



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
AGENDA
THURSDAY, APRIL 11, 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 - March 14, 2019**
- 5. Business Arising from the Minutes**
- 6. Facility Manager's Report**
- 7. General Business**
 1. Financial
 1. Accounts
 2. YTD vs. Budget comparison
 2. RFP - Concession Booth Operation
 3. Other
 4. Unfinished Business
- 8. Information**
 1. Email from Tracey Atkinson regarding Treasury Functions provided by Mulmur
 2. NDCC Fee Schedule
 3. Email from Tracey Atkinson - Imagine Mulmur in 3-D Final Report
- 9. Delegation**
- 10. Notice of Motion**
- 11. Confirmation Motion**
- 12. Adjournment and Date of Next Meeting - Thursday May 9, 2019 - 7:00 - 9:00 p.m. - North Dufferin Community Centre**



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
MINUTES
THURSDAY, MARCH 14, 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 14th day of March, 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
Patricia Clark, Councillor, Mulmur
Clayton Rowbotham, Melancthon
Heather Boston, NDCC Treasurer, Mulmur arrived at 7:15 p.m.
Donna Funston, NDCC Secretary, Melancthon
Tracey Atkinson, CAO/Planner, Mulmur arrived at 7:30 p.m.

Regrets:

Debbie Fawcett, Melancthon
Dave Besley, Deputy Mayor, Melancthon
James Woods, Arena Manager

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:08 p.m.

#2 Additions/Deletions/Approval of Agenda

-Moved by Tupling, Seconded by Rowbotham the Agenda be approved as circulated. Carried.

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#4 Approval of Draft Minutes

-Moved by Clark, Seconded by Lowry, that the minutes of the North Dufferin Community Centre Board of Management held on February 19, 2019 be approved as circulated. Carried.

#5 Business Arising from the Minutes

Member Clark asked for clarification on the users chart from the February meeting. She is trying to determine an accurate number of users to support the budget increase. Chair Tupling will gather Honeywood Minor Hockey, Figure Skating Club, Beef BBQ and Strawberry Supper numbers for the April meeting.

-Moved by Lowry, Seconded by Tupling, that the NDCC BoM table sine die the following item of the Agenda for 14 March 2019: General Business 3. Mulmur Request for Revised December 11, 2018 Minutes – Recorded Vote amended. Carried.

#6 Facility Manager's Report

James Woods was not in attendance for this portion of the meeting.

There were no questions regarding the report submitted.

#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

#1.1 Member Rowbotham requests the invoice for survey costs of \$163.75 be paid by Mulmur Township since they own the Arena. Heather to do an entry to correct this.

-Moved by Lowry, Seconded by Noble, be it resolved that the accounts in the amount of \$28,552.77 be approved to be paid. Carried.

#1.2 Member Clark discusses budget numbers with Heather for clarification. Board discussed ways to generate more revenue from ice rental and promoting local events already booked to increase users and interest in using the Norduff Room. Heather to send Donna Mulmur's fee schedule to be added to next month agenda.

#7.1 Heather handed out the February Health and Safety Inspection form that was completed by the Mulmur rep. The purpose of these reports is to make the Arena Manager aware of any issues that need resolved, once the issues have all been resolved Jamie submits the form to the County. Going forward Jamie and the Mulmur Rep will co-ordinate a time and do the inspections together.

#8 Information

1. Mulmur Procedural By-Law
2. Mulmur Motion approving the NDCC Budget for 2019

-Moved by Clark, Seconded by Noble, be it resolved that items 8.1 and 8.2 be received as information purposes.

#9 Delegation

-None

#10 Closed Session

Chair Tupling requests Tracey Atkinson remain at the meeting for this section.

-Moved by Tupling, Seconded by Rowbotham, be it resolved that: the North Dufferin Community Centre Board of Management move into Closed Session Meeting pursuant to Section 239 of the Municipal Act, 2001, as amended, at 8:35 p.m. for the following reason:
Personal matters about an identifiable individual, including municipal or local board employees – Facility and Board Personnel issues

-Moved by Clark, Seconded by Lowry, be it resolved that: the North Dufferin Community Centre Board of Management rise from Closed Session at 8:52 p.m. with report. Carried.

Report – as per directions to staff in Closed Session.

#11 Notice of Motion

-None

#12 Confirmation Motion

-Moved by Rowbotham, Seconded by Tupling 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.

-Moved by Lowry, Seconded by Clark, be it resolved that the NDCC Board approve an increase to all rental fees of 3.5% effective September 1, 2019.

#1.2.1 An email from Denise Holmes CAO/Clerk Melancthon was read as follows:

Council reviewed the attached NDCC Budget with Operating Reserve Continuity outlined at the bottom of the page at its meeting on March 7, 2019.

Council disagrees with the money sitting in this reserve and feels it should be used for operating expenses and therefore, there wouldn't be a deficit to be funded for 2019.

Should you have any question, please don't hesitate to contact me.

Heather explained in the Arena agreement between Mulmur and Melancthon the money is to be kept in an operating reserve account for cash flow purposes due to time delay of revenue vs expenses. If the Board of Management were to dissolve both Townships would get their money back, it's used as a line of credit for the Arena to pay bills, including start-up costs in September. There is no overdraft on this bank account so if funds are not there the operating reserve money is borrowed and then replaced. Chair Tupling suggests Heather have a sit down meeting with Member Besley to explain the purpose of the operating reserve so he can explain to Melancthon Council.

#1.3 Board reviewed.

#2. Heather discussed her report, comparing snow removal costs from 2017/2018 and 2018/2019. The purpose of the report is to keep the Board up to date on costs that are above the budgeted amount. Total cost is over budget as of the middle of March and will continue to be higher until snow removal is no longer required.

#3. Motion passed under Business Arising from the Minutes.

#4. Tracey makes the Board aware that they fall under the Employment Standards Act and that has a 3 hour minimum call in. When the Arena inspection is being done it could include the pump to avoid an extra 3 hour call in on the payroll. Chair Tupling has spoken to Jamie regarding these inspections.

#5. Direction will be given by Chair Tupling to Jamie to fix or call someone in to fix the drawers in the booth area.

#6. Member Lowry handed out a sheet titled Proposals for Communications by the North Dufferin Community Centre Board of Management. See attached. Board needs to promote other services the Arena offers other than the ice surface including the park, meetings held in the Norduff Room and hosting Community Events.

#13 Adjournment

-Moved by Lowry, Seconded by Clark that we adjourn the North Dufferin Community Centre Board of Management meeting at 8:55 p.m. to meet again on Thursday April 11, 2019 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

CHAIR

SECRETARY

DRAFT

Proposals for **Communications** by the North Dufferin Community Centre
Board of Management

1. that the name North Dufferin Community Centre be used in all communication when reference is to the organization or the site
2. that the Honeywood Arena name be always followed by “at the North Dufferin Community Centre”
3. that any event held at the facility mention in any public notices that the venue is the North Dufferin Community Centre, followed if appropriate by Arena, Norduff Room, Community Park, etc
4. that notice of any scheduled public events held at the NDCC be forwarded to the Creemore Echo for inclusion in the Community Calendar (free listing)
5. that notice of all events held at the NDCC be sent to both Melancthon and Mulmur Councils for inclusion on their respective events calendar, and if permitted by the Council’s policy, included on their Twitter feed.
6. that the Board consider joining the Facebook group “Mulmur Melancthon Community” for information and marketing purposes
7. that the Board consider generic business cards for the members of the Board

Accounts Payable

Arena A/P March 1 to 28th, 2019

Vendor 000000 Through 999999

Invoice Entry Date 2019-01-01 to 2019-04-02 Paid Invoices Cheque Date 2019-03-01 to 2019-03-28

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000001 HURONIA/MED-E-OX LTD	157255	ARENA FURNACE PROPANE	000182	2019-02-19	2019-03-12	120.01
		01-2000-7210 ARENA FURNACE PROPANE				120.01
000001 HURONIA/MED-E-OX LTD	162182	ARENA FURNACE PROPANE	000182	2019-02-05	2019-03-12	60.00
		01-2000-7210 ARENA FURNACE PROPANE				60.00
					Vendor Total	180.01
000002 PROVINCIAL FILTER EXCHAN	March 13, 2019	FILTER CLEANING	000188	2019-03-13	2019-03-26	43.00
		01-2000-7230 FILTER CLEANING				43.00
000006 TELIZON INC	03500420190313	PHONE CHARGES MARCH 2019	000188	2019-03-13	2019-03-19	66.12
		01-2000-7110 PHONE CHARGES MARCH 2019				66.12
000011 SPARLINGS PROPANE	88725066963438	ARENA BOOTH PROPANE	000184	2019-03-04	2019-03-12	109.10
		01-2000-7230 ARENA BOOTH PROPANE				109.10
000011 SPARLINGS PROPANE	88725066963439	ARENA BOOTH PROPANE	000184	2019-03-01	2019-03-12	67.74
		01-2000-7230 ARENA BOOTH PROPANE				67.74
					Vendor Total	176.84
000013 WAYNE BIRD FUELS	418293	ARENA FURNACE OIL	000187	2019-02-13	2019-03-21	1,049.46
		01-2000-7210 ARENA FURNACE OIL				1,049.46
000013 WAYNE BIRD FUELS	418294	ARENA FURNACE OIL	000187	2019-02-13	2019-03-21	242.49
		01-2000-7210 ARENA FURNACE OIL				242.49
000013 WAYNE BIRD FUELS	420155	ARENA FURNACE OIL	000187	2019-02-27	2019-03-21	288.57
		01-2000-7210 ARENA FURNACE OIL				288.57
000013 WAYNE BIRD FUELS	420154	ARENA FURNACE OIL	000187	2019-02-27	2019-03-21	882.32
		01-2000-7210 ARENA FURNACE OIL				882.32
000013 WAYNE BIRD FUELS	018658	ARENA FURNACE SERVICE CALL	000190	2019-03-09	2019-03-26	226.00
		01-2000-7220 ARENA FURNACE SERVICE CALL				226.00
					Vendor Total	2,688.84
000046 BARCLAY WHOLESALE	15484	BLADE SHARPENING	000185	2019-03-18	2019-03-19	136.73
		01-2000-7240 BLADE SHARPENING				136.73
000051 HIGHLAND SUPPLY	272251	INDUSTRIAL BELT	000181	2019-01-19	2019-03-12	23.73
		01-2000-7240 INDUSTRIAL BELT				23.73
000052 DUNWOOD SIGNS AND TEXTI	5190	SWEATER WITH LOGO	000180	2019-03-07	2019-03-12	101.70
		01-2000-7100 SWEATER WITH LOGO				101.70
000060 2239198 ONTARIO INC.	2019-1021	SNOW REMOVAL	000178	2019-03-05	2019-03-12	2,069.60
		01-2000-7220 SNOW REMOVAL				2,069.60
000064 BELL CREEK PEST CONTROL	5138	PEST CONTROL	000179	2019-03-04	2019-03-12	135.60
		01-2000-7220 PEST CONTROL				135.60

Accounts Payable

Arena A/P March 1 to 28th, 2019

Vendor 000000 Through 999999

Invoice Entry Date 2019-01-01 to 2019-04-02 Paid Invoices Cheque Date 2019-03-01 to 2019-03-28

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000065 MINISTRY OF FINANCE - EHT	March 2018	JAN. -DEC. 2018 EHT	000183	2019-03-12	2019-03-12	514.10
		01-1000-2204 JAN. -DEC. 2018 EHT				514.10
000066 PUROLATOR INC.	440829479	COURIER FOR WSIB REMITT.	000189	2019-03-15	2019-03-26	18.90
		01-2000-7100 COURIER FOR WSIB REMITT.				18.90
Unpaid Invoices						0.00
Paid Invoices						6,155.17
Invoices Total						6,155.17
Selected G/L Account Total						6,155.17

Payroll: 5554.62

Total: 11,709.79

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2019 - From Period 1 To Period 4 Ending APR 30,2019

Account	Description	Previous Year Total		Current Year To Date		---Unknown---	Total Budget
		Actual	Budget	Actual	Budget		

Fund: 01 OPERATING FUND

Category: 2777

2000 INCOME STATEMENT

Revenue							
01-2000-4000	MULMUR GRANT	25,276.51	25,276.50	27,864.20	14,762.42	27,439.24	55,303.44
01-2000-4010	MELANCTHON GRANT	25,276.51	25,276.50	14,762.42	14,762.42	40,541.02	55,303.44
01-2000-4015	GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
01-2000-4020	DONATION REVENUE	100.00	0.00	0.00	0.00	0.00	0.00
01-2000-4030	FUNDRAISING REVENUE	20,272.50	20,000.00	0.00	0.00	20,000.00	20,000.00
01-2000-4100	MINOR RATE ICE RENTAL REVEN	45,901.31	45,000.00	20,813.55	22,500.00	24,186.45	45,000.00
01-2000-4110	ICE RENTAL REVENUE (PRIME)	47,663.05	52,000.00	16,917.75	26,000.01	35,082.25	52,000.00
01-2000-4115	ICE RENTAL REVENUE (NON-PRIM	696.90	500.00	185.84	249.99	314.16	500.00
01-2000-4120	NON-RESIDENT USER FEES	3,578.13	3,000.00	2,475.22	1,625.01	774.78	3,250.00
01-2000-4200	BOOTH RENTAL REVENUE	3,561.30	4,300.00	1,050.00	2,499.99	3,950.00	5,000.00
01-2000-4210	HALL RENTAL REVENUE	2,230.07	2,600.00	398.23	1,500.00	2,201.77	2,600.00
01-2000-4220	FLOOR RENTAL REVENUE	463.35	0.00	0.00	0.00	0.00	0.00
01-2000-4230	SIGN RENTAL REVENUE	3,980.00	4,160.00	3,440.00	4,160.00	720.00	4,160.00
01-2000-4240	VENDING MACHINE REVENUE	237.92	250.00	109.39	0.00	(109.39)	0.00
01-2000-4300	PENALTIES & INTEREST	773.32	525.00	88.97	262.50	436.03	525.00
01-2000-4500	PR YR SURPLUS/DEFICIT	0.00	0.00	0.00	(10,047.32)	(30,141.88)	(30,141.88)
Total Revenue		180,010.87	182,888.00	88,105.57	78,275.02	125,394.43	213,500.00
Expense							
01-2000-7000	WAGES	52,760.48	45,000.00	18,525.59	23,000.00	36,474.41	55,000.00
01-2000-7005	BENEFITS-EI/CPP/WSIB/EHT	5,066.02	5,600.00	1,906.55	2,799.99	3,693.45	5,600.00
01-2000-7010	BENEFITS-OMERS	1,740.40	3,000.00	0.00	0.00	0.00	0.00
01-2000-7015	STAFF TRAINING/DUES, FEES, SU	1,555.76	300.00	175.15	150.00	124.85	300.00
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,901.41	1,200.00	159.22	849.99	1,540.78	1,700.00
01-2000-7110	COMMUNICATION	2,511.70	3,000.00	327.14	1,000.00	2,672.86	3,000.00
01-2000-7115	INSURANCE	11,763.24	12,200.00	0.00	0.00	12,200.00	12,200.00
01-2000-7120	HEALTH & SAFETY	175.00	2,800.00	0.00	0.00	2,800.00	2,800.00
01-2000-7125	PROF FEES - AUDIT	1,403.24	1,188.00	0.00	0.00	1,400.00	1,400.00
01-2000-7130	PROF FEES - WATER TESTING	231.99	300.00	83.06	100.00	216.94	300.00
01-2000-7150	BANK CHARGES	387.71	500.00	97.85	133.36	302.15	400.00
01-2000-7200	HYDRO	55,360.14	60,000.00	0.00	25,600.00	60,000.00	60,000.00
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	15,067.35	12,000.00	5,104.55	5,333.32	6,895.45	12,000.00
01-2000-7220	BLDG & GROUNDS MAINTENANCE	23,665.01	15,000.00	4,581.25	6,666.64	15,418.75	20,000.00
01-2000-7230	BOOTH MAINTENANCE	4,462.00	1,300.00	347.80	577.76	952.20	1,300.00
01-2000-7240	ICE PLANT/MACH MAINTENANCE	18,770.67	9,000.00	1,911.52	4,000.00	10,088.48	12,000.00
01-2000-7300	FUNDRAISING EXPENSE	10,859.36	10,500.00	0.00	0.00	10,500.00	10,500.00
01-2000-7400	BAD DEBT	0.00	0.00	203.40	0.00	(203.40)	0.00
01-2000-7500	CAPITAL PURCHASES	0.00	0.00	0.00	5,000.00	15,000.00	15,000.00
Total Expense		207,681.48	182,888.00	33,423.08	75,211.06	180,076.92	213,500.00
Dept Excess Revenue Over (Under) Expenditures		(27,670.61)	0.00	54,682.49	3,063.96	(54,682.49)	0.00
Category Excess Revenue Over (Under) Expenditures		(27,670.61)	0.00	54,682.49	3,063.96	(54,682.49)	0.00

GB# 1.2
 APR 11 2019

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2019 - From Period 1 To Period 4 Ending APR 30,2019

Account	Description	Previous Year Total		Current Year To Date		---Unknown---	Total Budget
		Actual	Budget	Actual	Budget		
REPORT SUMMARY							
01-2000	INCOME STATEMENT	180,010.87	182,888.00	88,105.57	78,275.02	125,394.43	213,500.00
	Fund 01 Total Revenue	180,010.87	182,888.00	88,105.57	78,275.02	125,394.43	213,500.00
01-2000	INCOME STATEMENT	207,681.48	182,888.00	33,423.08	75,211.06	180,076.92	213,500.00
	Fund 01 Total Expenditure	207,681.48	182,888.00	33,423.08	75,211.06	180,076.92	213,500.00
	Fund 01 Excess Revenue Over (Under) Expenditures	(27,670.61)	0.00	54,682.49	3,063.96	(54,682.49)	0.00
	Report Total Revenue	180,010.87	182,888.00	88,105.57	78,275.02	125,394.43	213,500.00
	Report Total Expenditure	207,681.48	182,888.00	33,423.08	75,211.06	180,076.92	213,500.00
	Report Excess Revenue Over (Under) Expenditures	(27,670.61)	0.00	54,682.49	3,063.96	(54,682.49)	0.00



The North Dufferin Community Centre Board of Management

REQUEST FOR PROPOSAL

A Request for Proposal package is currently available at the Mulmur Township Office and on our website www.mulmur.ca

RFP-2019-01 - CONCESSION BOOTH OPERATION 2019-20 (North Dufferin Community Centre)

All proposals must be received on the forms provided, in sealed envelopes clearly marked as to contents and received by the undersigned no later than **1:00 pm Friday, May 3, 2019.**

Heather Boston
Township of Mulmur
758070 2nd Line East, Mulmur, ON L9V 0G8

GB# 2
APR 11 2019



The North Dufferin Community Centre Board of Management
758070 2nd Line EHS
Mulmur, ON L9V 0G8

REQUEST FOR PROPOSAL

FOR

2019-2020 CONCESSION BOOTH OPERATION NORTH DUFFERIN COMMUNITY CENTRE

RFP-2019-01

Sealed Documents CLEARLY MARKED "2019-2020 BOOTH PROPOSAL BID" - on forms, as supplied by the NDCC Board of Management, will be received by the undersigned until 1:00 p.m. local time on Friday, May 3, 2019.

THE HIGHEST OR ANY PARTICULAR PROPOSAL NOT NECESSARILY ACCEPTED. THE NDCC BOARD OF MANAGEMENT RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS.

For further information, please contact

Heather Boston, Treasurer
Phone (705) 466-3341 ext. 233
Fax (705) 466-2922
E-mail: hboston@mulmur.ca

**DATE ISSUED: April 12, 2019
PAGES: 2**



NDCC BOARD OF MANAGEMENT

NORTH DUFFERIN COMMUNITY CENTRE 2019-2020 ICE SEASON BOOTH PROPOSAL FORM

Name: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Proposed Monthly Rent: \$ _____

- Rental of the concession booth includes the use of all appliances.
- I understand that the booth is to be open during all arena events and scheduled ice times as indicated in the Booth Operation Contract.
- I understand that in addition to my monthly rent, propane and energy costs will be billed at a flat fee of \$250 per month.
- I agree to acquire and provide proof of liability insurance in an amount no less than \$2 million.
- I will supply proof of coverage and a Clearance Certificate from WSIB.

SIGNATURE

DATE

Donna Funston

From: Tracey Atkinson <tatkinson@mulmur.ca>
Sent: Monday, March 18, 2019 4:21 PM
To: Chester Tupling; Denise Holmes; Donna Funston; Heather Boston
Subject: NDCC - Treasury function

Hi Denise,

We have had some recent discussions regarding Mulmur's roll in the NDCC and providing treasury services. We believe that we can make more efficient use of staff time by providing reports and only attending the NDCC meetings where there are significant treasury matters being discussed, such as presenting the budget.

Heather will continue to provide reports and be available to respond to telephone inquiries prior to the meeting. If there is a meeting where you believe that her expertise are required, please do not hesitate to contact her or myself.

Please do not hesitate to include this email in the NDCC agenda package to update the Board and also to encourage members to contact Heather with any budget questions prior to the meeting.

If you have any concerns with the proposed approach, please contact me.

Kind regards,

Tracey Atkinson, BES MCIP RPP | C.A.O. Planner
Township of Mulmur | 758070 2nd Line East | Mulmur, Ontario L9V 0G8
Phone 705-466-3341 ext. 222 | Fax 705-466-2922 | tatkinson@mulmur.ca



Information provided herein is based on the information received and to the best of our abilities. For certainty, please request a Property Information and Compliance Certificate. A fee will apply.

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From: tatkinson@mulmur.ca

Message Score: 1
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Medium (75): Pass
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NORTH DUFFERIN COMMUNITY
& RECREATION CENTRE FEES

Effective September 1, 2019

ICE RENTAL RATES

TYPE OF BILLING	CODE	HOURLY RATE (excluding HST)	HOURLY RATE (including HST)
*PRIME TIME PUBLIC	PRIME	\$146.55	\$165.60
NON PRIME TIME PUBLIC	NON PR	\$96.17	\$108.67
MINOR HOCKEY	HONMIN	\$128.23	\$144.90
FIGURE SKATING	HONFIG	\$128.23	\$144.90
FLOOR SURFACE (Summer, per hour)	FLOORA	\$50.37	\$56.92
FLOOR SURFACE & BOOTH (Summer, per hour)	FLOORB	\$64.12	\$72.45
NON RESIDENT FEE (excludes Melancthon)**	NONRES	\$36.00	\$36.00
PUBLIC SKATING	PUBLIC	FREE	FREE

*Prime Time – Monday – Friday 4:00 pm – 10:00 pm & Weekends & Holidays (All Day)

**Non-Resident Fee: is a one time fee of \$36 per person charged to the user group of the arena. The fee applies to all players who live outside of Mulumzur or Melancthon. Groups are to provide a roster with the rental agreement at the beginning of their season. If no roster is submitted a 10% surcharge will be applied to all invoices.

FACILITY RENTAL RATES

TYPE OF BILLING		DAY/HOURLY RATE (excl. HST)	DAY/HOURLY RATE (incl. HST)
NORDUFF HALL (Full Day > 6 hrs Licensed)*	NORDUF	\$412.17	\$465.75
NORDUFF HALL (Per Hour < 6 hrs Licensed)	NORDHR	\$50.37	\$56.92
NORDUFF HALL (Full Day > 6 hrs Non-Licensed)*	RECREA	\$293.10	\$331.20
NORDUFF HALL (Per Hour < 6 hrs Non-Licensed)	COMM	\$36.64	\$41.40
CHAIR RENTAL OFF-SITE, PER ITEM	CHAIR	\$2.07	\$2.34
TABLE RENTAL OFF-SITE, PER ITEM	COMM	\$10.35	\$11.70

*Deposit of \$200 for all hall rentals is refundable if no clean up required or damages incurred.

Please note that all hall rentals commence at the time the hall is required (including set up time) until the time it is vacated.

NOTE: ALCOHOL LIABILITY INSURANCE COVERAGE FOR EVENTS SERVING LIQUOR MUST BE OBTAINED BY THE LESSEE PRIOR TO BOOKING FACILITY AT THE LESSEE'S EXPENSE.

WFO# 2
APR 11 2019

Donna Funston

From: Tracey Atkinson <tatkinson@mulmur.ca>
Sent: Monday, April 1, 2019 1:43 PM
To: Heather Boston; Donna Funston; Adam Hicks; John Willmetts; Kerstin Vroom
Subject: FW: Imagine Mulmur in 3-D Final Report
Attachments: Imagine Mulmur in 3-D Final Report.pdf; Summary Notes- Imagine Mulmur in 3.pdf

Hi All,

Please include the attached documents for your next committee meetings as "information item".

Thank you in advance,

Tracey Atkinson, BES MCIP RPP | C.A.O. Planner
Township of Mulmur | 758070 2nd Line East | Mulmur, Ontario L9V 0G8
Phone 705-466-3341 ext. 222 | Fax 705-466-2922 | tatkinson@mulmur.ca



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Imagine Mulmur in 3-D

Dream, Design, Do

Report on Goal Setting Sessions

March 20, 2019

Marilyn Bidgood

Facilitator

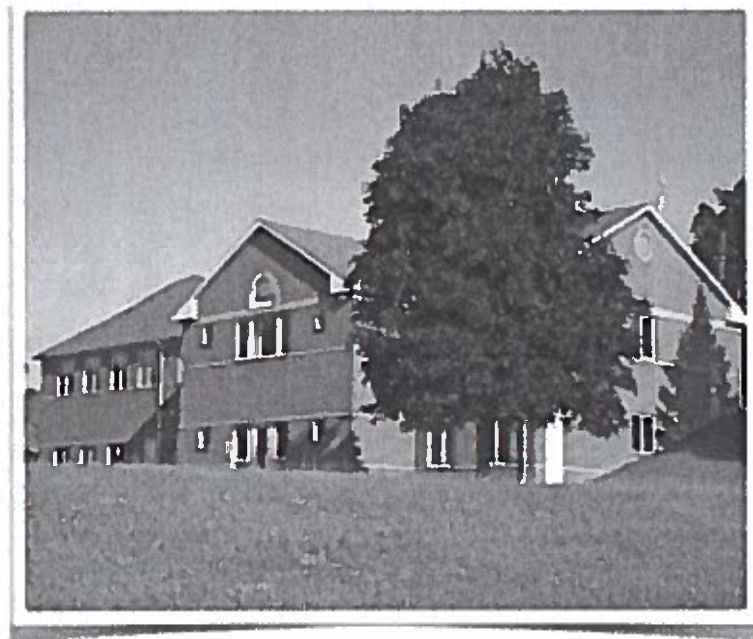


Imagine Mulmur in 3-D

Dream, Design, Do

Executive Summary

Following the 2018 municipal election, Mulmur Council is embarking on a strategic planning initiative. To inform the development of the next strategic plan, a series of facilitated discussions were held on March 20, 2019 with Council, staff and community representatives. Both individual and collective input resulted in: testimonials to why people love Mulmur, consideration for what has stayed the same and changed in the municipality, government policies, a mini Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis from both a business and lifestyle perspective, and thoughts on what needs to be done for Mulmur to prosper over the next 5 years. Several key themes emerged and laid the foundation for goal setting. A total of 13 goals were identified for consideration and development. A review of the Mulmur 2013-2018 Strategic Plan indicates that while some of the strategic areas are still relevant and important, others require refinement and new directions could be considered.



The leadership of Council, staff and community to engage in the first steps of this strategic planning process should be recognized and applauded. I extend my appreciation and thanks to all participants for their time, thoughtful and heartfelt input. You are clearly passionate about Mulmur as a place to live and work and are invested in the future of your community. The alignment of Council, staff and committees, working together on shared goals and outcomes is very powerful. With the talents, diversity and experience of the community, there are exciting opportunities for Mulmur to continue to prosper and grow.



(left to right) Councillor Shirley Boxem, Deputy Mayor Earl Hawkins, Mayor Janet Horner Councillor Patricia Clark, Councillor Ken Cufaro

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Executive Summary

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Appendix A - Transcribed Meeting Notes

Imagine Mulmur in 3-D

Dream, Design, Do

Findings

Background

Participants:

Session 1 - Mayor, Deputy Mayor, 3 Councillors, CAO

Session 2 - Township staff (7) followed by combined session with staff and Council (12 participants)

Session 3 - Community/Committee Representatives (16) with Council and CAO (total of 22 participants)

To guide the discussion and solicit input, a series of specific questions were asked, which included both individual and collective responses. The results were discussed and recorded. Please refer to Appendix A for the transcribed meeting notes. The following themes emerged:

Things that have changed and stayed the same in Mulmur:

Changes	Same
More People	Sense of Community and neighbours
Visual impact of growth on the landscape	Still "Better in Mulmur"
More working from home	Rural Sophistication
Increase in technology	Within commuting distance, accessible to other areas

Changes	Same
More houses in rural area	Beautiful place
Increase in traffic	Rural character
Weather challenges and impact on road maintenance	Activism on issues (power lines, gravel pits)
Aging population as retirees move to area on full time basis	Low Density Housing
More artisans/creative class	Very limited commercial/industrial base
Tourism destination (small scale)	
Affordability - it has become more expensive	
Increase in government regulation	
Fewer farmers	
Higher land cost impact on farm expansion, succession, new farmers	
Opposition to severances has increased	

Government Policies and Programs that impact Mulmur:

- Provincial Policy Statement
- Niagara Escarpment Commission
- Agricultural Systems
- Natural Heritage Act
- Aggregate Resources Act
- Provincial funding – new funding for efficiency study
- Tax incentive programs (farm and forestry)
- Nottawasaga Valley Conservation Authority

A. Love about Living and/or Working in Mulmur:

Character: Natural beauty and landscape, Rural, night stars and sky, peaceful, unique landscapes and views, quiet,

Community: balance, small size, rural feel, beautiful, sense of “home”, deep roots, family close by, community spirit, excellent schools, support and interest for the future of the township, not crowded

The people: Mix of Backgrounds, residents, neighbours, sense of caring, you know your neighbours, one person can make a difference, friendships

Accessibility: for travelling to other places (Toronto, Niagara, Collingwood), commuting distance, locally it is an easy commute, excellent location,

Work: Work/life balance, can work close to home, diversity of job

Mulmur is:

“Magical”

“A Gem”

“Piece of Heaven”

“I love all of it”



B. Mini SWOT Business and Lifestyle

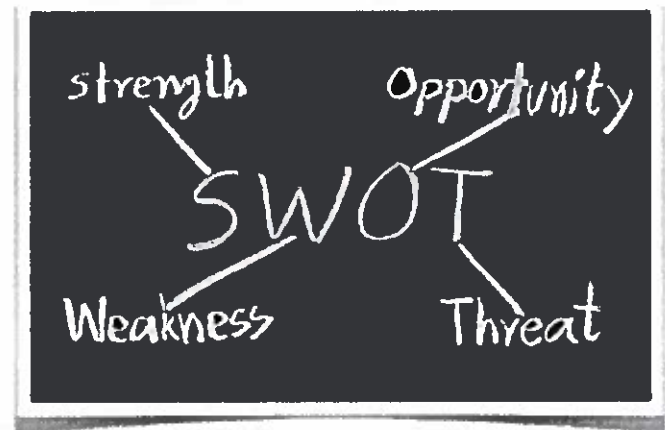
Strengths/Opportunities

Business:

- Primrose Business Park
- Have a small business bylaw to support home occupations
- Internet – in some locations
- Dufferin County supports for business including Dufferin Board of Trade, Orangeville Small Business Centre

Lifestyle:

- Community Services
- Environment
- Sense of Community
- Great schools
- 2nd dwelling bylaw
- Local food sources
- Safe communities for outdoor play
- Trails and walking



Weaknesses/Threats

Business:

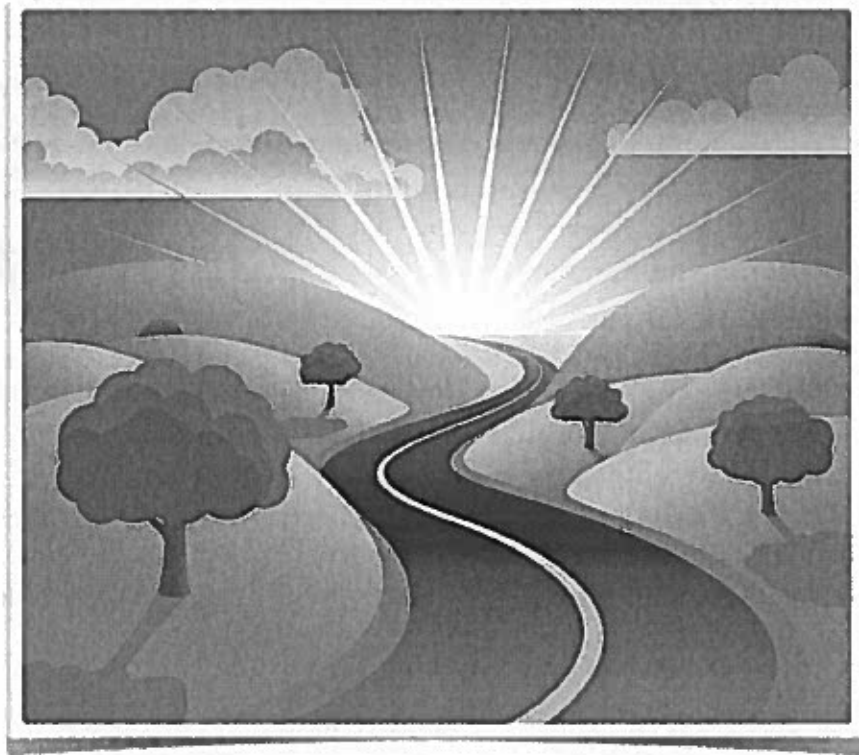
- Lack of public work spaces and meeting spaces
- Internet – lack of internet and cell access in many areas

Lifestyle:

- Drive everywhere – to activities, services, groceries, etc.
- Taxes are perceived to be high
- Lack of some opportunities and services when compared to other areas
- Lack of medical services (ie. Finding a family doctor)
- Lack of public transit

There was a suggestion made that new residents may need to align expectations with rural living.

C. What need to happen in the next 5 years for Mulmur to prosper?



Fiscal and Governance: tax base, strategic plan, communication strategy and plan, contingency planning (for amalgamation of services and/or municipalities, etc.), fiscal responsibility, collaboration

Business and Development: Strategic growth, Mansfield development, Primrose Business Park, Tourism, Agriculture

Services: Internet/cell service, roads, recreation facilities and plan

Community - Determine look and feel of Mulmur and define “rural character” in the Mulmur context, medical and other community services, live/work community

Environment - Environmental improvements

D. Goals

Reflecting on the SWOT, changes, ideas for prosperity the following goals were identified



1. Develop a communication plan and strategy:
 - township to residents and business
 - township to visitors
 - branding and signage

2. Develop business park at Primrose:
 - Work with the owner to create a vision (within next 6 months)
 - Application for planning approval (2019)
 - To improve employment and tax base/levy opportunities
 - Diversification of tax assessment to commercial and industrial
 - Suggestion that the township buy it and control it
 - Consider partnership opportunities with National park lands adjacent to site

3. Directing growth to Mansfield to create a balanced community.
For example, “aging in place”, multi-purpose community building, services

4. Assess/feasibility/recreational needs and other opportunities for Mulmur including North Dufferin Community Centre

5. Continue to play a leadership role to reduce our carbon footprint in Mulmur by: implementing the Municipal Energy Plan, reducing reliance on carbon fuel, eliminating single use plastics, increasing composting efforts and protecting our water resources.

6. Increase connectivity: internet and cell service

7. Protect agricultural land base and rural character through defining rural character, and giving consideration to visual impact and architectural/design standards, map agricultural lands, severance policy, succession planning and farm matching service

8. Identify and implement road safety and maintenance plan
9. Continue to build community spirit through recreation, special events and community activities

Following a review of the goals identified by council and staff, the community participants suggested adding goals in the following areas:

10. Fiscal – shared services goal
11. Operations Enhancement/performance of the team
12. Labour
13. Business Retention and Expansion - Celebrate businesses that are here in addition to attraction of new businesses



E. Linkages to Mulmur 2013-2018 Strategic Plan

The 2013-2018 Strategic Plan identified the following five strategic areas:

1. **Responsible Growth** – Pursue responsible growth in residential and industrial/commercial development to increase employment and re-balance the tax structure
2. **Wider awareness** – Promote Mulmur as a destination for historic, athletic, artistic and gastronomic recreation
3. **Local access to services** – Actively pursue placement of provincial, county and agency programs and services in Mulmur, and maximize use of current facilities
4. **Cost containment** - Establish funding guidelines and cost-efficient purchasing protocols for major and recurring expenditures
5. **Community Participation** - Increase public participation, particularly among youth and young adults in Township governance and volunteerism

Following a review of the strategic initiatives with Council it was agreed that some of the broad strategies are still relevant, while others need refinement and new areas could be added to reflect the current situation.

F. New Strategies and Related Goals

In the current context for Mulmur the following broad strategic directions with relevant goals could be considered:



1. **Strategic Growth** - Pursue responsible growth in residential and industrial commercial development to increase employment and re-balance the tax structure

Goal: Develop business park at Primrose

- Work with the owner to create a vision (within next 6 months)
- Application for planning approval (2019)
- To improve employment and tax base/levy opportunities
- Diversification of tax assessment to commercial and industrial
- Suggestion that the township buy it and control it
- Consider partnership opportunities with National park lands adjacent to site

Goal: Direct growth to Mansfield to create a balanced community. For example, “aging in place”, multi-purpose community building, services

Goal: Protect agricultural land base and rural character through defining rural character, and giving consideration to visual impact and architectural/design standards, map agricultural lands, severance policy, succession planning and farm matching service

2. Communications

Goal: Develop a communication plan and strategy:

- township to residents and business
- township to visitors
- branding and signage

3. Local Access to Services

Goal: Assess/feasibility/recreational needs and other opportunities for Mulmur including North Dufferin Community Centre

Goal: Identify and implement road safety and maintenance plan

Goal: Increase connectivity: internet and cell service

Goal: Medical and community services (suggested)

4. Fiscal/Governance

Goal: Fiscal – shared services goal

Goal: Operations enhancement/performance of the team

5. Support for Business and Environment

Goal: Continue to play a leadership role to reduce our carbon footprint in Mulmur by implementing the Municipal Energy Plan, such as reducing reliance on carbon fuel, eliminating single use plastics, increasing composting efforts, and protecting our water resources

Goal: Labour – attraction of skilled labour force

Goal: Business Retention and Attraction - Celebrate businesses that are here in addition to attraction of new businesses

6. Community Spirit/Engagement

Goal: Continue to build community spirit through recreation, special events and community activities



G. Next Steps

Suggested next steps include reviewing and fully developing detailed goals, applying the SMART goal concepts: Specific, Measurable, Attainable, Realistic, Time Based. While broad strategic directions with related goals have been suggested, using this information to inform and develop a full strategic plan is recommended.

Source of Photos: Township of Mulmur website: <http://mulmur.ca>

Appendix A: Transcribed Meeting Notes

Imagine Mulmur in 3-D – Dream, Design, Do

What you love about living and/or working in Mulmur? (Council, Staff, Community)

Character: Natural beauty and landscape, Rural, night stars and sky, peaceful, unique landscapes and views, quiet,

Accessibility for travelling to other places (ie. Toronto, Niagara, Collingwood), commuting distance, if work locally it is an easy commute, excellent location,

Community: balance, small size, rural feel, beautiful, sense of “home”, deep roots, family close by, rural landscape, community spirit, excellent schools, support and interest for the future of the township, not crowded, one person can make a difference

“Magical”

“A Gem”

“I love all of it”

“Piece of Heaven”

The people: Mix of Backgrounds, residents, neighbours, sense of caring, you know your neighbours, one person can make a difference, friendships,

Work: Work/life balance, can work close to home, diversity of job,

Through the lens of living and/or working in Mulmur – (Council response on Case Studies)

Strengths/Opportunities

Primrose Business Park

Have a small business bylaw to support home occupations

Internet – in some locations

Dufferin County supports for business including Dufferin Board of Trade, Orangeville Small Business Centre

Community Services

Natural environment

Sense of Community

Great schools

2nd Dwelling bylaw

Local food sources

Safe communities for outdoor play

Trails and walking

Challenges/Weaknesses

Lack of public work spaces and meeting spaces
Internet – lack of internet and cell access in many areas
Drive everywhere – to activities, services, groceries, etc.
Taxes are perceived to be high
Lack of some opportunities and services when compared to other areas
Lack of medical services (ie. Finding a family doctor)
Lack of public transit

Comment – may need to align expectations with rural living....

What needs to happen in the next 5 years for Mulmur to prosper?

Note – these are not listed in any order of priority

Council:

Identify opportunities to streamline/combine/re-engineer services
Environmental Improvements
Increase tax base and levy
Look at amalgamation
Primrose Business Park
Internet throughout
Improved communications to all residents
Determine what we want Mulmur to “look” like
Define “rural character”
Balance budget/lifestyle and offering livability

Staff:

Primrose Business Park – diversify and increase tax revenues, less burden on residential taxes
Keep taxes low to draw more to the area
Consider recreation needs and facilities (ball parks, activities for kids)
Improve arena/community centre – ie. Honeywood
Better internet and cell service
More access to high speed internet service
Mansfield: more houses/home development, consider seniors, community hub and residential
Maximize services on a limited budget
More businesses for people to work closer to home,
Roads – maintenance and upgrades – impacts of paving, impacts of road closures due to weather and road conditions
Reduce government interference (NVCA, NEC)
Define and protect rural character
Strategy plan and Communication plan and strategy
Update Official Plan to reflect strat plan and rural character

Community Representatives/Committee:

Make Mulmur an iconic destination – reason to stop and reason to be

Develop pillar industries and grow existing

Identity and Definition=Expertise

Awareness and offerings as they relate to communications

Connectivity and interconnectivity/business to business, business to community, links to

Dufferin Board of Trade

Tech Park at Primrose – ie – ag tech park

Fiscal responsibility – consider expenses, cap expenses

More information for residents – via internet vs books

Internet and cell – full coverage

Recreational facilities – growth, participation, outside user fees

Strike a balance with tourism – too much? too little?

Strategic growth

Attract new businesses

Increase tax base through proper development

Continue to flourish in agriculture

Control of agricultural taxes

Bonnefield land model – quarry lands were purchased and are being rented back to farmers

Medical centre

Community Centre

Recover some of the tax revenues that are lost to the municipality through farm and forest tax rebate programs

Taxi like transportation services?

Collaboration with other municipalities

Emerging themes – tax base, internet/cell service, recreation facilities and plan, roads, Mansfield development, Primrose Business Park Development, Develop a strategic plan, Develop an Communication Plan and strategy, Determine look and feel of Mulmur, Define “rural character” in the Mulmur context, Environmental improvements, Contingency planning – ie for amalgamation of services/municipalities, etc., Tourism, strategic growth, Fiscal responsibility, agriculture, collaboration, medical and community services, Live/Work community

Goals:

1. Develop a communication plan and strategy:
 - township to residents and business
 - township to visitors
 - branding and signage

2. Develop business park at Primrose:

- Work with the owner to create a vision (within next 6 months)
- Application for planning approval (2019)
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- Suggestion that the township buy it and control it
- Consider partnership opportunities with National park lands adjacent to site

3. Directing growth to Mansfield to create a balanced community. For example, “aging in place”, multi-purpose community building, services

4. Assess/feasibility/recreational needs and other opportunities for Mulmur including North Dufferin Community Centre

5. Continue to play a leadership role to reduce our carbon footprint in Mulmur by implementing the Municipal Energy Plan, such as reducing reliance on carbon fuel, eliminating single use plastics, increasing composting efforts, and protecting our water resources.

6. Increase connectivity: internet and cell service

7. Protect agricultural land base and rural character through defining rural character, and giving consideration to visual impact and architectural/design standards, map agricultural lands, severance policy, succession planning and farm matching service

8. Identify and implement road safety and maintenance plan

9. Continue to build community spirit through recreation, special events and community activities

Community suggested adding the following:

10. Fiscal – shared services goal

11. Operations Enhancement/performance of the team

12. Labour

13. Business Retention and Expansion - Celebrate businesses that are here in addition to attraction of new businesses....

How do things compare with the Mulmur 2013-2018 Strategic Plan

- 1. Responsible Growth – Pursue responsible growth in residential and industrial/commercial development to increase employment and re-balance the tax structure

- 2. Wider awareness – Promote Mulmur as a destination for historic, athletic, artistic and gastronomic recreation
- 3. Local access to services – Actively pursue placement of provincial, county and agency programs and services in Mulmur, and maximize use of current facilities
- 4. Cost containment - Establish funding guidelines and cost-efficient purchasing protocols for major and recurring expenditures
- 5. Community Participation - Increase public participation, particularly among youth and young adults in Township governance and volunteerism

Broad categories – still relevant and link to current situation, SWOT and goals – specific goals and outcomes are new, or with a different focus/emphasis

Suggest potential broad categories with associated goals...

- Strategic Growth - Pursue responsible growth in residential and industrial/commercial development to increase employment and re-balance the tax structure

Related goals:

3. Develop business park at Primrose:
 - Work with the owner to create a vision (within next 6 months)
 - Application for planning approval (2019)
 - To improve employment and tax base/levy opportunities
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7. Protect agricultural land base and rural character through defining rural character, and giving consideration to visual impact and architectural/design standards, map agricultural lands, severance policy, succession planning and farm matching service

Communication

4. Develop a communication plan and strategy:
 - township to residents and business
 - township to visitors
 - branding and signage

Services

5. Assess/feasibility/recreational needs and other opportunities for Mulmur including North Dufferin Community Centre
6. Identify and implement road safety and maintenance plan
7. 6. Increase connectivity: internet and cell service

8. Medical and community services - suggested

Fiscal responsibility

- 8. Fiscal – shared services goal
- 9. Operations Enhancement/performance of the team

Support for Business and Environment

- 5. Continue to play a leadership role to reduce our carbon footprint in Mulmur by implementing the Municipal Energy Plan, such as reducing reliance on carbon fuel, eliminating single use plastics, increasing composting efforts, and protecting our water resources.
- 14. Labour – attraction of skilled labour force
- 15. Celebrate businesses that are here in addition to attraction of new businesses....

Community Spirit/Engagement

- 8. Continue to build community spirit through recreation, special events and community activities

Slogan “It’s In Our Nature” - links to community spirit, road safety, communications plan – Connectivity, Live/Work Community, Primrose Development – Ag Needs, Farm Matching, Recreation Needs, Green Footprint, Business Development – Retention, expansion, celebrate, link to labour needs