



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
AGENDA - ELECTRONIC MEETING - ZOOM
WEDNESDAY, JUNE 10, 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 approve as circulated. Carried.
3. **Declaration of Pecuniary Interest or Conflict of Interest**
4. **Approval of Draft Minutes - May 20, 2020
May 27, 2020 - Special Meeting**
Moved by — Seconded by — 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**
6. **Facility Manager's Report**
7. **General Business**
 1. **Financial**
 1. **Accounts**
Moved by---- Seconded by ---- the accounts in the amount of \$3,233.38 be approved to be paid. Carried
 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) - NDCC Agreement between Mulmur and Melancthon**
8. **Information**
 1. **YTD vs. Budget comparison for April 2020 (incorrect date last month)**
 2. **Melancthon's Approval of Final Revised 2020 Budget**
Moved by ---- Seconded by---- Item 8.1 and 8.2 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 - Wednesday July 8, 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 Wednesday July 8, 2020 at 7:00 p.m. or at the call of the Chair. Carried.

Accounts Payable

NDCS AP LISTING 05/06/2020- 06/01/2020

Vendor 000000 Through 999999

Invoice Entry Date 05/06/2020 to 06/01/2020 Paid Invoices Cheque Date 05/06/2020 to 06/01/2020

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000001 HURONIA/MED-E-OX LTD	R2081935	ARENA FURNACE PROPANE	000003	05/11/2020	05/14/2020	23.73
		01-2000-7210 ARENA FURNACE PROPANE				23.73
000006 TELIZON INC	03500420200513	ACCT #35004 - ARENA MAY	000111	05/13/2020	06/01/2020	136.06
		01-2000-7110 ACCT #35004 - ARENA MAY				136.06
000009 J.L. WILSON AND SONS LIMIT JL-1687777		SEASONAL SHUTDOWN REFR EQUIP	000364	05/11/2020	05/14/2020	1,018.93
		01-2000-7240 SEASONAL SHUTDOWN REFR.EQUIP				1,018.93
000011 SPARLINGS PROPANE	88725066963455	Water Heater Propane	000365	05/19/2020	05/27/2020	450.24
		01-2000-7210 Water Heater Propane				450.24
000011 SPARLINGS PROPANE	88725066963454	BOOTH PROPANE	000365	05/19/2020	05/27/2020	119.07
		01-2000-7230 BOOTH PROPANE				119.07
Vendor Total						569.31
000015 TOWNSHIP OF MULMUR	034516	OSG HEALTH&SAFETY GREEN BOOKS	000108	05/14/2020	05/21/2020	60.49
		01-2000-7120 OSG HEALTH&SAFETY GREEN BOOKS				60.49
000016 HYDRO ONE	May 7 2020	ICEPLANT MAY	000106	05/13/2020	05/13/2020	668.05
		01-2000-7200 ICEPLANT MAY				668.05
000016 HYDRO ONE	APR 14 2020	BUILDING APRIL	000110	05/04/2020	05/22/2020	407.62
		01-2000-7200 BUILDING APRIL				407.62
Vendor Total						1,075.67
000020 TD BANK	May 27 2020	MAY EFT S/C	000109	05/27/2020	05/27/2020	170.08
		01-2000-7150 MAY EFT S/C				84.98
		01-2000-7150 MAY EFT S/C				50.00
		01-2000-7150 MAY EFT S/C				35.10
000087 INTELLICORE	33090-1	UBNT/UBNT-AC-L	000005	05/07/2020	05/14/2020	179.11
		01-2000-7100 UBNT/UBNT-AC-L				179.11
Unpaid Invoices						0.00
Paid Invoices						3,233.38
Invoices Total						3,233.38
Selected G/L Account Total						3,233.38

GB# 7.1.1
JUN 10 2020

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending DEC 31,2020 - From Period 1 To Period 5 Ending MAY 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	27,307.42	22,671.12	27,103.24	54,410.66
01-2000-4010	MELANCTHON GRANT	55,023.65	55,023.65	27,307.42	22,671.12	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	22,500.00	31,993.12	54,000.00
01-2000-4110	ICE RENTAL REVENUE (PRIME)	50,822.88	52,000.00	20,024.65	21,250.00	30,975.35	51,000.00
01-2000-4115	ICE RENTAL REVENUE (NON-PRIM	1,632.74	500.00	0.00	208.31	500.00	500.00
01-2000-4120	NON-RESIDENT USER FEES	3,696.16	3,250.00	2,363.12	1,354.19	886.88	3,250.00
01-2000-4200	BOOTH RENTAL REVENUE	2,169.96	5,000.00	846.78	875.00	1,253.22	2,100.00
01-2000-4210	HALL RENTAL REVENUE	4,011.50	2,600.00	0.00	1,666.69	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	1,583.31	(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	780.59	354.19	69.41	850.00
01-2000-4500	PR YR SURPLUS/DEFICIT	(29,582.29)	(29,582.30)	0.00	(2,441.79)	(5,860.31)	(5,860.31)
Total Revenue		224,020.87	213,500.00	104,796.86	92,692.14	117,664.15	222,461.01
Expense							
01-2000-7000	WAGES	68,452.29	55,000.00	23,054.40	29,166.69	46,945.60	70,000.00
01-2000-7005	BENEFITS-EI/PPP/WSIB/EHT	5,477.76	5,600.00	2,001.26	2,333.31	3,598.74	5,600.00
01-2000-7010	BENEFITS-OMERS	0.00	0.00	1,557.67	2,062.50	3,392.33	4,950.00
01-2000-7012	MILEAGE	284.23	0.00	0.00	125.00	300.00	300.00
01-2000-7015	STAFF TRAINING/DUES, FEES, SU	1,149.12	300.00	160.00	416.69	840.00	1,000.00
01-2000-7100	OFFICE/COMPUTER SUPPLIES	2,427.87	1,700.00	1,711.36	833.31	288.64	2,000.00
01-2000-7110	COMMUNICATION	1,968.35	3,000.00	387.99	833.31	1,612.01	2,000.00
01-2000-7115	INSURANCE	12,518.16	12,200.00	6,636.54	5,541.69	6,663.46	13,300.00
01-2000-7120	HEALTH & SAFETY	1,903.36	2,800.00	60.49	833.31	1,939.51	2,000.00
01-2000-7125	PROF FEES - AUDIT	610.56	1,400.00	0.00	254.57	611.01	611.01
01-2000-7130	PROF FEES - WATER TESTING	392.81	300.00	0.00	166.69	400.00	400.00
01-2000-7150	BANK CHARGES	771.70	400.00	814.75	208.31	(314.75)	500.00
01-2000-7200	HYDRO	50,085.34	60,000.00	15,013.55	20,833.31	34,986.45	50,000.00
01-2000-7210	FURNACE FUEL/ PROPANE	14,711.62	12,000.00	5,477.29	6,250.00	9,522.71	15,000.00
01-2000-7220	BLDG & GROUNDS MAINTENANC	18,293.35	20,000.00	7,327.88	7,708.31	11,172.12	18,500.00
01-2000-7230	BOOTH MAINTENANCE	1,917.94	1,300.00	189.91	1,375.00	3,110.09	3,300.00
01-2000-7240	ICE PLANT/MACH MAINTENANCE	18,153.39	12,000.00	1,250.93	7,500.00	16,749.07	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	6,250.00	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	65,727.46	92,692.00	156,733.55	222,461.01
Dept Excess Revenue Over (Under) Expenditures		7,763.25	0.00	39,069.40	0.14	(39,069.40)	0.00

QB# 7.1.3
 JUN 10 2020

General Ledger
Annual Department Budget vs. Actual Comparison Report
Fiscal Year Ending DEC 31,2020 - From Period 1 To Period 5 Ending MAY 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	39,069.40	0.14	(39,069.40)	0.00

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending DEC 31,2020 - From Period 1 To Period 5 Ending MAY 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	104,796.86	92,692.14	117,664.15	222,461.01
	Fund 01 Total Revenue	224,020.87	213,500.00	104,796.86	92,692.14	117,664.15	222,461.01
01-2000	INCOME STATEMENT	216,257.62	213,500.00	65,727.46	92,692.00	156,733.55	222,461.01
	Fund 01 Total Expenditure	216,257.62	213,500.00	65,727.46	92,692.00	156,733.55	222,461.01
	Fund 01 Excess Revenue Over (Under) Expenditures	7,763.25	0.00	39,069.40	0.14	(39,069.40)	0.00
	Report Total Revenue	224,020.87	213,500.00	104,796.86	92,692.14	117,664.15	222,461.01
	Report Total Expenditure	216,257.62	213,500.00	65,727.46	92,692.00	156,733.55	222,461.01
	Report Excess Revenue Over (Under) Expenditures	7,763.25	0.00	39,069.40	0.14	(39,069.40)	0.00

Donna Funston

From: Heather Boston <hboston@mulmur.ca>
Sent: Friday, May 29, 2020 3:00 PM
To: Donna Funston
Subject: Repairs

Hi Donna,

I just wanted to give the Board a quick update.

1. John has been in Contact with the contractor to schedule the replacement of the damaged fence. The Board should know that the damage to the fence is from the County snow plowing operation. As they plow the road the snow keeps getting pushed back. This is not done intentionally it is just a result of the amount of snow on that section of road. Therefore, after it is fixed it will continue to get damaged.
2. I haven't heard about the stone fence being repaired yet or the bench. I think those were the two items that the Board was going to have fixed by someone in the community. Can you please confirm if those were repaired?

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



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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.

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending DEC 31,2020 - From Period 1 To Period 4 Ending APR 30,2020

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		

Fund: 01 OPERATING FUND

Category: 2???

2000 INCOME STATEMENT

Revenue

01-2000-4000	MULMUR GRANT	55,023.65	55,023.65	13,755.91	18,136.90	40,654.75	54,410.66
01-2000-4010	MELANCTHON GRANT	55,023.65	55,023.65	13,755.91	18,136.90	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	6,333.36	19,000.00	19,000.00
01-2000-4100	MINOR RATE ICE RENTAL REVEN	54,020.55	45,000.00	22,006.88	18,000.00	31,993.12	54,000.00
01-2000-4110	ICE RENTAL REVENUE (PRIME)	50,822.88	52,000.00	20,024.65	17,000.00	30,975.35	51,000.00
01-2000-4115	ICE RENTAL REVENUE (NON-PRIM	1,632.74	500.00	0.00	166.64	500.00	500.00
01-2000-4120	NON-RESIDENT USER FEES	3,696.16	3,250.00	2,363.12	1,083.36	886.88	3,250.00
01-2000-4200	BOOTH RENTAL REVENUE	2,169.96	5,000.00	846.78	700.00	1,253.22	2,100.00
01-2000-4210	HALL RENTAL REVENUE	4,011.50	2,600.00	0.00	1,333.36	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	1,266.64	(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	558.58	283.36	291.42	850.00
01-2000-4500	PR YR SURPLUS/DEFICIT	(29,582.29)	(29,582.30)	0.00	(1,953.43)	(5,860.31)	(5,860.31)
Total Revenue		224,020.87	213,500.00	77,471.83	80,487.09	163,989.18	241,461.01

Expense

01-2000-7000	WAGES	68,452.29	55,000.00	18,671.08	23,333.36	51,328.92	70,000.00
01-2000-7005	BENEFITS-EI/CPP/WSIB/EHT	5,477.76	5,600.00	1,621.73	1,866.64	3,978.27	5,600.00
01-2000-7010	BENEFITS-OMERS	0.00	0.00	1,167.67	1,650.00	3,782.33	4,950.00
01-2000-7012	MILEAGE	284.23	0.00	0.00	100.00	300.00	300.00
01-2000-7015	STAFF TRAINING/DUES, FEES, SU	1,149.12	300.00	160.00	333.36	840.00	1,000.00
01-2000-7100	OFFICE/COMPUTER SUPPLIES	2,427.87	1,700.00	1,552.86	666.64	447.14	2,000.00
01-2000-7110	COMMUNICATION	1,968.35	3,000.00	387.99	666.64	1,612.01	2,000.00
01-2000-7115	INSURANCE	12,518.16	12,200.00	6,636.54	4,433.36	6,663.46	13,300.00
01-2000-7120	HEALTH & SAFETY	1,903.36	2,800.00	0.00	666.64	2,000.00	2,000.00
01-2000-7125	PROF FEES - AUDIT	610.56	1,400.00	0.00	203.65	611.01	611.01
01-2000-7130	PROF FEES - WATER TESTING	392.81	300.00	0.00	133.36	400.00	400.00
01-2000-7150	BANK CHARGES	771.70	400.00	654.45	166.64	(154.45)	500.00
01-2000-7200	HYDRO	50,085.34	60,000.00	14,015.44	19,333.36	43,984.56	58,000.00
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	14,711.62	12,000.00	3,844.20	5,000.00	11,155.80	15,000.00
01-2000-7220	BLDG & GROUNDS MAINTENANCE	18,293.35	20,000.00	7,173.37	6,166.64	11,326.63	18,500.00
01-2000-7230	BOOTH MAINTENANCE	1,917.94	1,300.00	1,802.00	1,100.00	1,498.00	3,300.00
01-2000-7240	ICE PLANT/MACH MAINTENANCE	18,153.39	12,000.00	232.00	6,000.00	17,768.00	18,000.00
01-2000-7300	FUNDRAISING EXPENSE	10,992.69	10,500.00	0.00	3,666.64	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	5,000.00	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	57,919.33	80,486.93	183,541.68	241,461.01
Dept Excess Revenue Over (Under) Expenditures		7,763.25	0.00	19,552.50	0.16	(19,552.50)	0.00

General Ledger
Annual Department Budget vs. Actual Comparison Report
Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 4 Ending APR 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	19,552.50	0.16	(19,552.50)	0.00

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending DEC 31,2020 - From Period 1 To Period 4 Ending APR 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	77,471.83	80,487.09	163,989.18	241,461.01
	Fund 01 Total Revenue	224,020.87	213,500.00	77,471.83	80,487.09	163,989.18	241,461.01
01-2000	INCOME STATEMENT	216,257.62	213,500.00	57,919.33	80,486.93	183,541.68	241,461.01
	Fund 01 Total Expenditure	216,257.62	213,500.00	57,919.33	80,486.93	183,541.68	241,461.01
	Fund 01 Excess Revenue Over (Under) Expenditures	7,763.25	0.00	19,552.50	0.16	(19,552.50)	0.00
	Report Total Revenue	224,020.87	213,500.00	77,471.83	80,487.09	163,989.18	241,461.01
	Report Total Expenditure	216,257.62	213,500.00	57,919.33	80,486.93	183,541.68	241,461.01
	Report Excess Revenue Over (Under) Expenditures	7,763.25	0.00	19,552.50	0.16	(19,552.50)	0.00

Donna Funston

From: Denise Holmes
Sent: Wednesday, June 3, 2020 1:14 PM
To: Donna Funston
Cc: Heather Boston
Subject: NDCC Budget 2020

Hi Donna,

At the meeting of Council held on May 21, 2020, Council approved the NDCC Final Revised Budget for 2020 in the amount of \$222,461.00.

Thank you.

Regards,
Denise Holmes

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.



Denise B. Holmes, AMCT | Chief Administrative Officer/Clerk | Township of Melancthon |

dholmes@melancthontownship.ca | PH: 519-925-5525 ext 101 | FX: 519-925-1110 | www.melancthontownship.ca |

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