



**NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
AGENDA  
THURSDAY, OCTOBER 24, 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 - September 12, 2019**
- 5. Business Arising from the Minutes**
- 6. Facility Manager's Report**
  1. Unfinished Business
    1. Update on hot water tank
- 7. General Business**
  1. Financial
    1. Accounts
    2. YTD vs. Budget comparison
    3. A/R update - 2020 sign removals
    4. 2020 Budget Draft #2
    5. Royal Canadian Legion - Poppy Fund
  3. Other
  4. Unfinished Business
    1. Arena Manager and Part time staff Pay Grids
    2. Remembrance Day Ceremony Update
- 8. Information**
  1. Final RFP
  2. Mulmur Resolution for Steering Committee Member - Councillor Clark
  3. Update on Outstanding Accounts from September Meeting
  4. Blue Water Inspection Confirmation
  5. Melancthon Motion for Steering Committee Member - Deputy Mayor Besley
- 9. Notice of Motion**
- 10. Confirmation Motion**
- 11. Adjournment and Date of Next Meeting - Thursday November 14, 2019 - 7:00 - 9:00 p.m. - North Dufferin Community Centre**



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF  
MANAGEMENT  
MINUTES  
THURSDAY, SEPTEMBER 12, 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 12<sup>th</sup> day of September, 2019 at 7:00 p.m., in the Norduff Room at The North Dufferin Community Centre. Those present:

*Those present:*

Chester Tupling, Chair, Mulmur  
Keith Lowry, Mulmur  
Patricia Clark, Councillor, Mulmur  
Nancy Noble, Mulmur  
Dave Besley, Deputy Mayor, Melancthon  
Clayton Rowbotham, Melancthon  
Debbie Fawcett, Melancthon  
Donna Funston, NDCC Secretary, Melancthon

*Regrets:*

Bert Tupling, Vice-Chair, Melancthon

**#1 Call to Order by Chair**

Chair Tupling called the meeting to order at 7:05 p.m.

**#2 Additions/Deletions/Approval of Agenda**

-Moved by Fawcett, Seconded by Besley 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 Fawcett, that the minutes of the North Dufferin Community Centre Board of Management held on August 8, 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. Quotes for back door
  3. Quote for poly risers on septic

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

James reports to fix the gap between the boards and the floor he will be able to use spray foam, once it dries he will cut the excess foam off and put drywall tape over it to fully seal it up. Cimco had to order a part for the compressor once that is installed the start up process can begin. Ice will be ready by October 1, 2019.

Arthurs Fuel came to look at the hot water heater and will be submitting the final quote for the hot water tank replacement. James will forward the quote to Donna who will then forward to the rest of the Board for all to see.

-Moved by Lowry, Seconded by Noble, be it resolved that the Board give authority to the Chair to select and approve the optimal quote for the supply of the new hot water system, and report back to the Board at the next meeting of the Board. Carried.

James also reports the hot water for the showers is separate from the Zamboni tank and is recommending a water softener be installed to help preserve the life of the Zamboni. The hard water is causing buildup on the Zamboni. Board agreed the hot water heater will be the priority for this year and the water softener would be considered next year. James can get three quotes to possibly be put into next years budget.

-Moved by Rowbotham, Seconded by Fawcett be it resolved that the NDCC Board approve the quote from Dillman Sanitation LTD for the install of poly risers for the septic tanks for the amount of \$600.00 plus HST. Carried.

James reports that Blue Water Fire & Safety will complete the annual inspection of the security system, currently some lights are out. Board directs Donna to check with Mulmur that its time for the inspection to be completed.

The Mulmur Melancthon Fire Department will be having a tower installed to allow for free wifi in the lobby of the Arena and at the Fire Department. The tower will be 120 feet high and is scheduled to be installed before Christmas.

The Board has hired a part time person that will be starting the middle of September and will be helping to put in the ice.

James reports the ice time is fully booked except for Saturday nights.

## #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

#1.1 -Moved by Rowbotham, Seconded by Besley, be it resolved that the accounts in the amount of \$5,504.63 be approved to be paid. Carried.

#1.2 Discussed YTD figures.

#1.3 Board directs Donna to have a cheque sent back to Honeywood Mens Hockey to clear the account. Board wants to start the 2019/2020 season at zero balance.

Board directs Donna to make the following requests to clear off the A/R listing: Write off small balances owing, follow up with Barb on those that she has been contacting, return cheque to anyone that has a credit balance. Board wants everything cleared before the 2019/2020 season starts.

#1.4 Discussion around budget figures and projects for next year. The Board will be creating its own wage policy and pay grid for the Arena Manager position and part-time staff. Discussion around OMERS and if the Board wants to remain a member.

#2 The second draft of the RFP was considered an excellent document. The RFP is now readable, it clearly states it has two parts – marked as part A and part B – and consultants will fully understand the project being asked to quote on. Board suggests Tracey and/or Denise to fill in the missing dates as these dates would need to work with their schedules.

#3 Member Lowry will organize the November 11 Remembrance Day Ceremony again this year and he will bring the wreath that was purchased. Lowry requests that this event be put on the Township's websites at the beginning of November to give those wanting to attend some notice. The event will be held Sunday November 10, 2019 at the Cenetaph in Honeywood. The members of the Board will search for the next name to be put on the Cenetaph.

Performance review for James Woods was completed and went well. James requested a new phone set be purchased as he is having problems retrieving voice mail messages

left at the Arena due to static. Each call is to be returned in a timely manner. Board directs James to get new phone set with a maximum of \$200 to be spent.

#4.1 Chair Tupling reports a part time person has been hired by the Arena. The Arena now has three people on staff.

## **#8 Information**

Discussion around the October meeting date, a number of members are unable to attend the October 10, 2019 date so the next meeting will be held on October 24, 2019.

## **#9 Notice of Motion**

-None

## **#10 Confirmation Motion**

-Moved by Lowry, 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.

## **#11 Adjournment**

-Moved by Rowbotham, Seconded by Fawcett that we adjourn the North Dufferin Community Centre Board of Management meeting at 8:35 p.m. to meet again on Thursday October 24, 2019 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

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**CHAIR**

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**SECRETARY**

### Accounts Payable

Arena A/P August 28 to October 11 2019

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2019 to 10/15/2019 Paid Invoices Cheque Date 08/28/2019 to 10/11/2019

Vendor Number Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
000001 HURONIA/MED-E-OX LTD	L2038117	ANNUAL CONTRACT - CAGE PROPANE	09/30/2019	10/10/2019	56.50
		01-2000-7210 CAGE PROPANE - CONTRACT			56.50
000004 MCDONALD HOME HARDWAR 82249		SEAL, FOAM	09/19/2019	09/20/2019	21.46
		01-2000-7220 SEAL, FOAM			21.46
000004 MCDONALD HOME HARDWAR 82711		SCREWS AND JIGSAW BLADES	10/03/2019	10/10/2019	32.72
		01-2000-7220 SCREWS AND JIGSAW BLADES			32.72
000004 MCDONALD HOME HARDWAR 82639		BATTERY CHARGER & PAINT	10/01/2019	10/10/2019	73.42
		01-2000-7220 BATTERY CHARGER & PAINT			73.42
000004 MCDONALD HOME HARDWAR 82585		CONNECTOR - HOSE	09/30/2019	10/10/2019	5.64
		01-2000-7220 CONNECTOR - HOSE			5.64
000004 MCDONALD HOME HARDWAR 82480		3 PK PANSONIC PHONES	09/26/2019	10/10/2019	169.49
		01-2000-7100 3 PK PANSONIC PHONES			169.49
000004 MCDONALD HOME HARDWAR 82824		LIGHT BULBS, HOOKS, PAINT	10/07/2019	10/10/2019	66.32
		01-2000-7220 LIGHT BULBS, HOOKS, PAINT			66.32
Vendor Total					369.05
000006 TELIZON INC	03500420190913	PHONE CHARGES SEPTEMBER	09/13/2019	09/20/2019	66.33
		01-2000-7110 PHONE CHARGES SEPTEMBER			66.33
000008 SHELBURNE HOME HARDWA 1277824/1		RAGS & COOLANT	09/23/2019	10/10/2019	53.05
		01-2000-7220 RAGS			14.66
		01-2000-7240 COOLANT			38.39
000014 RECEIVER GENERAL	August 2019	AUGUST PAYROLL REMITTANCE	08/31/2019	09/30/2019	892.45
		01-1000-2203 AUGUST PAYROLL REMITTANCE			281.96
		01-1000-2202 AUGUST PAYROLL REMITTANCE			110.33
		01-1000-2201 AUGUST PAYROLL REMITTANCE			520.14
000015 TOWNSHIP OF MULMUR	032732	WATER TESTING FOR JULY 2019	08/12/2019	08/31/2019	84.75
		01-2000-7130 WATER TESTING FOR JULY 2019			84.75
000015 TOWNSHIP OF MULMUR	032729	INTERNET SUBSCRIPTION	08/08/2019	08/31/2019	7.23
		01-2000-7110 INTERNET SUBSCRIPTION			7.23
000015 TOWNSHIP OF MULMUR	032789	OFFICE 365 SUBSCRIPTION	09/17/2019	09/30/2019	21.69
		01-2000-7110 OFFICE 365 - MAY, JULY, AUG.			21.69
Vendor Total					113.67
000016 HYDRO ONE	July 12 2019	BUILDING HYDRO FOR JUNE	07/12/2019	08/31/2019	265.23
		01-2000-7200 BUILDING HYDRO FOR JUNE			265.23
000016 HYDRO ONE	July 17 2019	ICE PLANT HYDRO FOR JUNE	07/17/2019	08/31/2019	187.46
		01-2000-7200 ICE PLANT HYDRO FOR JUNE			187.46
000016 HYDRO ONE	August 13, 2019	BUILDING HYDRO FOR JULY	08/13/2019	09/30/2019	309.00

GB # 1.1  
OCT 24 2019

# Accounts Payable

Arena A/P August 28 to October 11 2019

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2019 to 10/15/2019 Paid Invoices Cheque Date 08/28/2019 to 10/11/2019

Vendor Number Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
000016 HYDRO ONE	August 16, 2019	01-2000-7200 BUILDING HYDRO FOR JULY			309.00
		ICE PLANT HYDRO FOR JULY	08/16/2019	09/30/2019	1,238.22
		01-2000-7200 ICE PLANT HYDRO FOR JULY			1,238.22
				Vendor Total	1,999.91
000017 WORKPLACE SAFETY & INSU	September 19, 2019	3RD QUARTER WSIB PREMIUM	09/19/2019	09/30/2019	30.59
		01-1000-2205 3RD QUARTER WSIB PREMIUM			30.59
000020 TD BANK	August 2019	AUGUST BANK CHARGES	08/21/2019	08/31/2019	25.00
		01-2000-7150 AUGUST BANK CHARGES			25.00
000020 TD BANK	September 23, 2019	SEPTEMBER BANK CHARGES	09/23/2019	09/30/2019	45.20
		01-2000-7150 SEPTEMBER BANK CHARGES			45.20
				Vendor Total	70.20
000021 ZEP SALES & SERVICE CANA	9004616184	ARENA CALCIUM (3 BAGS)	10/03/2019	10/10/2019	1,318.03
		01-2000-7240 ARENA CALCIUM (3 BAGS)			1,318.03
000042 BLUEWATER FIRE & SECURIT	04-15776	ANNUAL INSPECTION & SERVICE	09/29/2019	10/10/2019	857.67
		01-2000-7220 ANNUAL INSPECTION & SERVICE			857.67
000043 HUMAN RESPONSE MONITOR	1138	ALARM MONIT. SEPT/19-AUG/20	09/01/2019	09/20/2019	339.00
		01-2000-7220 ALARM MONIT. SEPT. - DEC. 2019			113.00
		01-1000-1520 ALARM MONIT. JAN. - AUG. 2020			226.00
000062 GFL ENVIRONMENTAL INC.	SD-0000281303	1 LIFT, AUG 14	08/31/2019	10/09/2019	53.39
		01-2000-7220 1 LIFT, AUG 14			53.39
000062 GFL ENVIRONMENTAL INC.	SD-0000283351	2 LIFTS-SEPT 11 & SEPT 25 2019	09/30/2019	10/09/2019	106.79
		01-2000-7220 2 LIFTS-SEPT 11 & SEPT 25 2019			106.79
				Vendor Total	160.18
000071 FUNSTON, DONNA	September 12, 2019	GIFT CARDS JANICE ALDCORN	09/11/2019	09/20/2019	100.00
		01-2000-7300 GIFT CARDS JANICE ALDCORN			100.00
000072 HONEYWOOD MENS RECREA	September 19, 2019	REFUND - ICE TIME OVERPAYMENT	09/19/2019	09/20/2019	480.00
		01-1000-2155 REFUND - ICE TIME OVERPAYMENT			480.00
000073 ESSA MINOR HOCKEY	September 19, 2019	REFUND - ICE TIME OVERPAYMENT	09/19/2019	09/20/2019	173.80
		01-1000-2155 REFUND - ICE TIME OVERPAYMENT			173.80
000074 BEEF FARMERS OF ONTARIO	5365	BEEF NAPKINS	09/25/2019	10/03/2019	80.00
		01-2000-7300 BEEF NAPKINS			80.00

# Accounts Payable

Arena A/P August 28 to October 11 2019

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2019 to 10/15/2019 Paid Invoices Cheque Date 08/28/2019 to 10/11/2019

Vendor Number Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
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Unpaid Invoices	0.00
Paid Invoices	7,160.43
Invoices Total	7,160.43
Selected G/L Account Total	7,160.43

Payrol 1 Sept 20 597.31  
 Sept 20 686.77  
 Oct 4 2,986.25  


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 Total 11,430.76  


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**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2019 - From Period 1 To Period 10 Ending OCT 31,2019

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
<b>Fund: 01 OPERATING FUND</b>							
<b>Category: 27???</b>							
<b>2000 INCOME STATEMENT</b>							
<b>Revenue</b>							
01-2000-4000	MULMUR GRANT	25,276.51	25,276.50	55,023.65	55,023.65	0.00	55,023.65
01-2000-4010	MELANCTHON GRANT	25,276.51	25,276.50	55,023.65	41,603.24	0.00	55,023.65
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	19,046.55	20,000.00	953.45	20,000.00
01-2000-4100	MINOR RATE ICE RENTAL REVEN	45,901.31	45,000.00	30,120.95	30,000.00	14,879.05	45,000.00
01-2000-4110	ICE RENTAL REVENUE (PRIME)	47,663.05	52,000.00	27,240.65	34,666.68	24,759.35	52,000.00
01-2000-4115	ICE RENTAL REVENUE (NON-PRIM	696.90	500.00	185.84	333.32	314.16	500.00
01-2000-4120	NON-RESIDENT USER FEES	3,578.13	3,000.00	2,806.32	2,166.68	443.68	3,250.00
01-2000-4200	BOOTH RENTAL REVENUE	3,561.30	4,300.00	1,119.96	3,333.32	3,880.04	5,000.00
01-2000-4210	HALL RENTAL REVENUE	2,230.07	2,600.00	3,035.40	1,500.00	(435.40)	2,600.00
01-2000-4220	FLOOR RENTAL REVENUE	463.35	0.00	97.34	0.00	(97.34)	0.00
01-2000-4230	SIGN RENTAL REVENUE	3,980.00	4,160.00	3,840.00	4,160.00	320.00	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	619.87	350.00	(94.87)	525.00
01-2000-4500	PR YR SURPLUS/DEFICIT	0.00	0.00	(29,582.29)	(29,582.30)	(0.01)	(29,582.30)
<b>Total Revenue</b>		<b>180,010.87</b>	<b>182,888.00</b>	<b>168,687.28</b>	<b>163,554.59</b>	<b>44,812.72</b>	<b>213,500.00</b>
<b>Expense</b>							
01-2000-7000	WAGES	52,760.48	45,000.00	47,046.49	35,500.00	7,953.51	55,000.00
01-2000-7005	BENEFITS-EI/PPP/WSIB/EHT	5,066.02	5,600.00	3,948.93	3,733.32	1,651.07	5,600.00
01-2000-7010	BENEFITS-OMERS	1,740.40	3,000.00	0.00	0.00	0.00	0.00
01-2000-7012	MILEAGE	0.00	0.00	204.16	0.00	(204.16)	0.00
01-2000-7015	STAFF TRAINING/DUES, FEES, SL	1,555.76	300.00	794.17	200.00	(494.17)	300.00
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,901.41	1,200.00	1,972.60	1,133.32	(272.60)	1,700.00
01-2000-7110	COMMUNICATION	2,511.70	3,000.00	1,620.34	2,500.00	1,379.66	3,000.00
01-2000-7115	INSURANCE	11,763.24	12,200.00	12,518.16	12,200.00	(318.16)	12,200.00
01-2000-7120	HEALTH & SAFETY	2,086.80	2,800.00	38.84	0.00	2,761.16	2,800.00
01-2000-7125	PROF FEES - AUDIT	1,403.12	1,188.00	610.56	1,400.00	789.44	1,400.00
01-2000-7130	PROF FEES - WATER TESTING	231.99	300.00	242.81	300.00	57.19	300.00
01-2000-7150	BANK CHARGES	387.71	500.00	371.75	333.34	28.25	400.00
01-2000-7200	HYDRO	55,360.14	60,000.00	25,814.27	41,600.00	34,185.73	60,000.00
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	15,067.35	12,000.00	9,784.98	9,333.31	2,215.02	12,000.00
01-2000-7220	BLDG & GROUNDS MAINTENANCE	23,665.01	15,000.00	10,297.02	16,666.66	9,702.98	20,000.00
01-2000-7230	BOOTH MAINTENANCE	4,462.00	1,300.00	436.83	1,011.10	863.17	1,300.00
01-2000-7240	ICE PLANT/MACH MAINTENANCE	18,770.67	9,000.00	4,936.03	10,000.00	7,063.97	12,000.00
01-2000-7300	FUNDRAISING EXPENSE	10,859.36	10,500.00	10,479.89	10,500.00	20.11	10,500.00
01-2000-7400	BAD DEBT	0.00	0.00	220.63	0.00	(220.63)	0.00
01-2000-7500	CAPITAL PURCHASES	0.00	0.00	0.00	12,500.00	15,000.00	15,000.00
<b>Total Expense</b>		<b>209,593.16</b>	<b>182,888.00</b>	<b>131,338.46</b>	<b>158,911.05</b>	<b>82,161.54</b>	<b>213,500.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(29,582.29)</b>	<b>0.00</b>	<b>37,348.82</b>	<b>4,643.54</b>	<b>(37,348.82)</b>	<b>0.00</b>

**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
Fiscal Year Ending DEC 31,2019 - From Period 1 To Period 10 Ending OCT 31,2019

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
<b>Category Excess Revenue Over (Under) Expenditures</b>		(29,582.29)	0.00	37,348.82	4,643.54	(37,348.82)	0.00

**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2019 - From Period 1 To Period 10 Ending OCT 31,2019

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
<b>REPORT SUMMARY</b>							
01-2000	INCOME STATEMENT	180,010.87	182,888.00	168,687.28	163,554.59	44,812.72	213,500.00
	Fund 01 Total Revenue	180,010.87	182,888.00	168,687.28	163,554.59	44,812.72	213,500.00
01-2000	INCOME STATEMENT	209,593.16	182,888.00	131,338.46	158,911.05	82,161.54	213,500.00
	Fund 01 Total Expenditure	209,593.16	182,888.00	131,338.46	158,911.05	82,161.54	213,500.00
	Fund 01 Excess Revenue Over (Under) Expenditures	(29,582.29)	0.00	37,348.82	4,643.54	(37,348.82)	0.00
	Report Total Revenue	180,010.87	182,888.00	168,687.28	163,554.59	44,812.72	213,500.00
	Report Total Expenditure	209,593.16	182,888.00	131,338.46	158,911.05	82,161.54	213,500.00
	Report Excess Revenue Over (Under) Expenditures	(29,582.29)	0.00	37,348.82	4,643.54	(37,348.82)	0.00

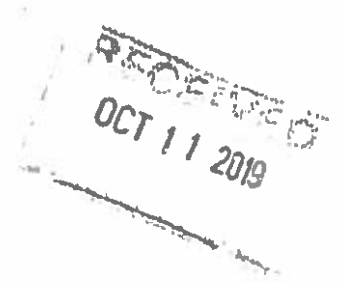
**NDCC Board of Management  
2020 Budget**

Account	Description	2018	2018	2019	2019	Draft #1	Draft #2	Budget	Comments
		Actuals	Budget	Actual	Budget	2020	2020	Variance	
<b>REVENUES</b>									
01-2000-4000	MULMUR GRANT	25,277	25,277	40,966	55,024	49,262	48,812	(6,212)	-10.47%
01-2000-4010	MELANCTHON GRANT	25,277	25,277	40,966	55,024	49,262	48,812	(6,212)	-10.47%
01-2000-4020	DONATION REVENUE	100	-	-	-	-	-	0	
01-2000-4030	FUNDRAISING REVENUE	20,273	20,000	19,047	20,000	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	45,000	0	
01-2000-4110	ICE RENTAL REVENUE (PRIME)	47,663	52,000	25,342	52,000	51,000	51,000	(1,000)	
01-2000-4115	ICE RENTAL REVENUE (NON-PRIME)	697	500	186	500	500	500	0	
01-2000-4120	NON-RESIDENT USER FEES	3,578	3,000	2,617	3,250	3,250	3,250	0	
01-2000-4200	BOOTH RENTAL REVENUE	3,561	4,300	1,120	5,000	3,500	3,500	(1,500)	
01-2000-4210	HALL RENTAL REVENUE	2,230	2,600	3,035	2,600	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	3,700	(460)	
01-2000-4240	VENDING MACHINE REVENUE	238	250	109	-	-	-	0	
01-2000-4300	PENALTIES & INTEREST	773	525	451	525	676	788	263	
01-2000-4500	PRIOR YEAR DEFICIT			(29,582)	(29,582)			29,582	
<b>TOTAL REVENUE</b>		<b>180,011</b>	<b>182,888</b>	<b>133,955</b>	<b>213,500</b>	<b>228,750</b>	<b>227,961</b>		
<b>EXPENSES</b>									
01-2000-7000	WAGES	52,760	45,000	36,634	55,000	65,000	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	5,600	0	
01-2000-7010	BENEFITS-OMERS	1,740	3,000	-	-	4,950	4,950	4,950	OMERS must be offered
01-2000-7015	STAFF TRAINING/DUES, FEES, SUBSCRIP	1,556	300	940	300	1,000	1,000	700	
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,901	1,200	1,823	1,700	2,000	2,000	300	
01-2000-7110	COMMUNICATION	2,512	3,000	1,378	3,000	3,000	3,000	0	
01-2000-7115	INSURANCE	11,763	12,200	12,518	12,200	13,300	13,300	1,100	
01-2000-7120	HEALTH & SAFETY	2,087	2,800	39	2,800	2,500	2,500	(300)	billed at y/e
01-2000-7125	PROF FEES - AUDIT	1,403	1,188	-	1,400	1,400	611	(789)	per quote
01-2000-7130	PROF FEES - WATER TESTING	232	300	168	300	300	300	0	
01-2000-7150	BANK CHARGES	388	500	302	400	500	500	100	
01-2000-7200	HYDRO	55,360	60,000	24,049	60,000	60,000	60,000	0	
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	15,067	12,000	8,792	12,000	15,000	15,000	3,000	
01-2000-7220	BLDG/GROUNDS MAINTENANCE	23,665	15,000	9,044	20,000	17,400	17,400	(2,600)	
01-2000-7230	BOOTH MAINTENANCE	4,462	1,300	404	1,300	1,300	1,300	0	
01-2000-7240	ICE PLANT/MACH MAINT	18,771	9,000	3,334	12,000	10,000	10,000	(2,000)	
01-2000-7300	FUNDRAISING EXPENSE	10,859	10,500	9,965	10,500	10,500	10,500	0	
01-2000-7400	BAD DEBT	0	-	203	-	-	-	0	
01-2000-7500	CAPITAL PURCHASES	0	-	-	15,000	15,000	15,000	0	
<b>TOTAL EXPENSES</b>		<b>209,593</b>	<b>182,888</b>	<b>113,103</b>	<b>213,500</b>	<b>228,750</b>	<b>227,961</b>	<b>14,461</b>	<b>6.77%</b>
<b>Net Income/(Deficit)</b>		<b>(29,582)</b>	<b>0</b>	<b>20,852</b>	<b>0</b>	<b>0</b>	<b>0</b>		

Operating Reserve Continuity	2018	2019	2020
Opening Reserve Balance	-	40,000	40,000
Operating Levy Mulmur	20,000	-	-
Operating Levy Melancthon	20,000	-	-
<b>Ending Reserve Balance</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>

GIB# 1.4  
OCT 24 2019

Arena



October 7, 2019

As a past supporter of our organization, we at Branch 220 Shelburne, of the Royal Canadian Legion would like to take this opportunity to thank you for your participation. We would hope that your support would continue during our Poppy Campaign this November. The prices this year: large wreaths \$70.00, small wreaths \$50.00 and crosses \$20.00.

Money received from the Poppy Campaign is deposited in a special account and withdrawals are made to assist veterans and their dependents who find themselves in need. Also, donations are made from this special account to support community projects such as the Hospitals and Dufferin Oaks.

In honour of this special day and time we would ask that all citizens take the time to observe two minutes of silence in recognition of those who gave of themselves then and now.

Please return your cheque made payable to "Shelburne Legion Poppy Fund" together with the completed form below. If you have any questions please call Lesa Peat at the Shelburne Legion (519) 925-3800 during business hours. Please place orders before November 5, 2018.

Thanking you in advance,

Garry Netzke

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone # \_\_\_\_\_

Wreaths: #14 Small \_\_\_\_\_ #20 Large \_\_\_\_\_ #36 Crosses \_\_\_\_\_  
          \$50.00                   \$70.00                   \$20.00  
Cash \_\_\_\_\_ Cheque \_\_\_\_\_

Memorial Card to Read: \_\_\_\_\_

Wreath to be Placed by: \_\_\_\_\_

Mail To: Royal Canadian Legion  
203 William St.  
Shelburne, ON L9V 3L6

EB# 1.5  
OCT 24 2019



Project Number  
Request for Proposal  
Recreational Needs and Efficiency Review

Closing Date: November 7, 2019  
Time: 2:00 p.m.

## 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 Centre (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 Centre; 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 Centre (N.D.C.C.) Board collectively operate the North Dufferin Community Centre 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 Townships 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.

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

## 2. PROPOSAL SUBMISSION

Proposals will be received by email only to: Denise Holmes, CAO/Clerk, Township of Melancthon (dholmes@melancthontownship.ca)

Proposals must be delivered to the above address before November 7, 2019, 2:00 p.m. 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.

## 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

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

**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



Township of Melancthon and Mulmur  
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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

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

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.

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

## 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 13, 2019
- Award December 12, 2019
- Project Implementation December 18, 2019 – May, 2020
- Final Reports June, 2020

Township of Melancthon and Mulmur  
Request for Proposal  
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**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 \$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 Centre (Arena, Community Centre, 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 Centre (private)
- Hockey School (private)

## Donna Funston

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**From:** Tracey Atkinson <tatkinson@mulmur.ca>  
**Sent:** Wednesday, October 2, 2019 2:53 PM  
**To:** Michelle Smibert; Donna Funston  
**Subject:** RE: Council Decision Letter - Recreational Needs and Efficiency Review - Steering Committee

Hi Donna,

This is to advise that at the October 2, 2019 Council meeting, the following resolution was adopted:

**THAT the Request for Proposal for the Recreational Needs and Efficiency Review be received for information and that the following member of council be appointed to the steering committee for the project: Councillor Clark.**

Kind regards,

Tracey Atkinson, BES MCIP RPP | C.A.O. Planner  
Township of Mulmur | 758070 2<sup>nd</sup> Line East | Mulmur, Ontario L9V 0G8  
Phone 705-466-3341 ext. 222 | Fax 705-466-2922 | [tatkinson@mulmur.ca](mailto: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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## Donna Funston

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**From:** Heather Boston <hboston@mulmur.ca>  
**Sent:** Wednesday, September 18, 2019 11:56 AM  
**To:** Donna Funston  
**Subject:** RE: NDCC security system inspection

Yes that is correct.

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



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**From:** Donna Funston <dfunston@melancthontownship.ca>  
**Sent:** Wednesday, September 18, 2019 11:33 AM  
**To:** Heather Boston <hboston@mulmur.ca>  
**Subject:** NDCC security system inspection

Hi Heather

James mentioned at our last meeting that its time for the annual security system inspection that is done by Blue Water Fire and Safety can you confirm if he is correct please?

Thanks,  
Donna



Donna Funston | Administration and Finance Assistant | Township of Melancthon |  
[dfunston@melancthontownship.ca](mailto:dfunston@melancthontownship.ca) | PH: 519-925-5525 ext 103 | FX: 519-925-1110 | [www.melancthontownship.ca](http://www.melancthontownship.ca) |

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#1



# Corporation of the Township of Melancthon

Moved by Wayne Hannon

Seconded by David Thwaites

Date October 3, 2019

Be it resolved that:

Deputy Mayor Besley be appointed to sit on the Steering Committee for the Mulmur-Melancthon Request for Proposal - Recreation Needs and Efficiency Review.

<u>Recorded Vote</u>	<u>Yea</u>	<u>Nay</u>
Mayor Darren White		
Deputy Mayor David Besley		
Councillor Wayne Hannon		
Councillor Margaret Mercer		
Councillor David Thwaites		

Carried / Lost: [Signature]  
MAYOR