



**NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
AGENDA  
WEDNESDAY, FEBRUARY 12, 2020 - 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 - January 14, 2020  
January 21, 2020 - Special Meeting**
- 5. Business Arising from the Minutes**
- 6. Facility Manager's Report**
- 7. General Business**
  1. Financial
    1. Accounts
    2. A/R update
    3. YTD vs. Budget comparison
    4. 2020 Budget Draft #4
  2. Generator Switch for Mobile Generator
  3. Other
  4. Unfinished Business
    1. Arena Manager and Part time staff Pay Grids
- 8. Information**
- 9. Closed Session**
  1. Approval of Draft Minutes - December 12, 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 - Wednesday March 11, 2020 - 7:00 - 9:00 p.m. -  
North Dufferin Community Centre**

### Accounts Payable

NDCC AP: Dec 31 2019 - Feb 3 2020

Vendor 000000 Through 999999

Invoice Entry Date 01/12/2019 to 03/02/2020 Paid Invoices Cheque Date 01/01/2020 to 03/02/2020

Vendor Number Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
000060 2239198 ONTARIO INC.	2020-2002	SNOW REMOVAL: NOV-DEC	31/12/2019	31/12/2019	1,566.18
		01-2000-7220 SNOW REMOVAL: NOV-DEC			1,566.18
000049 ADVANCED DOORS SYSTEMS 1901598		SERVICE CALL: MANUAL SHUTTER	02/01/2020	09/01/2020	250.01
		01-2000-7220 SERVICE CALL: MANUAL SHUTTER			250.01
000049 ADVANCED DOORS SYSTEMS 1901671		MANARAS REMOTE	15/01/2020	21/01/2020	128.14
		01-2000-7220 MANARAS REMOTE			128.14
				Vendor Total	378.15
000046 BARCLAY WHOLESALE	24914	BLADE SHARPENING	23/12/2019	31/12/2019	102.55
		01-2000-7240 BLADE SHARPENING			102.55
000046 BARCLAY WHOLESALE	24735	ZAMBONI SPREADER CLOTH	23/12/2019	31/12/2019	95.99
		01-2000-7240 ZAMBONI SPREADER CLOTH			95.99
000046 BARCLAY WHOLESALE	25638	URINAL SCREEN AEROSOL TISSUE	27/01/2020	28/01/2020	357.08
		01-2000-7220 URINAL SCREEN AEROSOL TISSUE			357.08
				Vendor Total	555.62
000042 BLUEWATER FIRE & SECURIT 04-15985		LABOUR AND BATTERY( 6/12 VOLT)	18/01/2020	24/01/2020	186.90
		01-2000-7220 LABOUR AND BATTERY( 6/12 VOLT)			186.90
000081 BRYAN'S ELECTRIC MOTORS 75441		ZAMBONI FILL PUMP REPAIR	02/12/2019	31/12/2019	1,519.35
		01-2000-7240 ZAMBONI FILL PUMP REPAIR			1,519.35
000023 COUNTY OF DUFFERIN	IN00000006408	2019 HEALTH AND SAFETY	31/12/2019	31/12/2019	1,864.52
		01-2000-7120 2019 HEALTH AND SAFETY			1,864.52
000067 FLEXO PRODUCTS LIMITED	1479655	FLOOR SCRUBBER REPAIR	14/01/2020	21/01/2020	84.75
		01-2000-7240 FLOOR SCRUBBER REPAIR			84.75
000082 GALLAUGHER, ANDREW	Dec 27 2019	PAY #26	09/01/2020	09/01/2020	467.19
		01-1000-2160 PAY #26			467.19
000062 GFL ENVIRONMENTAL INC.	SD-0000289511	DEC - 3 LIFTS	31/12/2019	31/12/2019	160.18
		01-2000-7220 DEC - 3 LIFTS			160.18
000051 HIGHLAND SUPPLY	282033	SPRING CLIP	17/12/2019	31/12/2019	1.60
		01-2000-7220 SPRING CLIP			1.60
000016 HYDRO ONE	Jan 9 2020	ICE PLANT: DEC HYDRO	31/12/2019	31/12/2019	7,337.79
		01-2000-7200 ICE PLANT: DEC HYDRO			7,337.79
000016 HYDRO ONE	Jan 14 2020	BLDG: DEC HYDRO	31/12/2019	31/12/2019	984.03
		01-2000-7200 BLDG: DEC HYDRO			984.03
				Vendor Total	8,321.82

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FEB 12 2020

### Accounts Payable

NDCC AP: Dec 31 2019 - Feb 3 2020

Vendor 000000 Through 999999

Invoice Entry Date 01/12/2019 to 03/02/2020 Paid Invoices Cheque Date 01/01/2020 to 03/02/2020

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
000004	MCDONALD HOME HARDWAR	85502	SUMP PUMP RETURN	10/01/2020	21/01/2020	-237.29
		01-2000-7220	SUMP PUMP RETURN			-237.29
000004	MCDONALD HOME HARDWAR	84999	STAPLES/PAINT	20/12/2019	31/12/2019	47.88
		01-2000-7220	STAPLES/PAINT			47.88
000004	MCDONALD HOME HARDWAR	85082	CLEARNERS/BATTERIES	23/12/2019	31/12/2019	60.13
		01-2000-7220	CLEARNERS/BATTERIES			60.13
000004	MCDONALD HOME HARDWAR	85157	VENT KIT	27/12/2019	31/12/2019	30.50
		01-2000-7220	VENT KIT			30.50
			Vendor Total			-98.78
000018	OMERS PENSION PLAN	Jan 22 2020	OMERS JAN	22/01/2020	24/01/2020	849.44
			01-1000-2206	OMERS JAN		849.44
000075	ONTARIO RECREATION FACIL	27203	2020 MEMBERSHIP	01/01/2020	09/01/2020	180.80
			01-2000-7015	2020 MEMBERSHIP		180.80
000014	RECEIVER GENERAL	Dec 2019	DEC REMITTANCES	31/12/2019	31/12/2019	1,978.91
			01-1000-2201	DEC REMITTANCES: TAX		1,079.55
			01-1000-2202	DEC REMITTANCES: EI		213.12
			01-1000-2203	DEC REMITTANCES: CPP		686.24
000019	SGS CANADA INC	11305358	WATER TESTING: DEC	31/12/2019	31/12/2019	84.75
			01-2000-7130	WATER TESTING: DEC		84.75
000008	SHELBURNE HOME HARDWAR	288284/1	MAINTANCE	24/01/2020	24/01/2020	44.01
			01-2000-7220	PDLCKS/ SINGLE SIDED KEYS		44.01
000008	SHELBURNE HOME HARDWAR	288578/1	PNT, ALK RST S/G WHT 3.64L	29/01/2020	29/01/2020	53.10
			01-2000-7220	PNT, ALK RST S/G WHT 3.64L		53.10
			Vendor Total			97.11
000011	SPARLINGS PROPANE	88725066963446	ARENA BOOTH PROPANE	26/12/2019	31/12/2019	75.03
			01-2000-7230	ARENA BOOTH PROPANE		75.03
000011	SPARLINGS PROPANE	88725066963445	INSTALL PROPANE TANK	31/12/2019	31/12/2019	282.60
			01-2000-7230	INSTALL PROPANE TANK		282.60
000011	SPARLINGS PROPANE	88725066963447	ARENA BOOTH PROPANE	06/01/2020	21/01/2020	32.77
			01-2000-7230	ARENA BOOTH PROPANE		32.77
000011	SPARLINGS PROPANE	88725066963448	ANNUAL TANK RENTAL	01/01/2020	21/01/2020	67.74
			01-2000-7230	ANNUAL TANK RENTAL		67.74
			Vendor Total			458.14
000083	SQUIRRELL, JAMES	Dec 27 2019	PAY #26	09/01/2020	09/01/2020	356.70
			01-1000-2160	PAY #26		356.70
000020	TD BANK	Jan 2020	JAN BANK CHARGES	01/01/2020	31/01/2020	170.39
			01-2000-7150	JAN BANK CHARGES: EDI		135.09

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Vendor 000000 Through 999999

Invoice Entry Date 01/12/2019 to 03/02/2020 Paid Invoices Cheque Date 01/01/2020 to 03/02/2020

Vendor Number Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
		01-2000-7150 JAN BANK CHARGES: EFT			35.30
000006 TELIZON INC	03500420200113	ACCT #35004 - ARENA JAN	13/01/2020	21/01/2020	67.57
		01-2000-7110 ACCT #35004 - ARENA JAN			67.57
000013 WAYNE BIRD FUELS	570800	ARENA FURNACE OIL	19/12/2019	31/12/2019	745.97
		01-2000-7210 ARENA FURNACE OIL			745.97
000013 WAYNE BIRD FUELS	570772	ARENA FURNACE OIL	19/12/2019	31/12/2019	750.87
		01-2000-7210 ARENA FURNACE OIL			750.87
000013 WAYNE BIRD FUELS	573554	ARENA FURNACE OIL	03/01/2020	09/01/2020	855.06
		01-2000-7210 ARENA FURNACE OIL			855.06
000013 WAYNE BIRD FUELS	575759	ARENA FURNACE OIL	20/01/2020	24/01/2020	1,081.50
		01-2000-7210 ARENA FURNACE OIL			1,081.50
		Vendor Total			3,433.40
000054 WOODS JAMES	Dec 27 2019	PAY #26	09/01/2020	09/01/2020	2,110.60
		01-1000-2160 PAY #26			2,110.60
000056 ZAMBONI COMPANY LTD.	103548	ZAMBONI REPAIR	16/12/2019	31/12/2019	618.68
		01-2000-7240 ZAMBONI REPAIR			618.68
		Unpaid Invoices			-237.29
		Paid Invoices			25,651.26
		Invoices Total			25,413.97
		Selected G/L Account Total			25,413.97

Shelburne Home Hardware \$198.18  
 Payroll: \$4,971.85  
 GRAND TOTAL \$27,649.51

**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 2 Ending FEB 29,2020

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: 2777</b>							
<b>2000 INCOME STATEMENT</b>							
<b>Revenue</b>							
01-2000-4000	MULMUR GRANT	55,023.65	55,023.65	13,755.91	8,941.90	39,895.59	53,651.50
01-2000-4010	MELANCTHON GRANT	55,023.65	55,023.65	13,755.91	8,941.90	39,895.59	53,651.50
01-2000-4030	FUNDRAISING REVENUE	19,046.55	20,000.00	0.00	3,166.70	19,000.00	19,000.00
01-2000-4100	MINOR RATE ICE RENTAL REVEN	54,020.55	45,000.00	10,843.04	9,000.00	43,156.96	54,000.00
01-2000-4110	ICE RENTAL REVENUE (PRIME)	50,822.88	52,000.00	8,396.15	8,500.00	42,603.85	51,000.00
01-2000-4115	ICE RENTAL REVENUE (NON-PRIM	1,632.74	500.00	0.00	83.30	500.00	500.00
01-2000-4120	NON-RESIDENT USER FEES	3,696.16	3,250.00	328.52	541.70	2,921.48	3,250.00
01-2000-4200	BOOTH RENTAL REVENUE	2,169.96	5,000.00	700.00	350.00	1,400.00	2,100.00
01-2000-4210	HALL RENTAL REVENUE	4,011.50	2,600.00	0.00	666.70	4,000.00	4,000.00
01-2000-4230	SIGN RENTAL REVENUE	3,840.00	4,160.00	3,620.00	633.30	180.00	3,800.00
01-2000-4300	PENALTIES & INTEREST	869.44	525.00	141.37	141.70	708.63	850.00
01-2000-4500	PR YR SURPLUS/DEFICIT	(29,582.29)	(29,582.30)	0.00	(1,057.00)	(6,342.00)	(6,342.00)
<b>Total Revenue</b>		<b>220,574.79</b>	<b>213,500.00</b>	<b>51,540.90</b>	<b>39,910.20</b>	<b>187,920.10</b>	<b>239,461.00</b>
<b>Expense</b>							
01-2000-7000	WAGES	68,452.29	55,000.00	9,995.02	11,333.30	58,004.98	68,000.00
01-2000-7005	BENEFITS-EI/PPP/WSIB/EHT	5,539.58	5,600.00	868.86	933.30	4,731.14	5,600.00
01-2000-7010	BENEFITS-OMERS	0.00	0.00	641.93	825.00	4,308.07	4,950.00
01-2000-7012	MILEAGE	284.23	0.00	0.00	50.00	300.00	300.00
01-2000-7015	STAFF TRAINING/DUES, FEES, SU	1,149.12	300.00	160.00	166.70	840.00	1,000.00
01-2000-7100	OFFICE/COMPUTER SUPPLIES	2,427.87	1,700.00	0.00	333.30	2,000.00	2,000.00
01-2000-7110	COMMUNICATION	1,968.35	3,000.00	109.80	333.30	1,890.20	2,000.00
01-2000-7115	INSURANCE	12,518.16	12,200.00	0.00	2,216.70	13,300.00	13,300.00
01-2000-7120	HEALTH & SAFETY	1,903.36	2,800.00	0.00	333.30	2,000.00	2,000.00
01-2000-7125	PROF FEES - AUDIT	610.56	1,400.00	0.00	101.80	611.00	611.00
01-2000-7130	PROF FEES - WATER TESTING	392.81	300.00	0.00	66.70	400.00	400.00
01-2000-7150	BANK CHARGES	771.70	400.00	160.60	83.30	339.40	500.00
01-2000-7200	HYDRO	50,085.34	60,000.00	0.00	9,666.70	58,000.00	58,000.00
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	14,711.62	12,000.00	1,713.77	2,500.00	13,286.23	15,000.00
01-2000-7220	BLDG & GROUNDS MAINTENANCI	18,293.35	20,000.00	701.20	3,083.30	17,798.80	18,500.00
01-2000-7230	BOOTH MAINTENANCE	1,917.94	1,300.00	88.95	550.00	3,211.05	3,300.00
01-2000-7240	ICE PLANT/MACH MAINTENANCE	18,153.39	12,000.00	75.00	3,000.00	17,925.00	18,000.00
01-2000-7300	FUNDRAISING EXPENSE	10,992.69	10,500.00	0.00	1,833.30	11,000.00	11,000.00
01-2000-7500	CAPITAL PURCHASES	19,372.01	15,000.00	0.00	2,500.00	15,000.00	15,000.00
<b>Total Expense</b>		<b>229,544.37</b>	<b>213,500.00</b>	<b>14,515.13</b>	<b>39,910.00</b>	<b>224,945.87</b>	<b>239,461.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(8,969.58)</b>	<b>0.00</b>	<b>37,025.77</b>	<b>0.20</b>	<b>(37,025.77)</b>	<b>0.00</b>
<b>Category Excess Revenue Over (Under) Expenditures</b>		<b>(8,969.58)</b>	<b>0.00</b>	<b>37,025.77</b>	<b>0.20</b>	<b>(37,025.77)</b>	<b>0.00</b>

GB#7.1.3  
 FEB 12 2020

**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 2 Ending FEB 29,2020

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	220,574.79	213,500.00	51,540.90	39,910.20	187,920.10	239,461.00
	Fund 01 Total Revenue	220,574.79	213,500.00	51,540.90	39,910.20	187,920.10	239,461.00
01-2000	INCOME STATEMENT	229,544.37	213,500.00	14,515.13	39,910.00	224,945.87	239,461.00
	Fund 01 Total Expenditure	229,544.37	213,500.00	14,515.13	39,910.00	224,945.87	239,461.00
	Fund 01 Excess Revenue Over (Under) Expenditures	(8,969.58)	0.00	37,025.77	0.20	(37,025.77)	0.00
	Report Total Revenue	220,574.79	213,500.00	51,540.90	39,910.20	187,920.10	239,461.00
	Report Total Expenditure	229,544.37	213,500.00	14,515.13	39,910.00	224,945.87	239,461.00
	Report Excess Revenue Over (Under) Expenditures	(8,969.58)	0.00	37,025.77	0.20	(37,025.77)	0.00

**NDCC Board of Management  
2020 Budget**

Account	Description	Draft #4						Comments
		2018 Actuals	2018 Budget	2019 Actual	2019 Budget	2020 Budget	Budget Variance	
<b>REVENUES</b>								
01-2000-4000	MULMUR GRANT	25,277	25,277	55,024	55,024	53,651	(1,372)	-2.49%
01-2000-4010	MELANCTHON GRANT	25,277	25,277	55,024	55,024	53,651	(1,372)	-2.49%
01-2000-4020	DONATION REVENUE	100	-	2,819	-		0	
01-2000-4030	FUNDRAISING REVENUE	20,273	20,000	19,047	20,000	19,000	(1,000)	BBQ, Straw. Supper
01-2000-4100	MINOR RATE RENTAL REVENUE	45,901	45,000	54,021	45,000	54,000	9,000	
01-2000-4110	ICE RENTAL REVENUE (PRIME)	47,663	52,000	50,823	52,000	51,000	(1,000)	
01-2000-4115	ICE RENTAL REVENUE (NON-PRIME)	697	500	1,633	500	500	0	
01-2000-4120	NON-RESIDENT USER FEES	3,578	3,000	3,696	3,250	3,250	0	
01-2000-4200	BOOTH RENTAL REVENUE	3,561	4,300	2,170	5,000	2,100	(2,900)	
01-2000-4210	HALL RENTAL REVENUE	2,230	2,600	4,012	2,600	4,000	1,400	
01-2000-4220	FLOOR RENTAL REVENUE	463	-	97	-		0	
01-2000-4230	SIGN RENTAL REVENUE	3,980	4,160	3,840	4,160	3,800	(360)	
01-2000-4240	VENDING MACHINE REVENUE	238	250	109	-	-	0	
01-2000-4300	PENALTIES & INTEREST	773	525	869	525	850	325	
01-2000-4500	PRIOR YEAR DEFICIT			(29,582)	(29,582)	(6,342)	23,240	
	<b>TOTAL REVENUE</b>	<b>180,011</b>	<b>182,888</b>	<b>223,601</b>	<b>213,500</b>	<b>239,461</b>		
<b>EXPENSES</b>								
01-2000-7000	WAGES	52,760	45,000	68,452	55,000	68,000	13,000	
01-2000-7005	BENEFITS-EI/PPP/WSIB/EHT	5,066	5,600	5,540	5,600	5,600	0	
01-2000-7010	BENEFITS-OMERS	1,740	3,000	-	-	4,950	4,950	
01-2000-7012	MILEAGE			284		300	300	
01-2000-7015	STAFF TRAINING/DUES, FEES, SUBSCRIP	1,556	300	1,149	300	1,000	700	
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,901	1,200	2,428	1,700	2,000	300	
01-2000-7110	COMMUNICATION	2,512	3,000	1,968	3,000	2,000	(1,000)	
01-2000-7115	INSURANCE	11,763	12,200	12,518	12,200	13,300	1,100	
01-2000-7120	HEALTH & SAFETY	2,087	2,800	1,903	2,800	2,000	(800)	billed at y/e
01-2000-7125	PROF FEES - AUDIT	1,403	1,188	611	1,400	611	(789)	per quote
01-2000-7130	PROF FEES - WATER TESTING	232	300	393	300	400	100	
01-2000-7150	BANK CHARGES	388	500	772	400	500	100	
01-2000-7200	HYDRO	55,360	60,000	50,085	60,000	58,000	(2,000)	
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	15,067	12,000	14,712	12,000	15,000	3,000	
01-2000-7220	BLDG/GROUNDS MAINTENANCE	23,665	15,000	18,293	20,000	18,500	(1,500)	
01-2000-7230	BOOTH MAINTENANCE	4,462	1,300	1,918	1,300	3,300	2,000	\$1,600 roller shutter
01-2000-7240	ICE PLANT/MACH MAINT	18,771	9,000	18,153	12,000	18,000	6,000	
01-2000-7300	FUNDRAISING EXPENSE	10,859	10,500	10,993	10,500	11,000	500	
01-2000-7400	BAD DEBT	0	-	399	-	-	0	
01-2000-7500	CAPITAL PURCHASES	0		19,372	15,000	15,000	0	
	<b>TOTAL EXPENSES</b>	<b>209,593</b>	<b>182,888</b>	<b>229,943</b>	<b>213,500</b>	<b>239,461</b>	<b>25,961</b>	12.16%
	<b>Net Income/(Deficit)</b>	<b>(29,582)</b>	<b>0</b>	<b>(6,342)</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>

EB#7.1.4  
FEB 12 2020

## Donna Funston

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**From:** Tracey Atkinson <tatkinson@mulmur.ca>  
**Sent:** Wednesday, January 22, 2020 10:56 AM  
**To:** Donna Funston; Denise Holmes  
**Cc:** Heather Boston  
**Subject:** generator switch

Hi Ladies,

Can you add a generator switch to the next agenda. We had Steve Murphy at our Council meeting talking about EMS and the discussion of the NDCC as a shelter came up. There was a discussion about putting in a switch, so that if we needed to set it up as a shelter, a mobile generator could be brought in without delay in wiring, if we already had a switch. County may pay 50%.

Thanks!

Tracey Atkinson, BES MCIP RPP Dipl.M.M. | 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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