



**NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
AGENDA  
WEDNESDAY, MARCH 11, 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 - February 12, 2020**
- 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
  2. Other
  3. Unfinished Business
    1. Arena Manager and Part time staff Pay Grids
    2. Generator Switch for Mobile Generator
- 8. Information**
  1. Sierra Planning and Management summary of Meeting Outcomes from February 4, 2020 Workshop
  2. Confirmation email of Norduff Room Hours Booked - Comparing 2016-2019
- 9. Closed Session**
  1. Approval of Draft Minutes - February 12, 2020
  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 April 8, 2020 - 7:00 - 9:00 p.m. - North Dufferin Community Centre**

# Accounts Payable

NDCC AP FEB 04 - FEB 27 2020

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2020 to 03/03/2020 Paid Invoices Cheque Date 02/04/2020 to 02/27/2020

Vendor Number Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
000060 2239198 ONTARIO INC.	2020-2008	SNOW REMOVAL JAN 2020	02/02/2020	02/03/2020	2,349.27
		01-2000-7220 SNOW REMOVAL JAN 2020			2,349.27
000046 BARCLAY WHOLESale	25811	LYSOL DISINFECTANT WIPES	02/10/2020	02/11/2020	10.45
		01-2000-7220 LYSOL DISINFECTANT WIPES			10.45
000046 BARCLAY WHOLESale	26558	BLADE SHARPENING	02/24/2020	02/25/2020	136.73
		01-2000-7240 BLADE SHARPENING			136.73
000046 BARCLAY WHOLESale	26034	TIDE PODS	02/24/2020	02/25/2020	40.40
		01-2000-7220 TIDE PODS			40.40
				Vendor Total	187.58
000062 GFL ENVIRONMENTAL INC.	SD-0000291533	JAN - 3 Lifts	01/31/2020	02/05/2020	174.60
		01-2000-7220 JAN - 3 Lifts			174.60
000001 HURONIA/MED-E-OX LTD	174362	ARENA FURNACE PROPANE	01/21/2020	02/14/2020	102.48
		01-2000-7210 ARENA FURNACE PROPANE			102.48
000001 HURONIA/MED-E-OX LTD	R2063961	CAGE FOR PROPANE	01/31/2020	02/14/2020	31.64
		01-2000-7210 CAGE FOR PROPANE			31.64
				Vendor Total	134.12
000004 MCDONALD HOME HARDWAR 85502		SUMP PUMP RETURN	01/10/2020	01/21/2020	-237.29
		01-2000-7220 SUMP PUMP RETURN			-237.29
000004 MCDONALD HOME HARDWAR 86385		SCREWS/ AUGER RETURN	02/15/2020	02/18/2020	-26.56
		01-2000-7220 SCREWS			6.18
		01-2000-7220 AUGER RETURN			-32.74
000004 MCDONALD HOME HARDWAR 86363		ROD SET/TAPE/ AUGER	02/14/2020	02/18/2020	188.65
		01-2000-7220 ROD SET/TAPE/ AUGER			188.65
000004 MCDONALD HOME HARDWAR 86410		AUGER	02/18/2020	02/19/2020	16.37
		01-2000-7220 AUGER			16.37
000004 MCDONALD HOME HARDWAR 86570		PIPE/LEVER/RIVET/SCRAPER/HOOK	02/24/2020	02/25/2020	85.85
		01-2000-7220 PIPE/LEVER/RIVET/SCRAPER/HOOK			85.85
				Vendor Total	27.02
000008 SHELBURNE HOME HARDWAR 288715/1		2X6 PT POSTS/GLOVES	01/29/2020	01/31/2020	40.19
		01-2000-7220 2X6 PT POSTS/GLOVES			40.19
000084 SOUTHGATE AUTO GLASS & 12889		FROSTED GRASS CUT / INSTALL	01/24/2020	02/05/2020	56.50
		01-2000-7220 FROSTED GRASS CUT / INSTALL			56.50
000011 SPARLINGS PROPANE	88725066963449	ARENA BOOTH PROPANE	01/21/2020	01/30/2020	797.63
		01-2000-7230 ARENA BOOTH PROPANE			797.63
000011 SPARLINGS PROPANE	88725066963450	ARENA BOOTH PROPANE	02/16/2020	02/25/2020	508.68
		01-2000-7230 ARENA BOOTH PROPANE			508.68

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Vendor 000000 Through 999999

Invoice Entry Date 01/01/2020 to 03/03/2020 Paid Invoices Cheque Date 02/04/2020 to 02/27/2020

Vendor Number Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
<b>Vendor Total</b>					<b>1,306.31</b>
000080 TECHNICAL STANDARDS & SF3440151		OPERATING ENGINEERS INSPECTION	02/04/2020	02/11/2020	40.68
		01-2000-7240 OPERATING ENGINEERS INSPECTION			40.68
000006 TELIZON INC	03500420200213	ACCT #35004 - ARENA FEB	02/13/2020	02/19/2020	67.22
		01-2000-7110 ACCT #35004 - ARENA FEB			67.22
000085 THE DUFFERIN GROUP	0000147947	EYE WASH / CLEANING SUPPLIES	01/31/2020	02/20/2020	210.85
		01-2000-7220 EYE WASH / CLEANING SUPPLIES			210.85
000013 WAYNE BIRD FUELS	579302	ARENA FURNACE OIL	02/05/2020	02/12/2020	808.96
		01-2000-7210 ARENA FURNACE OIL			808.96
000013 WAYNE BIRD FUELS	583351	ARENA FURNACE OIL	02/25/2020	02/27/2020	1,076.42
		01-2000-7210 ARENA FURNACE OIL			1,076.42
Unpaid Invoices					0.00
Paid Invoices					6,479.72
Invoices Total					6,479.72
Selected G/L Account Total					6,479.72
Payroll:					\$2,487.12
<b>GRAND TOTAL:</b>					<b>\$8,966.84</b>

**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: 2???</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
01-2000-4015	GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
01-2000-4020	DONATION REVENUE	3,239.35	0.00	0.00	0.00	0.00	0.00
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	15,975.84	9,000.00	38,024.16	54,000.00
01-2000-4110	ICE RENTAL REVENUE (PRIME)	50,822.88	52,000.00	12,411.70	8,500.00	38,588.30	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	423.42	541.70	2,826.58	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
01-2000-4220	FLOOR RENTAL REVENUE	97.34	0.00	0.00	0.00	0.00	0.00
01-2000-4230	SIGN RENTAL REVENUE	3,840.00	4,160.00	3,620.00	633.30	180.00	3,800.00
01-2000-4240	VENDING MACHINE REVENUE	109.39	0.00	0.00	0.00	0.00	0.00
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>224,020.87</b>	<b>213,500.00</b>	<b>60,784.15</b>	<b>39,910.20</b>	<b>178,676.85</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	5,477.76	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	169.29	333.30	1,830.71	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	132.35	83.30	367.65	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	3,500.93	2,500.00	11,499.07	15,000.00
01-2000-7220	BLDG & GROUNDS MAINTENANCE	18,293.35	20,000.00	3,485.78	3,083.30	15,014.22	18,500.00
01-2000-7230	BOOTH MAINTENANCE	1,917.94	1,300.00	1,244.98	550.00	2,055.02	3,300.00
01-2000-7240	ICE PLANT/MACH MAINTENANCE	18,153.39	12,000.00	232.00	3,000.00	17,768.00	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
01-2000-7400	BAD DEBT	398.63	0.00	0.00	0.00	0.00	0.00
01-2000-7450	TSFR TO CAPITAL RESERVES	420.00	0.00	0.00	0.00	0.00	0.00
01-2000-7500	CAPITAL PURCHASES	3,768.05	15,000.00	0.00	2,500.00	15,000.00	15,000.00
01-2000-7800	AMORTIZATION	1,560.40	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>		<b>216,257.62</b>	<b>213,500.00</b>	<b>20,431.14</b>	<b>39,910.00</b>	<b>219,029.86</b>	<b>239,461.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>7,763.25</b>	<b>0.00</b>	<b>40,353.01</b>	<b>0.20</b>	<b>(40,353.01)</b>	<b>0.00</b>

**General Ledger**  
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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>		7,763.25	0.00	40,353.01	0.20	(40,353.01)	0.00

**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		

**REPORT SUMMARY**

01-2000	INCOME STATEMENT	224,020.87	213,500.00	60,784.15	39,910.20	178,676.85	239,461.00
	Fund 01 Total Revenue	224,020.87	213,500.00	60,784.15	39,910.20	178,676.85	239,461.00
01-2000	INCOME STATEMENT	216,257.62	213,500.00	20,431.14	39,910.00	219,029.86	239,461.00
	Fund 01 Total Expenditure	216,257.62	213,500.00	20,431.14	39,910.00	219,029.86	239,461.00
	Fund 01 Excess Revenue Over (Under) Expenditures	7,763.25	0.00	40,353.01	0.20	(40,353.01)	0.00
	Report Total Revenue	224,020.87	213,500.00	60,784.15	39,910.20	178,676.85	239,461.00
	Report Total Expenditure	216,257.62	213,500.00	20,431.14	39,910.00	219,029.86	239,461.00
	Report Excess Revenue Over (Under) Expenditures	7,763.25	0.00	40,353.01	0.20	(40,353.01)	0.00

## Summary of Meeting Outcomes (Transcript)

Project Name: NDCC Efficiency Review & Mulmur Recreation Plan

Meeting Type: Community Workshop

Location: North Dufferin Community Centre, Honeywood

Date/Time: February 4, 2020, 6:00 – 8:00pm

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The following provides a transcript of the discussion from the Community Workshop held on February 4<sup>th</sup>, 2020. Participants broke out into 3 smaller groups to discuss needs, wants, and their visions for the NDCC and Recreation in Mulmur in general going forward.

### **TABLE 1**

#### **1. What do you need the most?**

- Courses (i.e. first aid, yoga)
- Communication (what's happening) – Website, Through Township
- Accessibility
- Updates – energy
- Mansfield – community centre, outdoor rink (multi-season)
- County Forest Maps, wayfinding, trail connectivity

#### **2. What do you want the most?**

- Lights at Mansfield ball diamond
- Maintain existing ball diamond
- Pickleball
- Bands, entertainment

#### **3. What is your vision for the NDCC and/or recreation in Mulmur 10 years from now?**

- Can't lose what we have
- Inclusive
- Affordable

#### **4. Examples from other communities?**

- Simcoe Small Halls Festival
  - Baxter outdoor rink
  - Dundalk arena – community hub
- 

### **TABLE 2**

#### **1. What do you need the most?**

- Accessible community centre (Honeywood)
- Better dressing room facilities (Size, number, smell)
- Kitchen/concession upgrades
- Female dressing room
- Referees room
- Washrooms (accessibility, cleanliness)
- Storage space
- Custodial space
- Kids
- Parking space

## Summary of Meeting Outcomes (Transcript)

Project Name: NDCC Efficiency Review & Mulmur Recreation Plan

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Location: North Dufferin Community Centre, Honeywood

Date/Time: February 4, 2020, 6:00 – 8:00pm

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- Use of arena floor for summer sports
  - Outdoor / indoor walking track
  - Basketball / multi-court sport space
  - Children play structure
  - Lights – upgrade existing ball parks (Mansfield, Horning's Mills)
  - Exercise programs – fitness space without driving
  - Gathering space for weddings, funerals, anniversaries, church services, etc.
  - Heritage concerns – keeping NDCC
  - Picnic pavilion / shade structure
2. **What do you want the most?**
    - Unstructured sport / recreation space
  3. **What is your vision for the NDCC and/or recreation in Mulmur 10 years from now?**
    - Place to play hockey
    - A balanced community facility that can meet full time residents and seasonal residents needs.
- 

### **TABLE 3**

1. **What do you need the most?**
  - Is the ice surface large enough? Users are okay with it now.
  - Municipal share of capital costs – approx. 27% (Provincial, Federal = 73%)
  - More use in last 12 months of Norduff Room
  - Pool in Shelburne used by Mulmur and Melancthon residents
  - Baseball in Badjeros vs. Mansfield
  - Fitness centre requires commute
  - Ball hockey possible summer use
  - Need to do cost benefit on fix / new build
  - Is there support in the community for fundraising for a new facility?
2. **What do you want the most?**
  - If a new ice surface, multi-purpose room, fitness room, pool, secure storage, presentation/display space, playground and equipment, sports field.
3. **What is your vision for the NDCC and/or recreation in Mulmur 10 years from now?**
  - NDCC will be a HUB for the community – with ice pad, gathering place, multi-purpose room, fair/event/show space
4. **Examples from other communities?**
  - Alder in Orangeville
  - Dundalk Park, kitchen, picnic facility (with adjacent pool)



## Donna Funston

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**Subject:** FW: Utilization of Norduff Room

**From:** Roseann Knechtel <[rknechtel@mulmur.ca](mailto:rknechtel@mulmur.ca)>  
**Sent:** February 7, 2020 08:52 AM  
**To:** [lcudmore@sierraplan.com](mailto:lcudmore@sierraplan.com)  
**Cc:** Heather Boston <[hboston@mulmur.ca](mailto:hboston@mulmur.ca)>; Tracey Atkinson <[tatkinson@mulmur.ca](mailto:tatkinson@mulmur.ca)>; James Woods <[jwoods@mulmur.ca](mailto:jwoods@mulmur.ca)>; [Chester.tupling@premierequipment.ca](mailto:Chester.tupling@premierequipment.ca)  
**Subject:** RE: Utilization of Norduff Room

Hi Lindsay,

The numbers you have below are correct.

Norduff Room (NDCC)	2016	2017	2018	2019
Prime Time Hours Booked	106	141.5	49	24

Roseann Knechtel, BA, MMC | Treasury & Taxation Clerk  
Township of Mulmur | 758070 2<sup>nd</sup> Line East | Mulmur, Ontario L9V 0G8  
Phone 705-466-3341 ext. 221 | Fax 705-466-2922 | [rknechtel@mulmur.ca](mailto:rknechtel@mulmur.ca)

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**From:** Lindsay Cudmore <[lcudmore@sierraplan.com](mailto:lcudmore@sierraplan.com)>  
**Sent:** February 6, 2020 2:57 PM  
**To:** Tracey Atkinson <[tatkinson@mulmur.ca](mailto:tatkinson@mulmur.ca)>; James Woods <[jwoods@mulmur.ca](mailto:jwoods@mulmur.ca)>  
**Subject:** Utilization of Norduff Room

Hi Tracey and James,

As I was going through the notes from the workshop on Tuesday, one table indicated that use of the Norduff Room had increased over the past 12 months (I believe this was the table that Tracey was at?). This is the opposite of what the information provided to us (in excel format) is showing - which I believe is prime-time rentals only? I have included our initial numbers below for your reference based on info from the past 4 years. Perhaps we are missing some data?

Norduff Room (NDCC)	2016	2017	2018	2019
Prime Time Hours Booked	106	141.5	49	24

Give me a call if we need to discuss further.

Thanks,

**Lindsay Cudmore, MCIP, RPP**

Consultant

Sierra Planning & Management

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