



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
AGENDA
THURSDAY, APRIL 16, 2020 - 3:00 P.M.
ELECTRONIC MEETING - ZOOM**



- 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 - March 11, 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**
- 9. Closed Session**
 1. Approval of Draft Minutes - March 11, 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 May 13, 2020 - 7:00 - 9:00 p.m. - North Dufferin Community Centre**

Accounts Payable

NDCC AP FEB 28 - MAR 31 2020

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2020 to 03/31/2020 Paid Invoices Cheque Date 02/28/2020 to 03/31/2020

Vendor Number Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
000060 2239198 ONTARIO INC.	2020-2011	SNOW REMOVAL FEB	03/04/2020	03/09/2020	2,069.60
		01-2000-7220 SNOW REMOVAL FEB			2,069.60
000005 DELMAR ELECTRIC	13049	CHANGE ROOM/ICE SURFACE LIGHTS	01/24/2020	03/09/2020	647.74
		01-2000-7220 CHANGE ROOM/ICE SURFACE LIGHTS			647.74
000005 DELMAR ELECTRIC	13050	NEW RECEPTACLES	01/14/2020	03/09/2020	909.86
		01-2000-7220 NEW RECEPTACLES			909.86
		Vendor Total			1,557.60
000062 GFL ENVIRONMENTAL INC.	SD-0000293555	FEB - 3 Lifts	02/29/2020	03/04/2020	116.40
		01-2000-7220 FEB - 3 Lifts			116.40
000001 HURONIA/MED-E-OX LTD	174611	ARENA FURNACE PROPANE	02/13/2020	03/09/2020	62.00
		01-2000-7210 ARENA FURNACE PROPANE			62.00
000001 HURONIA/MED-E-OX LTD	175225	ARENA FURNACE PROPANE	02/21/2020	03/09/2020	155.04
		01-2000-7210 ARENA FURNACE PROPANE			155.04
		Vendor Total			217.04
000016 HYDRO ONE	FEB 7 2020	ICEPLANT JAN	02/29/2020	02/29/2020	5,601.99
		01-2000-7200 ICEPLANT JAN			5,601.99
000016 HYDRO ONE	FEB 12 2020	BLDG FEB	02/20/2020	03/31/2020	815.15
		01-2000-7200 BLDG FEB			815.15
000016 HYDRO ONE	MAR 9 2020	ICEPLANT MAR	03/09/2020	03/31/2020	5,329.26
		01-2000-7200 ICEPLANT MAR			5,329.26
		Vendor Total			11,746.40
000087 INTELICORE	32940	MS 365	02/29/2020	02/29/2020	86.79
		01-2000-7100 MS 365			86.79
000018 OMERS PENSION PLAN	March 04 2020	FEB OMERS	03/04/2020	03/04/2020	434.42
		01-1000-2206 FEB OMERS			434.42
000018 OMERS PENSION PLAN	MAR 25 2020	MAR OMERS	03/25/2020	03/25/2020	1,051.48
		01-1000-2206 MAR OMERS			1,051.48
		Vendor Total			1,485.90
000011 SPARLINGS PROPANE	88725066963451	ARENA BOOTH PROPANE	02/21/2020	03/03/2020	114.08
		01-2000-7230 ARENA BOOTH PROPANE			114.08
000011 SPARLINGS PROPANE	88725066963452	ARENA BOOTH PROPANE	03/01/2020	03/18/2020	67.74
		01-2000-7230 ARENA BOOTH PROPANE			67.74
000011 SPARLINGS PROPANE	88725066963453	ARENA BOOTH PROPANE	03/24/2020	03/25/2020	447.60
		01-2000-7230 ARENA BOOTH PROPANE			447.60
		Vendor Total			629.42
000020 TD BANK	FEB 2020	FEB EFT S/C	02/29/2020	02/29/2020	180.42

GB# 7-1.1
APR 16 2020

Accounts Payable

NDCC AP FEB 28 - MAR 31 2020

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2020 to 03/31/2020 Paid Invoices Cheque Date 02/28/2020 to 03/31/2020

Vendor Number Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
		01-2000-7150	FEB EFT S/C		134.92
		01-2000-7150	FEB EFT S/C		45.50
000020 TD BANK	MAR 2020	MARCH EFT S/C	03/23/2020	03/31/2020	170.23
		01-2000-7150	MARCH EFT S/C		85.03
		01-2000-7150	MARCH EFT S/C		85.20
			Vendor Total		350.65
000006 TELIZON INC	03500420200313	ACCT #35004 - ARENA	03/13/2020	03/25/2020	67.14
		MARCH			
		01-2000-7110	ACCT #35004 - ARENA MARCH		67.14
000086 USTI CANADA INC	271697	KEYSTONE ANNUAL FEE	03/01/2020	03/03/2020	1,613.17
		01-2000-7100	KEYSTONE ANNUAL FEE		1,613.17
000017 WORKPLACE SAFETY & INSUI	APRIL 2020	1ST QTR WSIB	03/24/2020	03/31/2020	130.50
		01-1000-2205	1ST QTR WSIB		130.50
			Unpaid Invoices		0.00
			Paid Invoices		20,070.61
			Invoices Total		20,070.61
			Selected G/L Account Total		20,070.61
			Payroll:		\$8598.41
			Grand Total:		\$28669.02

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 3 Ending MAR 31,2020

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
Fund: 01 OPERATING FUND							
Category: 27???							
2000 INCOME STATEMENT							
Revenue							
01-2000-4000	MULMUR GRANT	55,023.65	55,023.65	13,755.91	13,602.68	40,654.75	54,410.66
01-2000-4010	MELANCTHON GRANT	55,023.65	55,023.65	13,755.91	13,602.68	40,654.75	54,410.66
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	4,750.03	19,000.00	19,000.00
01-2000-4100	MINOR RATE ICE RENTAL REVEN	54,020.55	45,000.00	17,772.32	13,500.00	36,227.68	54,000.00
01-2000-4110	ICE RENTAL REVENUE (PRIME)	50,822.88	52,000.00	14,090.93	12,750.00	36,909.07	51,000.00
01-2000-4115	ICE RENTAL REVENUE (NON-PRIM	1,632.74	500.00	0.00	124.97	500.00	500.00
01-2000-4120	NON-RESIDENT USER FEES	3,696.16	3,250.00	481.82	812.53	2,768.18	3,250.00
01-2000-4200	BOOTH RENTAL REVENUE	2,169.96	5,000.00	1,050.00	525.00	1,050.00	2,100.00
01-2000-4210	HALL RENTAL REVENUE	4,011.50	2,600.00	0.00	1,000.03	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	4,160.00	949.97	(360.00)	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	322.77	212.53	527.23	850.00
01-2000-4500	PR YR SURPLUS/DEFICIT	(29,582.29)	(29,582.30)	0.00	(1,465.07)	(5,860.31)	(5,860.31)
Total Revenue		224,020.87	213,500.00	65,389.66	60,365.35	176,071.35	241,461.01
Expense							
01-2000-7000	WAGES	68,452.29	55,000.00	18,493.43	17,500.03	51,506.57	70,000.00
01-2000-7005	BENEFITS-EI/CPP/WSIB/EHT	5,477.76	5,600.00	1,612.56	1,399.97	3,987.44	5,600.00
01-2000-7010	BENEFITS-OMERS	0.00	0.00	1,167.67	1,237.50	3,782.33	4,950.00
01-2000-7012	MILEAGE	284.23	0.00	0.00	75.00	300.00	300.00
01-2000-7015	STAFF TRAINING/DUES, FEES, SU	1,149.12	300.00	160.00	250.03	840.00	1,000.00
01-2000-7100	OFFICE/COMPUTER SUPPLIES	2,427.87	1,700.00	1,504.39	499.97	495.61	2,000.00
01-2000-7110	COMMUNICATION	1,968.35	3,000.00	328.71	499.97	1,671.29	2,000.00
01-2000-7115	INSURANCE	12,518.16	12,200.00	0.00	3,325.03	13,300.00	13,300.00
01-2000-7120	HEALTH & SAFETY	1,903.36	2,800.00	0.00	499.97	2,000.00	2,000.00
01-2000-7125	PROF FEES - AUDIT	610.56	1,400.00	0.00	152.73	611.01	611.01
01-2000-7130	PROF FEES - WATER TESTING	392.81	300.00	0.00	100.03	400.00	400.00
01-2000-7150	BANK CHARGES	771.70	400.00	463.45	124.97	36.55	500.00
01-2000-7200	HYDRO	50,085.34	60,000.00	9,865.82	14,500.03	48,134.18	58,000.00
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	14,711.62	12,000.00	3,693.00	3,750.00	11,307.00	15,000.00
01-2000-7220	BLDG & GROUNDS MAINTENANCE	18,293.35	20,000.00	6,798.69	4,624.97	11,701.31	18,500.00
01-2000-7230	BOOTH MAINTENANCE	1,917.94	1,300.00	1,802.00	825.00	1,498.00	3,300.00
01-2000-7240	ICE PLANT/MACH MAINTENANCE	18,153.39	12,000.00	232.00	4,500.00	17,768.00	18,000.00
01-2000-7300	FUNDRAISING EXPENSE	10,992.69	10,500.00	0.00	2,749.97	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	3,750.00	15,000.00	15,000.00
01-2000-7800	AMORTIZATION	1,560.40	0.00	0.00	0.00	0.00	0.00
Total Expense		216,257.62	213,500.00	46,121.72	60,365.17	195,339.29	241,461.01
Dept Excess Revenue Over (Under) Expenditures		7,763.25	0.00	19,267.94	0.18	(19,267.94)	0.00

GB# 7.1.3
 APR 16 2020

General Ledger
Annual Department Budget vs. Actual Comparison Report
Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 3 Ending MAR 31,2020

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
Category Excess Revenue Over (Under) Expenditures		7,763.25	0.00	19,267.94	0.18	(19,267.94)	0.00

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 3 Ending MAR 31,2020

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	65,389.66	60,365.35	176,071.35	241,461.01
	Fund 01 Total Revenue	224,020.87	213,500.00	65,389.66	60,365.35	176,071.35	241,461.01
01-2000	INCOME STATEMENT	216,257.62	213,500.00	46,121.72	60,365.17	195,339.29	241,461.01
	Fund 01 Total Expenditure	216,257.62	213,500.00	46,121.72	60,365.17	195,339.29	241,461.01
	Fund 01 Excess Revenue Over (Under) Expenditures	7,763.25	0.00	19,267.94	0.18	(19,267.94)	0.00
	Report Total Revenue	224,020.87	213,500.00	65,389.66	60,365.35	176,071.35	241,461.01
	Report Total Expenditure	216,257.62	213,500.00	46,121.72	60,365.17	195,339.29	241,461.01
	Report Excess Revenue Over (Under) Expenditures	7,763.25	0.00	19,267.94	0.18	(19,267.94)	0.00