



JOINT RECREATION SUBCOMMITTEE AGENDA **May 26, 9:00AM**

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<https://us02web.zoom.us/j/84829988171>

Meeting ID: 848 2998 8171

1.0 Call to Order

2.0 Approval of the Agenda

Staff Recommendation: THAT the agenda for May 26, 2021 be approved.

3.0 Passing of the Previous Meeting Minutes

Staff Recommendation: THAT the minutes of April 21, 2021 be approved.

4.0 Administration

- 4.1 NDCC Board - Option D (verbal update)**
- 4.2 Grant Application Funding NDCC Project (verbal update)**
- 4.3 Recreation Coordinator Job Description**
- 4.4 Governance Structure Discussion**

5.0 Information Items

- 5.1 Mulmur Motion, May 5, 2021**
- 5.2 Melancthon Motion, May 6, 2021**

6.0 Items for Future Meetings

- 6.1 County SDR Recommendations**
- 6.2 NDCC Agreement By-law**

8.0 Meeting Adjournment

Staff Recommendation: THAT Council adjourns the meeting at _____ to meet again on _____, 2021 or at the call of the Chair.



JOINT RECREATION SUBCOMMITTEE MINUTES MARCH 24, 2021 1:00PM

Present: Darren White, Mayor of Melancthon
 David Besley, Deputy Mayor of Melancthon
 Janet Horner, Mayor of Mulmur
 Earl Hawkins, Deputy Mayor of Mulmur
 Denise Holmes, CAO of Melancthon
 Tracey Atkinson, CAO of Mulmur

1.0 Call to Order

The meeting was called to order by Mayor Darren White at 1:00 pm. The meeting was hosted using an electronic zoom platform. Two members of the public were in attendance at the meeting.

2.0 Appointment of Chair and Vice-Chair

Moved by: Horner and Seconded by: Besley

THAT Mayor Darren White be appointed as Chair and the next meeting to be chaired by the Mayor of Mulmur on a rotating basis for the Joint Recreational Sub-committee.

CARRIED

3.0 Mandate

The mandate was discussed and confirmed as identified through the joint meeting, being to review the governance of the North Dufferin Community Centre (NDCC), review the NDCC efficiency study and make a recommendation for the NDCC facility.

4.0 County Service Delivery Review Recreation Recommendations

Gaps were discussed, especially the current lack of regional approach and the current board structure.

5.0 North Dufferin Community Centre Agreement By-law

The Governance structure was deferred to the next joint meeting, pending direction regarding a Recreational Director. Discussion ensued regarding the board versus advisory structure. There was recognition and appreciation of the existing board members and support for continued community involvement through an advisory structure.

6.0 NDCC Efficiency Study Recommendations

The Subcommittee agreed that the municipalities jointly desire to provide an arena facility in Honeywood, on a move forward basis.

7.0 Mulmur Recreational Master Plan Recommendations

The Subcommittee discussed the recommendation from the Mulmur Recreational Master Plan (#5) to have a joint Recreational Director. This Director could help coordinate events at the Horning Mills hall and other facilities within Mulmur and Melancthon. The Subcommittee also discussed summer camp opportunities. The Subcommittee was supportive of a joint Recreational Director, with the responsibilities and other jobs within the arena to be further determined. Approval from each Council would be required.

Moved by Horner and Seconded by Besley

THAT the joint subcommittee recommend to Mulmur and Melancthon Councils that a joint Recreation Director for both Mulmur and Melancthon to advance recreational opportunities in both municipalities be considered.

CARRIED

8.0 Funding NDCC Project

Development Charge Accounts, Grants (likelihood, percentages, shovel-ready), Debentures & Loans, Feasibility Study (analysis of tax rate implications of each option), Historic Operating Costs (5 year average)

Direction was given to NDCC Treasurer to create a financial worksheet that would allow the committee to plug in different variables, such as interest rates, amortizations, D.C. contributions, grants, into options A, B and C from the NDCC Recreational efficiency study and output tax implications.

9.0 Other Recreational Community Groups/Committees

The benefits of a Recreational Director was discussed as it relates to programing at various facilities within the two municipalities.

10.0 Meeting Adjournment

Moved by: Besley and Seconded by: Hawkins

THAT Council adjourns the meeting at 2:08 to meet again at 1:00 pm on April 14, 2021 or at the call of the Chair.

CARRIED

.....
Janet Horner, Mayor

.....
Tracey Atkinson, Clerk

POSITION TITLE: Recreational Coordinator

DEPARTMENT: Public Works

PURPOSE OF POSITION:

- Manages all recreational facilities throughout Mulmur and Melancthon Townships
- Coordinate all required maintenance to ensure that facilities are maintained
- Complete research to expand the recreational programs available throughout the Townships
- Organize and bill all facility rentals and uses funding from grants where available

DIRECT REPORT: Director of Public Works

MAJOR RESPONSIBILITIES:

- Plan, develop and coordinate a wide range of recreational and instructional children's, youth, family and seniors' programs and initiatives including but not limited to summer camp programs, leadership development, youth engagement and special events
- Coordinate the day-to-day administration and workflow of recreation programs including managing the Honeywood Arena
- Develop and implement a children, youth, and seniors work plan, consistent with the strategic priorities and actions of the Township of Mulmur and Melancthon
- Research community needs, demographics, trends and best practices for recreation programs and events to ensure that programs are implemented which align with the demand of the area
- Ensure excellence in the management of all parks throughout the Townships
- Design and supervise inspection and maintenance programs for each of the facilities to ensure a high standard of safety
- Oversee and authorize all facility and park rentals and undertake in rental procedures and policies
- Create and implement a marketing strategy for facilities to increase public awareness and usage
- Oversee collection and recording of all revenues received from all recreational facilities and research and apply for grants where available

QUALIFICATIONS:

- Recognized post-secondary diploma, university level education in recreation or equivalent experience
- Communication, time management and marketing experience

- Five years of recreational management experience in municipal or similar setting
- Possesses valid Ontario Driver's License and abstract
- 3-5 years of supervisory experience
- Experience with coaching, mentoring and overseeing employee training

WORKING CONDITIONS:

- Moderately routine
- Full-time hours plus additional time as required

PHYSICAL REQUIREMENTS:

- Computer work
- Continuous
- Sometimes physically demanding

DRAFT

Recreational Coordinator

Township	Salary	Responsibilities	Experience
Town of Hawkesbury		<ul style="list-style-type: none"> Monitoring maintenance programs related to buildings, parks, and facilities Ensuring proper operation of facilities Solving technical problems Managing contracts Preparing budget for the division and researching grant opportunities 	<ul style="list-style-type: none"> College degree in building mechanics or the equivalent 5 years relevant experience Unionized personnel management experience Advanced communication skills
City of Waterloo		<ul style="list-style-type: none"> Short- and long-term planning Management, coordination, administration, operation, and delivery Oversight and leadership to full time and part time employees Research, evaluate and develop programs Build successful and achievable workplans Builds community partnerships to enhance the number and variety of programs 	<ul style="list-style-type: none"> Bachelor's degree in recreation and leisure, business, public administration, or a related field Five years of progressive experience managing recreation programs Previous leadership experience managing teams Excellent communication and team building skills
Municipality of South Dundas		<ul style="list-style-type: none"> Provide the community with front facing customer services such as recreation programming, development, and implementation Facility and ice rental bookings Meeting with community and groups to encourage and grow community engagement Act as an assistant liaison/resource person 	<ul style="list-style-type: none"> A degree or diploma in one or more of the following fields: recreation and leisure studies, sports management, marketing and administration, community development Business administration experience in Recreational program development, administration and delivery, customer service, public speaking, utilization of various types of media and computer software
Minden Hills		<ul style="list-style-type: none"> Supervise the maintenance and operation of municipal recreation facilities, parks, and cemeteries Develop, manage, train and schedule staff and equipment Assist in the management of facilities, including arenas/community centers, parks, cemeteries, maintenance programs and capital projects 	<ul style="list-style-type: none"> Minimum of five years' experience in municipal facilities parks and cemeteries Possession of or ability to obtain Facility management and Administration certificates through Parks and Recreation Ontario Experience in the operation of ice resurfacer, backhoe, single axle truck and trailering equipment Good understanding of policies, procedures, bylaws, Ministry guidelines, regulations, and legislation
Town of Caledon		<ul style="list-style-type: none"> Administering and supervising various recreational programs and related initiatives Planning, developing, and executing programs 	<ul style="list-style-type: none"> Certifications in High Five, Standard First Aid, additional certification

		<ul style="list-style-type: none"> • Ensure recreational programs adhere to quality assurance standards as part of the Town's commitment to Service Excellence • Assist in the implementation of corporate and community events 	<ul style="list-style-type: none"> • Minimum four years related experience in a recreation setting including direct programming and supervisory experience • Superior interpersonal skills including the ability to work effectively in a team environment • Ability to exercise significant discretion and sensitivity
Township of Oro-Medonte		<ul style="list-style-type: none"> • Planning, coordination and implementation of maintenance and repair programs • General operations and project management services in the areas of construction, rehabilitation, building renovations/ alterations for all assigned Township facilities and parks • Dealing with senior management, Council, staff and the public while fostering an environment of accountability, innovation, improvement, and empowerment to anchor the Township's commitment to Public Service Excellence 	<ul style="list-style-type: none"> • Experience and working knowledge of facilities, parks, building property management, operation, and maintenance • A diploma or degree in Business Management, Civil or Mechanical engineering, Building construction or Systems Technology or Facilities/parks/ property management or equivalent • A minimum 5–7-year relevant experience
Town of East Gwillimbury		<ul style="list-style-type: none"> • Delivery of Town sponsored recreation programs and activities and works with community stakeholders to provide recreation and cultural activities • Program development and delivery, community consultation and outreach; planning, implementation, and evaluation of programs; advertising and promotion; market research; recruiting, training and direct supervision of part time staff 	<ul style="list-style-type: none"> • 1-3 years municipal experience designing, implementing, and managing the delivery and measurement of recreation programs and special events • Hold a post-secondary diploma in Recreation Leadership and/or related discipline • High Five instructor Training and Crime Prevention Intervention Certification • Working knowledge of Occupational Health and Safety Act, the Employment Standards Act, the Ontario Human Rights Code, the Occupiers Liability Act, the Day Nurseries Act, the Accessibility for Ontarians with a Disability Act and other safety/ employee legislation =, regulations and guidelines
City of Mississauga		<ul style="list-style-type: none"> • Provide direct supervision to staff in the absence of the Supervisor, participate as part of the building supervisory team and assist in the general supervision of the building, programs and maintain excellent public relations and customer service 	<ul style="list-style-type: none"> • Degree or diploma in Recreation, Physical Education, or a related field along with one to three years' experience in municipal recreation or equivalent combination of education and experience • Knowledge and experience in the development, design and delivery of general interest recreation programs, camps, and recreational sport leagues

		<ul style="list-style-type: none"> • Recommend changes in existing program schedules and create new innovative programs to meet the needs of the community • Provide program administrative services to ensure effective operations • Assist with the development, supervision, and management of the youth engagement program, including activity menu and community initiatives that create an inclusive, welcoming, respectful youth-friendly environment 	<ul style="list-style-type: none"> • Knowledge of Class and R3/SAP • High Five- PHCD, Quest 1 and Quest 2 • Experience with community development, out-reach programming and/or building community relationships
HR Downloads		<ul style="list-style-type: none"> • Oversee all phases of projects from initiation through to closure • Direct Program related activities • Develop and implement guidelines and policies associated with program development and management • Set goals, priorities, and standards for Township of Mulmur programs • Monitor compliance with legislative requirements and Township of Mulmur's strategic goals • Manage the evolution and improvement of project management methodology, processes, and best practices 	<ul style="list-style-type: none"> • Post-secondary degree or diploma in related field required • Master's degree or doctorate preferred • Demonstrated time management and project management skills • Advanced written and verbal communication • Experience with coaching, mentoring and employee development • Proven experience with resource management required
Clearview		<ul style="list-style-type: none"> • Organizes, directs, and controls all activities of the Parks, Culture and Recreation department • Oversees the operation and maintenance of trails, arenas, swimming pools, baseball diamonds and parks • Oversees collection and recording of all revenues received from all recreational facilities • Develops short- and long-term department goals • Develops and administers policies and programs 	<ul style="list-style-type: none"> • Recognized post-secondary diploma, university level education an asset • Certified in pool and playground management and propane handling • Member of ORFA • Possesses valid Ontario Driver's License and abstract • 3-5 years of supervisory experience • More than 3 years of experience in the related field
Mono		<ul style="list-style-type: none"> • Ensure excellence in the management of all parks • Design and supervise inspection and maintenance programs for each of the facilities to ensure high standard of safety • Oversee and authorize all facility and park rentals and direct staff in rental procedures and policies 	<ul style="list-style-type: none"> • Post-secondary degree in parks/recreation, leisure management or business administration, social services, or related field from an accredited university • 10 years progressive experience working in community services, facilities/parks, and trails

		<ul style="list-style-type: none"> • Create and implement marketing strategy for facilities to increase public awareness and usage 	<p>maintenance with a minimum of five years in management and/or supervisory roles</p>
Shelburne		<ul style="list-style-type: none"> • Supports all recreational programming within the facility including pool, day camp, ice surface, floor service. T & C room & pool view room • Develops and implements new programs • Supervises all staff engaged in recreational programs • Assists Facility Administration Manager with all new recreational staff hires and recreational staff training • Promotes and publicizes all recreation programs, and services through the incorporation of all social media services and through direct customer/community contact 	<ul style="list-style-type: none"> • Two to five years of recreational management experience in municipal or similar setting • Two to five years of experience as Head Lifeguard or similar role • Two to five years of experience with Day Camp programming • Post-secondary education in recreation • Experience in staff supervision • Working knowledge of current recreation trends • Current National Lifeguard Service, Red Cross Water Safety Instructor, Lifesaving Instructor & Standard First Aid with CPR-c certifications
Orangeville		<ul style="list-style-type: none"> • Plan, develop and coordinate a wide range of recreational and instructional children's, youth, family and special needs programs and initiatives including but not limited to summer camp programs, leadership development, youth engagement and special events • Coordinates the day-to-day administration and workflow of recreation programs • Participate in the recruitment process • Develop and implement a children and youth work plan, consistent with the strategic priorities and actions • Research community needs, demographics, trends and best practices for recreation programs and events 	<ul style="list-style-type: none"> • Completed a 2-year Diploma in Recreation, Kinesiology, Early Childhood Education, or related discipline • Current CPR and First Aid Certification and HIGH Five Principles of Healthy Child Development and High Five Quest 2 • Valid Class G Driver's license and access to personal vehicle for Town Business • Two years' experience in a recreational program or event setting with six months to one year of previous experience coordinating recreation programs and events preferably in a municipal setting • Experience with customer service, promotions, program development and delivery

7.2 Review of Governance Models

The NDCC Board of Management is a joint municipal service board of the Townships of Mulmur and Melancthon. It was established by agreement dated September 7, 2017. Beyond the composition of the Board and its officers, the Board has the responsibility and authority for staff for both the facilities and programs.

The choice of operational model and associated governance for a facility that is co-funded by two or more institutional entities should reflect the most efficient means by which to operate the facility successfully while also ensuring accountability and transparency in operations. These goals of efficiency, quality of service, accountability and transparency are not mutually exclusive of one another.

Where the operations of the facility necessitate a high degree of managerial experience and/or technical competence, the governance model needs to reflect a staffing and reporting structure that takes full advantage of the relative staff resources of each of the funders.

For ease of illustration, this is reflected in two models: (i) cost sharing with operational responsibility retained by one of the parties; (ii) cost sharing with facility management resting with a dedicated third-party entity. See next page for details.

Where one municipality is better equipped to provide managerial oversight, this advantage should be incorporated into the staff reporting hierarchy as well as the governance model. Where the operation is entirely specialized or of a scale that does not lend itself to being operated by one of the contributing parties, there is a case for management and operation via a joint funded third-party entity.

The NDCC model as currently constructed is more akin to the second approach, albeit lacking the scale of resources to be considered an independent, third-party operation. The use of a joint service board is a choice more than it is an operational necessity.

In the context of a new facility or significantly revamped existing facility, retention of this model would necessitate greater management resources at the operational level in order for the facility to operate at its fullest potential.

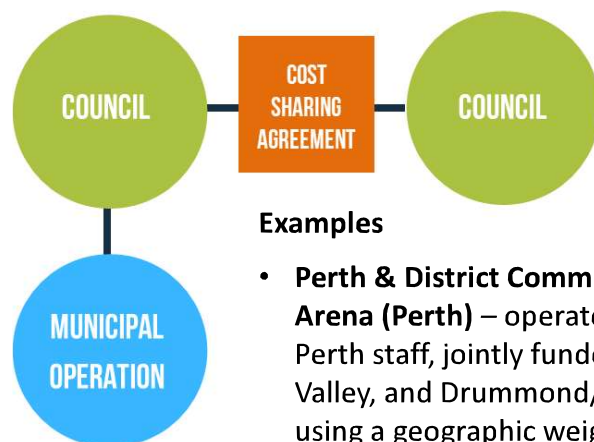
If the NDCC is either replaced or retrofitted and additional operational capacity added, the role and mandate of the Board should be clarified going forward to improve managerial capability and accountability.

The aim of any review of board mandate and authority should be based on maximizing the value of the community centre to the communities. This includes not only cost control and operational efficiency but enhanced community programming and use of the facility. In our view, this is either achieved through a realignment of operational control to one of the townships or adjusting the board of management to achieve greater independence in management, rate setting, secretarial and treasury functions.

The solution may lie in the relative costs of one approach over the other: (i) enhancing the resources of the Board to operate more independently (additional staff and management resources at the operational level) versus (ii) seeking the efficiencies of direct operational control by one municipality supported by an advisory board and effective reporting to both councils.

7.2 Review of Governance Models (Cont'd)

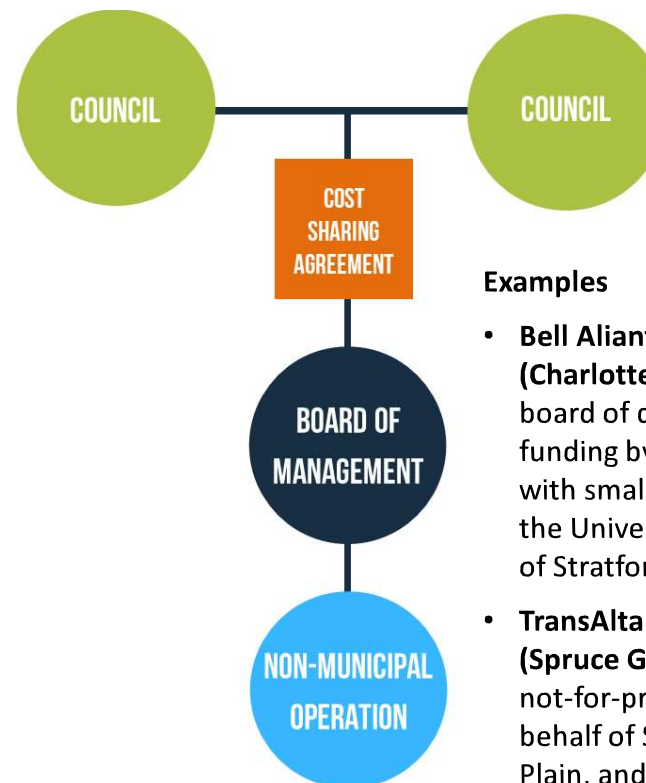
1. Operated by One Municipality



Examples

- **Perth & District Community Centre Arena (Perth)** – operated by Town of Perth staff, jointly funded by Perth, Tay Valley, and Drummond/North Elmsely using a geographic weighted assessment models
- **Lou Jeffries Arena (Gananoque)** – operated by the Town of Gananoque, with operating and capital costs split on a 50/50 basis between Gananoque and Leeds and the Thousand Islands.

2. Co-Management Through Board

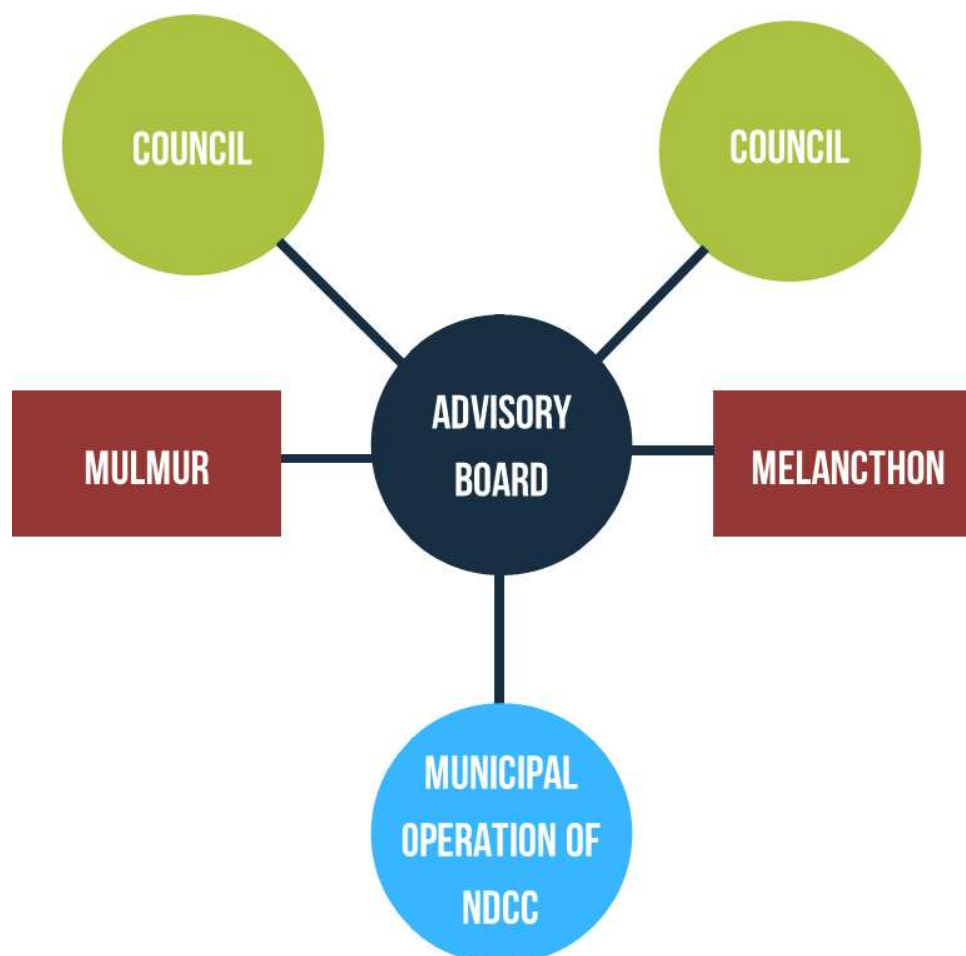


Examples

- **Bell Aliant Centre (Charlottetown)** – governed by a board of directors, majority of funding by City of Charlottetown with smaller contributions from the University of PEI and the Town of Stratford.
- **TransAlta Tri Leisure Centre (Spruce Grove)** – operated by a not-for-profit corporation on behalf of Spruce Grove, Stony Plain, and Parkland County with equal representation on the board of directors and contributions adjusted to reflect changes in population distribution.

7.2 Review of Governance Models (Cont'd)

Advisory Board Option



8.3 Next Steps

Specific next steps associated with pursuing any of the options outlined in this assessment are listed below:

1. Develop a Funding Plan (Immediate Next Step)

The Townships should utilize the findings of this report as a basis for the application to upper levels of government for funding support and further discussion with the public as to the likely level of development that is warranted: specifically, the level of expenditure on a new multi-use recreation facility.

2. Establish a New Cost-Sharing Agreement (In-Principle; Detailed Discussion Pending Achievement of Capital Funding)

Redrafting a new cost-sharing agreement is where ongoing design and costing information is critical to scoping the overall envelop of capital and operational costs which are central to any quantification of impact on the partners of an agreement. The details of the cost-sharing model will be further informed by the ongoing business planning that will be required for this project.

3. Site Assessment (Immediate Next Step)

As an immediate next step, the Townships should undertake all necessary site assessments to include geotechnical investigation and environmental assessment for the preferred option / siting, as necessary. This work is required to verify the appropriateness of the site for development, inform the footprint location and design of the facility on the site, and provide necessary input for the capital costs and design solutions for site servicing and building construction.

4. Design Progression

If funding commitments are in place, and assuming that the project does not generate insurmountable challenges as a result of the required initial due diligence, the project can move into design and engineering as follows:

1. Advance the building program to a detailed level.
2. Initial Schematic Design (typically this equates to about 12.5% of the total architectural fees to completion).
3. Design Development (typically takes the project to 25% of the total architectural fees to completion completion). As part of design development, the Townships should expect to receive a capital costing estimate equivalent to a Class B level of estimation.

The project can then be assessed in terms of the appropriate method of final design and construction – either through a traditional design and tender approach or a Design-Build approach.

CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. 33-17

**BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO EXECUTE A
JOINT RECREATION AGREEMENT BETWEEN THE TOWNSHIP OF MULMUR &
THE TOWNSHIP OF MELANCTHON**

WHEREAS pursuant to s. 202 of *the Municipal Act*, 2001, allows for a joint service board between two or more municipalities and may give control and management of different municipal services to the joint municipal service board;

AND WHEREAS the municipal councils of the Corporation of the Township of Mulmur and the Township of Melancthon desire to establish a joint program of recreation services for the mutual benefit of their residences and ratepayers called the North Dufferin Community Centre Board of Management (Board);

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR ENACTS AS FOLLOWS:

1. That the Mayor and Clerk are hereby authorized to execute a Joint Recreation Agreement, which is attached as "Schedule A" hereto and forms part of this by-law.
2. That this By-Law shall come into force and take effect immediately upon the final passing of same.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY ENACTED AND
PASSED THIS 6th DAY OF September, 2017.**


CLERK.


Deputy MAYOR.

AGREEMENT AS OF

BETWEEN:

**THE CORPORATION OF THE TOWNSHIP OF MULMUR,
hereinafter referred to as "Mulmur"**

-and-

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON,
hereinafter referred to as "Melancthon"**

This Agreement witnesseth that, in consideration of the mutual covenants and conditions herein contained, Mulmur and Melancthon agree to the following:

1. Mulmur is the owner of the lands identified as Con 3 W E PT Lot 25, RP 7R-4424 Part 3, on which the facility known as the North Dufferin Community Centre ("NDCC") is located. The NDCC includes all land, buildings, improvements, equipment and chattels pertaining to its operations.
2. Mulmur Township shall continue to be the sole owner of the NDCC.
3. The NDCC shall be operated in compliance with the provisions of the *Municipal Act, 2001*, SO 2001, c 25, and any applicable regulations, as amended from time to time.
4. The NDCC shall be managed by a joint municipal service board of the Townships of Mulmur and Melancthon, constituted by this agreement pursuant to s. 202 of the *Municipal Act, 2001*. The said joint municipal service board shall be known as the NDCC Board of Management ("Board"), which shall have all the powers given by the *Municipal Act, 2001*, and those given by this Agreement.
5. The Board shall have eight (8) members, all of whom have voting rights. The Board shall be comprised of one (1) member of Council from each of Mulmur and Melancthon, two (2) community members from each of Mulmur and Melancthon, and two (2) other community members-at-large. The Board shall recommend nominated candidates, drawn from community applicants to the parties. The Board members shall be appointed by both parties by resolution. In the event of a disagreement, each party shall appoint 3 community members of its choice to the Board. Nominated candidates shall serve for a term of which they are appointed. The parties shall also have the power to designate the appointed Council representatives to the Board, and may set their term on the Board, not to exceed the term of the Council on which they sit. The quorum of the Board shall be five (5).
6. No person shall be appointed as a Board member unless that person has been appointed by the parties in accordance with the previous paragraph, and has received a Criminal Records Check to the satisfaction of both parties' Councils.
7. The Board shall elect a Chairperson (Chair) and Vice-Chairperson from among its members at the first meeting of the Board each calendar year. The Chair shall preside at all meetings of the Board and be charged with the general administration of the business and affairs of the Board. The minutes of that meeting shall identify the persons elected to each of the identified positions.
8. The Board shall hold an Annual General Meeting at the call of the Chair, with due prior notice to both parties
9. The Board shall operate under the Procedural By-law of Mulmur.
10. Insurance shall be provided through Mulmur's insurance provider and the cost will be billed to the Board.
11. A staff member from Melancthon shall act as the Secretary of the Board at no cost.

12. The Treasurer of Mulmur shall act as the Treasurer of the Board at no cost. The Treasurer shall keep full and accurate books and records of all transactions of the Board. The Treasurer shall render to the Board at the meetings thereof, or whenever required, an account of all transactions and of the financial position of the Board. The Treasurer shall pay only such items as are approved by the Board.
13. It shall be the policy of the Board that the current year's operating surplus or deficit be allocated to the following year's budget over and above a \$40,000 operating reserve maintained for cash flow purposes.
14. Each Township shall contribute \$20,000 on January 1, 2018, to create an operating reserve for the Board to utilize for cash flow purposes.
15. Commencing 2018, levies shall be paid on February 1st, May 1st, August 1st and October 1st of each year.
16. The Board will maintain a recreational capital reserve account to hold any unused capital contributions each year. This reserve will be used to absorb the impact of large purchases and/or unforeseen emergency capital requirements as approved by the Board. A report on the balance of the reserves shall be provided on an annual basis or as requested by the parties.
17. The Board shall develop other organization structure and procedural rules as may be thought desirable.
18. The Board shall have responsibility and authority, including employment contracts, for staff for both the facilities and the programs.
19. Subject to statutory restrictions and those set out in this agreement, the Board shall develop policies, rules, and fee schedules to be approved by each Township.
20. The Board shall prepare the estimate of the Board's net financial requirements for the year ("Budget"). There shall be no deficit budgeting. The Board shall work co-operatively and equitably with the parties to the Agreement to fund all operational and developmental expenses.
21. The Budget shall be submitted annually to each Township for approval no later than October 31st. The parties shall have the right to amend the Budget by mutual agreement prior to approval.
22. Upon approval of the Budget by both parties, each party shall appropriate such monies as may be requisitioned by the Board from time to time not to exceed the monies identified in the approved Budget.
23. The Board shall not make or incur liability for any expenditure that is not approved as part of its Budget, and the parties shall not be liable for any expenditure that is not approved.
24. Regardless of the source and extent of funding, the Board must approve all development and improvements.
25. The parties shall be responsible for the approved operating and capital levies expenditures and any deficit of the Board as follows:

Mulmur 50%

Melancthon 50%
26. The Board shall keep books and records, approve expenditures and issue cheques in accordance with the Budget.
 - a. The Board shall maintain its own separate bank account.
 - b. All accounts to be paid shall be approved by the Board (this may occur after payment has happened in order to avoid late payment fees).

- c. All cheques shall be signed by the Chair or designate and the Treasurer of the Board.
 - d. The Board's accounts shall be audited annually by the Municipal auditor or more frequently as may be required by the Board.
 - e. The draft minutes of the Board shall be promptly circulated to the respective municipal Councils.
27. In the event that either Mulmur or Melancthon wishes to cease participating in the Board, they may do so by providing one (1) year written notice of termination to the other party and the Board. Any written notice given as aforesaid shall terminate this Agreement as of the 31st of December of the next calendar year.
28. The parties shall renegotiate this agreement in the event that an additional municipality or other permitted party wishes to join in this agreement and is approved by all parties to this agreement.
29. This Agreement is personal to the parties and may not be assigned.
30. The parties covenant that they are entering into this Agreement in good faith and that they shall carry out its provisions in good faith.
31. All previous agreements signed are hereby null and void.

In WITNESS WHEREOF each of the parties hereto has affixed its corporate seal attested to by the proper officers duly authorized in that behalf;

SIGNED, SEALED AND DELIVERED
in the presence of:

**THE CORPORATION OF THE
TOWNSHIP OF MULMUR**

MAYOR

CLERK

**THE CORPORATION OF THE
TOWNSHIP OF MELANCTHON**

MAYOR

CLERK

Excerpt from May 5, 2021 Mulmur Council meeting:

Moved by Clark and Seconded by Cufaro

THAT Council supports the Joint Recreation Subcommittee's recommendation to move forward with Option D subject to grant availability and funding of at least 66%, and to move forward with an RFP to engage architectural/engineering for design.

	Yea	Nay
Councillor Boxem	Y	
Councillor Clark	Y	
Councillor Cufaro	Y	
Deputy Mayor Hawkins	Y	
Mayor Horner	Y	

CARRIED.

Motion from Melancthon Council meeting, May 6, 2021

Moved by Besley, Seconded by Mercer

Be it resolved that: "Council supports the Joint Recreation Sub-committee's recommendation to move forward with Option D subject to grant availability, funding, and to move forward with an RFP to engage the architectural/engineering for design". **Carried.**