



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
AGENDA - ELECTRONIC MEETING - ZOOM
TUESDAY, JULY 7, 2020 - 7:00 P.M.**



1. **Call to order by Chair**
2. **Additions/Deletions/Approval of the Agenda**
Moved by---- Seconded by---- That the Agenda be approved as circulated. Carried.
3. **Declaration of Pecuniary Interest or Conflict of Interest**
4. **Approval of Draft Minutes - June 10, 2020**
Moved by — Seconded by ---- the minutes of the North Dufferin Community Centre Board of Management held on June 10, 2020 be approved as circulated. Carried
5. **Business Arising from the Minutes**
6. **Facility Manager's Report**
7. **General Business**
 1. Financial
 1. Accounts
Moved by---- Seconded by ---- the accounts in the amount of \$1,152.72 be approved to be paid. Carried
 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
 3. Keystone Software Arena Billing (Member Lowry discuss at next regular in person meeting) - NDCC Agreement between Mulumzur and Melancthon
8. **Information**
 1. Email from Tracey Atkinson regarding funding - capital new building and Heather Boston regarding grants
Moved by ---- Seconded by---- Item 8.1 be received as information. Carried.
9. **Notice of Motion**
10. **Confirmation Motion**
Moved by---- Seconded by---- 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 and Date of Next Meeting** - Tuesday August 11, 2020 - 7:00 - 9:00 p.m.
Moved by ---- Seconded by----we adjourn the North Dufferin Community Centre Board of Management meeting at ----- p.m. to meet again on Tuesday August 11, 2020 at 7:00 p.m. or at the call of the Chair. Carried.



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
MINUTES
WEDNESDAY, JUNE 10, 2020 – 7:00 P.M.
ELECTRONIC MEETING - ZOOM**



The North Dufferin Community Centre Board of Management known as “The Board” held its meeting on the 10th day of June, 2020 at 7:00 p.m., as an electronic meeting through ZOOM.

Those present:

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

Regrets:

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:03 p.m.

#2 Additions/Deletions/Approval of Agenda

-Moved by Clark, Seconded by B. Tupling that the Agenda be approved as circulated. Carried.

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#4 Approval of Draft Minutes

-Moved by Besley, Seconded by Noble, that the minutes of the North Dufferin Community Centre Board of Management held on May 20, 2020 and May 27, 2020 Special Meeting be approved as circulated. Carried.

#5 Business Arising from the Minutes

None.

#6 Facility Manager's Report

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

The Fire Department does a yearly inspection of the Arena and James can only find a report from 2011. He has been in contact with Mulmur to look for a more recent report, a copy of the report will go to each Township, the Board and James.

James has contacted Sparlings to get the new line for the hot water tanks put underground, he has also called GFL and changed the pick ups to once per month.

Board directed James to put caution tape up at the Park to keep kids out.

James reports his managers report from last month is an ongoing report that he will be working on over the summer months.

Member Besley discusses the fence around the cenotaph and that the snow from plowing the road is causing the fence to be damaged each year. Discussion around ideas of how to lessen the damage done by the snow. Board directs James to look at the fence to see what has been repaired, what needs to be repaired and possible solutions to limit the snow damage.

Board also requests the Zamboni be cleaned and waxed as soon as possible to keep it in good condition.

James reports the water line into the tanks is very small and takes a long time to fill he requests the small pipe be replaced with one a little larger to allow faster filling and to hook up a booster.

To date James has had to cancel 5 events that would have taken place in the Norduff Room – 1 wedding and 4 stag and does. James will get the Norduff room rental numbers and send to Mulmur to be included in the Sierra Planning reports to make them more accurate. The report should include all bookings of the room not just prime time hour bookings.

Board directs James to repair the following: paint and repair the sign at the end of the road, posts need painted and the strips repaired so it's easier in the winter to hold the letters in place. The rubber on the ice surface area by the mens washroom is down to the concrete and needs repaired, the boards on the south corner and the door flys open on its own. Look to see if the door can be reinforced if not get a quote to fix it before hockey season. James requests Chair Tupling and him have a look at the other panels that are loose and decide how many need to be repaired and how many to be replaced.

#7 General Business

1. Financial
 1. Accounts
 2. A/R update
 3. YTD vs. Budget comparison
2. Repairs Update
3. Other
4. Unfinished Business
 1. Arena Manager and Part time staff Pay Grids
 2. Generator Switch for Mobile Generator

3. Keystone Software Arena Billing (Member Lowry discuss at next regular in person meeting)

#1.1 -Moved by Clark, Seconded by B. Tupling that the accounts in the amount of \$3233.38 be approved to be paid. Carried.

#1.2 Discussion on the A/R list that it is smaller and still being worked on.

#1.3 No concerns raised.

#2 Chair Tupling will reach out to the Community regarding repairs at the ball diamond and possible donations of wood and supplies.

#3 Discussion around not for profit funding grants. Is the Arena considered not for profit? Co-Chair Tupling would like clarification if the Arena is considered not for profit, board directs Donna to speak with Heather regarding this. Donna to also speak with Heather about applying for any funding that would be available to the Arena and the possibility of the loss of business grant that the Federal Government is offering due to COVID-19. It was suggested that this be run by each Council and possibly each Townships Legal Council to see if able to apply for any grants.
Re-opening – Phase 2 – will be discussed at the next meeting.

#4 Leave on as unfinished

#8 Information

-Moved by Noble, Seconded by Rowbotham Item 8.1 and 8.2 be received as information. Carried.

#10 Notice of Motion

-None

#11 Confirmation Motion

-Moved by Fawcett, Seconded by Rowbotham 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.

#12 Adjournment

-Moved by Clark, Seconded by Rowbotham that we adjourn the North Dufferin Community Centre Board of Management meeting at 7:52 p.m. to meet again on Wednesday July 8, 2020 at 7:00 p.m. or at the call of the Chair. Carried.

CHAIR

SECRETARY



REPORT TO NDCC BOARD OF MANAGEMENT

TO: Chair Tupling and Members of the Board
FROM: James Woods, Arena Manager
DATE:
SUBJECT:

PURPOSE

The purpose of this report to is

BACKGROUND & DISCUSSION New Computer(Lab Top) after 3 years finally was finally able to change from Curtis to Myself and change my password.i have been using my wifes lab top for our meetings and doing a lot of my work from home because or the Covid19 plus the computer at work has not been working.i was told its old and needs to be updated Heather said they may be able to give me one of there old units when they get there new ones..I have been using my cell phone for business and was told because Im on salary I do not recive the 50dollar allowance for my cell phone.Need new equipement for work.Grinder and Power drill and new powerwasher.Paint for the sign.I will continue to do the work outlined in my earlier Managers Report.

FINANCIAL IMPACT

RECOMMENDATION

Respectfully submitted:

James Woods
James Woods, Arena Manager

- 1.Carmichaels year end shut down.
- 2.Shut down heating systems.
- 3.Final Billing of Ice Rentals Ladies Tournament
- 4.Removal of ice.
- 5.FireDept hose down arena floor.
- 6.Clean Ice surface.
- 7.Clean Glass.
- 8.Replace Broken Boards.
- 9.Repair Viewing Glass and Boards.
- 10.Contact Upcoming Rentals Covid19.
- 11.Clean Grounds.
- 12.Remove Cage and Install protective netting.
- 13.Intall New Curtain Rods Norduff room.
- 14.Sand & Stain Wooden seats in viewing Area.
- 15.Repair Leak in Roof.

16. Change All Air Filters, (Dehumidifiers and Heating System).
17. Monthly Checks, (Fire Extinguishers and Emergency Lighting).
18. Wash & Wax Zamboni.
19. Clean All Garbage Cans & Recycling.
20. Contact Sparlings to bury lines for Propane HotWater Heaters.
21. Shut off Propane to Canteen.
22. Clean All Change Rooms and Washrooms.
23. Need Computer Upgrade (Sign In).
24. Talked to Township re Barragade for new Propane Tanks. (Rear of Building). John.
25. Also fence at the Cenotaph.
26. Book Yearly Inspection for Building. (Fire and Security).

Accounts Payable

NDCC AP LIST 6/2/2020-6/30/2020

Vendor 000000 Through 999999

Invoice Entry Date 06/02/2020 to 06/29/2020 Paid Invoices Cheque Date 01/01/2020 to 06/29/2020

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000062	GFL ENVIRONMENTAL INC.	SD-0000299610	MAY - 2Lifts	000006	05/31/2020	06/04/2020	116.40
			01-2000-7220	MAY - 2Lifts			116.40
000051	HIGHLAND SUPPLY	286047	INDUSTRIAL BELT	000368	05/29/2020	06/22/2020	24.54
			01-2000-7240	INDUSTRIAL BELT			24.54
000051	HIGHLAND SUPPLY	286019	INDUSTRIAL BELT	000368	05/29/2020	06/22/2020	16.29
			01-2000-7240	INDUSTRIAL BELT			16.29
Vendor Total							40.83
000016	HYDRO ONE	June 12 2020	ICE PLANT JUNE	000112	06/08/2020	06/15/2020	741.31
			01-2000-7200	ICE PLANT JUNE			741.31
000016	HYDRO ONE	May 12 2020	BUILDING MAY	000112	05/12/2020	06/22/2020	185.94
			01-2000-7200	BUILDING MAY			185.94
Vendor Total							927.25

--	--	--	--	--	--	--	--

000006	TELIZON INC	03500420200613	ACCT #35004 - ARENA	000113	06/13/2020	06/22/2020	68.24
			JUNE				
			01-2000-7110	ACCT #35004 - ARENA			68.24
Unpaid Invoices							0.00
Paid Invoices							
Invoices Total							\$1152.72
Selected G/L Account Total							

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending DEC 31,2020 - From Period 1 To Period 6 Ending JUN 30,2020

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	27,307.42	27,205.34	27,103.24	54,410.66
01-2000-4010	MELANCTHON GRANT	55,023.65	55,023.65	27,307.42	27,205.34	27,103.24	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	0.00	0.00	0.00
01-2000-4100	MINOR RATE ICE RENTAL REVEN	54,020.55	45,000.00	22,006.88	27,000.00	31,993.12	54,000.00
01-2000-4110	ICE RENTAL REVENUE (PRIME)	50,822.88	52,000.00	20,024.65	25,500.00	30,975.35	51,000.00
01-2000-4115	ICE RENTAL REVENUE (NON-PRIM	1,632.74	500.00	0.00	249.98	500.00	500.00
01-2000-4120	NON-RESIDENT USER FEES	3,696.16	3,250.00	2,363.12	1,625.02	886.88	3,250.00
01-2000-4200	BOOTH RENTAL REVENUE	2,169.96	5,000.00	846.78	1,050.00	1,253.22	2,100.00
01-2000-4210	HALL RENTAL REVENUE	4,011.50	2,600.00	0.00	2,000.02	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	1,899.98	(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	809.94	425.02	40.06	850.00
01-2000-4500	PR YR SURPLUS/DEFICIT	(29,582.29)	(29,582.30)	0.00	(2,930.15)	(5,860.31)	(5,860.31)
Total Revenue		224,020.87	213,500.00	104,826.21	111,230.55	117,634.80	222,461.01
Expense							
01-2000-7000	WAGES	68,452.29	55,000.00	27,515.94	35,000.02	42,484.06	70,000.00
01-2000-7005	BENEFITS-EI/PPP/WSIB/EHT	5,477.76	5,600.00	2,395.02	2,799.98	3,204.98	5,600.00
01-2000-7010	BENEFITS-OMERS	0.00	0.00	1,959.21	2,475.00	2,990.79	4,950.00
01-2000-7012	MILEAGE	284.23	0.00	0.00	150.00	300.00	300.00
01-2000-7015	STAFF TRAINING/DUES, FEES, SU	1,149.12	300.00	160.00	500.02	840.00	1,000.00
01-2000-7100	OFFICE/COMPUTER SUPPLIES	2,427.87	1,700.00	1,711.36	999.98	288.64	2,000.00
01-2000-7110	COMMUNICATION	1,968.35	3,000.00	509.51	999.98	1,490.49	2,000.00
01-2000-7115	INSURANCE	12,518.16	12,200.00	6,636.54	6,650.02	6,663.46	13,300.00
01-2000-7120	HEALTH & SAFETY	1,903.36	2,800.00	60.49	999.98	1,939.51	2,000.00
01-2000-7125	PROF FEES - AUDIT	610.56	1,400.00	0.00	305.49	611.01	611.01
01-2000-7130	PROF FEES - WATER TESTING	392.81	300.00	0.00	200.02	400.00	400.00
01-2000-7150	BANK CHARGES	771.70	400.00	814.75	249.98	(314.75)	500.00
01-2000-7200	HYDRO	50,085.34	60,000.00	15,697.70	24,999.98	34,302.30	50,000.00
01-2000-7210	FURNACE FUEL/ PROPANE	14,711.62	12,000.00	5,875.73	7,500.00	9,124.27	15,000.00
01-2000-7220	BLDG & GROUNDS MAINTENANCE	18,293.35	20,000.00	7,430.89	9,249.98	11,069.11	18,500.00
01-2000-7230	BOOTH MAINTENANCE	1,917.94	1,300.00	295.28	1,650.00	3,004.72	3,300.00
01-2000-7240	ICE PLANT/MACH MAINTENANCE	18,153.39	12,000.00	1,287.07	9,000.00	16,712.93	18,000.00
01-2000-7300	FUNDRAISING EXPENSE	10,992.69	10,500.00	0.00	0.00	0.00	0.00
01-2000-7400	BAD DEBT	398.63	0.00	83.44	0.00	(83.44)	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	7,500.00	15,000.00	15,000.00
01-2000-7800	AMORTIZATION	1,560.40	0.00	0.00	0.00	0.00	0.00
Total Expense		216,257.62	213,500.00	72,432.93	111,230.43	150,028.08	222,461.01
Dept Excess Revenue Over (Under) Expenditures		7,763.25	0.00	32,393.28	0.12	(32,393.28)	0.00

General Ledger
Annual Department Budget vs. Actual Comparison Report
Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 6 Ending JUN 30,2020

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	32,393.28	0.12	(32,393.28)	0.00

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 6 Ending JUN 30,2020

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	104,826.21	111,230.55	117,634.80	222,461.01
	Fund 01 Total Revenue	224,020.87	213,500.00	104,826.21	111,230.55	117,634.80	222,461.01
01-2000	INCOME STATEMENT	216,257.62	213,500.00	72,432.93	111,230.43	150,028.08	222,461.01
	Fund 01 Total Expenditure	216,257.62	213,500.00	72,432.93	111,230.43	150,028.08	222,461.01
	Fund 01 Excess Revenue Over (Under) Expenditures	7,763.25	0.00	32,393.28	0.12	(32,393.28)	0.00
	Report Total Revenue	224,020.87	213,500.00	104,826.21	111,230.55	117,634.80	222,461.01
	Report Total Expenditure	216,257.62	213,500.00	72,432.93	111,230.43	150,028.08	222,461.01
	Report Excess Revenue Over (Under) Expenditures	7,763.25	0.00	32,393.28	0.12	(32,393.28)	0.00

Donna Funston

From: Tracey Atkinson <tatkinson@mulmur.ca>
Sent: Tuesday, June 16, 2020 9:53 AM
To: Donna Funston; Patty Clark; James Woods; Chester Tupling
Subject: Fwd: Funding - Capital New Build (North Dufferin Community Centre)

FYI

Kind regards,
Tracey Atkinson, BES MCIP RPP
CAO / Planner
Sent from my iPhone

Begin forwarded message:

From: Lynda Rickard <lrickard@fairtax.ca>
Date: June 16, 2020 at 9:46:39 AM EDT
To: Heather Boston <hboston@mulmur.ca>, Tracey Atkinson <tatkinson@mulmur.ca>
Subject: Funding - Capital New Build (North Dufferin Community Centre)

Hi Heather/Tracey:

The Federation of Canadian Municipalities (FCM) will fund 80% of the build through a loan/grant arrangement. However, the first step to achieve that is to have a Feasibility Study completed by your engineers. FCM will cover 50% of the cost of the study to a maximum of \$175,000.

Enabling Accessibility Fund (EAF) is also open. It is a maximum grant of \$100,000 but the start date needs to be between Sept.–Dec. 2020, and it needs to be completed before Dec 2022.

Once the budget for the building has been finalized, and we have a projected start date, we can begin a funding campaign and source other grants that can be stacked or paired. Let me know if you want to have another meeting to discuss a grant funding strategy for this project.

LYNDA RICKARD | SENIOR FUNDING SPECIALIST

GrantMatch™ Corp.
2265 Upper Middle Rd East, Suite 101, Oakville, ON L6H 0G5
M: (705) 328-4344 | T: (705) 439-2567 | F: (905) 823-5696
E: lrickard@grantmatch.com | W: www.grantmatch.com

Ask me about GrantMatch, our new Incentives & Funding Platform

This message is intended for the addressee only. It may contain confidential or privileged information. No rights to privilege have been waived. Any copying, re-transmittal, taking of action in reliance on, or other use of the information in this communication by persons other than the addressee is prohibited. If you have received this message in error, please reply to the sender by e-mail and delete or destroy all copies of this message.

Donna Funston

From: Heather Boston <hboston@mulmur.ca>
Sent: Thursday, June 11, 2020 4:16 PM
To: Donna Funston
Cc: Tracey Atkinson
Subject: RE: NDCC requests

Hi Donna,

The Board is not a Not-For-Profit, it's a municipal entity.

I don't have any time to research grants on their behalf as grants are extremely time consuming. I would recommend that the volunteers on this broad research grants and bring them forward at a meeting, that is what our Boards/committees normally do. Usually whichever department or committee wants a grant they look after that themselves.

Thanks,

Heather Boston, CPA, CA, CGA, BComm | 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



This message (including attachments, if any) is intended to be confidential and solely for the addressee. If you received this e-mail in error, please delete it and advise me immediately. E-mail transmission cannot be guaranteed to be secure or error-free and the sender does not accept liability for errors or omissions.

The Township Municipal office will be closed to the public until further notice due to COVID-19. All Council meetings will be converted to electronic meetings. All public meetings, committee/board meetings and public gatherings will be cancelled and rescheduled at a later date. The Township will continue to provide services and appreciate your patience and understanding during this time. Please see our website for more information. Please note that the Township has declared this an Emergency, and has alternative procedures in place to deal with the continuance of services and safety.

From: Donna Funston <dfunston@melancthontownship.ca>
Sent: Thursday, June 11, 2020 3:56 PM
To: Heather Boston <hboston@mulmur.ca>
Subject: NDCC requests

Hi Heather

Discussion around the Arena being not for profit came up last night, the Board is wanting to confirm if the Arena is considered not for profit?

The Board is requesting you look into any grants or funding that would be available for the Arena to apply for. Also the possibility of applying for the loss of business grant due to COVID-19.

Thanks,

Donna



Donna Funston | Administration and Finance Assistant | Township of Melancthon |

dfunston@melancthontownship.ca | PH: 519-925-5525 ext 103 | FX: 519-925-1110 | www.melancthontownship.ca |

Please consider the environment before printing this e-mail This message (including attachments, if any) is intended to be confidential and solely for the addressee. If you received this e-mail in error, please delete it and advise me immediately. E-mail transmission cannot be guaranteed to be secure or error-free and the sender does not accept liability for errors or omissions.

Please note: Effective 10:00 a.m. on March 17, 2020, the Township of Melancthon Municipal Office will be closed to the Public until further notice. Some of our services are available online (tax payments, planning applications, fire permits) or Staff will be available by phone at 519-925-5525 to assist.