



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
AGENDA - ELECTRONIC MEETING -
ZOOM
WEDNESDAY, APRIL 14, 2021 –
7:00 P.M.**



Join Zoom Meeting

<https://us02web.zoom.us/j/88943218318?pwd=OVJ6Y1NDbEtqbknPM3NqcUo4eFcwUT09>

Meeting ID: 889 4321 8318

Passcode: 811741

One tap mobile

+15873281099,,88943218318#,,,,*811741# Canada

+16473744685,,88943218318#,,,,*811741# Canada

Dial by your location

+1 587 328 1099 Canada

+1 647 374 4685 Canada

+1 647 558 0588 Canada

+1 778 907 2071 Canada

+1 204 272 7920 Canada

+1 438 809 7799 Canada

Meeting ID: 889 4321 8318

Passcode: 811741

1. Call to order by Chair

2. Additions/Deletions/Approval of the Agenda

Moved by _____ Seconded by _____ That the Agenda be approved as circulated/amended. Carried.

3. Declaration of Pecuniary Interest or Conflict of Interest

**4. Approval of Draft Minutes – March 10, 2021
- April 6, 2021 Special Meeting**

Moved by _____ Seconded by _____ the minutes of the North Dufferin Community Centre Board of Management held on March 10, 2021 be approved as circulated. Carried

Moved by _____ Seconded by _____ the minutes of the North Dufferin Community Centre Board of Management Special Meeting held on April 6, 2021 be approved as circulated. Carried

5. Business Arising from the Minutes

6. Facility Manager's Report

7. General Business

1. Financial
 1. Accounts Payable

Moved by _____ Seconded by _____ the accounts in the amount of \$11,719.06 be received as presented. Carried.

2. A/R update
 3. YTD vs. Budget comparison
2. Grass Cutting Agreement between Honeywood Cemetery Board and NDCC Board of Management
3. Motions passed at Mulmur April 7, 2021 Council regarding NDCC Budget 2021 and Joint Recreation Sub-Committee
4. Other
5. Unfinished Business
 1. Generator Switch for Mobile Generator at front of Arena
 2. Beef BBQ and Fundraising Events 2021

8. Information

9. Notice of Motion

10. Closed Session

Moved by _____ Seconded by _____ that the NDCC Board of Management move into a Closed Session Meeting pursuant to Section 239 of the Municipal Act, 2001, as amended for the following reasons: Personal matters about an identifiable individual, including municipal or local board employees – Resident Complaint. Carried

1. Approval of Draft Minutes – November 10, 2020
- February 11, 2021

Moved by _____ Seconded by _____ the minutes of the North Dufferin Community Centre Board of Management Closed Session Meeting held on November 10, 2020 be approved as circulated. Carried

Moved by _____ Seconded by _____ the minutes of the North Dufferin Community Centre Board of Management Closed Session Meeting held on February 11, 2021 be approved as circulated. Carried

2. Section 239 (2)(b) of the Municipal Act, 2001 as amended, - Personal matters about an identifiable individual, including municipal or local board employees – Resident Complaint

3. Rise from Closed Session with/without Report

Moved by _____ Seconded by _____ that the NDCC Board of Management rise from Closed Session at ____:____ p.m. Carried

11. Confirmation Motion

Moved by _____ Seconded by _____ that all actions of the Members and Officers of the NDCC Board of Management with respect to every matter addressed and/or adopted by the Board on the above noted 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 and Date of Next Meeting - Wednesday May 12, 2021 - 7:00 - 9:00 p.m.

Moved by _____ Seconded by _____ that we adjourn the NDCC Board of Management meeting at ____:____ p.m. to meet again Wednesday May 12, 2021 at 7:00 p.m. or at the call of the Chair. Carried.



REPORT TO NDCC BOARD OF MANAGEMENT

TO: Chair Tupling and Members of the Board
FROM: James Woods, Arena Manager
DATE: April 8/2021
SUBJECT: Facility Manager's Report

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

1. Closing of the Arena: After the Board meeting on April 6/2021 to remove the ice from North Dufferin Community Centre. Shutdown of Compressors-Contacted Carmichaels to set up a date to complete the year end closing.
2. Contacted all the rentals re -closing of arena.
3. Prime pump-replaced broken coupling for the third time this season.
4. Delmar Electric Installed new light outside the Zamboni room, Installed buzzer which I purchased from Ideal supply. Delmar will be in contact to discuss what exactly they want for emergency outlet for the front of the Arena.
5. Contacted Darcy Delaney Re-Spring Break canceled because could not get insurance.
6. Contact for the Mansfield Ball Diamond and grounds?
7. Logo for North Dufferin Community Centre. Contest?
8. Ice rental Leland Langley found writing on the boards and glass was asked to remove and did not. Received a quote to have boards cleaned. See Quote.
9. Clean up of grounds on property.

FINANCIAL IMPACT

See Quotes. And Bills

RECOMMENDATION -I contacted rental and he will be charged for the cleaning of the glass and boards.

Respectfully submitted:

James Woods

James Woods, Arena Manager

#6
APR 14 2021

Donna Funston

From: Keith Lowry [REDACTED]
Sent: Tuesday, March 30, 2021 10:16 AM
To: Patty Clark
Cc: [REDACTED]
Subject: Re: Logo

I agree. It is a communication avenue to both kids and parents that would expand the general awareness of the diverse opportunities possible in the NDCC.

Donna, please confirm with Chester on including it for our next meeting.

K

On Tue, Mar 30, 2021 at 9:32 AM Patty Clark <pclark@mulmur.ca> wrote:

Perhaps this should be an agenda item for discussion at our next meeting.

Patty

Sent from my iPad

On Mar 29, 2021, at 5:32 PM, James Woods <jwoods@mulmur.ca> wrote:

Hi just wondering if The North Dufferin Community Centre has a Logo.If not what about having a contest for the kids to design a logo for us.

James Woods

Arena Manager NDCC.Honeywood

706114 County Road 21

Mulmur,Ontario

L9V0W3

jwoods@mulmur.ca

B-519-925-6616

C-519-379-4914

From: Donna Funston <dfunston@melancthontownship.ca>

Sent: September 8, 2020 11:53 AM

[REDACTED]

Accounts Payable

March AP Listing

Vendor 000000 Through 999999

Invoice Entry Date 03/01/2021 to 04/06/2021 Paid Invoices Cheque Date 03/01/2021 to 04/06/2021

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000060 2239198 ONTARIO INC.	2055	SNOW REMOVAL	000475	03/03/2021	03/15/2021	1,542.48
		01-2000-7220 SNOW REMOVAL				1,542.48
000050 2638451 ONTARIO INC./LATTE 1693		PLUMBING	000473	01/27/2021	03/03/2021	1,376.39
		01-2000-7240 PLUMBING				1,376.39
000046 BARCLAY WHOLESALE LTD. 39544		TISSUE, NITRILE, ZAMBONI CLOTH	000482	03/15/2021	03/24/2021	290.64
		01-2000-7220 TISSUE, NITRILE, ZAMBONI CLOTH				290.64
000062 GFL ENVIRONMENTAL INC. SD0000318356		FEB - 1 Lift	000476	02/28/2021	03/15/2021	63.43
		01-2000-7220 FEB - 1 Lift				63.43
000001 HURONIA/MED-E-OX LTD R2154145		ARENA FURNACE PROPANE	000477	02/28/2021	03/15/2021	39.55
		01-2000-7210 ARENA FURNACE PROPANE				39.55
000016 HYDRO ONE Feb 23, 2021		FEB ICE PLANT	000149	02/23/2021	03/17/2021	3,940.21
		01-2000-7200 FEB ICE PLANT				3,940.21
000016 HYDRO ONE Feb 11, 2021		FEB BUILDING HYDRO	000149	02/11/2021	03/17/2021	415.45
		01-2000-7200 FEB BUILDING HYDRO				415.45
					Vendor Total	4,355.66
000101 IDEAL SUPPLY INC 2345610		SIREN MINI HORN	000478	03/05/2021	03/15/2021	18.07
		01-2000-7220 SIREN MINI HORN				18.07
000101 IDEAL SUPPLY INC 2356556		CHIME KIT BULK PACK	000478	03/09/2021	03/15/2021	20.89
		01-2000-7220 CHIME KIT BULK PACK				20.89
					Vendor Total	38.96
[REDACTED]						
000011 SPARLINGS PROPANE 88725066963463		ARENA BOOTH PROPANE	000480	03/01/2021	03/15/2021	67.74
		01-2000-7230 ARENA BOOTH PROPANE				67.74
000011 SPARLINGS PROPANE 88725066963464		PROPANE BACK	000483	03/11/2021	03/24/2021	698.78
		01-2000-7210 PROPANE BACK				698.78
					Vendor Total	766.52
000020 TD BANK March 2021		MARCH EFT S/C	000150	03/26/2021	03/26/2021	109.92
		01-2000-7150 MARCH EFT S/C				109.92
000063 TEETOR CONTRACTING 490918		FOOD BOOTH REPAIRS	000474	02/20/2021	03/03/2021	902.03
		01-2000-7220 FOOD BOOTH REPAIRS				902.03
000006 TELIZON INC 03500420210313		ACCT #35004 - ARENA MARCH	000484	03/13/2021	03/24/2021	69.36
		01-2000-7110 ACCT #35004 - ARENA MARCH				69.36

GB#7.1.1

APR 14 2021

Accounts Payable

March AP Listing

Vendor 000000 Through 999999

Invoice Entry Date 03/01/2021 to 04/06/2021 Paid Invoices Cheque Date 03/01/2021 to 04/06/2021

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000013	WAYNE BIRD FUELS	638256	ARENA FURNACE OIL	000481	03/10/2021	03/15/2021	470.65
			01-2000-7210 ARENA FURNACE OIL				470.65
000013	WAYNE BIRD FUELS	637795	ARENA FURNACE OIL	000481	03/03/2021	03/15/2021	747.95
			01-2000-7210 ARENA FURNACE OIL				747.95
Vendor Total							1,218.60
000017	WORKPLACE SAFETY & INSU MARCH 2021		JAN TO MAR WSIB	000151	03/31/2021	03/31/2021	142.44
			01-1000-2205 JAN TO MAR WSIB				142.44
Unpaid Invoices							0.00
Paid Invoices							11,719.06
Invoices Total							11,719.06
Selected G/L Account Total							11,719.06

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 4 Ending APR 30,2021

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	54,410.44	54,410.66	15,146.32	17,782.88	38,202.24	53,348.56
01-2000-4010	MELANCTHON GRANT	54,410.44	54,410.66	15,146.32	17,782.88	38,202.24	53,348.56
01-2000-4015	GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
01-2000-4020	DONATION REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
01-2000-4030	FUNDRAISING REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
01-2000-4100	MINOR RATE ICE RENTAL REVEN	46,708.48	54,000.00	13,858.56	10,200.00	16,741.44	30,600.00
01-2000-4110	ICE RENTAL REVENUE (PRIME)	41,956.38	51,000.00	17,814.44	9,860.00	11,765.56	29,580.00
01-2000-4115	ICE RENTAL REVENUE (NON-PRIM	1,736.28	500.00	1,929.20	170.00	(1,419.20)	510.00
01-2000-4120	NON-RESIDENT USER FEES	4,215.30	3,250.00	710.52	0.00	(710.52)	0.00
01-2000-4200	BOOTH RENTAL REVENUE	1,173.52	2,100.00	0.00	666.64	2,000.00	2,000.00
01-2000-4210	HALL RENTAL REVENUE	0.00	4,000.00	0.00	333.36	1,000.00	1,000.00
01-2000-4220	FLOOR RENTAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
01-2000-4230	SIGN RENTAL REVENUE	4,250.00	3,800.00	3,580.00	1,193.36	0.00	3,580.00
01-2000-4240	VENDING MACHINE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
01-2000-4300	PENALTIES & INTEREST	901.70	850.00	215.96	283.36	634.04	850.00
01-2000-4500	PR YR SURPLUS/DEFICIT	(5,860.31)	(5,860.31)	0.00	11,315.84	33,947.44	33,947.44
Total Revenue		203,902.23	222,461.01	68,401.32	69,588.32	140,363.24	208,764.56

Expense

01-2000-7000	WAGES	58,971.93	70,000.00	16,124.25	24,000.00	55,875.75	72,000.00
01-2000-7005	BENEFITS-EI/CPP/WSIB/EHT	5,181.65	5,600.00	1,518.20	1,866.64	4,081.80	5,600.00
01-2000-7010	BENEFITS-OMERS	4,569.22	4,950.00	1,405.39	1,751.36	3,848.61	5,254.00
01-2000-7012	MILEAGE	303.91	300.00	43.57	100.00	256.43	300.00
01-2000-7015	STAFF TRAINING/DUES, FEES, SU	185.44	1,000.00	0.00	333.36	1,000.00	1,000.00
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,888.59	2,000.00	1,694.34	666.64	305.66	2,000.00
01-2000-7110	COMMUNICATION	876.54	2,000.00	732.87	666.64	1,267.13	2,000.00
01-2000-7115	INSURANCE	15,418.69	13,300.00	0.00	5,333.36	16,000.00	16,000.00
01-2000-7120	HEALTH & SAFETY	2,540.84	2,000.00	0.00	833.36	2,500.00	2,500.00
01-2000-7125	PROF FEES - AUDIT	600.00	611.01	0.00	203.52	610.56	610.56
01-2000-7130	PROF FEES - WATER TESTING	258.50	400.00	0.00	133.36	400.00	400.00
01-2000-7150	BANK CHARGES	1,370.47	500.00	300.60	400.00	899.40	1,200.00
01-2000-7200	HYDRO	28,532.14	50,000.00	8,373.03	13,333.36	31,626.97	40,000.00
01-2000-7210	FURNACE FUEL/ PROPANE	9,750.40	15,000.00	4,997.51	3,333.36	5,002.49	10,000.00
01-2000-7220	BLDG & GROUNDS MAINTENANCE	27,462.60	18,500.00	4,883.76	6,666.64	15,116.24	20,000.00
01-2000-7230	BOOTH MAINTENANCE	371.80	3,300.00	262.21	133.36	137.79	400.00
01-2000-7240	ICE PLANT/MACH MAINTENANCE	11,147.41	18,000.00	2,340.74	4,000.00	9,659.26	12,000.00
01-2000-7300	FUNDRAISING EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
01-2000-7400	BAD DEBT	524.66	0.00	0.00	0.00	0.00	0.00
01-2000-7450	TSFR TO CAPITAL RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
01-2000-7500	CAPITAL PURCHASES	0.00	15,000.00	0.00	5,833.36	17,500.00	17,500.00
01-2000-7800	AMORTIZATION	1,560.40	0.00	0.00	0.00	0.00	0.00
Total Expense		171,515.19	222,461.01	42,676.47	69,588.32	166,088.09	208,764.56
Dept Excess Revenue Over (Under) Expenditures		32,387.04	0.00	25,724.85	0.00	(25,724.85)	0.00

EB#7.1.3
 APR 1 2021

General Ledger
Annual Department Budget vs. Actual Comparison Report
Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 4 Ending APR 30,2021

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
Category Excess Revenue Over (Under) Expenditures		32,387.04	0.00	25,724.85	0.00	(25,724.85)	0.00

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending DEC 31,2021 - From Period 1 To Period 4 Ending APR 30,2021

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
REPORT SUMMARY							
01-2000	INCOME STATEMENT	203,902.23	222,461.01	68,401.32	69,588.32	140,363.24	208,764.56
	Fund 01 Total Revenue	203,902.23	222,461.01	68,401.32	69,588.32	140,363.24	208,764.56
01-2000	INCOME STATEMENT	171,515.19	222,461.01	42,676.47	69,588.32	166,088.09	208,764.56
	Fund 01 Total Expenditure	171,515.19	222,461.01	42,676.47	69,588.32	166,088.09	208,764.56
	Fund 01 Excess Revenue Over (Under) Expenditures	32,387.04	0.00	25,724.85	0.00	(25,724.85)	0.00
	Report Total Revenue	203,902.23	222,461.01	68,401.32	69,588.32	140,363.24	208,764.56
	Report Total Expenditure	171,515.19	222,461.01	42,676.47	69,588.32	166,088.09	208,764.56
	Report Excess Revenue Over (Under) Expenditures	32,387.04	0.00	25,724.85	0.00	(25,724.85)	0.00



PROVISION OF GRASS CUTTING AGREEMENT



HONEYWOOD CEMETERY BOARD ("CEMETERY")
-- AND --
NDCC BOARD OF MANAGEMENT ("NDCC")

The NDCC propose and agree to perform the following work for the Cemetery and to comply with the Cemetery's wishes throughout.

1. The NDCC shall supply their own equipment, fuel and pay any related expenses incurred.
2. The NDCC must have sufficient equipment and labour resources to complete the cutting grass as required.
3. Grass is to be cut only in daylight hours.
4. All prices are unit prices without applicable taxes. HST as applicable is in addition to unit prices.
5. Any loose garbage found must be picked up prior to cutting of the area.
6. All prices are on a "Per Cut" basis. Grass is to be cut weekly (if needed) to maintain at no more than 3" in height, unless a drought warrants it not to be cut. During fast growing periods, generally in the spring or early fall, extra cuts may be required.
7. The Cemetery reserves the right to cancel cuttings when needed due to dry weather or other circumstances.
8. Grass to be cut under the supervision of the Cemetery. The Arena Manager must meet with a Cemetery Board representative prior to May 1st to become aware of needs and site conditions.
9. The Arena Manager must keep a daily logbook, recording dates of cutting.
10. Billing must be itemized as to date of cutting and invoiced at least once a month.
11. The Arena Manager will ensure that all debris and litter is picked up in all specified areas, before cutting and each cutting thereafter.
12. The work shall be carried out in a professional manner without damage to the following, grass surface, trees, flowers, walkways, fencing, gravel surfaces, personal vehicles and any other items located within the specified area. Grass will be aimed away from structures, walkways, and headstones.
13. Areas around & under trees, structures, fences, ditches and any other fixed objects must be trimmed at the time of every cut.
14. Any repair costs for damages will be the responsibility of the NDCC. If damages by the NDCC are incurred, it is the responsibility of the NDCC to pay for such damage. The Cemetery reserves the right to deduct repair costs from the current invoice, if necessary.

GB# 7.2

APR 14 2021

15. Consideration shall be given to all users and bystanders in the vicinity when grass cutting, ensuring that safety to all persons and property in the vicinity of any grass cutting activity is done in safety, without harm to person or property, including the discharge of grass and material from the mower discharge chute. Failure to ensure such safety shall enable the Cemetery to terminate the contract at their discretion immediately without further notice.
16. Cemetery maintenance or construction projects on various municipal properties may temporarily interfere with regular grass cutting, and it is the responsibility of the bidder to continue cutting grass wherever and whenever possible.
17. The Cemetery will not assume responsibility or liability for loss or damage to equipment or injury to employees of the NDCC. It is the responsibility of the NDCC to inspect all properties and report any potential problems in writing to the Cemetery that may arise as a result of rough terrain or any other reason.
18. Cancellation of this contract requires 15 days written notice by either party.

Location		Unit price/cut
Map #	Honeywood Cemetery	\$125.00
1	598335 2 nd line West	

This agreement will commence April 15, 2021 and can be terminated by either party with 15 days written notice.

Dated this _____ day of _____, 2021

NDCC: Chair on behalf of the Board

Cemetery: On behalf of the Board

Donna Funston

Subject: FW: Council motions

From: Tracey Atkinson <tatkinson@mulmur.ca>
Sent: Thursday, April 8, 2021 9:12 AM
To: Heather Boston <hboston@mulmur.ca>; Donna Funston <dfunston@melancthontownship.ca>; Denise Holmes <dholmes@melancthontownship.ca>; Darlene Munro <dmunro@mulmur.ca>
Subject: Council motions

Hi Ladies,

Mulmur Council passed the following motions at their April 7th meeting. (Rec motion was changed from original proposed motion)

North Dufferin Community Centre Draft Budget

Moved by: Clark and Seconded by: Boxem

THAT Mulmur Township Council approves the North Dufferin Community Centre Board 2021 budget of \$208,765.

	Yea	Nay
Councillor Boxem	y	
Councillor Clark	y	
Councillor Cufaro	y	
Deputy Mayor Hawkins	y	
Mayor Horner	y	
Carried		

Recreational Director - Motion from Joint Recreation Sub-Committee

Moved by: Boxem and Seconded by: Clark

THAT Council recommends to the Joint Recreational Subcommittee to conduct further research for a possible recreational coordination position and the development of a draft job description and associated financial implications and that such position be considered as part of the larger recreational analysis/decision.

	Yea	Nay
Councillor Boxem	y	
Councillor Clark	y	
Councillor Cufaro	y	
Deputy Mayor Hawkins	y	
Mayor Horner	y	
Carried.		

Tracey Atkinson, BES MCIP RPP Dipl M.M. | CAO | Planner | Acting Clerk
Township of Mulmur | 758070 2nd Line E Mulmur, ON L9V 0G8
Phone 705-466-3341 ext. 222 | Fax 705-466-2922 | tatkinson@mulmur.ca

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