



**NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
AGENDA - ELECTRONIC MEETING - ZOOM  
WEDNESDAY, OCTOBER 14, 2020 - 7:00 P.M.**



- 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 - September 9, 2020**
- 5. Business Arising from the Minutes**
  1. 4' plexiglass shield installation for the booth installed? Who is responsible to pay?
- 6. Facility Manager's Report**
- 7. General Business**
  1. Financial
    1. Accounts Payable
    2. A/R update
    3. YTD vs. Budget comparison
  2. Snow Removal Tender
  3. Booth Tender
  4. Fire and Life Safety Inspection Report - Inspection Order Issued
  5. Other
  6. Unfinished Business
    1. Arena Manager and Part time staff Pay Grids
    2. Generator Switch for Mobile Generator
- 8. Information**
- 9. Notice of Motion**
- 10. Confirmation Motion**
- 11. Adjournment and Date of Next Meeting - Wednesday November \_\_, 2020 - 7:00 - 9:00 p.m.**



**NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
MINUTES  
WEDNESDAY, SEPTEMBER 9, 2020 – 7:00 P.M.  
NORTH DUFFERIN COMMUNITY CENTRE**



The North Dufferin Community Centre Board of Management known as “The Board” held its meeting on the 9<sup>th</sup> day of September, 2020 at 7:00 p.m., in the Norduff Room .

*Those present:*

Chester Tupling, Chair, Mulmur  
Patricia Clark, Councillor, Mulmur  
Dave Besley, Deputy Mayor, Melancthon  
Clayton Rowbotham, Melancthon  
Keith Lowry, Mulmur  
Nancy Noble, Mulmur  
Donna Funston, NDCC Secretary, Melancthon  
Denise Holmes, CAO/Clerk, Melancthon  
Tracey Atkinson, CAO, Mulmur

*Regrets:*

Bert Tupling, Vice-Chair, Melancthon  
Debbie Fawcett, Melancthon

**#1 Call to Order by Chair**

Chair Tupling called the meeting to order at 7:05 p.m.

**#2 Additions/Deletions/Approval of Agenda**

-Moved by Rowbotham, Seconded by Lowry that the Agenda be approved as amended.  
Carried.

Addition:       8.4.1 – OMHA update and Standard Operating Procedure, Protocol to Re-Open  
                      8.4.2 – Snow Removal and Concession Booth tenders  
                      8.4.3 – Co-Chair B Tupling resignation letter

**#3 Declaration of Pecuniary Interest or Conflict of Interest**

Chair C Tupling declared a conflict of interest for the Premier Quotes if making any decisions with purchases. He will answer questions about the quote but The Board needs 3 quotes before any purchasing decisions can be made.

#### **#4 Approval of Draft Minutes**

-Moved by Besley, Seconded by Lowry, that the minutes of the North Dufferin Community Centre Board of Management held on August 11, 2020 be approved as circulated. Carried.

#### **#5 Business Arising from the Minutes**

1. Email from Heather Boston regarding snow removal invoices

#### **#6 Facility Manager's Report**

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

The Facility Manager Report was emailed to the Board prior to the meeting.

Board requests James to submit his report one week before the NDCC meeting so it can be included in the Agenda Package.

James reports most rentals are wanting to return when the ice is put in, he requests clarification on where to set up hand sanitizing stations for when the building is re-opened. Will sanitizers be placed on walls, in dressing room etc.

James has spoke with Barry (start up company) and he is waiting to hear back as to when the ice will be put in.

Mulmur Township gave a computer to the Arena and James received training on the desktop system.

James reports most of his summer list has been completed and he will send out a list of what is left to be finished.

#### **#7 Delegation**

1. **7:30 p.m. – Sierra Planning – NDCC Recreational Needs Study**

Jon Hack presented the final draft of the recreational study, he noted it has been adjusted down to four options since our last draft.

Option A – Do nothing, budget necessary changes each year to maintain current building

Option B – Add dressing room to north end of current Arena

Option C – Build new building

Option D – Keep current ice surface and add new changerooms on the north side, remove second floor and add Norduff room to the front of the current building

Mr. Hack suggested the Board needs to decide a tolerable deficit because Arenas are not profitable, if a new building is the option the Board chooses, it would mean more staff and more activities taking place at the Facility year round which will also place more tasks on the Board of Management.

This draft study will need to go back to Melancthon and Mulmur Councils to be reviewed as Council initiated the process.

-Moved by Lowry, Seconded by Noble, be it resolved that the B of M of the NDCC receive the report from Sierra Planning and Management and support Option C in that report and request that this position of the B of M be carried to the two Councils by the representative from the Council. Carried.

## **#8 General Business**

1. Financial
  1. Accounts
  2. A/R update
  3. YTD vs. Budget comparison
2. Report from Heather Boston regarding Reopening Cost Summary
3. Premier Equipment Quotes – Lawn Mower and Trimmer
4. Other
5. 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

- #1.1 -Moved by Lowry, Seconded by Besley that the accounts in the amount of \$5,189.28 be approved to be paid. Carried.

Denise suggested for future meetings to change to wording of the motion to read the accounts be received instead of approved as they have already been paid before the meeting.

- #1.2 HMHA is requesting an updated invoice once the amount has been adjusted.

- #1.3 No comments

- #2 Discussion regarding the report.

- #3 These quotes were added to the agenda package for discussion purposes only so the Board could get a better idea if it would be worth buying grass cutting equipment. Since the Arena Manager is now full time and would be able to cut the grass as part of the Arena manager duties the Board needed an idea of how much to budget. Board directs Donna to have Heather budget \$10,000 for a mower and \$480 for a trimmer.

- #4.1 OMHA update and Standard Operating Procedure, Protocol to Re-Open – HMHA has had great response from the players and would commit to 16 hours of ice time per week, James has other commitments from last year rentals as well. The Board believes

it could cover the shortfall amount reported by Heather Boston and passes the following motion:

-Moved by Besley, Seconded by Lowry, be it resolved that the NDCC Board proceeds to have the ice installed in the arena and put the necessary protocols in place to accomplish this by October 10, 2020. Carried.

James will make arrangements to get the ice started and put a notice on the sign out front to make the public aware of when the Arena will be open. Board directs Donna to email member Lowry the sample protocol of Standard Operating Procedures and he will do a policy for the NDCC and the Board will meet through ZOOM the week of Sept 21, 2020 to review.

#4.2 Snow Removal and Concession Booth tenders – Board directs Donna to request Heather to prepare tenders for snow removal and the concession booth for the 2020/2021 season. This year include conditional on COVID-19 compliance at the end of each tender form.

#4.3 Co-Chair B Tupling resignation letter – with regret the Board accepts the resignation letter and Melancthon Council will need to re-appoint a new representative.

#5.3 Discussion around bills being divided out and being split by percentage of use is more acceptable than being divided by number of users. Amount being billed should reflect the amount of usage.

## **#9 Information**

## **#10 Closed Session**

-Moved by Rowbotham, Seconded by Lowry, be it resolved that the North Dufferin Community Centre Board of Management move into a Closed Session Meeting pursuant to Section 239 of the Municipal Act, 2001, as amended, at 9:25 p.m. for the following reasons:

Personal matter about an identifiable individual, including municipal or local board employees – Facility and Board Personnel Issues. Carried.

-Moved by Lowry, Seconded by Noble, be it resolved that the North Dufferin Community Centre Board of Management rise from Closed Session at 10:18 p.m. with report. Report being directives given in the meeting. Carried.

## **#11 Notice of Motion**

-None

## **#12 Confirmation Motion**

-Moved by Noble, Seconded by Clark 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.

## **#13 Adjournment**

-Moved by Clark, Seconded by Noble we adjourn the North Dufferin Community Centre Board of Management meeting at 10:20 p.m. to meet again on Wednesday October 14, 2020 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

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**CHAIR**

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**SECRETARY**



## REPORT TO NDCC BOARD OF MANAGEMENT

**TO:** Chair Tupling and Members of the Board  
**FROM:** James Woods, Arena Manager  
**DATE:** Oct 7, 2020  
**SUBJECT:** Managers Report

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### PURPOSE

The purpose of this report is to update the NDCC Board of Management with any concerns/issues with the Arena. Also, to report completed projects since the last meeting and goals to be completed for the next meeting.

### BACKGROUND & DISCUSSION

#### Completed:

Carmichael's start up - compressors replaced set of 3 belts for compressor #2. Purchased a second set for back up.

Repaired plastic water tank, ordered filters for the dehumidifiers and new float for water tank in compressor room.

Purchased foam gun sealant and gun cleaner to seal arena floor before making ice. Dundalk Plastics \$412.69. Gun \$72.99 Cleaner \$9.69.

Ordered 10 touch free hand sanitizers for the facility plus sanitizer batteries for dispensers and automatic door device. Dispensers no charge 24 bottles- \$505.79.

Canadian Rink Services - replaced new netting where the old gate exiting the Zamboni room.

Replaced and repaired 5 broken boards on ice surface.

Repaired south west door to ice surface.

Whitewash and painted hockey lines on Arena ice surface.

Zeke Air to do annual inspection of furnaces, hot water tanks, heaters and air exchangers. To supply bigger water line to hot water tanks and to fill Zamboni.

Finished my list of summer projects.

#### Goals:

Need to purchase fog machine to disinfect facilities after each use.

### FINANCIAL IMPACT

Fogger \$1000.00

### RECOMMENDATION

We purchase fogger for health and safety reasons.

Replace water line that is currently too small to run hot water tanks and Zamboni.

#6

OCT 14 2020

Respectfully submitted:

James Woods  
James Woods, Arena Manager





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Increased Durability:  
Glass-Filled Housing

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3-in-1 Nozzle

Long-Lasting Battery  
VP20A (4 Hour Run Time)

Ergonomic Handle  
with Lock for  
Comfort and Safety

4-Foot Hose

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### Product Specifications

Model #	VP300ES	Weight (Empty)	10 lbs.
Power	Cordless	Weight (Full)	28.8 lbs
Tank Size	2.25 gal / 8.52 L	Optimum Spray Range	4-6 ft.

	Nozzle Setting 1	Nozzle Setting 2	Nozzle Setting 3
Nozzle Shape	Full Cone	Full Cone	120° Fan
Particle Size	40 microns	80 microns	110 microns
Flow Rate	3.4 ounce/min	5.1 ounce/min	13.4 ounce/min
Run Time per Tank	84 min	56.5 min	21.8 min
Coverage per Tank*	23,000 sq ft	20,600 sq ft	13,100 sq ft
Tanks per Charge	2.9	4.2	11

\*Per internal testing determined by flow rate and particle size

### Accessories



VP74 24"  
Extension Wand



VP31 2.25 Gallon  
Tank with Cap



VP49 Nozzle  
Wrench



VP50 3-in-1  
Nozzle



VP20B 16.8V  
6800mAh Battery  
(8hr. run time)



Cart

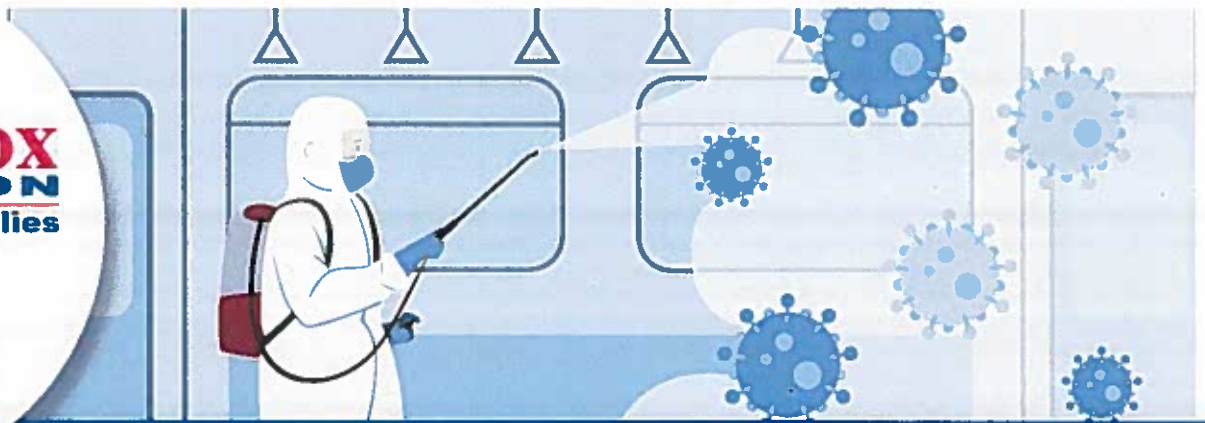
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## PRE-ES8 ELECTROSTATIC SPRAYER CODE: MIC-PRE-ES8

### PRE-ES8 ELECTROSTATIC SPRAYER

PRE-ES8 Backpack Electrostatic Sprayer creates charged droplets, that enable adherence to all sprayed surfaces.

PRE-ES8 sprayer technology provides an electrical charge to solutions, allowing them to adhere surfaces with efficiency and uniform coverage.

Charged droplets enable the disinfectant solution to meet its required dwell time so that the solution works to its full performance!

CHARACTERISTICS	
Capacity	8L
Pressure	0.15-0.40 Mpa
Flow	12L /hour
Particle size	<120um
Battery Capacity	12V 7aH
Continuous Work	4 hours
Unit Weight	3.1 kg (1on battery)
Dimensions	310 x 180 x 450 mm
Operation range	3500 m <sup>2</sup> / hour
Spray Distance	2m
Atomization Volume	3L / 700 m <sup>2</sup>
Electrostatic High Voltage	15 000 - 30 000v
Electrostatic adsorption ratio	>100:30
Water saving ratio	>90%
Drug saving ratio	>50%
Efficiency improvement	500%

CODE: MIC-PRE-ES8

### WHAT IS ELECTROSTATIC DISINFECTION?

Electrostatic spray surface cleaning is the process of spraying an electrostatically charged mist onto surfaces and objects.

Electrostatic spray uses a specialized solution that is combined with air and atomized by an electrode inside the sprayer. The expelled mist contains positively charged particles, and is able to adhere easily to surfaces and objects.

This method simplifies the process of disinfecting any irregularly shaped object or surface, **ideal for hard to reach areas!**



**COMPATIBLE PRODUCT SUGGESTION**  
ES64 General Purpose Neutral Disinfectant

## Accounts Payable

September AP Listing

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2020 to 09/30/2020 Paid Invoices Cheque Date 09/01/2020 to 09/30/2020

Vendor Number Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
000093 ADANAC RUBBER FLOORING	000209	ULTRA ROLL AND ULTRA ADH	09/10/2020	09/16/2020	873.48
		01-2000-7220 ULTRA ROLL AND ULTRA ADH			873.48
000042 BLUEWATER FIRE & SECURIT	04-16439	ANNUAL INSPECTION AND SERVICE	09/03/2020	09/16/2020	483.64
		01-2000-7220 ANNUAL INSPECTION AND SERVICE			483.64
000023 COUNTY OF DUFFERIN	IN00000006797	PEDI PADS	09/17/2020	09/28/2020	107.35
		01-2000-7120 PEDI PADS			107.35
000082 GFL ENVIRONMENTAL INC.	SD0000305726	AUGUST - 1 Lift	08/31/2020	09/09/2020	58.20
		01-2000-7220 AUGUST - 1 Lift			58.20
000051 HIGHLAND SUPPLY	289162	PRESSURE WASHER	08/26/2020	09/09/2020	450.87
		01-2000-7220 PRESSURE WASHER			450.87
000043 HUMAN RESPONSE	1502	ANNUAL ALARM MONITORING	09/01/2020	09/16/2020	298.32
		01-2000-7220 ANNUAL ALARM MONITORING			298.32
000043 HUMAN RESPONSE	1509	ANNUAL ALARM MONITORING	09/01/2020	09/16/2020	339.00
		01-2000-7220 ANNUAL ALARM MONITORING			339.00
Vendor Total					637.32
000016 HYDRO ONE	September 8, 2020	SEPTEMBER ICE PLANT	09/08/2020	09/29/2020	180.96
		01-2000-7200 SEPTEMBER ICE PLANT			180.96
000004 MCDONALD HOME HARDWAR	92362	SNDPPR RETURN	08/20/2020	09/16/2020	-1.74
		01-2000-7220 SNDPPR RETURN			-1.74
000004 MCDONALD HOME HARDWAR	92942	CLEANER AND SANITIZER	09/08/2020	09/16/2020	45.17
		01-2000-7100 CLEANER AND SANITIZER			45.17
000004 MCDONALD HOME HARDWAR	92982	INDUSTRIAL 2WHEEL AND HARDWARE	09/09/2020	09/16/2020	97.16
		01-2000-7220 INDUSTRIAL 2WHEEL AND HARDWARE			97.16
000004 MCDONALD HOME HARDWAR	93553	WHEEL, PRY BAR	09/27/2020	09/28/2020	26.36
		01-2000-7220 WHEEL, PRY BAR			26.36
Vendor Total					166.95
<hr/>					
000092 SPRINGSCAPES	109-057-15	GRASS CUTTING - SEPTEMBER	09/09/2020	09/16/2020	1,525.50
		01-2000-7220 GRASS CUTTING - SEPTEMBER			1,525.50
000020 TD BANK	August 2020	AUGUST EFT S/C	09/29/2020	09/29/2020	179.95

**Accounts Payable**

September AP Listing

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2020 to 09/30/2020 Paid Invoices Cheque Date 09/01/2020 to 09/30/2020

Vendor Number Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
		01-2000-7150 AUGUST EFT S/C			179.95
000006 TELIZON INC	03500420200913	ACCT #35004 - ARENA SEPTEMBER	09/13/2020	09/28/2020	68.35
		01-2000-7110 ACCT #35004 - ARENA SEPTEMBER			68.35
000015 TOWNSHIP OF MULMUR	034980	WATER TESTING - APR AND JULY	09/30/2020	09/30/2020	173.00
		01-2000-7130 WATER TESTING - APR AND JULY			173.00
Unpaid Invoices					0.00
Paid Invoices					6,511.73
Invoices Total					6,511.73
Selected G/L Account Total					6,511.73



**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending DEC 31,2020 - From Period 1 To Period 9 Ending SEP 30,2020

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining Total Budget	
		Actual	Budget	Actual	Budget		
Fund: 01 OPERATING FUND							
Category: 2777							
2000 INCOME STATEMENT							
Revenue							
01-2000-4000	MULMUR GRANT	55,023.65	55,023.65	54,410.44	40,808.00	0.22	54,410.66
01-2000-4010	MELANCTHON GRANT	55,023.65	55,023.65	54,410.44	40,808.00	0.22	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	21,493.60	40,500.00	32,506.40	54,000.00
01-2000-4110	ICE RENTAL REVENUE (PRIME)	50,822.88	52,000.00	20,024.65	38,250.00	30,975.35	51,000.00
01-2000-4115	ICE RENTAL REVENUE (NON-PRIM	1,632.74	500.00	0.00	374.99	500.00	500.00
01-2000-4120	NON-RESIDENT USER FEES	3,696.16	3,250.00	2,363.12	2,437.51	886.88	3,250.00
01-2000-4200	BOOTH RENTAL REVENUE	2,169.96	5,000.00	846.78	1,575.00	1,253.22	2,100.00
01-2000-4210	HALL RENTAL REVENUE	4,011.50	2,600.00	0.00	3,000.01	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	2,849.99	(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	945.68	637.51	(95.68)	850.00
01-2000-4500	PR YR SURPLUS/DEFICIT	(29,582.29)	(29,582.30)	(5,860.31)	(4,395.23)	0.00	(5,860.31)
Total Revenue		224,020.87	213,500.00	152,794.40	166,845.78	69,666.61	222,461.01
Expense							
01-2000-7000	WAGES	68,452.29	55,000.00	38,509.08	52,500.01	31,490.92	70,000.00
01-2000-7005	BENEFITS-EI/CPP/WSIB/EHT	5,477.76	5,600.00	3,576.30	4,199.99	2,023.70	5,600.00
01-2000-7010	BENEFITS-OMERS	0.00	0.00	3,163.83	3,712.50	1,786.17	4,950.00
01-2000-7012	MILEAGE	284.23	0.00	0.00	225.00	300.00	300.00
01-2000-7015	STAFF TRAINING/DUES, FEES, SU	1,149.12	300.00	160.00	750.01	840.00	1,000.00
01-2000-7100	OFFICE/COMPUTER SUPPLIES	2,427.87	1,700.00	1,751.33	1,499.99	248.67	2,000.00
01-2000-7110	COMMUNICATION	1,968.35	3,000.00	691.06	1,499.99	1,308.94	2,000.00
01-2000-7115	INSURANCE	12,518.16	12,200.00	24,200.85	9,975.01	(10,900.85)	13,300.00
01-2000-7120	HEALTH & SAFETY	1,903.36	2,800.00	155.49	1,499.99	1,844.51	2,000.00
01-2000-7125	PROF FEES - AUDIT	610.56	1,400.00	600.00	458.25	11.01	611.01
01-2000-7130	PROF FEES - WATER TESTING	392.81	300.00	173.00	300.01	227.00	400.00
01-2000-7150	BANK CHARGES	771.70	400.00	1,020.31	374.99	(520.31)	500.00
01-2000-7200	HYDRO	50,085.34	60,000.00	16,594.38	37,499.99	33,405.62	50,000.00
01-2000-7210	FURNACE FUEL/ PROPANE	14,711.62	12,000.00	5,875.73	11,250.00	9,124.27	15,000.00
01-2000-7220	BLDG & GROUNDS MAINTENANCE	18,293.35	20,000.00	14,529.15	13,874.99	3,970.85	18,500.00
01-2000-7230	BOOTH MAINTENANCE	1,917.94	1,300.00	295.28	2,475.00	3,004.72	3,300.00
01-2000-7240	ICE PLANT/MACH MAINTENANCE	18,153.39	12,000.00	1,654.54	13,500.00	16,345.46	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	524.66	0.00	(524.66)	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	11,250.00	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	113,474.99	166,845.72	108,986.02	222,461.01
Dept Excess Revenue Over (Under) Expenditures		7,763.25	0.00	39,319.41	0.06	(39,319.41)	0.00

**General Ledger****Annual Department Budget vs. Actual Comparison Report**

Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 9 Ending SEP 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	39,319.41	0.06	(39,319.41)	0.00

**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 9 Ending SEP 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	152,794.40	166,845.78	69,666.61	222,461.01
Fund 01	Total Revenue	224,020.87	213,500.00	152,794.40	166,845.78	69,666.61	222,461.01
01-2000	INCOME STATEMENT	216,257.62	213,500.00	113,474.99	166,845.72	108,986.02	222,461.01
Fund 01	Total Expenditure	216,257.62	213,500.00	113,474.99	166,845.72	108,986.02	222,461.01
Fund 01	Excess Revenue Over (Under) Expenditures	7,763.25	0.00	39,319.41	0.06	(39,319.41)	0.00
Report	Total Revenue	224,020.87	213,500.00	152,794.40	166,845.78	69,666.61	222,461.01
Report	Total Expenditure	216,257.62	213,500.00	113,474.99	166,845.72	108,986.02	222,461.01
Report	Excess Revenue Over (Under) Expenditures	7,763.25	0.00	39,319.41	0.06	(39,319.41)	0.00



**QUOTATION FORM****FOR PROVISION OF SNOW REMOVAL**

(Machine &amp; Operator)

I/WE 2239198 ONT. Inc. propose and agree to perform the following work for the NDCC Board of Management and to comply with the Contract Administrator (Treasurer or Designates), wishes throughout.

*Lenn Lundy*

1. Provide snow removal at the North Dufferin Community Centre & the Mulmur-Melancthon Fire Hall
2. Lowest or any Quote bid not necessarily accepted.
3. A bidder is required to bid on all items. Incomplete bids will not be accepted.
4. Bidders are to supply their own equipment, fuel and pay any related expenses incurred.
5. Bidder must have sufficient equipment and labour resources to complete the snow removal as required.
6. All Quoted prices are unit prices without applicable taxes. HST as applicable is in addition to unit prices.
7. Bidder must provide 3 references from whom you have provided similar grass cutting services.
8. Billing must be itemized as to date and locations must be invoiced separately at least once a month.
9. Any repair costs for damages will be the responsibility of the bidder. If damages by the contractor are incurred, it is the responsibility of the Bidder to pay for such damage. The Board reserves the right to deduct repair costs from the current invoice, if necessary.
10. Consideration shall be given to all users and bystanders in the vicinity when removing snow, ensuring that safety to all persons and property in the vicinity of any snow removal activity is done in safety, without harm to person or property. Failure to ensure such safety shall enable the Board to terminate the contract, at the discretion of the Board, immediately without further notice
11. The NDCC Board of Management will not assume responsibility or liability for loss or damage to equipment or injury to employees of the Bidder. It is the responsibility of the Bidder to inspect all properties and report any potential problems in writing to the Board that may arise as a result of rough terrain or any other reason.
12. Cancellation of this contract requires 15 days written notice by either party.
13. This contract may be suspended or terminated at any time due to COVID-19 arena closure.

I/WE


 ve read and agree to the above terms and conditions.

	Hourly Flat Rate	Price/kg of Salt Supplied and Applied
NDCC Honeywood 706114 County Rd 21	\$ 105. <sup>00</sup>	\$ .2375
Honeywood Fire Hall 706116 County Rd. 21	\$ 105. <sup>00</sup>	\$ .2375

2239198 ONT. INC.

Signature: 

Date: Sept 28/20

Address: 793437 County Rd 124

Phone # 

Creemore 20M 1G0

Return to:

**Heather Boston, Treasurer**  
Township of Mulmur  
758070 2<sup>nd</sup> Line East, Mulmur, ON L9V 0G8  
Email: hboston@mulmur.ca

**SCHEDULE A - EQUIPMENT**

Equipment	Brand & Size	Year
New Holland	Blower 9 ft	
	Double Auger	2012
	145 H.P.	
John Deere	Tractor 9 ft Hyd	
	Blade & Bucket	2015
	150 H.P.	
SK Steer	100 H.P. Blade	2017
	& Blower	

**SCHEDULE B - REFERENCES**

Company Name	Contact person	Phone number	Years employed
Dufferin Wind	DAN		10 +
Town Shelburne	Brace		5
Malmurst.			5
Capstone Inc	Steve		7



## NDCC BOARD OF MANAGEMENT

### NORTH DUFFERIN COMMUNITY CENTRE 2020-2021 ICE SEASON BOOTH PROPOSAL FORM

Name: LORI WILLIAMS

Mailing Address: 5408 CON 2 EVERETT

Phone Number: [REDACTED]

Email: [REDACTED]

Proposed Monthly Rent: \$ 50 /mth plus \$125 in utilities

- Rental of the concession booth includes the use of all appliances.
- I understand that the booth is to be open during all arena events and scheduled ice times as indicated in the Booth Operation Contract.
- I understand that in addition to my monthly rent, propane and energy costs will be billed at a flat fee of ~~\$250~~ per month. \$125.
- I agree to acquire and provide proof of liability insurance in an amount no less than \$2 million.
- I will supply proof of coverage and a Clearance Certificate from WSIB.
- The tenant is responsible for any additional costs of running their business due to COVID-19.

*This contract may be suspended or terminated due to COVID-19 arena closure*



Sept. 22 / 2020  
DATE

## Donna Funston

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**From:** Heather Boston <hboston@mulmur.ca>  
**Sent:** Tuesday, September 15, 2020 7:09 PM  
**To:** Donna Funston; tatkinson@mulmut.ca  
**Cc:** Scott Davison  
**Subject:** FW: NDCC fire and life safety inspection report  
**Attachments:** Inspection Order NDCC.docx; Inspection report NDCC.docx; image0.jpeg

Hi Donna,

The attachments are for the board. They could be included in their next agenda to ensure issue is rectified.

The drywall integrity needs to be maintained for fire separation as this wall connects to the stairwell designated as an emergency exit.

Thanks,

Heather

Sent from my Bell Samsung device over Canada's largest network.

----- Original message -----

**From:** Scott Davison <sdavison@mulmur.ca>  
**Date:** 2020-09-15 12:33 p.m. (GMT-05:00)  
**To:** James Woods <jwoods@mulmur.ca>  
**Cc:** Tracey Atkinson <tatkinson@mulmur.ca>, Heather Boston <hboston@mulmur.ca>  
**Subject:** NDCC fire and life safety inspection report

Please review the attached documents.

Thank you,

Scott Davison

Fire Chief

Mulmur-Melancthon Fire Department



# Mulmur-Melancthon Fire Department

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September 15, 2020

North Dufferin Community Center  
706114 County Rd. 21  
Mulmur, Ontario

Re Fire Inspection 706114 County Rd. 21

A fire and life safety inspection was performed on September 15 2020, during the inspection one contravention to the Ontario fire code was noted.

Please review the provided inspection order and contact myself by October 15, 2020 or when necessary repairs are completed to schedule a follow up inspection.

Yours Truly,

Scott Davison

Fire Chief

Mulmur-Melancthon Fire Department

519-925-6481 / [Sdavison@mulmur.ca](mailto:Sdavison@mulmur.ca)

## INSPECTION ORDER

Made under section 21 of the *Fire Protection and Prevention Act, 1997*

Mulmur-Melancthon Fire Department

Inspection Order Number: 20-001

Mulmur-Melancthon Fire Department  
706116 County Road 21  
Mulmur, Ontario  
L0N 1H0  
Phone: 519 925 6481  
Email: Sdavison@mulmur.ca



**This Order is issued to:** North Dufferin Community centre

On September 15, 2020, I, Scott Davison, an Inspector under section 19(1) of the *Fire Protection and Prevention Act, 1997* inspected the following property North Dufferin Community centre by you:

**Property Location:** 706114 County Road 21, Mulmur Ontario

Based on this inspection:

**Measures necessary to ensure fire safety at this property are ordered under section 21(1)(G)(B) of the *Fire Protection and Prevention Act, 1997*.**

The reasons for this Order and the action required by this Order are set out on the following pages.

You must complete the action required by this Order by: **October 15 2020**

The municipal building department should be contacted to determine if a building permit is required before starting any work. Under section 22(2) of the *Fire Protection and Prevention Act, 1997*, repairs, alterations or installations carried out in compliance with this Order, will be deemed not to contravene the Building Code established under the *Building Code Act, 1992*.

Other information, including information about the right to request a review of this Order by any person who considers themselves aggrieved by this Order, is also provided.

Signed,

Scott Davison, Fire Chief

Inspector under section 19(1) of the *Fire Protection and Prevention Act, 1997*

A copy of this Order is provided to the Chief Building Official as required by section 22(3) of the *Fire Protection and Prevention Act, 1997*, for Orders requiring repairs, alterations or installations to a building, structure or premises.



## INSPECTION ORDER

Made under section 21 of the *Fire Protection and Prevention Act, 1997*

Mulmur-Melancthon Fire Department

Inspection Order Number: 20-001

### PROPERTY DESCRIPTION:

Two story recreational centre

### REASONS FOR ORDER AND ACTION REQUIRED:

<b>Item:</b> <b>1</b>	<p><b>Fire Code Reference:</b></p> <p>2.2.2.1 Damaged fire separations</p> <p>Where fire separations between rooms, corridors, shafts and other spaces are damaged so as to affect the integrity of their fire-resistance rating. The damaged fire separation shall be repaired so that the integrity of the fire separation is maintained.</p> <p><b>Reasons:</b></p> <p>Damaged fire separation around 2nd floor kitchen electrical panel</p> <p><b>Action Required:</b></p> <p>Repair Drywall around 2nd floor kitchen electrical panel</p>
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## INSPECTION ORDER

Made under section 21 of the *Fire Protection and Prevention Act, 1997*

Mulmur-Melancthon Fire Department

Inspection Order Number: 20-001

### COMPLIANCE WITH ORDER:

The owner and/or occupant named on page 1 of this Order is responsible for compliance with this Order.

Under section 30 of the *Fire Protection and Prevention Act, 1997*, a person who fails to comply with an Order is guilty of an offence and, on conviction, is subject to a fine of up to \$20,000 for each day during which the non-compliance continues. A conviction or payment of the fine does not relieve the person from complying with the Order.

Compliance with this Order does not relieve the owner and/or occupant from compliance with other Fire Code requirements not referenced in this Order or with other applicable law such as the *Building Code Act, 1992* or the *Planning Act*.

### SERVICE INFORMATION:

Served by: Scott Davison

Signature: Scott Davison

This Order is served to each owner and/or occupant named on page 1 of this Order.

#### Service to Owner and/or Occupant Named in Order:

Township of Mulmur

Date: September 15 2020

☒ Owner ☐ Occupant

#### Manner of service:

☐ Personal ☐ Regular letter mail ☒ Email ☐ Fax ☐ Other [ ]

#### Service to Owner and/or Occupant Named in Order:

James Woods-Arena Manager

Date: September 15 2020

☐ Owner ☒ Occupant

#### Manner of service:

☐ Personal ☐ Regular letter mail ☒ Email ☐ Fax ☐ Other [ ]

## **INSPECTION ORDER**

Made under section 21 of the *Fire Protection and Prevention Act, 1997*

### **RIGHT TO REQUEST A REVIEW OF THIS ORDER:**

Any person who is aggrieved by this Order may make a request to the Fire Marshal for a review of the Order. For more information, see Part VI of the *Fire Protection and Prevention Act, 1997*.

### **IMPORTANT INFORMATION:**

- A request to the Fire Marshal for a review of this Order must be made in writing and received by the Fire Marshal within **15 calendar days** after the Order is served.
- If you miss this deadline or if you need more time to make this request, you may apply to the Fire Marshal for an extension. Your application for an extension must be received by the Fire Marshal within **30 calendar days** after the Order is served. You must provide reasons why you need more time to request a review of this Order.
- You are not required to comply with this Order while it is under review by the Fire Marshal until a decision is issued, however, there may be exceptions where necessary for public safety.
- Following a review of this Order, the Fire Marshal may confirm, amend or rescind the Order, or may make a new Order. The Fire Marshal may also refuse to consider your request and refer the matter directly to the Fire Safety Commission. The Fire Marshal is not required to hold a hearing when conducting a review.

### **INSTRUCTIONS:**

- A request to the Fire Marshal for a review of an Order, or an application to extend the time for requesting a review, may be made online at:  
[www.ontario.ca/firemarshal](http://www.ontario.ca/firemarshal)
  - Select 'Orders / Fire Marshal Reviews'.
  - Complete the online application form and upload a copy of the Order as an attachment.
- Alternatively, these requests may be made by either email, fax, or mail at:
  - Email: [OFMEMReviews@ontario.ca](mailto:OFMEMReviews@ontario.ca)
  - Fax: 416-628-3739
  - Mail: Fire Marshal – REVIEWS  
Office of the Fire Marshal and Emergency Management  
25 Morton Shulman Avenue, 2nd Floor, Toronto, ON M3M 0B1
  - Contact the Office of the Fire Marshal and Emergency Management at 647-329-1100 to obtain a copy of the "Application for a Fire Marshal Review of an Order" form.
  - Complete and submit the form together with a full copy of the Order.

