



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
AGENDA
THURSDAY, SEPTEMBER 12, 2019 - 7:00 - 9:00 P.M.
NORTH DUFFERIN COMMUNITY CENTRE**



- 1. Call to order by Chair**
- 2. Additions/Deletions/Approval of the Agenda**
- 3. Declaration of Pecuniary Interest or Conflict of Interest**
- 4. Approval of Draft Minutes - August 8, 2019**
- 5. Business Arising from the Minutes**
- 6. Facility Manager's Report**
 1. Unfinished Business
 1. Quotes for hot water tank
 2. Quotes for back door
 3. Quote for poly risers on septic
- 7. General Business**
 1. Financial
 1. Accounts
 2. YTD vs. Budget comparison
 3. A/R update
 4. 2020 Budget Draft #1
 5. Fundraising Profits
 2. RFP - Recreational Needs and Efficiency Review
 3. Other
 4. Unfinished Business
 1. Part-time position update
- 8. Information**
- 9. Notice of Motion**
- 10. Confirmation Motion**
- 11. Adjournment and Date of Next Meeting - Thursday October 10, 2019 - 7:00 - 9:00 p.m. - North Dufferin Community Centre**



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
MINUTES
THURSDAY, AUGUST 8, 2019 – 7:00 P.M.
NORTH DUFFERIN COMMUNITY CENTRE**



The North Dufferin Community Centre Board of Management known as “The Board” held its meeting on the 8th day of August, 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
Keith Lowry, Mulmur
Patricia Clark, Councillor, Mulmur
Nancy Noble, Mulmur
Debbie Fawcett, Melancthon
Donna Funston, NDCC Secretary, Melancthon

Regrets:

Clayton Rowbotham, Melancthon
Dave Besley, Deputy Mayor, Melancthon

#1 Call to Order by Chair

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

#2 Additions/Deletions/Approval of Agenda

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

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#4 Approval of Draft Minutes

-Moved by Fawcett, Seconded by Tupling, that the minutes of the North Dufferin Community Centre Board of Management held on July 11, 2019 be approved as circulated. Carried.

#5 Business Arising from the Minutes

None

#6 Facility Manager's Report

1. Unfinished Business
 1. Quotes for hot water tank
 2. Harness Inspection
 3. Update from Council Members regarding efficiency fund grant money

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

James reports the Strawberry Supper and the Beef BBQ were a success.

Board directs Donna to send a letter of appreciation to the Mulmur-Melancthon Fire Department for their help with setting up the Strawberry Supper and the Beef BBQ as well as with removing the ice. Send this letter to Mulmur and Melancthon Council for their information.

James attended a course in Milton for lift device and work at heights, he completed both successfully.

He is in the process of getting a harness to be able to put things away from the events.

James has a quote from Dillman to install risers on the septic when it is pumped.

One quote has been received in regards to the back door and James will get two more.

Two quotes have been received to replace the hot water tank and James will get one more.

Board directed James to send the quotes to Donna to be emailed out to the Board so they can be looked at before the meetings.

Some ice time has been scheduled already for next season including minor hockey, ladies hockey and mens hockey.

Board directs James to take jarred products to the Mulmur office and leave the beans at the Arena.

James is going to get quotes to caulk the ice surface between the concrete floor and the boards before the ice goes in. Last year was extremely hard keeping the ice froze with warm air seeping in through the gaps. James reports while he is putting in the ice he will be able to do minor repairs on the players benches and top of boards closest to the lobby. There is some waiting time when putting the ice in and he will use this time for repairs.

Chair Tupling and Member Besley will be doing a performance review with James and a new contract will need to be signed.

Member Clark, Mulmur Councillor reports on efficiency fund grant money; Mulmur Council would like the NDCC Board of Management to stick with their budget and not request more money be given. There is \$5000 in the budget that can be used instead of the efficiency money.

#7 General Business

1. Financial
 1. Accounts
 2. YTD vs. Budget comparison
2. Beef BBQ Update
3. RFP – Recreational Needs and Efficiency Review
4. Other
5. Unfinished Business
 1. Part-time position
 2. Vendors having tables at fundraising events
 3. Possible Activities Available at the Arena

#1.1 -Moved by Lowry, Seconded by Noble, Be it resolved that the accounts in the amount of \$23,920.20 be approved to be paid. Carried.

#1.2 Discussed YTD figures.

#2 Chair Tupling reports attendance numbers were down slightly from last year. Janice wanted to give some feedback to the Board – James was very helpful for the entire day, garbages were emptied regularly and supplies were available when needed. Board directs Donna to put together a thank you package for Janice. Board directs Donna to ask Heather for profit numbers for Strawberry supper and Beef BBQ.

#3 Discussion regarding the RFP – The Board feels the RFP does not present a clear idea of what is wanted, that the consultant reading it will not have an understanding as to what is being asked. The Scope of work is not listed for the consultant to know what we are looking for, facility and program reviews are two different requests and the RFP needs to be written as such. The time lines are too tight which may limit number of tenders we receive and the RFP is written unclear using too many words like “added”, “as well” and “addition” making it difficult for a consultant to understand the project. The Chair of NDCC Board needs to be listed as a person to be spoken with.

Three options were recommended:

1. Hire a professional to write the RFP
2. Research online other RFPs that are available from other Municipalities regarding recreation facility review and recreation services review.
3. Re-write the RFP from the stand point of the reader and not the writer.

#4 Board requests a cheque be sent back to Honeywood Mens hockey to clear off the credit amount. Would like to start 2019/2020 season with a zero balance.

#5.1 Board would like the part-time position to be advertised on the Dufferin Employment site again and if no resumes are received to have the ad placed on indeed. Suggestions were also made for Dufferin Board of Trade, small business enterprise centre and possibly the colleges in Orangeville as places that may be able to post the position.

#5.2 Room is limited but Board wants to encourage community involvement.

#5.3 Defer to August meeting.

#8 Information

-None

#9 Notice of Motion

-None

#10 Confirmation Motion

-Moved by Clark, Seconded by Lowry 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.

#11 Adjournment

-Moved by Clark, Seconded by Lowry that we adjourn the North Dufferin Community Centre Board of Management meeting at 8:41 p.m. to meet again on Thursday September 12, 2019 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

CHAIR

SECRETARY

Accounts Payable

Arena A/P August 1 to August 27, 2019

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2019 to 08/27/2019 Paid Invoices Cheque Date 08/01/2019 to 08/27/2019

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000006 TELIZON INC	03500420190813	PHONE CHARGES AUGUST	000244	08/13/2019	08/26/2019	65.95
		01-2000-7110 PHONE CHARGES AUGUST				65.95
000008 SHELBURNE HOME HARDWARE	271805/1	BEEF BBQ SUPPLIES	000232	07/22/2019	07/31/2019	706.31
		01-2000-7300 BEEF BBQ CHARCOAL				706.31
000013 WAYNE BIRD FUELS	018658-1	ARENA FURNACE SERVICE CALL	000233	03/09/2019	07/31/2019	50.85
		01-2000-7220 FAN BEARING				50.85
000026 CREEMORE ECHO	47859	BEEF BBQ AD	000230	07/19/2019	07/31/2019	107.35
		01-2000-7300 BEEF BBQ AD				107.35
000026 CREEMORE ECHO	47896	AD FOR ARENA ASSISTANT	000234	08/02/2019	08/12/2019	132.21
		01-2000-7110 AD FOR ARENA ASSISTANT				132.21
Vendor Total						239.56
000027 JOHN SANFILIPPO & CO. LTD.	457814	STRAWBERRY SUPPER/COLESLAW	000238	06/28/2019	08/12/2019	110.25
		01-2000-7300 STRAWBERRY SUPPER/COLESLAW				110.25
000028 WEATHERALL, ELIZABETH	June 2019	STRAWBERRY SUPPER POSTER	000241	05/23/2019	08/12/2019	14.90
		01-2000-7300 STRAWBERRY SUPPER POSTER				14.90
000029 LENNOX FARM (1998) LIMITED	6954160	BEEF BBQ SUPPLIES	000231	07/17/2019	07/31/2019	1,349.89
		01-2000-7300 BEEF BBQ FOOD				1,349.89
000034 DUNDALK FOODLAND	July 20 2019	WATER AND ICE FOR BEEF BBQ	000235	07/20/2019	08/12/2019	28.30
		01-2000-7300 WATER AND ICE FOR BEEF BBQ				28.30
000034 DUNDALK FOODLAND	July 19, 2019	FOOD FOR BEEF BBQ	000235	07/19/2019	08/12/2019	250.00
		01-2000-7300 BUNS				250.00
000034 DUNDALK FOODLAND	July 20, 2019	FOOD FOR BEEF BBQ	000235	07/20/2019	08/12/2019	339.19
		01-2000-7300 ICE CREAM CUPS/COFFEE/CREAM				339.19
Vendor Total						617.49
000035 ALDCORN, JANICE	July 31, 2019	BEEF BBQ SUPPLIES	000243	07/31/2019	08/27/2019	366.97
		01-2000-7300 BEEF BBQ SUPPLIES				366.97
000036 SHELBURNE FREE PRESS	6435	AD FOR STRAWBERRY SUPPER	000240	06/27/2019	08/12/2019	38.42
		01-2000-7300 AD FOR STRAWBERRY SUPPER				38.42
000036 SHELBURNE FREE PRESS	6480	AD FOR BEEF BBQ	000240	07/18/2019	08/12/2019	84.75
		01-2000-7300 AD FOR BEEF BBQ				84.75
000036 SHELBURNE FREE PRESS	6546	AD FOR ARENA ASSISTANT	000240	08/01/2019	08/12/2019	101.70
		01-2000-7110 AD FOR ARENA ASSISTANT				101.70
Vendor Total						224.87

Accounts Payable

Arena A/P August 1 to August 27, 2019

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2019 to 08/27/2019 Paid Invoices Cheque Date 08/01/2019 to 08/27/2019

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000037 HERALD NEWSPAPER CORP.	17734	BEEF BBQ AD/ASSISTANT/TICKETS	000237	07/22/2019	08/12/2019	327.70
		01-2000-7300 AD FOR BEEF BBQ				79.10
		01-2000-7110 AD FOR ARENA ASSISTANT				79.10
		01-2000-7300 DRAW TICKETS FOR BEEF BBQ				169.50
000054 WOODS JAMES	July 2019	HOTEL/COURSE/KM'S	000242	07/15/2019	08/12/2019	661.67
		01-2000-7015 HOTEL - WORKING AT HEIGHTS				182.16
		01-2000-7015 WORKING AT HEIGHTS COURSE				333.35
		01-2000-7015 KM'S FOR WORKING AT HEIGHTS				146.16
000062 GFL ENVIRONMENTAL INC.	SD-0000279271	3 LIFTS, JULY 3, 17 & 31, 2019	000236	07/31/2019	08/12/2019	160.18
		01-2000-7220 3 LIFTS, JULY 3, 17 & 31, 2019				160.18
000070 SHELBURNE FOODLAND	June 30, 2019	FOOD FOR BEEF BBQ	000239	06/30/2019	08/12/2019	608.04
		01-2000-7300 HAM & BUNS				608.04
					Unpaid Invoices	0.00
					Paid Invoices	5,504.63
					Invoices Total	5,504.63
					Selected G/L Account Total	5,504.63

Donna Funston

From: Heather Boston <hboston@mulmur.ca>
Sent: Wednesday, September 4, 2019 3:17 PM
To: Donna Funston; Barbara Middleton
Subject: RE: Agenda reports

It was strawberry Supper, just the wrong description was used in A/P

Heather Boston, CPA, CA, CGA | 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



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From: Donna Funston <dfunston@melanctontownship.ca>
Sent: Wednesday, September 4, 2019 2:59 PM
To: Barbara Middleton <bmiddleton@mulmur.ca>
Cc: Heather Boston <hboston@mulmur.ca>
Subject: RE: Agenda reports

The bill for Foodland Shelburne \$608.04 was for the Strawberry Supper but on the A/P Listing it states Beef BBQ do you know if the profit numbers that were given to me by Quentin are correct? Or was this amount included in Beef BBQ in error?

Thanks
Donna Funston

*Administration and Finance Assistant
Township of Melancthon
519-925-5525*

From: Barbara Middleton [<mailto:bmiddleton@mulmur.ca>]
Sent: Wednesday, September 4, 2019 2:39 PM
To: Donna Funston
Cc: Heather Boston
Subject: Agenda reports

Donna

Attached are the budget, payables and receivable for the agenda.

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2019 - From Period 1 To Period 8 Ending AUG 31,2019

Account	Description	Previous Year Total		Current Year To Date		Total Budget
		Actual	Budget	Actual	Budget	
Fund: 01 OPERATING FUND						
Category: 2???						
2000 INCOME STATEMENT						
Revenue						
01-2000-4000	MULMUR GRANT	25,276.51	25,276.50	40,965.98	41,603.24	55,023.65
01-2000-4010	MELANCTHON GRANT	25,276.51	25,276.50	40,965.98	41,603.24	55,023.65
01-2000-4030	FUNDRAISING REVENUE	20,272.50	20,000.00	19,046.55	20,000.00	20,000.00
01-2000-4100	MINOR RATE ICE RENTAL REVEN	45,901.31	45,000.00	26,078.87	22,500.00	45,000.00
01-2000-4110	ICE RENTAL REVENUE (PRIME)	47,663.05	52,000.00	25,342.39	26,000.01	52,000.00
01-2000-4115	ICE RENTAL REVENUE (NON-PRIM	696.90	500.00	185.84	249.99	500.00
01-2000-4120	NON-RESIDENT USER FEES	3,578.13	3,000.00	2,616.52	1,625.01	3,250.00
01-2000-4200	BOOTH RENTAL REVENUE	3,561.30	4,300.00	1,119.96	2,499.99	5,000.00
01-2000-4210	HALL RENTAL REVENUE	2,230.07	2,600.00	3,035.40	1,500.00	2,600.00
01-2000-4230	SIGN RENTAL REVENUE	3,980.00	4,160.00	3,620.00	4,160.00	4,160.00
01-2000-4240	VENDING MACHINE REVENUE	237.92	250.00	109.39	0.00	0.00
01-2000-4300	PENALTIES & INTEREST	773.32	525.00	450.62	262.50	525.00
01-2000-4500	PR YR SURPLUS/DEFICIT	0.00	0.00	(29,582.29)	(29,582.30)	(29,582.30)
Total Revenue		179,447.52	182,888.00	133,955.21	132,421.68	213,500.00
Expense						
01-2000-7000	WAGES	52,760.48	45,000.00	36,634.07	27,500.00	55,000.00
01-2000-7005	BENEFITS-EI/CPPMWSIB/EHT	5,066.02	5,600.00	3,509.54	2,799.99	5,600.00
01-2000-7015	STAFF TRAINING/DUES, FEES, SU	1,555.76	300.00	940.33	150.00	300.00
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,901.41	1,200.00	1,822.61	849.99	1,700.00
01-2000-7110	COMMUNICATION	2,511.70	3,000.00	1,436.04	2,000.00	3,000.00
01-2000-7115	INSURANCE	11,763.24	12,200.00	12,518.16	12,200.00	12,200.00
01-2000-7120	HEALTH & SAFETY	2,086.80	2,800.00	38.84	0.00	2,800.00
01-2000-7125	PROF FEES - AUDIT	1,403.12	1,188.00	0.00	1,400.00	1,400.00
01-2000-7130	PROF FEES - WATER TESTING	231.99	300.00	167.81	200.00	300.00
01-2000-7150	BANK CHARGES	387.71	500.00	301.53	266.68	400.00
01-2000-7200	HYDRO	55,360.14	60,000.00	24,049.48	27,950.00	60,000.00
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	15,067.35	12,000.00	8,792.28	7,999.98	12,000.00
01-2000-7220	BLDG & GROUNDS MAINTENANCE	23,665.01	15,000.00	9,043.83	13,333.32	20,000.00
01-2000-7230	BOOTH MAINTENANCE	4,462.00	1,300.00	404.36	722.20	1,300.00
01-2000-7240	ICE PLANT/MACH MAINTENANCE	18,770.67	9,000.00	3,334.19	8,000.00	12,000.00
01-2000-7300	FUNDRAISING EXPENSE	10,859.36	10,500.00	10,299.89	10,500.00	10,500.00
01-2000-7400	BAD DEBT	0.00	0.00	203.40	0.00	0.00
01-2000-7500	CAPITAL PURCHASES	0.00	0.00	0.00	10,000.00	15,000.00
Total Expense		207,852.76	179,888.00	113,496.36	125,872.16	213,500.00
Dept Excess Revenue Over (Under) Expenditures		(28,405.24)	3,000.00	20,458.85	6,549.52	0.00
Category Excess Revenue Over (Under) Expenditures		(28,405.24)	3,000.00	20,458.85	6,549.52	0.00

GB#1.2
 SEP 12 2019

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2019 - From Period 1 To Period 8 Ending AUG 31,2019

Account	Description	Previous Year Total		Current Year To Date		Total Budget
		Actual	Budget	Actual	Budget	
REPORT SUMMARY						
01-2000	INCOME STATEMENT	179,447.52	182,888.00	133,955.21	132,421.68	213,500.00
Fund 01	Total Revenue	179,447.52	182,888.00	133,955.21	132,421.68	213,500.00
01-2000	INCOME STATEMENT	207,852.76	179,888.00	113,496.36	125,872.16	213,500.00
Fund 01	Total Expenditure	207,852.76	179,888.00	113,496.36	125,872.16	213,500.00
Fund 01	Excess Revenue Over (Under) Expenditures	(28,405.24)	3,000.00	20,458.85	6,549.52	0.00
Report	Total Revenue	179,447.52	182,888.00	133,955.21	132,421.68	213,500.00
Report	Total Expenditure	207,852.76	179,888.00	113,496.36	125,872.16	213,500.00
Report	Excess Revenue Over (Under) Expenditures	(28,405.24)	3,000.00	20,458.85	6,549.52	0.00

NDCC Board of Management 2020 Budget

Account	Description	2018	2018	2019	2019	Draft #1	Budget	Variance	Comments
		Actuals	Budget	Actual	Budget	2020	Budget		
REVENUES									
01-2000-4000	MULMUR GRANT	25,277	25,277	40,966	55,024	49,112	(5,912)	-10.74%	
01-2000-4010	MELANCTHON GRANT	25,277	25,277	40,966	55,024	49,112	(5,912)	-10.74%	
01-2000-4020	DONATION REVENUE	100	-	-	-		0		
01-2000-4030	FUNDRAISING REVENUE	20,273	20,000	19,047	20,000	20,000	0		BBQ, Straw. Supper
01-2000-4100	MINOR RATE RENTAL REVENUE	45,901	45,000	26,079	45,000	45,000	0		
01-2000-4110	ICE RENTAL REVENUE (PRIME)	47,663	52,000	25,342	52,000	51,000	(1,000)		
01-2000-4115	ICE RENTAL REVENUE (NON-PRIME)	697	500	186	500	500	0		
01-2000-4120	NON-RESIDENT USER FEES	3,578	3,000	2,617	3,250	3,250	0		
01-2000-4200	BOOTH RENTAL REVENUE	3,561	4,300	1,120	5,000	3,500	(1,500)		
01-2000-4210	HALL RENTAL REVENUE	2,230	2,600	3,035	2,600	2,600	0		
01-2000-4220	FLOOR RENTAL REVENUE	463	-	-	-		0		
01-2000-4230	SIGN RENTAL REVENUE	3,980	4,160	3,620	4,160	3,700	(460)		
01-2000-4240	VENDING MACHINE REVENUE	238	250	109	-	-	0		
01-2000-4300	PENALTIES & INTEREST	773	525	451	525	676	151		
01-2000-4500	PRIOR YEAR DEFICIT			(29,582)	(29,582)		29,582		
TOTAL REVENUE		180,011	182,888	133,955	213,500	228,450			
EXPENSES									
01-2000-7000	WAGES	52,760	45,000	36,634	55,000	65,000	10,000		based on 2018/19 actuals
01-2000-7005	BENEFITS-EI/CPP/WSIB/EHT	5,066	5,600	3,510	5,600	5,600	0		
01-2000-7010	BENEFITS-OMERS	1,740	3,000	-	-	4,950	4,950		
01-2000-7015	STAFF TRAINING/DUES, FEES, SUBSCRIP	1,556	300	940	300	1,000	700		
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,901	1,200	1,823	1,700	2,000	300		
01-2000-7110	COMMUNICATION	2,512	3,000	1,378	3,000	3,000	0		
01-2000-7115	INSURANCE	11,763	12,200	12,518	12,200	13,000	800		
01-2000-7120	HEALTH & SAFETY	2,087	2,800	39	2,800	2,500	(300)		billed at y/e
01-2000-7125	PROF FEES - AUDIT	1,403	1,188	-	1,400	1,400	0		
01-2000-7130	PROF FEES - WATER TESTING	232	300	168	300	300	0		
01-2000-7150	BANK CHARGES	388	500	302	400	500	100		
01-2000-7200	HYDRO	55,360	60,000	24,049	60,000	60,000	0		
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	15,067	12,000	8,792	12,000	15,000	3,000		
01-2000-7220	BLDG/GROUNDS MAINTENANCE	23,665	15,000	9,044	20,000	17,400	(2,600)		
01-2000-7230	BOOTH MAINTENANCE	4,462	1,300	404	1,300	1,300	0		
01-2000-7240	ICE PLANT/MACH MAINT	18,771	9,000	3,334	12,000	10,000	(2,000)		
01-2000-7300	FUNDRAISING EXPENSE	10,859	10,500	9,965	10,500	10,500	0		
01-2000-7400	BAD DEBT	0	-	203	-	-	0		
01-2000-7500	CAPITAL PURCHASES	0	-	-	15,000	15,000	0		
TOTAL EXPENSES		209,593	182,888	113,103	213,500	228,450	14,950	7.00%	
Net Income/(Deficit)		(29,582)	0	20,852	0	0			
Operating Reserve Continuity			2018	2019	2020				
Opening Reserve Balance			-	40,000	40,000				
Operating Levy Mulmur			20,000	-	-				
Operating Levy Melancthon			20,000	-	-				
Ending Reserve Balance			40,000	40,000	40,000				

GB# 1.4

SEP 12 2019

**NDCC Fundraising Profits
2019**

	Strawberry Supper	Beef BBQ
Revenue	5,911.20	
50/50 Tickets		387.50
Food Sales		1,559.85
BBQ Tickets		11,188.00
Total Revenue	5,911.20	13,135.35
Expenses	2,373.11	7,926.78
Net Profit	3,538.09	5,208.57

GB# 1.5

SEP 12 2019



Project Number
Request for Proposal
Recreational Needs and Efficiency Review

Closing Date: November 7, 2019
Time: 2:00pm

1. PURPOSE

The Township of Melancthon and Township of Mulmur jointly are requesting the preparation of a proposal that would provide for an assessment of the future recreational needs and the existing efficiency of recreational services of the North Dufferin Community Center (N.D.C.C.) and recreation in Mulmur Township.

The ultimate goal is to find efficiencies in existing recreational operations and provide for enhancement in the range of facilities/programs available to the community in a financially sustainable manner.

More specifically, this request for proposal is for the purpose of:

Part A) Assessing opportunities and efficiencies at the North Dufferin Community Center; and

Part B) Assessing recreational needs, opportunities, sharing arrangements and efficiencies and developing a Recreational Master Plan for the Township of Mulmur.

Part A – N.D.C.C. Facility and Program Assessment

The Township of Melancthon and Township of Mulmur, through the North Dufferin Community Center (N.D.C.C.) Board collectively operate the North Dufferin Community Center in Honeywood, Mulmur. The Townships are interested in ensuring that the operations of the N.D.C.C. are as efficient as possible, while meeting the needs of the community. Part A consists of conducting a complete review of the N.D.C.C. facility and operations. The Township's are also interested in added programming, increasing revenues and assessing the cost of providing enhanced facilities at the N.D.C.C.

Part B – Mulmur Recreational Master Plan

Part B consists of conducting a complete review of all recreational programs, operations and facilities within the geographic Township of Mulmur and developing a fiscally responsible recreational plan that will meet the needs of the residents of Mulmur in an efficient and effective manner.

2. PROPOSAL SUBMISSION

GB # 2
SEP 12 2019

**Township of Melancthon and Mulmur
Request for Proposal
Operation Services Efficiency Review**

Proposals will be received by email only: Denise Holmes (dholmes@melancthontownship.ca)

Proposals must be delivered to the above address before November 7, 2019, 2:00pm. Time registered on the Township of Melancthon computer will be considered the official time when determining exact time of submission.

A proposal shall be submitted as a pdf. Please limit the submission to a maximum of 10 pages, excluding curriculum vitae and company profile.

It is understood that any reference herein to Lowest Bidder or Lowest Tender is replaced by Highest Overall Scored Proponent. Proposal award shall be made only upon the basis of the highest overall scored proponent in the evaluation process.

Any questions regarding this tender should be directed to:

Tracey Atkinson, CAO/Planner
Township of Mulmur
705-466-3341, Ext. 222
Email: tatkinson@mulmur.ca

Where a proponent believes his/her company provides more than one suitable option that meets the specification provided, then more than one proposal is acceptable, but must be submitted entirely separate, as if it was the only one being submitted an individual sample of each must also be provided.

3. WORK PLAN

This work plan is divided into Part A and Part B to clearly lay out the different levels of study, focus and deliverables. The proposed budget should be presented in a similar manner.

Part A

- a) Inspect existing N.D.C.C. facility
- b) Conduct a recreational Survey of the residents of both municipalities
- c) SWAT assessment
- d) Analyze survey results, develop future needs/wants and assess opportunities
- e) Assess the efficiencies of the current facility, programs and organizational structure
- f) Identify options and opportunities to change services and service level delivery at the N.D.C.C. facility as well as to add new facility/program to address community needs/wants for recreation.
- g) Determine the most cost-effective and strategic way to structure N.D.C.C. operations to meet current and future needs, taking into account other stakeholder partnerships that exist or could be created within the community.
- h) Provide recommendations for additional recreational facilities and programs to meet the needs of the joint community, including an estimate for the expense/income related to any proposed new facility, additions, renovations or program

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Part B

- a) Prepare an inventory of services and facilities currently being provided by the Township of Mulmur and evaluate these services for alignment with the needs, wants and financial capacity of the community. A simplified list is included in Appendix A. This inventory should be assessed against the survey results developed in Part A.
- b) SWAT assessment: Assess the efficiency of each Mulmur facility/program and identify options and opportunities to change services and service level delivery or add new facility/program to address needs;
- c) Determine the most cost-effective and strategic way to structure Township operations to meet current and future needs, taking into account other stakeholder partnerships that exist or could be created within the community.
- d) Provide recommendations for other facilities and programs to meet the needs of Mulmur residents including an estimate for the expense/income related to any proposed new facility or program.
- e) Format the findings and recommendations into a scoped master plan document.

4. SCOPE, MEETINGS AND DELIVERABLES

Part A and B will be informed by original research including, but not limited to, survey of residents, interviews with both CAOs, Arena Manager, N.D.C.C. Board/Chair, Ad Hoc Mansfield Recreational Committee Chair, all managers responsible for other recreational facilities, and the two Mayors.

The consultant may be required to attend a combined meeting with the N.D.C.C Board to present preliminary findings and one meeting of each of the local councils to present the final presentation of report and strategy recommendations.

This review shall be a complete review of services and operations along with recommendations for obtaining efficiencies. The deliverable will also provide estimated cost savings for each recommendation put forward as well as cost estimates for any additional or alternative recreational needs proposed. The final deliverable of the review will be the following:

Part A (NDCC focus) - a report appending the raw data and summarizing the short and long-term recommendations, including

- Proposed efficiencies
- Program recommendations
- Facility recommendations (additions, renovations, new equipment, infrastructure)
- Financial assessment of recommendations
- 5 year plan to develop efficiencies, provide programs and build infrastructure

Part B (Mulmur focus) – a scoped recreational master plan appending the raw data and summarizing the short and long-term recommendations, including

- Proposed efficiencies
- Program recommendations
- Facility recommendations (additions, renovations, new equipment, infrastructure)
- Financial assessment of recommendations
- 10 year plan to develop efficiencies, provide programs and build infrastructure

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The final deliverable provided by the consultant will be one (1) digital copy of the full report/master plan in PDF format. A draft of the full report must be provided for review and feedback no later than two weeks before scheduled meetings. Regular updates on progress must be provided as per an agreed upon schedule/ proposed workplan.

5. PROPOSAL

If a proposal is a joint submission of two (2) or more consulting firms, a single proposal is to be coordinated and submitted by the lead firm with the required information. To facilitate the review and evaluation of the proposals, all proposals shall include, as a minimum, the following:

- A description of the understanding of the assignment by the Proponent;
- A description of the proposed approach and work plan to be undertaken by the Proponent to achieve the project objectives. The activities, deliverables and required input from others should be identified where applicable for each project task;
- A listing of the staff to be assigned to the project including their experience;
- Per Diem rates for key staff members assigned to the project;
- A cost estimate by task of each staff member and total cost including disbursements for the project to completion for Part A and B;
- Recently completed relevant projects undertaken by the Proponent complete with original budgeted versus actual incurred project costs and original versus actual work schedules;
- Proponent team resumes;
- Minimum of three (3) Municipal References and Samples of other similar projects by the proponent.
- Other applicable background information.

6. PROJECT BUDGET

The proposal shall include a budgetary estimate broken down to reflect the anticipated cost to complete the scope of work including disbursements. The proposal must confirm that the Proponent will not undertake any work which they believe is beyond the terms of reference and their written proposal for the project without written authorization from the Selection Committee.

The proposal must clearly set out two lump sum fees for the services required as outlined in this proposal. Part A shall be specifically for the N.D.C.C. Part B shall be for all remaining recreational facilities in Mulmur Township only.

Indicate if your firm suggests other value-added services which would benefit the Township(s) (individually or jointly) and their related costs. A summary/breakdown of all fees associated with your bid is to be provided.

Please include a fee for all services as requested in the proposal. This proposal will be considered a local contract and no fees for mileage or hotel costs will be considered. Disbursements will be paid at cost with no mark up.

Please provide a quote for hourly rates for all staff associated with this project for any additional

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services outside the scope of this contract.

The budget for this project will not be provided.

7. EVALUATION

Proponents should demonstrate their understanding of the requirements contained in the RFP and explain how they will meet these requirements in the proposed timeline. Proponents should demonstrate their capability and describe their approach in a detailed but succinct and clear manner.

The following selection criteria outline the areas of importance that will be considered in the awarding of the project to a successful proponent. Proposal submissions should satisfy all criteria points wherever possible.

Proposal Content	Evaluation Criteria	Available Points
A. Experience	- Firm - Team members	30
B. Service Requirements	- Project understanding - Methodology - Timeline	40
C. Cost of Services	- Lump sum - Per diem rates	30
TOTAL		100

8. PROJECT LEAD RESPONSIBILITIES

The Consultant will report to the CAO of the Township(s) and will be responsible for producing the work in accordance with the terms of reference, proposal and this document. The proponent shall identify a project manager who will act as the primary contact with CAOs and oversee the day-to-day operations of the project. One CAO will be selected to be the main Contact.

9. TENTATIVE SCHEDULE

- Issuing of RFP – October 15, 2019
- RFP Closing Date - November 7, 2019
- Review of Submissions - November, 2019
- Award - November, 2019
- Project Implementation December 11 – May 2020
- Final Reports June, 2020

need to complete the dates

10. INSURANCE

The successful proponent will be required to provide Commercial General Liability Insurance for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than

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\$2,000,000 per occurrence. The Policy is to include the following:

- Township of Melancthon and Township of Mulmur as an additional insured;
- contractual liability;
- employers liability and voluntary compensation
- 30 day written notice of cancellation;

11. AWARD

The steering committee selecting the consultant and facilitating their work will be made up of the two CAOs and two council representatives.

The Townships reserve the right to reject any or all proposals, and also to not proceed with the project without stating reason thereof. A Vendor must be prepared, if requested, to present evidence of experience, ability, facilities and financial standing necessary to meet the requirements set in the Request for Proposal.

This project will commence immediately after the award of the project.

12. AGREEMENT

The Vendor must agree to adhere to the Municipal Freedom of Information and Protection of Privacy Act, the Accountability and Transparent Government Policy, Occupational Health and Safety Act, and the Ontario Disabilities Act.

13. SUSPENSION OF WORK

If due to any circumstances, the project is deferred or placed on hold, payment for all work executed up to that time will be made on receipt of a report which details all the information on the project developed to that date, along with all other materials completed. If the deferred project is not resumed to completion, then the payments will be deemed to be a final settlement.

Either party may terminate the contract at any time with sixty (60) days written notice, without penalty.

APPENDIX A

PART A: Shared Facilities

- North Dufferin Community Center (Arena, Community Center, play structure, field)

PART B: Facilities in Mulmur

- Mansfield Ball Diamond (single slow-pitch ball diamond, batting cage, pavilion)
- Trails (operated by Bruce Trail Conservatory)
- Boyne Park (owned and operated by Parks Ontario)
- Primrose Hockey School (private ownership) – dry-land training facility
- Primrose School playground and fields (owned by school board)
- Kingsland Park (undeveloped)
- Mansfield Park (undeveloped)
- Mansfield Park (basketball nets)
- Municipal Building property (undeveloped)
- County Forests
- Hiking trails
- Bruce Trail
- Equestrian Trails
- Primrose School (auditorium and stage)
- Museum of Dufferin (meeting rooms)
- Churches
- Mansfield Ski Club (private)
- Mansfield outdoor Center (private)
- Hockey School (private)