Honeywood

The warp is getting worse. The drawers now keeps falling out. If there is a handy man around there would you send him out to fix it before it gets worse.

Please and thanks.
Lori



PROPOSAL ONLY – THIS IS NOT AN OFFER

February 13, 2019

Clay Rowbothan
North Dufferin Community Centre
Honeywood Arena
Regional Rd 21
Honeywood, ON L0N 1H0

Phone: (519) 215-6070
Email: clayrowbotham@hotmail.com

Subject: Workplace Hazard Assessment

Dear Clay,

Thank you for your time spent discussing your health and safety concerns and how Workplace Safety & Prevention Services (WSPS) can support your organization. WSPS would like to thank you for providing us an opportunity to present this proposal for a workplace hazard assessment.

Executive Summary

Service	Description	Service Duration	Price CAD
1. Workplace Hazard Assessment	Review of physical conditions at Regional Rd 21, Honeywood	Half day onsite	\$1,500

Service Details

1. WORKPLACE HAZARD ASSESSMENT

PROJECT: The Workplace Hazard Assessment service is designed to be a customer-site general review of the physical conditions of the workplace, which provides an understanding of the hazards and the most effective solutions for addressing the hazards.

PURPOSE AND OBJECTIVES: The purpose of the service is to provide an understanding of the workplace risks, with a mechanism for determining if the current health and safety program is having the desired effect on controlling hazards, and identifying solutions for mitigating the risks uncovered. The hazard assessment is a review of the physical conditions of a workplace to help understand the exposure of workers to health and safety risks. As part of this process the consultant will not only identify the hazards but will also assess the hazards and provide recommendations for their control.

PROCESS: Completion of site-specific Hazard Assessment of the arena and immediate surrounding grounds at Regional Rd 21, Honeywood, identifying health and safety hazards through observation and interviews, with a fully completed report and Executive Summary detailing the significant hazards identified. Lead time for the final report is approximately four (4) week from the time the site visit is completed.

NOTE: Equipment hazards shall be based on direct observation only. This service does not constitute an engineering review.

PRICING: \$1,500 plus HST.

CLIENT SUPPORT: For the purpose of this project, North Dufferin Community Centre will provide WSPS with knowledgeable site representatives to collect the specific details regarding the workplace and hazards being assessed and to ensure WSPS safe and escorted access to the workplace. It is expected that these competent employees will be made immediately available to WSPS during the site visit.

Conclusion

Thank you for allowing the Workplace Safety And Prevention Services this exciting opportunity to quote you on strengthening your health and safety program and be a part of your journey to keeping your staff healthy and safe.

If this proposal is acceptable, please contact me at 705 627 2776 or via email at sandy.ash@wsps.ca to commence preparation of the contract.

Sincerely,

Sandy Ash

WORKPLACE SAFETY & PREVENTION SERVICES

Territory Manager, GTA East

Direct – 705 627 2776

sandy.ash@wsps.ca

THIS PROPOSAL IS VALID FOR 30 DAYS FROM DATE OF ISSUE

Donna Funston

From: Heather Boston <hboston@mulmur.ca>
Sent: Wednesday, February 20, 2019 8:34 AM
To: Donna Funston
Attachments: No. 1-19 PROCEDURAL BY-LAW.pdf

Please add this to the next agenda. The Board needs a new copy of this so that they are familiar with the rules.

Robert's rules of order is only applicable if it's not in the procedural by-law, it also says exactly that in the attached procedural by-law.

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.

Total Control Panel

[Login](#)

To: dfunston@melanctontownship.ca
From: hboston@mulmur.ca

Message Score: 1
My Spam Blocking Level: High

High (60): Pass
Medium (75): Pass
Low (90): Pass

[Block this sender](#)
[Block mulmur.ca](#)

This message was delivered because the content filter score did not exceed your filter level.

- i) A description of the purpose of the meeting, or the purpose and effect of the proposed by-law;
- ii) The date, time and location of the meeting;
- iii) Where the purpose of the meeting or proposed by-law is related to specific lands with the Township, a key map showing the affected lands;
- iv) The name and address of the person who will receive written comments on the issue that is the subject of the meeting and the deadline for receiving such comments.

25. FINANCIAL ADOPTION OF ANNUAL BUDGET

The notice provisions set out above shall apply to the discussion, consideration and adoption of the annual budget in total.

26. OPERATING COSTS INCURRED PRIOR TO BUDGET APPROVAL

Normal operating costs incurred prior to the adoption of the annual budget shall not require notice, and approval of such expenditures shall be deemed ratified upon the adoption of the annual budget.

27. IMPROVEMENTS TO SERVICE

Unless otherwise designated by regulation, notice of improvements in the efficiency and effectiveness of the delivery of services by the Township and its local boards; and barriers identified by the Township and its local boards to achieving improvements in the efficiency and effectiveness of the delivery of services by them, shall be posted at the same time as prescribed in the legislation for the publication of Performance Measures.

28. GENERAL

- i) Where separate by-laws have been enacted in accordance with provisions contained in the legislation, the notice provisions set out in such by-laws shall prevail.
- ii) No notice shall be required under this by-law, where the provision of notice will interfere with the ability of Council to conduct business with respect to a matter permitted for a Closed Session under Section 239 of the Act.
- iii) Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

29. EMERGENCY PROVISION

If a matter arises, which in the opinion of the CAO, is considered to be of an urgent or time sensitive nature, or which could affect the health or well-being of the residents of the Township of Mulmur, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the Clerk shall make his/her best efforts to provide notice of the action as soon as possible following the action and will present a report to Council for ratification.

- iv) disobey the rules of the Council or a decision of the Chair or of the Council on questions of order or practice or upon the interpretation of the rules of the Council. And in case a Member persists in any such disobedience after having been called to order by the Chair, the Chair may forthwith put "that such Member be ordered to leave his/her seat for the duration of the meeting of the Council" but if the Member apologizes he/she may, by vote of the Council, be permitted to retake his/her seat;
- v) knowingly be absent or leave a meeting without notifying the Clerk, preferably in writing.

22. AMENDMENT

- i) In all matters and under all circumstances the members shall be guided by and shall have regard to the All other existing legislation including but not limited to *The Municipal Act, 2001, S.O. 2001, c.25* and *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.
- ii) Following a regular or new election, the Clerk shall provide each member of Council with a copy of this By-Law, including any amendments thereto.

23. CONFLICT

If there is any conflict between this By-Law and any statute, the provisions of the statute prevail.

24. NOTICE OF INTENTION TO PASS BY-LAW – NOTICE OF PUBLIC MEETING

Manner of Notice – Where notice of intention to pass a by-law or notice of a public meeting is required to be given, the Clerk shall cause such notice to be posted on the Township's website. Council or the Clerk may provide additional notice by direct mail and/or publishing a notice in a newspaper at their discretion.

Time of Notice – Where notice of intention to pass a by-law or notice of a public meeting is required to be given, such notice shall be provided in the time frame prescribed in the applicable legislation or regulations, and if not so prescribed, notice shall be given at least once, not less than 48 hours prior to the proposed notice of intention to pass a by-law or notice of a public meeting being taken.

If the proposed by-law is not passed at the Council meeting specified in a notice in Section 61 (a), but consideration of the matter is deferred, no further notice is required under Section 61 (a), if a public statement is made at the meeting that the matter has been deferred and that the municipality now intends to adopt or amend the by-law at a later Council meeting specified in the public statement. This section applies to any further deferrals of the matter.

Form of Notice – Unless otherwise prescribed in the applicable legislation or regulations, where notice of intention to pass a by-law or notice of a public meeting is required to be given, the form of the notice shall include the following information:

during such time no Member shall walk across the room to speak to any other Member or make any noise or disturbance.

- iii) When a Member is speaking no other Member shall pass between him/her and the Chair or interrupt him/her except to raise a Point of order or Personal Privilege.
- iv) Any Member, taken in order of acknowledgement, may require the question or motion under discussion to be read at any time during the debate, but only after each member has spoken on the question or motion at least once, but not so as to interrupt a Member while speaking.

The following matters and motions with respect thereto may be introduced orally without written notice and without leave, except as otherwise provided by any other Act:

- i) a point of order or personal privilege;
- ii) Endorsement of an item under "information";
- iii) Except as provided by clause above, all motions shall be in writing and signed by the Chair;
- iv) In all unprovided cases in the proceedings of the Council the matter shall be decided by the Chair or, subject to an appeal to the Council upon a point of order.

20. POINTS OF ORDER AND PRIVILEGES

- i) The Chair shall preserve order and decide questions of order/privilege when brought forward by any member of Council.
- ii) The Council, if appealed to, shall decide the question without debate and its decision shall be final.

21. CONDUCT OF MEMBERS OF COUNCIL

No Member in an open meeting or Closed Session, shall speak disrespectfully of the Reigning Sovereign, or any of the Royal Family, or of the Governor-General, the Lieutenant-Governor of any province, of any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.

No Member shall:

- i) in an open meeting or Closed Session, use offensive words or un-parliamentary language in or against the Council or against any Member, staff or guest;
- ii) speak on any subject other than the subject in debate;
- iii) criticize any decision of the Council except for the purpose of moving that the question be reconsidered;

- viii) Every by-law enacted by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Clerk, the Mayor and/or designate(s).

18. MOTIONS

- i) **Seconding** – A motion must be formally seconded before the Chair can put the question or a motion be recorded in the minutes.
- ii) **Motion to Reconsider** – A motion to reconsider shall not be made during the same meeting of Council at which the original determination was taken. If a decision has not been substantially acted upon, a member who voted on the prevailing side may at any time within six months of the original decision, introduce a motion to reconsider a previous decision.
- iii) **Presentation of Motion by Chair** – When a motion is presented in Council in writing, it shall be read aloud by the Chair before debate. Motions may be amended verbally prior to the Calling for the Vote, if a quorum of the members agree to the amendment. The mover and seconder of the motion are to initial the amendment.
- iv) **Call for the Vote** – Immediately preceding the taking of the vote, the Chair shall read the motion in the form introduced and/or amended.
- v) **No Interruption After Call for the Vote** – After a motion is finally called for the Vote, by the Chair, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
- vi) **Unrecorded Vote** – The manner of determining the decision of the Council on a motion shall be at the discretion of the Chair and may it be by voice, show of hands, standing or otherwise.
- vii) **Recorded Vote** – If a member present at a meeting at the time of a vote requests immediately before or immediately after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly and the Clerk shall record each vote in alphabetical order, unless otherwise prohibited by statute. The names of those who voted for and others who voted against shall be noted in the minutes. The Clerk shall announce the results.
- viii) **Tie Votes** – Any motions on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any Act.
- ix) **Failure to Vote or Abstention** – A failure to vote or abstention by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.

19. RULES OF DEBATE

- i) To address Council, every member shall wait to be recognized by the Chair before speaking.
- ii) When the Chair calls for the vote on a motion, each Member shall occupy his/her seat and shall remain in his/her place until the result of the vote has been declared by the Chair, and

- iii) speak on any subject other than the subject for which he or she has received approval to address Council or Committee;
- iv) disobey the rules of procedure or a decision of the Chair or Council.

16. PUBLIC BEHAVIOUR

No person, except Members and authorized staff shall be allowed to come within the area of Council during a Council meeting without permission of the Chair or Council.

The Chair may cause to be expelled and exclude any member of the public, who creates any disturbance or acts improperly, during a meeting of Council or Committee. If necessary, the Chair may call upon the Clerk to seek the appropriate assistance from police.

Members of the public who constitute the audience at a meeting, shall not:

- i) address Council or Committee address without permission;
- ii) bring signage, placards or banners into such meetings and refrain from any activity or behaviour that would affect the Council or Committee deliberations;
- iii) enter the meeting room without first removing any non-religious or non-medical head gear;
- iv) shall not forget to put on silence all electronic devices.

17. READING OF BY-LAWS AND PROCEEDINGS THEREON

- i) No by-law, except a by-law to confirm the proceedings of Council, shall be presented to Council unless the subject matter thereof has been considered and approved by Council.
- ii) Every by-law shall be introduced upon motion by a Member of the Council, specifying the title of the by-law.
- iii) Every by-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act and shall be complete with the exception of the number and date thereof.
- iv) Every by-law shall have three readings prior to it being passed.
- v) The first and second reading of a by-law shall be decided without amendment or debate.
- vi) If Council so determines, a by-law may be taken as read.
- vii) The Clerk shall set out on all by-laws enacted by Council the date of the several readings thereof.

Member after the particular meeting;

- viii) every declaration of interest and the general nature thereof made shall where the meeting is open to the public, be recorded in the minutes of the meeting by the Clerk of the Municipality or secretary of the Committee or local board, as the case may be;
- ix) every declaration of interest made, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public;
- x) where the number of members who, by reason of the Provisions of *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 Act*, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

15. DEPUTATIONS (DELEGATIONS)

- i) All delegates wishing to address Council or a Committee shall advise the Clerk in writing providing an outline of the nature of the deputation, at least seven (7) days prior to the meeting. All delegates not listed on the agenda, shall only be heard upon the consent of the members. The Clerk, at his/her discretion, will determine the date and time of the deputation.
- ii) All delegates shall address the Chair and shall state their name and whom they represent.
- iii) Each delegation shall be limited in speaking to not more than fifteen (15) minutes except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited to speaking not more than ten (10) minutes. A maximum of 4 deputations at a day meeting not including *Planning Act* public meetings shall be permitted. Invitations for attendance at a Council meeting by Council will be included in the maximum number of deputations.
- iv) Each issue and/or deputation will be allowed one meeting presentation to the Council and/or Committee with a period of 6 months lapsing before the issue can be raised again. An exception may be granted at the discretion of the Clerk, if substantially new and/or substantially significant information is provided.
- v) The Chair may shorten the time of any deputation, any questions of a delegate, or debate during a deputation for disorder or any other breach of this by-law.

No delegate shall:

- i) speak disrespectfully of any person;
- ii) use offensive words;

continue to serve until their successors are appointed by Council. All Public members will need to provide a clean criminal records check. Council will determine the criteria for appointment of public members. All Committee members will be appointed by motion or by-law.

- ii) Council members appointed to the Committees, shall sit for a two-year period. After which Council will determine whether new members of Council will be appointed.
- iii) All items considered by a Committee shall be forwarded to the Council in the form of Committee minutes.
- iv) Ex officio, who is not a member of a specific Committee, may attend meetings of any Committee and may, with consent of the Chair of that Committee, take part in the discussion, but shall not be counted in the quorum or entitled to make motions or to vote but their attendance shall be noted in the minutes at these meetings.

14. DISCLOSURES OF PECUNIARY INTEREST (CONFLICT OF INTEREST)

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or Committee or Board which the matter is the subject of consideration, the Member, shall govern themselves in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50* and:

- i) shall determine whether they may have a pecuniary interest and to disclose the nature thereof;
- ii) shall prior to any consideration of the matter at the meeting, disclose the Member's interest verbally at the meeting and then in writing, in a form provided, to the Clerk, the general nature thereof;
- iii) shall not take part in the discussion of, or vote on any question in respect of the matter;
- iv) shall not attempt in any way whether before, during or after the meeting to influence the voting on the matter;
- v) where a meeting is open to the public, the Member shall, in addition to complying with the requirements of *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50* shall forthwith leave the meeting or part of the meeting during which the matter is under consideration;
- vi) where a meeting is not open to the public, the Member shall, in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50* forthwith leave the meeting or the part of the meeting during which the matter is under consideration;
- vii) where the interest of a Member has not been disclosed by reason of the Member's absence from a particular meeting, the Member shall disclose the Member's interest and otherwise comply at the first meeting of the Council or Committee, as the case may be, attended by the

- Deputations and Invitations
- Passing by-laws
- Closed Session
- Adjournment

The business of the meeting shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by the majority of members.

Any item which is not on the agenda as set but has been determined by the Clerk to be of a nature which requires attention prior to the next scheduled meeting, the item may be added by addendum at the discretion of the Clerk.

Any items brought forward as a time sensitive issue by other means shall require a majority vote of the members present to be added to the agenda.

All items not included in the agenda package and presented as an 'on desk item' will be included in the posted agenda.

12. MINUTES

Minutes shall record:

- i) The place, date and time of the meeting and the time of adjournment;
- ii) The names of members and staff present;
- iii) The reading, if requested, correction and adoption of the minutes of prior meetings;
- iv) All other proceedings, which will include motions, resolutions, decisions and directions of the meeting without note or comment. Decisions and directions will be clearly stated by the Chair to the Clerk for recording;
- v) The public may ask questions or address Council during question period, which is not recorded. The theme of the question will be recorded in the minutes. Council and or staff may respond at their discretion or they may or may not defer the item to a future agenda;
- vi) The draft minutes of each Council and/or Committee meeting shall be presented to Council for approval and/or information at the next regular meeting, but will be made available in draft to the public as soon as possible after the meeting and prior to adoption;
- vii) After the Council minutes have been approved by Council, they shall be signed by the Mayor and Clerk and/or designate(s).

13. COMMITTEES

- i) Council shall, determine the appropriate Committees, mandates, honorarium and their membership. The Committee shall sit until dissolved by Council. Public members are expected to be residents, property owners, and/or business owners in the Township of Mulmur. Township Staff are not eligible to sit as public members. Public members will

- xi) to inform the members when necessary or when referred to for the purpose, on a point of order;
- xii) to represent and support the members, declaring its will, and implicitly obeying its decisions in all things;
- xiii) to ensure that the decisions are in conformity with the laws and by-laws governing the activities;
- xiv) to adjourn the meeting when the business is concluded, to adjourn the meeting without question in the case of grave disorder arising;
- xv) to order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the individual or group to vacate the Council Chamber or meeting room where such behaviour persists;
- xvi) to run the meeting efficiently and effectively.

10.2 It shall be the role of Council:

- i) to represent the public and to consider the well-being and interests of the municipality;
- ii) to develop and evaluate the policies and programs of the municipality;
- iii) to determine which services the municipality provides;
- iv) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- v) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- vi) to maintain the financial integrity of the municipality;
- vii) to carry out the duties of Council under this or any other Act.

11. AGENDAS

The Clerk, at his/her discretion, shall have prepared from all petitions, communications, correspondence and delegation requests, which are received at least 7 calendar days prior to the date and time of the meeting, not less than forty-eight (48) hours before the hour appointed for the holding of a regular meeting, an agenda under the following headings as needed:

- Minutes of the Previous Meeting
- Discussion Arising out of the Minutes
- Disclosure of Pecuniary Interests
- Approval of Agenda
- Proclamations
- 15 minute Question Period
- Public Works Business
- Administration Business
- Planning Business
- Items for Future Meetings
- Committee minutes and Sub Committee Reports
- Information Items

5. NO QUORUM

If no quorum is present one-half hour after the time appointed for a meeting of Council or a Committee, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

6. CURFEW

No item of business may be dealt with at a Council meeting after 4:30 pm for a day meeting, and after 3 hours of the start of evening meeting of Council, unless agreed to by the majority of Council present.

7. INCLEMENT WEATHER

For all Council and Committee meetings, should the Mayor or Chair deem the weather to be severe or an emergency, the meeting shall be cancelled and rescheduled for another time.

8. ELECTRONIC PARTICIPATION

There will be no electronic participation of Council members in Council meetings. Committee meetings may offer electronic participation, at the discretion of the Chair, in accordance with *The Municipal Act*, 2001, S.O. 2001, c.25.

9. PETITIONS AND COMMUNICATIONS

Every communication, including a petition designed to be presented to the Council, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person, and filed with the Clerk. Digital signatures are accepted as well as email communications.

10. THE CONDUCT OF PROCEEDINGS AT A MEETING

10.1 It shall be the duty of the Mayor or Chair:

- i) to open the meeting by taking the chair and calling the meeting to order;
- ii) to announce the business in the order in which it is to be acted upon;
- iii) to receive and submit, in the proper manner, all motions presented by the members;
- iv) to put to vote all questions which are duly moved and seconded, or necessarily arise in the course of proceedings and to announce the result;
- v) to decline to put to vote motions which infringe the rules of procedure;
- vi) to restrain the Members, within the rules of order, when engaged in debate;
- vii) to enforce on all occasions the observance of order and decorum among the Members;
- viii) to call by name any Member persisting in breach of the rules of order, thereby ordering him/her to vacate the Council Chamber;
- ix) to receive all messages and other communications and announce them to the Members;
- x) to authenticate, by his/her signature when necessary, all by-laws, resolutions, and minutes;

2. COUNCIL AND COUNCIL MEETINGS

- i) Meetings of the Council shall be held at the Council Chambers adopted and used by the Council from time to time for such purpose. The inaugural meeting of Council shall take place as legislated in the Act. The regular meeting of Council shall be held on the first Wednesday of each month at 9:00 A.M., except for December and January which shall be the second Wednesday.
- ii) In January, Council will review and confirm the next year's tentative meeting dates.
- iii) The Mayor may at any time summon a special meeting of Council on 48 hours notice to the Members of Council, or, upon receipt of the petition of the majority of the Members of the Council, the Clerk shall summon a special meeting for the purpose and at the time mentioned in the petition. Forty eight hours notice of all special meetings of Council shall be given to the Members through the Clerk's office. The only business to be dealt with at a special meeting is that which is listed. The Mayor at his/her discretion may call an emergency meeting.
- iv) In the case of the absence of the Mayor or he/she refuses to act, or his/her office is vacant, the Deputy Mayor shall be appointed to act from time to time in the place and stead of the Mayor and he/she shall have all the rights, powers, and authority of the Head of Council, while so doing.
- v) As soon after the hour fixed for the holding of the meeting of the Council as a quorum is present, the Mayor shall take the Chair and call the meeting to order.

3. ACCOUNTABILITY AND TRANSPARENCY

- i) All Council and Committee meetings shall be open to the public.
- ii) Notwithstanding 3 i) above, a meeting may be closed to the public if the subject matter being considered relates to items as listed in *The Municipal Act, 2001*, S.O. 2001, c.25. and must follow the procedures as outlined in the Act.
- iii) Confidentiality – Members shall ensure that confidential matters disclosed to them and materials provided to them during Closed Sessions or provided to them in advance of the meeting or session marked confidential, are kept confidential. Members are encouraged to return confidential material to the Clerk. The obligation to keep information confidential applies even if the member ceases to be a member of Council.

4. ABSENCE OF MAYOR

Subject to the provisions of Act and where no Presiding Officer has been appointed, in case the Mayor does not attend within fifteen (15) minutes after the time appointed for a meeting, the Clerk shall call the members to order and the Deputy Mayor shall preside until the arrival of the Mayor. and while so presiding shall have all the powers of the Head of Council.

1. DEFINITIONS

In this By-Law:

Chair – the person presiding at the meeting.

Committee – a Committee and/or Board created by Council, excluding legislated and/or Joint Committees and/or Boards that have their own policies and procedures.

Closed Session – a meeting or portion thereof which is closed to the public in accordance with the applicable legislation.

Deputation – an address to Council or Committee at the request of a person wishing to speak.

Ex Officio – by virtue of Office and refers to the position of Mayor.

Head of Council – the Mayor.

Majority Vote – Council or Committee means an affirmative vote of more than one-half of the votes cast by those present.

Notice of Motion – a written motion received by the Clerk at a meeting of Council, moved by a member, and seconded by another member, for inclusion on an agenda of a subsequent meeting of Council.

Notice – a written or printed communication publicly displayed.

Point of Order – a question by a member with the view to calling attention to any issue relating to the Procedural By-Law or the conduct of Council's business or in order to assist the member in understanding Council's procedures, making an appropriate motion or understanding the effect of a motion.

Point of Privilege or Personal Privilege – a question by a member who believes that another member has spoken disrespectfully towards that member or another member or who considers that his or her integrity or that of a member or Township official has been impugned or questioned by a member.

Quorum – a majority of the members are required to be present at a meeting to carry on business.

Recorded Vote – a written record of the name and vote of every member voting on any matter or question.

Resolution – the decision of Council on any motion.

TOWNSHIP OF MULMUR – PROCEDURAL BY-LAW #1-19

Contents

1. DEFINITIONS.....	3
2. COUNCIL AND COUNCIL MEETINGS.....	4
3. ACCOUNTABILITY AND TRANSPARENCY.....	4
4. ABSENCE OF MAYOR.....	4
5. NO QUORUM.....	5
6. CURFEW.....	5
7. INCLEMENT WEATHER.....	5
8. ELECTRONIC PARTICIPATION.....	5
9. PETITIONS AND COMMUNICATIONS.....	5
10. THE CONDUCT OF PROCEEDINGS AT A MEETING.....	5
11. AGENDAS.....	6
12. MINUTES.....	7
13. COMMITTEES.....	7
14. DISCLOSURES OF PECUNIARY INTEREST (CONFLICT OF INTEREST).....	8
15. DEPUTATIONS (DELEGATIONS).....	9
16. PUBLIC BEHAVIOUR.....	10
17. READING OF BY-LAWS AND PROCEEDINGS THEREON.....	10
18. MOTIONS.....	11
19. RULES OF DEBATE.....	11
20. POINTS OF ORDER AND PRIVILEGES.....	12
21. CONDUCT OF MEMBERS OF COUNCIL.....	12
22. AMENDMENT.....	13
23. CONFLICT.....	13
24. NOTICE OF INTENTION TO PASS BY-LAW – NOTICE OF PUBLIC MEETING.....	13
25. FINANCIAL ADOPTION OF ANNUAL BUDGET.....	14
26. OPERATING COSTS INCURRED PRIOR TO BUDGET APPROVAL.....	14
27. IMPROVEMENTS TO SERVICE.....	14
28. GENERAL.....	14
29. EMERGENCY PROVISION.....	14

THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. 1-19


A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL AND ITS COMMITTEES
AND TO REPEAL BY-LAW NO. 5-15

WHEREAS *The Municipal Act*, 2001, S.O. 2001, c.25, ('Act') provides that a Council shall adopt a procedural by-law for governing the calling, place and proceedings of meetings, provide for public notice of meetings and to govern the conduct of its members.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR HEREBY ENACTS AS FOLLOWS:

1. The rules and regulations in the attached document TOWNSHIP OF MULMUR – PROCEDURAL BY-LAW #1-19 shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business in the Council and in the Committees.
2. Roberts Rules of Order shall prevail where applicable on all matters not covered by this by-law.
3. This By-Law shall become effective upon the date of the enactment.
4. By-Law No. 5-15 is hereby repealed.

READ a first, second and a third time and finally passed this 9th day of January, 2019


MAYOR


CLERK



Corporation of the Township of Mulmur

Date: March 06, 2019

Moved by: *S. Boxem*

Seconded by: *K. Cufaro*

That Mulmur Township Council approves the revised North Dufferin Community Centre Board of Management Budget for 2019, Mulmur's total levy \$55,303, as presented ~~and~~ amended:

RECORDED VOTE Requested By:		
	Yea	Nay
BOXEM, Shirley	<input type="checkbox"/>	<input type="checkbox"/>
CLARK, Patricia	<input type="checkbox"/>	<input type="checkbox"/>
CUFARO, Ken	<input type="checkbox"/>	<input type="checkbox"/>
HAWKINS, Earl	<input type="checkbox"/>	<input type="checkbox"/>
HORNER, Janet	<input type="checkbox"/>	<input type="checkbox"/>

CARRIED.....*Janet Horner*.....MAYOR
3.7

61
WFO#8.2
MAR 14 2019