



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
AGENDA
THURSDAY, DECEMBER 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 - November 14, 2019**
- 5. Business Arising from the Minutes**
 1. Grant Funding - Need a solid plan in place before able to apply
 2. Was time clock donated by Highland Companies? Is food first paying for advertising?
 3. Heather explain capital expense versus just an expense
- 6. Facility Manager's Report**
 1. Removal of Signs and User Group Signed Contracts
 2. Unfinished Business
 1. Update on hot water tank
- 7. General Business**
 1. Financial
 1. Accounts
 2. YTD vs. Budget comparison
 3. A/R update
 4. 2020 Budget Draft #2
 2. AON Insurance inspection - Park Items to be Repaired
 3. Other
 4. Unfinished Business
 1. Arena Manager and Part time staff Pay Grids
- 8. Information**
 1. Report from Tracey Atkinson and Denise Holmes - RFP Results
- 9. Closed Session**
 1. Approval of Draft Minutes - March 14, 2019
 2. Section 239 (2)(b) of the Municipal Act, 2001 as amended, - Personal matters about an identifiable individual, including municipal or local board employees - Facility and Board Personnel Issues
- 10. Notice of Motion**
- 11. Confirmation Motion**
- 12. Adjournment and Date of Next Meeting - Thursday January 9, 2020 - 7:00 - 9:00 p.m. - North Dufferin Community Centre**



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
MINUTES
THURSDAY, NOVEMBER 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 November, 2019 at 7:00 p.m., in the Norduff Room at The North Dufferin Community Centre. Those present:

Those present:

Bert Tupling, Vice-Chair, Melancthon
Keith Lowry, Mulmur
Patricia Clark, Councillor, Mulmur
Nancy Noble, Mulmur
Dave Besley, Deputy Mayor, Melancthon
Clayton Rowbotham, Melancthon
Debbie Fawcett, Melancthon, Acting Secretary

Regrets:

Chester Tupling, Chair, Mulmur
Donna Funston, NDCC Secretary, Melancthon

#1 Call to Order by Chair

Vice-Chair Tupling called the meeting to order at 7:04 p.m.

#2 Additions/Deletions/Approval of Agenda

-Moved by Besley, Seconded by Lowry the Agenda be approved as circulated. Carried.

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#4 Approval of Draft Minutes

-Moved by Clark, Seconded by Noble, that the minutes of the North Dufferin Community Centre Board of Management held on September 12, 2019 be approved as circulated. Carried.

#5 Business Arising from the Minutes

Discussion around date change for 2020 Remembrance Day Service

#6 Facility Manager's Report

1. Unfinished Business

1. Update on hot water tank

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

The life expectancy of the scrubber is 10 years and ours was purchased in 2006 James just recently put \$800 into the scrubber for repairs and after one use it required extensive work. James asked for the old machine back to harvest the new parts. He will investigate the best course of action. The hot water tank is the next item on the docket. The door at the rear of the facility has been moved farther down on the list as the scrubber has been moved up.

-Moved by Rowbotham, Seconded by Besley, be it resolved the Board of NDCC authorize the arena manager to purchase a new floor scrubber from Barclay Wholesale for a price of approx. \$5700 + HST.

Whereas the Board has authorized the arena manager to purchase a new floor scrubber be it resolved the purchase of a new door for the Zamboni room be post poned till 2020 Season.
Carried.

James advised that Donna has the quotes for this. (new floor scrubber)

James Squirrell is now able to come in at 5 a.m.

Training is done for propane.

Zamboni inspected and the annual maintenance and repairs. The machine will need tires next year. James is getting quotes.

The boards at the back need major repairs and he was verbally quoted \$5,000.00 but he feels if he had the tools eg. Skillsaw, he could repair them himself. We gave him the okay to pick up the saw he needs.

The washer and dryer were discussed as well.

Wayne's Electric came and hooked up the water pump.

James needs to address the placing of a second step back in his corner.

He is getting 3 quotes for the Zamboni, the door at the rear and to replace the broken glass.

The question was raised regarding the time clock, was it donated by Highland Companies and is Food First paying to advertise on it? If so, did Highland Companies ok this?

Vice-chair Tupling requests James list items in order of priority, he replied in the affirmative.

Budget items – what constitutes a capital expenditure as opposed to just an expense? What is the tipping point or the magic figure? Expenditure advice and how to do it wisely.

There apparently is grant monies available (see the sheet from Saugeen Shores-Tiverton, Kincardine).

The Boy Scouts would like to use the hall for a camp. The Board approved this on the condition that their insurance is in place. James volunteered to stay to make sure all is well.

-Moved by Lowry, Seconded by Rowbotham that the Board approve the Cub/Scout sleepover request subject to :

- proof of insurance
- warrant for damage reimbursement
- adequate adult supervision
- full publicity, re contribution by Board of facility

Carried.

New nets are on order courtesy of the Michael Tupling Memorial Fund. The last set were purchased in 2013. The Board felt this would be a great photo-op for the local newspaper. The cost of the two nets is approximately \$5,000.00 from Barclay's.

#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

#1.1 -Moved by Clark, Seconded by Lowry, be it resolved that the accounts in the amount of \$32,384.41 be approved to be paid. Carried.

#1.4 Discussion ensued on the budget process. Donna to invite Tracey and Heather to come to the next meeting to help with the budget and interpretation of certain aspects. They would be able to shed some light on dealing with the following items.

1. Budget and wages \$65,000 (2018-2019)
2. Hydro same as the past year or should we increase this figure

Donna to ask Heather the above two questions and invite James to be present for this discussion. Re: order/purchases/time, being proactive not reactive.

#8 Information

-Moved by Besley, Seconded by Rowbotham, be it resolved that items 8.1-8.5 be received as information. Carried.

#9 Notice of Motion

-None

#10 Confirmation Motion

-Moved by Clark, Seconded by Noble 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 Noble, Seconded by Clark that we adjourn the North Dufferin Community Centre Board of Management meeting at 8:54 p.m. to meet again on Thursday December 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

NDCC AP: Nov 5 - 30, 2019

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2019 to 03/12/2019 Paid Invoices Cheque Date 05/11/2019 to 30/11/2019

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
Vendor Total						372.86
000014	RECEIVER GENERAL	October 2019	OCT REMITTANCES	30/11/2019	30/11/2019	3,168.46
			01-1000-2201	OCT REMITTANCES: TAX		1,941.27
			01-1000-2203	OCT REMITTANCES: CPP		873.36
			01-1000-2202	OCT REMITTANCES: EI		353.83
000019	SGS CANADA INC	11289253	WATER TESTING: OCT	08/11/2019	12/11/2019	84.75
			01-2000-7130	WATER TESTING: OCT		84.75
000008	SHELBURNE HOME HARDWARE	282826/1	PLYWOOD	13/11/2019	20/11/2019	31.37
			01-2000-7220	PLYWOOD		31.37
000053	SHELBURNE LEGION POPPY	Oct 7 2019	REMEMBRANCE DAY WREATH	07/10/2019	06/11/2019	70.00
			01-2000-7110	REMEMBRANCE DAY WREATH		70.00
000011	SPARLINGS PROPANE	88725066963442	ARENA BOOTH PROPANE	07/11/2019	20/11/2019	101.98
			01-2000-7230	ARENA BOOTH PROPANE		101.98
000078	STAPLES	Nov 21 2019	WHITE OUT/PAPER/PENS/CALENDAR	15/11/2019	26/11/2019	77.14
			01-2000-7100	WHITE OUT/PAPER/PENS/CALENDAR		77.14
000020	TD BANK	Nov 2019	NOV EFT S/C	22/11/2019	22/11/2019	55.70
			01-2000-7150	NOV EFT S/C		55.70
000020	TD BANK	Nov 15 2019	BMO BANK FEE	15/11/2019	26/11/2019	28.25
			01-2000-7150	BMO BANK FEE		28.25
000020	TD BANK	Nov 26 2019	CIBC BANK CHARGE	30/11/2019	30/11/2019	150.00
			01-2000-7150	CIBC BANK CHARGE		150.00
Vendor Total						233.95
000006	TELIZON INC	03500420191113	ACCT #35004 - ARENA NOV	13/11/2019	20/11/2019	66.77
			01-2000-7110	ACCT #35004 - ARENA NOV		66.77
000015	TOWNSHIP OF MULMUR	033146	FLASE ALARM FEE	08/11/2019	20/11/2019	500.00
			01-2000-7220	FLASE ALARM FEE		500.00
000013	WAYNE BIRD FUELS	562145	ARENA FURNACE OIL	06/11/2019	12/11/2019	1,030.62
			01-2000-7210	ARENA FURNACE OIL		1,030.62
000013	WAYNE BIRD FUELS	562144	ARENA FURNACE OIL	06/11/2019	12/11/2019	426.15
			01-2000-7210	ARENA FURNACE OIL		426.15
Vendor Total						1,456.77
000054	WOODS JAMES	Nov 1 2019	TRAINING/TOOLS/MILEAGE	01/11/2019	06/11/2019	175.15
			E 01-2000-7015	MEAL X2 - PROPANE TRAINING		39.49
			01-2000-7220	SCREWDRIVER/WRENCHES		45.18

Accounts Payable

NDCC AP: Nov 5 - 30, 2019

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2019 to 03/12/2019 Paid Invoices Cheque Date 05/11/2019 to 30/11/2019

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
000076	ACCENT SAFETY TRAINING &	071-19/20	PROPANE TRAINING: JW/JS	30/10/2019	12/11/2019	361.60
			01-2000-7015 PROPANE TRAINING: JW/JS			361.60
000046	BARCLAY WHOLESale	23329	CLEANERS/PAPER TOWELS/TP	04/11/2019	12/11/2019	241.99
			01-2000-7220 CLEANERS/PAPER TOWELS/TP			241.99
000046	BARCLAY WHOLESale	23336	CLEANERS/GARBAGE BAGS	04/11/2019	12/11/2019	63.28
			01-2000-7220 CLEANERS/GARBAGE BAGS			63.28
000046	BARCLAY WHOLESale	23664	BLADE SHARPENING	18/11/2019	20/11/2019	68.37
			01-2000-7240 BLADE SHARPENING			68.37
000046	BARCLAY WHOLESale	23768	ICEMELTER	18/11/2019	20/11/2019	51.60
			01-2000-7220 ICEMELTER			51.60
000046	BARCLAY WHOLESale	23151	FLOOR MATTING	11/11/2019	20/11/2019	176.28
			01-2000-7220 FLOOR MATTING			176.28
Vendor Total						601.52
000040	BAYSHORE BROADCASTING (189429	HONEYWOOD BBQ ADVERTISING	28/07/2019	20/11/2019	561.38
			01-2000-7300 HONEYWOOD BBQ ADVERTISING			561.38
000005	DELMAR ELECTRIC	12771	BALLAST REPLACEMENT	30/10/2019	20/11/2019	294.81
			01-2000-7220 BALLAST REPLACEMENT			294.81
000062	GFL ENVIRONMENTAL INC.	SD-0000285387	OCTOBER - 2 LIFTS	31/10/2019	06/11/2019	106.79
			01-2000-7220 OCTOBER - 2 LIFTS			106.79
000077	HARRIS TIME INC	5620	SCOREBOARD CONTROL PANEL	15/11/2019	20/11/2019	502.85
			01-2000-7220 SCOREBOARD CONTROL PANEL			502.85
000001	HURONIA/MED-E-OX LTD	167479	ARENA FURNACE PROPANE	09/10/2019	12/11/2019	270.01
			01-2000-7210 ARENA FURNACE PROPANE			270.01
000001	HURONIA/MED-E-OX LTD	168089	ARENA FURNACE PROPANE	26/10/2019	12/11/2019	90.00
			01-2000-7210 ARENA FURNACE PROPANE			90.00
Vendor Total						360.01
000016	HYDRO ONE	Nov 6 2019	ICE PLANT HYDRO - OCT	06/11/2019	20/11/2019	7,214.12
			01-2000-7200 ICE PLANT HYDRO - OCT			7,214.12
000009	J.L. WILSON AND SONS LIMIT	JL-1666705	2019 REFRIGERATION START UP	31/10/2019	12/11/2019	1,746.53
			01-2000-7240 2019 REFRIGERATION START UP			1,746.53
000004	MCDONALD HOME HARDWAR	83834	SUMP PUMP	11/11/2019	12/11/2019	237.29
			01-2000-7220 SUMP PUMP			237.29
000004	MCDONALD HOME HARDWAR	83985	CIRCULAR SAW	15/11/2019	20/11/2019	135.57
			01-2000-7220 CIRCULAR SAW			135.57

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Accounts Payable

NDCC AP: Nov 5 - 30, 2019

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2019 to 03/12/2019 Paid Invoices Cheque Date 05/11/2019 to 30/11/2019

Vendor Number Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
	01-2000-7012	MILEAGE - CDN TIRE/TRAINING			90.48
				Unpaid Invoices	561.38
				Paid Invoices	17,527.43
				Invoices Total	18,088.81
				Selected G/L Account Total	18,088.81

Payroll - Period 23 &24: \$5,820.62

GRAND TOTAL: \$23,909.43

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2019 - From Period 1 To Period 12 Ending DEC 31,2019

Account	Description	Previous Year Total	Current Year To Date Actual	Budget
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Fund: 01 OPERATING FUND

Category: 27??

2000 INCOME STATEMENT

Revenue

01-2000-4000	MULMUR GRANT	55,023.65	55,023.65	55,023.65
01-2000-4010	MELANCTHON GRANT	55,023.65	55,023.65	55,023.65
01-2000-4015	GRANT REVENUE	0.00	0.00	0.00
01-2000-4020	DONATION REVENUE	0.00	0.00	0.00
01-2000-4030	FUNDRAISING REVENUE	19,046.55	20,000.00	20,000.00
01-2000-4100	MINOR RATE ICE RENTAL REVEN	44,204.07	45,000.00	45,000.00
01-2000-4110	ICE RENTAL REVENUE (PRIME)	39,579.34	52,000.00	52,000.00
01-2000-4115	ICE RENTAL REVENUE (NON-PRIM	282.30	500.00	500.00
01-2000-4120	NON-RESIDENT USER FEES	3,301.86	3,250.00	3,250.00
01-2000-4200	BOOTH RENTAL REVENUE	2,169.96	5,000.00	5,000.00
01-2000-4210	HALL RENTAL REVENUE	3,447.79	2,600.00	2,600.00
01-2000-4220	FLOOR RENTAL REVENUE	97.34	0.00	0.00
01-2000-4230	SIGN RENTAL REVENUE	3,840.00	4,160.00	4,160.00
01-2000-4240	VENDING MACHINE REVENUE	109.39	0.00	0.00
01-2000-4300	PENALTIES & INTEREST	768.27	525.00	525.00
01-2000-4500	PR YR SURPLUS/DEFICIT	(29,582.29)	(29,582.30)	(29,582.30)
Total Revenue		197,311.88	213,500.00	213,500.00

Expense

01-2000-7000	WAGES	58,575.43	55,000.00	55,000.00
01-2000-7005	BENEFITS-EI/CPP/MWSIB/EHT	4,944.02	5,600.00	5,600.00
01-2000-7010	BENEFITS-OMERS	0.00	0.00	0.00
01-2000-7012	MILEAGE	284.23	0.00	0.00
01-2000-7015	STAFF TRAINING/DUES, FEES, SU	1,149.12	300.00	300.00
01-2000-7100	OFFICE/COMPUTER SUPPLIES	2,427.87	1,700.00	1,700.00
01-2000-7110	COMMUNICATION	1,858.64	3,000.00	3,000.00
01-2000-7115	INSURANCE	12,518.16	12,200.00	12,200.00
01-2000-7120	HEALTH & SAFETY	38.84	2,800.00	2,800.00
01-2000-7125	PROF FEES - AUDIT	610.56	1,400.00	1,400.00
01-2000-7130	PROF FEES - WATER TESTING	317.81	300.00	300.00
01-2000-7150	BANK CHARGES	651.00	400.00	400.00
01-2000-7200	HYDRO	35,993.97	60,000.00	60,000.00
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	11,392.75	12,000.00	12,000.00
01-2000-7220	BLDG & GROUNDS MAINTENANCE	14,144.58	20,000.00	20,000.00
01-2000-7230	BOOTH MAINTENANCE	527.08	1,300.00	1,300.00
01-2000-7240	ICE PLANT/MACH MAINTENANCE	11,495.58	12,000.00	12,000.00
01-2000-7300	FUNDRAISING EXPENSE	10,976.69	10,500.00	10,500.00
01-2000-7400	BAD DEBT	220.63	0.00	0.00
01-2000-7500	CAPITAL PURCHASES	0.00	15,000.00	15,000.00
Total Expense		168,126.96	213,500.00	213,500.00

Dept Excess Revenue Over (Under) Expenditures	29,184.92	0.00
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Category Excess Revenue Over (Under) Expenditures	29,184.92	0.00
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General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2019 - From Period 1 To Period 12 Ending DEC 31,2019

Account	Description	Previous Year Total	Current Year To Date Actual Budget
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REPORT SUMMARY

01-2000	INCOME STATEMENT	197,311.88	213,500.00
Fund 01 Total Revenue		197,311.88	213,500.00
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01-2000	INCOME STATEMENT	168,126.96	213,500.00
Fund 01 Total Expenditure		168,126.96	213,500.00
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Fund 01 Excess Revenue Over (Under) Expenditures		29,184.92	0.00
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Report Total Revenue		197,311.88	213,500.00
Report Total Expenditure		168,126.96	213,500.00
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Report Excess Revenue Over (Under) Expenditures		29,184.92	0.00

NDCC Board of Management 2020 Budget

Account	Description	2018 Actuals	2018 Budget	2019 Actual	2019 Budget	Draft #1 2020 Budget	Draft #2 2020 Budget	Budget Variance	Comments
REVENUES									
01-2000-4000	MULMUR GRANT	25,277	25,277	55,024	55,024	49,024	48,812	(6,212)	-10.90%
01-2000-4010	MELANCTHON GRANT	25,277	25,277	55,024	55,024	49,024	48,812	(6,212)	-10.90%
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	44,204	45,000	45,000	45,000	0	
01-2000-4110	ICE RENTAL REVENUE (PRIME)	47,663	52,000	39,579	52,000	51,000	51,000	(1,000)	
01-2000-4115	ICE RENTAL REVENUE (NON-PRIME)	697	500	282	500	500	500	0	
01-2000-4120	NON-RESIDENT USER FEES	3,578	3,000	3,302	3,250	3,250	3,250	0	
01-2000-4200	BOOTH RENTAL REVENUE	3,561	4,300	2,170	5,000	3,500	3,500	(1,500)	
01-2000-4210	HALL RENTAL REVENUE	2,230	2,600	3,448	2,600	2,600	2,600	0	
01-2000-4220	FLOOR RENTAL REVENUE	463	-	97	-			0	
01-2000-4230	SIGN RENTAL REVENUE	3,980	4,160	3,840	4,160	3,700	3,700	(460)	
01-2000-4240	VENDING MACHINE REVENUE	238	250	109	-	-	-	0	
01-2000-4300	PENALTIES & INTEREST	773	525	768	525	1,152	788	263	
01-2000-4500	PRIOR YEAR DEFICIT			(29,582)	(29,582)			29,582	
TOTAL REVENUE		180,011	182,888	197,312	213,500	228,750	227,961		
EXPENSES									
01-2000-7000	WAGES	52,760	45,000	58,575	55,000	65,000	65,000	10,000	based on 2018/19 actuals
01-2000-7005	BENEFITS-EI/PPP/WSIB/EHT	5,066	5,600	4,944	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
01-2000-7012	MILEAGE			284					
01-2000-7015	STAFF TRAINING/DUES, FEES, SUBSCRIP	1,556	300	1,149	300	1,000	1,000	700	
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,901	1,200	2,428	1,700	2,000	2,000	300	
01-2000-7110	COMMUNICATION	2,512	3,000	1,859	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	611	1,400	1,400	611	(789)	per quote
01-2000-7130	PROF FEES - WATER TESTING	232	300	318	300	300	300	0	
01-2000-7150	BANK CHARGES	388	500	651	400	500	500	100	
01-2000-7200	HYDRO	55,360	60,000	35,994	60,000	60,000	60,000	0	
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	15,067	12,000	11,393	12,000	15,000	15,000	3,000	
01-2000-7220	BLDG/GROUNDS MAINTENANCE	23,665	15,000	14,145	20,000	17,400	17,400	(2,600)	
01-2000-7230	BOOTH MAINTENANCE	4,462	1,300	527	1,300	1,300	1,300	0	
01-2000-7240	ICE PLANT/MACH MAINT	18,771	9,000	11,496	12,000	10,000	10,000	(2,000)	
01-2000-7300	FUNDRAISING EXPENSE	10,859	10,500	10,977	10,500	10,500	10,500	0	
01-2000-7400	BAD DEBT	0	-	221	-	-	-	0	
01-2000-7500	CAPITAL PURCHASES	0	-	-	15,000	15,000	15,000	0	
TOTAL EXPENSES		209,593	182,888	168,127	213,500	228,750	227,961	14,461	6.77%
Net Income/(Deficit)		(29,582)	0	29,185	0	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				

EB# 1.4
DEC 12 2019

Donna Funston

Subject: FW: Playgrounds
Attachments: Mulmur inspection report 2019.docx; STONE WALL.docx

From: Heather Boston <hboston@mulmur.ca>
Sent: Tuesday, November 26, 2019 9:55 AM
To: Donna Funston <dfunston@melancthontownship.ca>
Subject: FW: Playgrounds

Hi Donna,

Here is the park inspection report and there are three items on here that are at the arena. The items that need repair are the chain link fence, the stone wall and the bench.

I just thought you might like to put this on your next agenda. Do you need me to do a report to go with this or is his report attached self-explanatory? They should pass a motion to repair the items in the spring I would think.

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: Jeffrey Musser <jeff.musser@aon.ca>
Sent: Thursday, November 21, 2019 11:22 AM
To: Heather Boston <hboston@mulmur.ca>
Cc: Pamela Huk <pamela.huk@aon.ca>; John Willmetts <jwillmetts@mulmur.ca>
Subject: Playgrounds

Hello Heather. I have attached my report and pictures of the recent inspections of your parks. If there are any questions please contact me direct. I'm going to send this in 3 emails. The original came back so I assume its too big of files. Take care. Jeff

Jeff Musser RIBO | Account Executive- Public Sector
Commercial Risk Solutions
Aon

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Aon Canada Inc.

Township of Mulmur Park Inspection 10/21/2019



A walk-through inspection was completed of all public parks owned by the Township of Mulmur on October 21 2019. Inspection was completed by Jeff Musser, Account Executive with Aon and John Willments, Manager of Public Works for the Township. The inspection consisted of the general housekeeping of the grounds as well as inspection of the equipment and other items used by the public.

The first park to be inspected was the Airport Road Park. The general overall cleanliness of the overall grounds was very good. No trip hazards, fencing in very good condition and seating in very good condition. One picnic table under the washroom facility was in need of some repairs. John was to look after repairing or remove from service. An extension cord that has been dug underground for the pitching machine seemed to be in need of repair. Recommend that a licensed electrician look at the cord to ensure the safety of staff and the public.

Towards the rear of this property is the playground equipment. This equipment was in very good condition and the surrounding grounds very neat. No issues. Beside the playground is the horse shoe pit area. A couple of concerns. It is apparent that the horse shoe pits have not been used in some time. The grounds in this area have been neglected to some degree. The stakes for the pits are hidden in the long grass and pose a trip hazard. Suggest bring the pits back into shape or to remove them. There is also some wooden seating in this area. Some is in a state of repair and should be repaired or removed. The seats are fastened to the trees in this area which have died. Many branches have fallen and more will fall. The trees should be removed. Lastly there are two stumps in the walking area going to the playground equipment. These need to be removed to prevent trip hazards.

Next was the "Thompson Trail Park". There were no issues with any of the playground equipment or benches.

The last inspection was the "North Dufferin Community Centre" park. It appears to not be used very much. There were several issues found. The players benches are broken in places and wood missing. There are also nails sticking out. There are many issues with the chain link fencing. Some have temporary repairs done and some are left damaged. According to John on section is subject to snow being dumped on it which matches the damaged sections. The playground equipment was in very good condition except for the climbing rings. One was broken and one missing. This should be repaired asap.

The beautiful stone wall at this park is starting to crumble. It does not pose any type of hazard I would suggest that the paving be repaved/repointed before the stone do come loose and possibly cause an injury.

One item that was noticed in all 3 parks. A recommendation would be to install large address signage for the purpose of 911. Lastly would be to have a routine scheduled park inspections by municipal staff that would be documented. With this would be a policy or procedure in the event an issue is found.

Overall you have great facilities and are for the most part well kept.

Township of Mulmur Park Inspection 10/21/2019

If you require any further from us, please do not hesitate to contact myself or our team.

Sincerely,



Jeff Musser RIBO | Account Executive- Public Sector

Commercial Risk Solutions

Aon

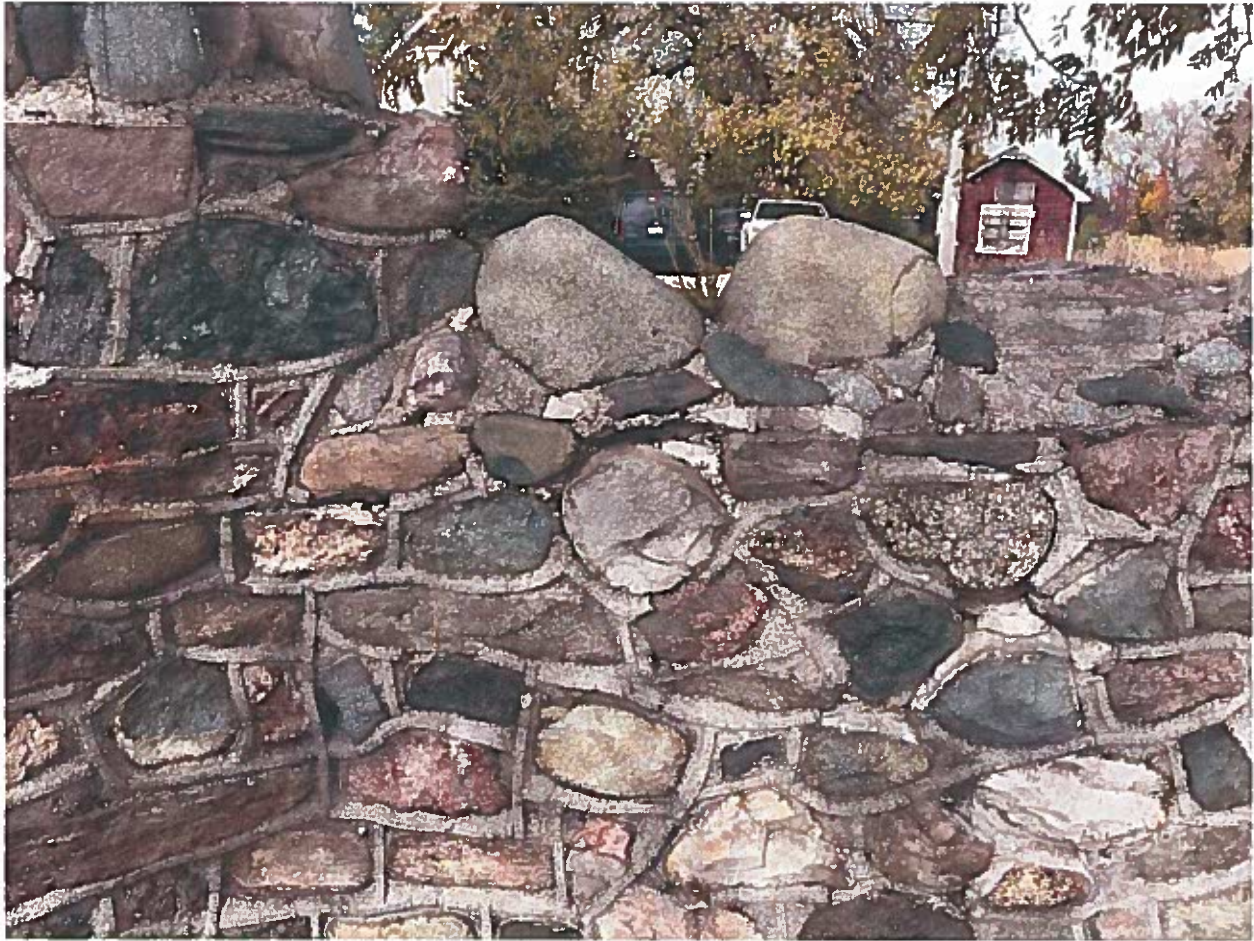
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Aon Canada Inc.

STONE WALL





STAFF REPORT

TO: COUNCIL
FROM: Tracey Atkinson, CAO Mulmur
Denise Holmes, CAO Melancthon
MEETING DATE: Mulmur Council: December 11, 2019
Melancthon Council: December 12, 2019
NDCC December 12, 2019
SUBJECT: Recreational Needs and Efficiency Proposals

PURPOSE:

To inform Council and the North Dufferin Community Centre (NDCC) Board of the results of the request for proposals for the Recreational Needs and Efficiency Review.

BACKGROUND:

On or before November 7, 2019, the Township received proposals to undertake a Recreational Needs and Efficiency Review for the NDCC and recreation in Mulmur.

The steering committee met on November 25th to review the proposals.

The steering committee is made up the following members:

- Dave Besley, Deputy Mayor, Melancthon & NDCC Board Member
- Patty Clark, Councillor, Mulmur & NDCC Board Member
- Denise Holmes, CAO, Melancthon
- Tracey Atkinson, CAO, Mulmur

STRATEGIC PLAN ALIGNMENT:

The proposed review is aligned with Melancthon Township goals, specifically Quality of Life – 1.3 – Enhanced amenities and services for residents and visitors.

The proposed review is aligned with Mulmur Township goals, specifically local access to services, cost containment and community participation.

FINANCIAL IMPACTS:

Mulmur's share of this item is in the 2020 proposed Mulmur budget (revised)
Melancthon's share of this item is proposed to be funded through efficiency funds.

Mulmur Township has applied for funding through Intake 1 of the Municipal Modernization Program. Eligible projects are reviews of municipal service delivery expenditures by independent third-party reviewers that will be completed by June 30, 2020.

The proposals provide for a completion date of June, 2020.

ANALYSIS:

The following proposals were received:

Consulting Team	Part A	Part B	Proposal (excluding HST)
Quantum Recreation	\$11,510	\$5,870	\$22,550
Blackline Consulting	\$10,574	\$21,148	\$31,723
PRC Solutions	\$25,310	\$13,533	\$38,895
SP Maloney Corp	\$19,900	\$29,900	\$49,800
Sierra Planning and Management	\$32,395	\$21,885	\$54,280

The proposal from Sierra Planning and Management excelled in the following areas:

- Enhanced engagement strategy;
- Experienced team with a range of expertise covering the range of tasks involved;
- Variety of input and communication streams;
- Proposal adhered to the detailed requirements found in the request for proposal document;
- Emphasized that it would provide a fiscally responsible approach and information based recommendation; and
- Proposal was clearly presented in an organized and logical sequence.

RECOMENDATION:

That Council accepts the proposal from Sierra Planning and Management in the amount of \$54,280 plus HST, with contributions of \$16,197.50 plus HST from Melancthon Township and \$38,082.50 plus HST from Mulmur Township.

Respectfully submitted,

Tracey Atkinson

Tracey Atkinson, CAO, Mulmur

Denise Holmes

Denise Holmes, CAO, Melancthon