



**NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
AGENDA - ELECTRONIC MEETING -  
ZOOM  
TUESDAY, AUGUST 17, 2021 –  
7:00 P.M.**



Join Zoom Meeting

<https://us02web.zoom.us/j/83723918665?pwd=bFBxQmlxMXJkMlIGM3ZYbjJJbHhpQT09>

Meeting ID: 837 2391 8665

Passcode: 826108

One tap mobile

+17789072071,,83723918665#,,,,\*826108# Canada

+12042727920,,83723918665#,,,,\*826108# Canada

Dial by your location

+1 778 907 2071 Canada

+1 204 272 7920 Canada

+1 438 809 7799 Canada

+1 587 328 1099 Canada

+1 647 374 4685 Canada

+1 647 558 0588 Canada

Meeting ID: 837 2391 8665

Passcode: 826108

**AGENDA**

- 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 – June 9, 2021**  
Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ the minutes of the North Dufferin Community Centre Board of Management held on June 9, 2021 be approved as circulated. Carried
- 5. Business Arising from the Minutes**
  1. Unfinished Business
    1. Brine Pump
- 6. Facility Manager's Report**

**7. General Business**

1. Financial
  1. Accounts Payable

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ the accounts in the amount of \$23,220.39 be received as presented. Carried.

2. A/R update
  3. YTD vs. Budget comparison
2. Ball Diamond Rental Inquiries
3. Report from Roseann Knechtel regarding Support for the Installation of Cycling Station Infrastructure at the Honeywood Park

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ THAT the NDCC Board of Management approve the installation of a cycling station at the location in Schedule 'A'

AND THAT the NDCC Board of Management authorize the EDC to purchase and install a cycling station through the Dufferin County Economic Development Implementation Fund. Carried.

4. KPMG Auditors Letter regarding NDCC Board of Management
5. Report from Denyse Morrissey, CAO, Town of Shelburne regarding Service Delivery Review – Recommendations specific to indoor recreation
6. Other

**8. Information**

**9. Notice of Motion**

**10. 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

**11. Adjournment and Date of Next Meeting - Wednesday September 8, 2021 - 7:00p.m.**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ that we adjourn the NDCC Board of Management meeting at \_\_\_\_:\_\_\_\_ p.m. to meet again Wednesday September 8, 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:** July 9, 2021  
**SUBJECT:** Facility Manager's 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 and to report completed projects since the last meeting and goals to be completed for the next meeting.

### BACKGROUND & DISCUSSION

#### Arena Maintenance:

1. **Roof leak in Norduff room** – I checked norduff room for water leak dry as a bone. I will have to remove ceiling tile to see what the problem is. Enertec Contracting were the installers of the roof. (Feb 8, 2011). I have spoken to them twice to arrange a meeting for them to inspect and advise. I hope to have a report for the July meeting from Enertec.
2. **Dehumidifier-North East-Replaced belt and ordered two new belts from Highland Supplies Dundalk.**
3. **New brine pump ?** – It needs to be replaced. I have received two quotes and attached with this report. Both quotes are the same price – Simco \$12,500; Carmichaels \$12,500
4. **Water leak on PAC condenser ?** – Quotes were requested from two sources. Carmichaels quote \$6,670; Simco quote has not yet been received.

#### Grounds Maintenance:

1. **Grass cutting** – The grass is cut Tuesday at the cemetery and Thursday at the Arena, weather permitting. It is difficult not to blow grass cuttings on monuments. I borrowed Andrew's (assistant) personal leaf blower, to clean up the grass cuttings. We may want to consider purchasing a blower to clean up after cuts. Received two quotes.

2. **Monument at Cenotaph** - M/M Fire Department have cut the fence at the posts at ground level, as they are cemented into the ground. The fencing has been removed, and we will cover over the cement slabs in the ground. Harold Ritchie (cemetery overseer) is going to help, as he has a front load tractor.
3. **Ball diamond repairs** – The Ball Diamond is complete and I Put a Thank You to Tupling Farms Ltd. on The sign.

#### Other

1. **Security Cameras** – I contacted our security system, Bluewater waiting for a quote. They provide a minimum of 4 cameras which would cover each gas container (front and back) and both doors. They are providing me with a quote.  
Bluewater also noted that the Panel box inside the building needs to be checked after the break in. Nothing is affected but will be checked in the fall with the annual review.

#### FINANCIAL CONSIDERATIONS

1. New brine pump needs to be replaced – 2 quotes received and submitted – roughly \$12,000
2. Water leak on PAC condenser – Simco quote not yet received (they built the unit) - Carmichaels \$6,670
3. Leaf blower for cuttings at cemetery, parking lot, ball diamond. See two Quotes from Highland Supplies Dundalk & Premier Farm Equipment \$500.00 from both.
4. Roof - Waiting for quote /report from Enterec

#### RECOMMENDATION

1. Brine Pump - Recommend Carmichaels for the purchase of the brine pump, as they do all repairs at the centre, and the quotes are the same

2. Water leak – It must be done in spring/ summer. The repair takes 2 days, and the temperature must be above 2 degrees. Even though Simco built the unit, I recommend giving the work to Carmichaels. Several years ago, Simco was to replace the brine pump as per their quote, and they did not replace the pump. I prefer Carmichaels work and they do most of the repairs

James Woods

James Woods, Arena Manager



## Donna Funston

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**From:** James Woods <jwoods@mulmur.ca>  
**Sent:** Friday, July 9, 2021 1:09 PM  
**To:** Donna Funston  
**Subject:** Fw: Stihl Product Inquiry

James Woods  
Arena Manager NDCC.Honeywood  
706114 County Road 21  
Mulmur, Ontario  
L9V0W3  
jwoods@mulmur.ca  
B-519-925-6616  
C-519-379-4914

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**From:** sales@highlandsupply.ca <sales@highlandsupply.ca>  
**Sent:** June 11, 2021 3:19 PM  
**To:** James Woods <jwoods@mulmur.ca>  
**Subject:** RE: Stihl Product Inquiry

Hi James,

The Stihl BR 350 Backpack Blower is 499.95 + HST (13%) = \$ 564.94

We do not currently have this model in stock, so please allow at least a week to order it in if you would like it.

Thank you for reaching out!

Morgan Clarke  
Sales and Marketing

### Highland Fuels and Supply

92 Main St. W, Dundalk, Ontario  
NOC 1B0 Box 593  
Pn. (519)923-2240  
Fax (519)923-2302  
T.F. 1(800)265-9154  
Web. <https://www.highlandsupply.ca/>

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**From:** James Woods <jwoods@mulmur.ca>  
**Sent:** Friday, June 11, 2021 11:26 AM

To: sales@highlandsupply.ca  
Subject: Re: Stihl Product Inquiry

Hi can you please send me a quote on a Stihl Br300 Backpack blower.Thanks

James Woods  
Arena Manager NDCC.Honeywood  
706114 County Road 21  
Mulmur,Ontario  
L9V0W3  
[jwoods@mulmur.ca](mailto:jwoods@mulmur.ca)  
B-519-925-6616  
C-519-379-4914

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From: sales@highlandsupply.ca <sales@highlandsupply.ca>  
Sent: May 21, 2021 10:54 AM  
To: James Woods <[jwoods@mulmur.ca](mailto:jwoods@mulmur.ca)>  
Subject: Stihl Product Inquiry

Good morning James,

We can most definitely get that ready for you- do you have a preference on which nylon string you're looking for? We have a the regular round string, and also an X shaped string for cutting tougher materials. Looks like your message cut off- are you looking for metal blades?

Please let me know if you have any questions or concerns! Thank you so much!

Morgan Clarke  
Sales and Marketing

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92 Main St. W, Dundalk, Ontario  
NOC 1B0 Box 593  
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This message (including attachments, if any) is intended to be confidential and solely for the addressee. If you received this e-mail in error, please delete it and advise me immediately. E-mail transmission cannot be guaranteed to be secure or error-free and the sender does not accept liability for errors or omissions.

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# Premier Equipment Ltd.

4896 Dean Dr., Alliston, ON L9R 1V1

www.premierequipment.ca

**ALLISTON Ayr**  
1-866-925-2944 1-800-363-3373

**COURTLAND**  
1-877-655-1011

**ELMIRA**  
1-800-265-6188

**LISTOWEL**  
1-800-263-9289

**OSPRINGE MOUNT FOREST**  
1-800-685-3835 1-800-901-8312

**SIMCOE**  
1-877-426-8130

**SMITHVILLE**  
1-888-843-2133

**TAVISTOCK**  
1-800-563-3373

## PARTS QUOTATION

Invoice To Account No: 105



Deliver To:

Cash Customer - Alliston  
4896 Dean Dr.  
ALLISTON ON L9R 1V1  
CA

Cash Customer - Alliston  
4896 Dean Dr.  
ALLISTON ON L9R 1V1

Home Ph:                      Mob Ph:  
Work Ph:

Quotation No: 1087673  
Date: 06/11/2021  
Page: 1 of 1

Supplied Quantity	Back Order Quantity	Part Number	Part Description	Bin Loc	List Price	Net Price	Extended Price
1.00	0	BR350	BACKPACK BLOWER 18	STIHL04	519.95	499.95	\$499.95

INVOICE CONTAINS \$20.00 DISCOUNT

"THANK YOU-WE APPRECIATE YOUR BUSINESS" Check us out online at My Premier App

<b>Customer PO No:</b> Honeywood arena	<b>Delivery Note:</b>
<b>Tax Exempt No:</b>	
<b>Salesperson:</b> WILLIAM SCHEURWATER	

<b>Sub Total:</b>	\$499.95
<b>Sales Tax:</b>	\$0.00
<b>Total:</b>	\$499.95
<b>Deposit Received:</b>	\$0.00
<b>Balance Due:</b>	\$499.95

EXCLUDES TAX



# Accounts Payable

June and July AP Listing

Vendor 000000 Through 999999

Invoice Entry Date 2021-06-04 to 2021-07-31 Paid Invoices Cheque Date 2021-06-04 to 2021-07-31

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000023	COUNTY OF DUFFERIN	IN00000007232	2021 H&S GREEN BOOK	000513	2021-07-15	2021-07-28	19.31
			01-2000-7120 2021 H&S GREEN BOOK				19.31
000062	GFL ENVIRONMENTAL INC.	SD0000324778	MAY - 1 Lifts	000503	2021-05-31	2021-06-04	63.43
			01-2000-7220 MAY - 1 Lifts				63.43
000062	GFL ENVIRONMENTAL INC.	SD00000326956	JUNE - 1 Lift	000511	2021-06-30	2021-07-15	63.43
			01-2000-7220 JUNE - 1 Lift				63.43
Vendor Total							126.86
000051	HIGHLAND SUPPLY	296452	LINE, GRASS BLADE, SIGN	000504	2021-06-01	2021-06-04	140.56
			01-2000-7220 LINE, GRASS BLADE, SIGN				140.56
000001	HURONIA/MED-E-OX LTD	R2177173	ARENA FURNACE PROPANE	000507	2021-05-31	2021-06-25	39.55
			01-2000-7210 ARENA FURNACE PROPANE				39.55
000001	HURONIA/MED-E-OX LTD	L2177797	ANNUAL FURNACE PROPANE CONTRAC	000507	2021-05-31	2021-06-25	284.76
			01-2000-7210 ANNUAL FURNACE PROPANE CONTRAC				284.76
Vendor Total							324.31
000016	HYDRO ONE	May 12, 2021	MAY BUILDING HYDRO	000159	2021-05-13	2021-06-30	233.78
			01-2000-7200 MAY BUILDING HYDRO				233.78
000016	HYDRO ONE	May 21, 2021	MAY ICE PLANT HYDRO	000159	2021-05-21	2021-06-30	1,148.26
			01-2000-7200 MAY ICE PLANT HYDRO				1,148.26
000016	HYDRO ONE	JUNE 22 2021	JUNE ICE PLANT HYDRO	000163	2021-06-22	2021-07-15	490.70
			01-2000-7200 JUNE ICE PLANT HYDRO				490.70
000016	HYDRO ONE	JUNE 11 2021	JUNE BUILDING HYDRO	000163	2021-06-11	2021-07-28	246.96
			01-2000-7200 JUNE BUILDING HYDRO				246.96
Vendor Total							2,119.70
000009	J.L. WILSON AND SONS LIMIT	JL-1733733	INSTALL NEW PUMP COUPLING	000505	2021-05-31	2021-06-04	790.51
			01-2000-7240 INSTALL NEW PUMP COUPLING				790.51
000009	J.L. WILSON AND SONS LIMIT	JL-1739864	COMPRESSOR PUMP REPAIRS	000514	2021-07-25	2021-07-28	560.48
			01-2000-7240 COMPRESSOR PUMP REPAIRS				560.48
Vendor Total							1,350.99
000004	MCDONALD HOME HARDWAR	98468	CO DETECTOR	000508	2021-03-12	2021-06-25	71.18
			01-2000-7220 CO DETECTOR				71.18
000004	MCDONALD HOME HARDWAR	96022	LIGHTER	000508	2021-01-01	2021-06-25	5.41
			01-2000-7220 LIGHTER				5.41
000004	MCDONALD HOME HARDWAR	95721	ALK FINISH	000508	2021-01-01	2021-06-25	33.89
			01-2000-7220 ALK FINISH				33.89
000004	MCDONALD HOME HARDWAR	101857	SHOVEL,ROUNDUP,RAKE, SPADE	000512	2021-07-02	2021-07-15	163.17
			01-2000-7220 SHOVEL,ROUNDUP,RAKE,SPADE				163.17

GB#7.1.1

AUG 11 2021

# Accounts Payable

June and July AP Listing

Vendor 000000 Through 999999

Invoice Entry Date 2021-06-04 to 2021-07-31 Paid Invoices Cheque Date 2021-06-04 to 2021-07-31

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
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Vendor Total 273.65

000102	PREMIER EQUIPMENT LTD.	PO#07884090	2020 JD ZTRAK & STIHL FS91R	000509	2021-04-20	2021-06-25	11,179.00
			01-2000-7220 STIHL FS91R TRIMMER				479.00
			01-2000-7500 2020 JD ZTRAK MOWER				10,700.00

000019	SGS CANADA INC	11432465	JUNE 24 WATER TESTING	000516	2021-07-12	2021-07-28	84.75
			01-2000-7130 JUNE 24 WATER TESTING				84.75

000020	TD BANK	June 2021	JUNE EFT S/C	000160	2021-06-21	2021-06-30	109.92
			01-2000-7150 JUNE EFT S/C				109.92

000020	TD BANK	JUNE 30 2021	JULY EFT & MTCE S/C	000165	2021-06-30	2021-07-28	109.81
			01-2000-7150 JULY EFT & MTCE S/C				109.81

Vendor Total 219.73

000006	TELIZON INC	03500420210513	ACCT #35004 - ARENA MAY	000161	2021-05-13	2021-06-30	68.70
			01-2000-7110 ACCT #35004 - ARENA MAY				68.70

000006	TELIZON INC	03500420210613	ACCT #35004 - ARENA JUNE	000161	2021-06-13	2021-06-30	68.26
			01-2000-7110 ACCT #35004 - ARENA JUNE				68.26

000006	TELIZON INC	03500420210713	ACCT #35004 - ARENA JULY	000166	2021-07-13	2021-07-28	68.08
			01-2000-7110 ACCT #35004 - ARENA JULY				68.08

Vendor Total 205.04

Unpaid Invoices	0.00
Paid Invoices	23,220.39
Invoices Total	23,220.39
Selected G/L Account Total	23,220.39

# Accounts Receivable

All Customers Trial Balance - As Of 2021-08-03

Customer		Current	31-60 Days	61-90 Days	Over 90 Days	Balance
<b>Billing Group: NDCC Receivables</b>						
90039	HONEYWOOD FIGURE SKATING	-435.00	0.00	0.00	0.00	-435.00
90053	HADFIELD, BRENT	1.44	1.44	2.88	119.82	125.58
90056	TROTT, ZACK	0.70	0.70	1.40	56.38	59.18
90062	LADIES HOCKEY LEAGUE	-85.42	0.00	0.00	0.00	-85.42
90066	CAWKER GORD	-2.01	0.00	0.00	0.00	-2.01
90069	ROJEK BILL	-0.11	0.00	0.00	0.00	-0.11
90074	RANDY ROGERS	-4.36	0.00	0.00	0.00	-4.36
90080	JESSICA JENNINGS	4.13	4.13	8.26	330.00	346.52
8 Customers	<b>Group Total:</b>	<b>-520.63</b>	<b>6.27</b>	<b>12.54</b>	<b>506.20</b>	<b>4.38</b>
	<b>Report Total:</b>	<b>-520.63</b>	<b>6.27</b>	<b>12.54</b>	<b>506.20</b>	<b>4.38</b>

GB#7.1.2  
AUG 11 2021

**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 7 Ending JUL 31,2021

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
<b>Fund: 01 OPERATING FUND</b>							
<b>Category: 2???</b>							
<b>2000 INCOME STATEMENT</b>							
<b>Revenue</b>							
01-2000-4000	MULMUR GRANT	54,410.44	54,410.66	27,880.40	27,880.40	25,468.16	53,348.56
01-2000-4010	MELANCTHON GRANT	54,410.44	54,410.66	27,880.40	27,880.40	25,468.16	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	14,885.12	15,300.00	15,714.88	30,600.00
01-2000-4110	ICE RENTAL REVENUE (PRIME)	41,956.38	51,000.00	19,347.65	14,790.00	10,232.35	29,580.00
01-2000-4115	ICE RENTAL REVENUE (NON-PRIM	1,736.28	500.00	1,832.74	510.00	(1,322.74)	510.00
01-2000-4120	NON-RESIDENT USER FEES	4,215.30	3,250.00	722.77	0.00	(722.77)	0.00
01-2000-4200	BOOTH RENTAL REVENUE	1,173.52	2,100.00	0.00	999.99	2,000.00	2,000.00
01-2000-4210	HALL RENTAL REVENUE	0.00	4,000.00	0.00	500.01	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	3,400.00	3,580.00	180.00	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	437.89	495.85	412.11	850.00
01-2000-4500	PR YR SURPLUS/DEFICIT	(5,860.31)	(5,860.31)	0.00	0.00	33,947.44	33,947.44
<b>Total Revenue</b>		<b>203,902.23</b>	<b>222,461.01</b>	<b>96,386.97</b>	<b>91,936.65</b>	<b>112,377.59</b>	<b>208,764.56</b>
<b>Expense</b>							
01-2000-7000	WAGES	58,971.93	70,000.00	34,190.75	41,000.00	37,809.25	72,000.00
01-2000-7005	BENEFITS-EI/CPA/WSIB/EHT	5,181.65	5,600.00	2,979.69	3,188.90	2,620.31	5,600.00
01-2000-7010	BENEFITS-OMERS	4,569.22	4,950.00	3,036.72	3,064.85	2,217.28	5,254.00
01-2000-7012	MILEAGE	303.91	300.00	43.57	175.00	256.43	300.00
01-2000-7015	STAFF TRAINING/DUES, FEES, SL	185.44	1,000.00	165.00	750.00	835.00	1,000.00
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,888.59	2,000.00	2,067.33	1,500.00	(67.33)	2,000.00
01-2000-7110	COMMUNICATION	876.54	2,000.00	1,175.75	1,166.65	824.25	2,000.00
01-2000-7115	INSURANCE	15,418.69	13,300.00	8,782.16	16,000.00	7,217.84	16,000.00
01-2000-7120	HEALTH & SAFETY	2,540.84	2,000.00	19.31	250.00	2,480.69	2,500.00
01-2000-7125	PROF FEES - AUDIT	600.00	611.01	589.44	610.56	21.12	610.56
01-2000-7130	PROF FEES - WATER TESTING	258.50	400.00	161.00	200.00	239.00	400.00
01-2000-7150	BANK CHARGES	1,370.47	500.00	701.25	700.00	498.75	1,200.00
01-2000-7200	HYDRO	28,532.14	50,000.00	19,805.91	24,400.00	20,194.09	40,000.00
01-2000-7210	FURNACE FUEL/ PROPANE	9,750.40	15,000.00	7,886.72	6,100.00	2,113.28	10,000.00
01-2000-7220	BLDG & GROUNDS MAINTENANCI	27,462.60	18,500.00	4,997.15	9,600.00	15,002.85	20,000.00
01-2000-7230	BOOTH MAINTENANCE	371.80	3,300.00	262.21	200.00	137.79	400.00
01-2000-7240	ICE PLANT/MACH MAINTENANCE	11,147.41	18,000.00	10,179.57	5,280.00	1,820.43	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	10,700.00	8,750.00	6,800.00	17,500.00
01-2000-7800	AMORTIZATION	1,560.40	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>		<b>171,515.19</b>	<b>222,461.01</b>	<b>107,743.53</b>	<b>122,935.96</b>	<b>101,021.03</b>	<b>208,764.56</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>32,387.04</b>	<b>0.00</b>	<b>(11,356.56)</b>	<b>(30,999.31)</b>	<b>11,356.56</b>	<b>0.00</b>

GB#7.1.3  
AUG 11 2021

**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 7 Ending JUL 31,2021

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	96,386.97	91,936.65	112,377.59	208,764.56
Fund 01	Total Revenue	203,902.23	222,461.01	96,386.97	91,936.65	112,377.59	208,764.56
01-2000	INCOME STATEMENT	171,515.19	222,461.01	107,743.53	122,935.96	101,021.03	208,764.56
Fund 01	Total Expenditure	171,515.19	222,461.01	107,743.53	122,935.96	101,021.03	208,764.56
Fund 01	Excess Revenue Over (Under) Expenditures	32,387.04	0.00	(11,356.56)	(30,999.31)	11,356.56	0.00
Report	Total Revenue	203,902.23	222,461.01	96,386.97	91,936.65	112,377.59	208,764.56
Report	Total Expenditure	171,515.19	222,461.01	107,743.53	122,935.96	101,021.03	208,764.56
Report	Excess Revenue Over (Under) Expenditures	32,387.04	0.00	(11,356.56)	(30,999.31)	11,356.56	0.00

## Donna Funston

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**From:** Tracey Atkinson <tatkinson@mulmur.ca>  
**Sent:** Wednesday, July 21, 2021 12:22 PM  
**To:** Donna Funston  
**Cc:** Denise Holmes  
**Subject:** NDCC ball diamond

Hi Donna,

Can you add rentals for the ball diamond on the next board agenda package? We are getting people calling the Office wanting to rent it.

Please let Heather know if Treasury should do a report on it with recommended rates or if you want to include this email along with Mansfield rates (on our website) and Horning Mills Rates for a discussion.

Thanks!

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

Join our email list to receive important information and keep up to date on the latest Township news.

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

Horning's Mills Park

\$10 per game without lights

\$25 per game with lights



## SCHEDULE OF USER FEES & CHARGES 2021

(Updated June 2021)

<u>ADMINISTRATION</u>	<u>FEES</u>
Arrears Statement by Mail	\$5
Colour 11x17 Zoning/OP Maps	\$3 each
Commissioner of Oaths	\$15 for non-resident
Fax	\$2 per page
Late Payments Penalty	1.25%
Lottery Licensing Fee	3% of Prize Value
NSF Returned Cheques	\$40
OPP False Alarms (3 <sup>rd</sup> offence & subsequent) (see By-law 16-2014)	\$500 per offence
Photocopying	\$0.50 per copy
Refreshment Vehicles/Stands	\$250 annually
Satellite Photos	\$10
Search of Records or Admin work required	\$15/qtr hr.
Tax & A/R Bill/Statement Reprints by mail	\$5
Tax Certificates	\$75
Township Baseball Caps	\$14
Township Basement Hall Rental - Non Resident/Commercial use	\$100/day*
Township Basement Hall Rental - Resident	\$50/day*
Township Pins	\$3
Transfer unpaid accounts to taxes	\$10
<u>MANSFIELD PARK RATES</u>	
Adult Baseball per hour fee	\$11/hr.*
Minor Baseball per hour fee	\$8/hr.*
Pavilion Rental (includes use of washrooms, ball diamond, children's playground, picnic tables and garbage cans). Half a day is 4 hours or less.	\$50/half day* \$100/full day*
Sign Sponsorship (sign 40 inches x 40 inches)	\$140 per sign*

<u>PUBLIC WORKS DEPARTMENT</u>	<u>FEES</u>
Annual Trailer Licence	\$240
Annual Wide Load Permit	\$50
Annual Wrecking Yard Licence	\$10
Entrance Permit (Twp. rds only: \$100 Non Refundable)	\$400
Road Occupancy Permit-Construction	\$50
Road Occupancy Permit-Comm./Events	\$250
Composter (Black-Backyard)	\$35 each
Garbage Bag Stickers	\$ 2 per bag
Green Bin (roadside pick-up)	\$15 each
Kitchen Catcher (additional)	\$5 each
<u>DOG LICENCE FEES</u>	
Replacement Tag	\$ 5 each
<u>SPAYED/NEUTERED</u>	
First Dog	\$20
Second Dog	\$30
Third Dog	\$80
<u>NOT SPAYED OR NEUTERED</u>	
First Dog	\$30
Second Dog	\$40
Third Dog	\$90
Kennel Licence first year	\$300
Kennel Licence after first year	\$150
Penalty for obtaining kennel licence late (after April 1st)	\$100

\* Plus HST



## SCHEDULE OF USER FEES & CHARGES 2021

(Updated June 2021)

<u>Water</u>	<u>Rate/Fee</u>
<b><u>Consumption Charges</u></b>	
Quarterly Base Charge up to 3/4" Meter Size	\$91.00
Quarterly Base Charge up to 1" Meter Size	\$154.70
Quarterly Base Charge up to 1 1/2" Meter Size	\$300.30
Quarterly Base Charge up to 24" Meter Size	\$482.30
Quarterly Base Charge up to 3" Meter Size	\$910.00
Quarterly Base Charge up to 4" Meter Size	\$1,519.70
Quarterly Base Charge up to 6" Meter Size	\$3,030.30
Volumetric Charges/cubic metre	4.63/M <sup>3</sup>
<b><u>Service Charges</u></b>	
Individual or Final meter reading fee	\$50
Turning water on or off	\$50
Inspection for construction/repairs	Actual Cost
Individual municipal services	\$60 per hour + plus 20% for overhead
Services during non-office hours	\$90 per hour + plus 20% for overhead
<b><u>Water Connection Fees</u></b>	
Deposit	\$500
Inspection Fee	\$50
Water Meter Installation Charge	actual cost
Cost of Water Meter	actual cost
Cost of backflow preventer	actual cost
<b><u>Capital Charges</u></b>	
Property within area serviced by former private system (whether connected or not)	\$11,940
Property not falling within former private system or municipal system	\$11,625





**STAFF REPORT**

**TO:** NDCC Board of Management  
**FROM:** Roseann Knechtel, Deputy Clerk / Economic Development Committee Secretary  
**MEETING DATE:** August 11, 2021  
**SUBJECT:** EDC Cycling Project

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**PURPOSE:**

The purpose of this report is to request approval and support for the installation of cycling station infrastructure at the Honeywood Park.

**BACKGROUND:**

The Economic Development Committee (EDC) received the Dufferin County Economic Development Implementation Fund grant to be used towards the development of a cycling strategy, to promote recreation and tourism in Mulmur through cycling, and to increase spending at area businesses.

The deadline for grant spending is December 31, 2021.

**ANALYSIS:**

The EDC has identified the Honeywood Park as a location where they feel cycling infrastructure would benefit the community. At the most recent EDC meeting on July 26, 2021 the Committee passed a motion to seek NDCC Board approval for the installation of a cycling station at the location shown in Schedule A of this report.

The cycling station would consist of signage, a cycling rack/stand, fix-it station and bench. The Cycling Station would not only benefit the immediate community and children who ride their bicycles to the park/arena, but it would also benefit those who cycling on County Road 21 and require a place to stop and regroup.

The Committee is currently in the process of designing signage and obtaining quotes for the various cycling station infrastructure. The next EDC meeting is set for August 30, 2021 to approve the purchase of materials and move forward with installation.

**FINANCIAL IMPACTS:**

None. All costs would be covered through the Dufferin County Economic Development Implementation Fund grant.

QB#7.3

AUG 11 2021

**RECOMMENDATION:**

THAT the NDCC Board of Management approve the installation of a cycling station at the location identified in Schedule A;

AND THAT the NDCC Board of Management authorize the EDC to purchase and install a cycling station through the Dufferin County Economic Development Implementation Fund.

Respectfully submitted,

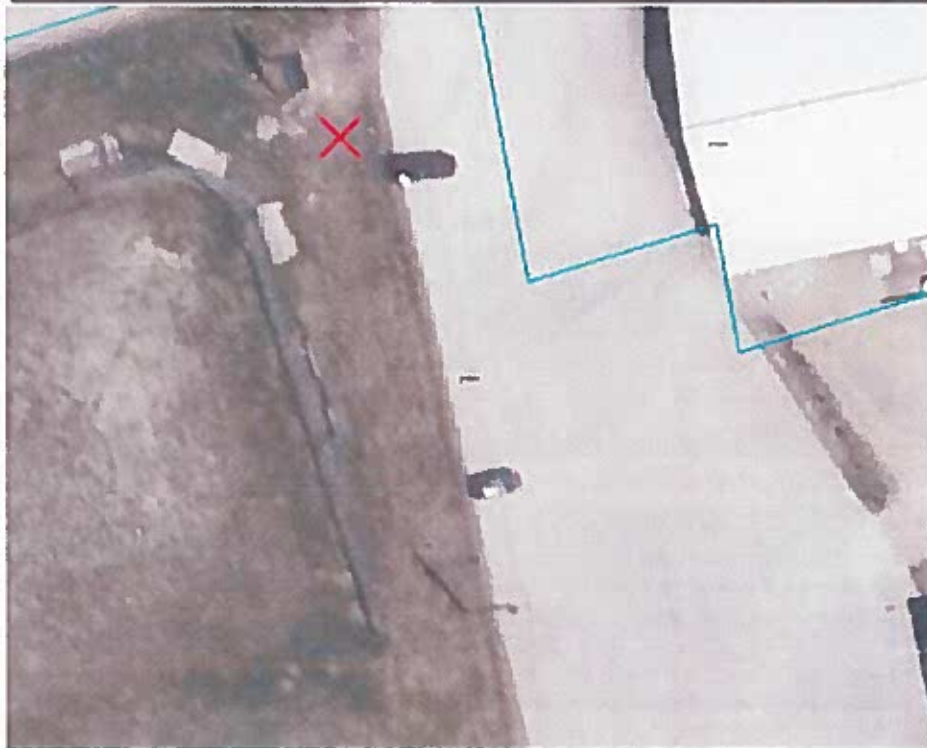
*Roseann Knechtel*

Roseann Knechtel, Deputy Clerk / EDC Secretary

cc: Economic Development Committee

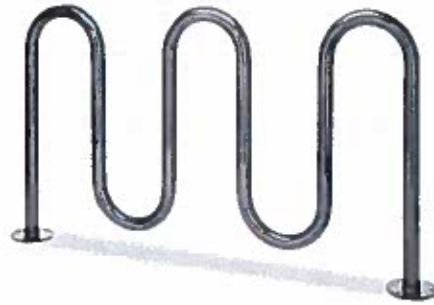
**EDC Cycling Report  
"Schedule A"**

**Proposed Honeywood Park Location**



## Cycling Station Infrastructure Examples

### Cycling Rack/Stand



### Cycling Fix-it Station



### Bench





**KPMG LLP**  
**Chartered Professional Accountants**  
 115 King Street South  
 2<sup>nd</sup> Floor  
 Waterloo, Ontario N2J 5A3

Telephone (519) 747-8800  
 Fax (519) 747-8830  
 Internet www.kpmg.ca

**Ms. Heather Boston**  
 Treasurer  
 Township of Mulmur  
 758070 2<sup>nd</sup> Line East  
 Mulmur, ON  
 L9V 0G8

June 1, 2021

Dear Ms. Boston:

In planning and performing our audit of the consolidated financial statements of Township of Mulmur (“the Township”) for the period ended December 31, 2020, we obtained an understanding of internal control over financial reporting (ICFR) relevant to the Township’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on ICFR. Accordingly, we do not express an opinion on the effectiveness of the Township’s ICFR. Our understanding of ICFR was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies and therefore, there can be no assurance that all significant deficiencies or other control deficiencies have been identified. As a result, any matters reported below are limited to those deficiencies in ICFR that we identified during the audit. Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors.

Refer to the Appendices for the definitions of various control deficiencies.

**Significant Deficiencies**

We did not identify any control deficiencies that we determined to be significant deficiencies in ICFR.

**Other Observations**

We identified the following observations that we determined are of sufficient importance to merit management’s attention:

Description of other observation
<p>KPMG notes that the governance structure and managerial oversight of the North Dufferin Community Centre (“NDCC”) may expose the Township of financial and operational risk. While operating as a Joint Municipal Service Board, established by agreement between the Township and the Township of Melancthon, the Township is ultimately accountable for the activities of the NDCC, much like any other department or activity of the Township, albeit, some of that accountability may be</p>



Description of other observation
<p>shared with the municipal partner.</p> <p>Employees operating the NDCC do not have a direct reporting to either municipality and decisions made by the employees and/or the Board of NDCC may inadvertently expose the Township of liabilities and costs.</p> <p>We also understand that a robust accounting for inventories of supplies (whether they be fuel oil, propane, gasoline, concessions, etc.) is not maintained, reported or supervised.</p> <p>We recommend that the Township consider the governance structure and oversight mechanisms of the NDCC. This may include amending the existing Board in favour of an Advisory Committee (one without operational authority) and revise the reporting structure such that employees operating the NDCC have direct line reporting to Township staff (or Township of Melancthon staff, if determined to be appropriate).</p> <p>We also recommend that inventory control processes be implemented to document the acquisition, use, and period-end values of inventories on hand, with reporting of such activities to Township staff.</p>

**Use of letter**

This letter is for the use of management and those charged with governance in carrying out and discharging their responsibilities and should not be used for any other purpose or by anyone other than management and those charged with governance.

KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this letter has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

Yours very truly,

Chartered Professional Accountants, Licensed Public Accountants  
Matthew Betik, CPA, CA  
Partner  
519-747-8245



*A People Place, A Change of Pace*  
**SHELburne**  
ONTARIO, CANADA

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**Meeting Date:** Monday, July 12, 2021

**To:** Mayor Mills and Members of Council

**From:** Denyse Morrissey, Chief Administrative Officer

**Report:** CAO 2021-08

**Subject:** Service Delivery Review Town of Shelburne

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### Recommendation

Be it Resolved that Council:

1. Receives report CAO 2021-08 Service Delivery Review Town of Shelburne for information; and that
2. Optimus SBR Inc be assigned the project for a budget of up to \$70,000 and the funding provided for the project by the Province of Ontario through the Municipal Modernization Program second intake; and that
3. As part of the SDR that consultation and discussions be commenced with applicable municipalities regarding potential directions and options that could be supported regarding Council's support in principle of the recommendations specific to indoor recreation and fire services from the County of Dufferin Service Delivery Review Part A and the dissolution of the boards of management whereby each service area would be directly delivered by the Town of Shelburne.



## Background

### **Province of Ontario - Municipal Modernization Fund Second Intake**

The Province's program was announced on January 25, 2021 and the deadline for expressions of interest was March 15, 2021. The Town submitted an expression of interest for \$70,000 in project funding under the second intake of the Municipal Modernization Program for our Service Delivery Review (SDR).

The grant information submitted included the general scope of work:

- The Town of Shelburne participated in the County of Dufferin's SDR. Our SDR will continue that work based on the recommendations.
- The Service Delivery Review (SDR) will include assessment of efficiency and effectiveness; identification of additional services/resources that could be shared or services Town can provide to other local municipalities, assessment of the way the services are provided including organizational and staffing review, service enhancements, subsidy requirements (taxation) of service areas needed or revised to meet Council's commitments to a vibrant and healthy community including distribution or realignment of costs to priority areas, and consideration of future requirements.
- The expected outcome includes a more responsive organization in response to Council's strategic priorities including how annual budgets, both operating and capital are more responsive to evolving priorities and then shifting resources strategically.
- The SDR does not have a pre-determined focus on cost savings as the only outcome but rather to provide services in the most responsible and responsive manner, and to deliver the services our residents want (and demand) and are supportive of paying for through their taxes.

On June 30, 2021 the Town was advised by Minister Clark, Ministry of Municipal Affairs and Housing that the project would receive \$70,000 in funding. All funding is for the cost of an independent third-party reviewer to deliver a final report with specific and actionable recommendations for cost-savings and efficiencies by November 30, 2021.

The letter from the Minister Clark is provided in Appendix 1.



## **Council's Strategic Priorities**

Council's Strategic Priorities included:

Target T2 Municipal Services Review and Evaluation

A: Complete a service delivery review for all Town services and operations

B: Complete review of municipal services delivered by third-party boards and complete a governance review

## **Dufferin County Service Delivery Review**

Dufferin County received a grant to fund their Service Delivery Review (SDR) through the first intake of the Municipal Modernization Program. The SDR was divided into two parts:

- Part A – Shared Municipal Services/Resources
- Part B – County Operations and Community/Human Services

Significant review of lower tier municipal services was completed within Part A and recommendations were provided by Optimus. The firm presented their report to an All Council's meeting of Dufferin County municipalities on November 24, 2020. The firm also presented their report to Town of Shelburne Council on December 14, 2020.

The County of Dufferin's SDR and the recommendations provide comprehensive analysis that is relevant to Council's Strategic Priorities and specific Targets and action items. The Town would also be completing a SDR in 2021, and a Parks and Recreation Master Plan in 2021.

The County's RFP also provided an option for local municipalities to separately engage and hire the firm for their own service delivery review related needs.

## **County SDR Final Report – Third Party Board Governance**

Governance analysis related to two third-party boards, which are Centre Dufferin Recreation Complex (CDRC) and Shelburne and District Fire Services as part of the services areas of Indoor Recreation, and Fire Services was completed and recommendations made. The governance of these two third-party boards would have needed to be a component of the Town's SDR as they are included in Council's Strategic Priorities.

## Current Board of Management Funding Models and Contributions: Operating & Capital

- Centre Dufferin Recreation Complex: (allocations in place since 1978)

Shelburne	62%
Amaranth	15%
Melancthon	15%
Mono	8%

- Shelburne & District Fire Department: (changes annually based on 3 year fire call average, households and assessment)

Shelburne	54.69%
Amaranth	13.05%
Melancthon	15.03%
Mono	9.75%
Mulmur	7.48%

At the March 15, 2021 Special Council meeting the February 22, 2021 staff report CAO 2021-03 Service Delivery Review Final Report – Dufferin County was further discussed and the following resolution was passed:

*Council supports in principle, the recommendations specific to indoor recreation and fire services from the County of Dufferin Service Delivery Review Part A and the dissolution of the boards of management whereby each service area would be directly delivered by the Town of Shelburne;*

*AND THAT Staff is directed to review and outline the processes to move forward with the dissolution of the two boards and outline the estimated timelines and estimated costs in a follow up report;*

*AND THAT Council directs Staff to incorporate this general direction in the scope of work that would be required within the Town's Service Delivery Review, as well as Parks and Recreation Master Plan as both projects will be completed in 2021.*

On May 31, 2021 Council requested an update on when the staff report as per the direction, as extracted, on March 15, 2021 by Council:

*Staff is directed to review and outline the processes to move forward with the dissolution of the two boards and outline the estimated timelines and estimated costs in a follow up report.*

This report has recommended that as part of the SDR that consultation and discussions be commenced with applicable municipalities regarding potential directions and options that could be supported regarding two specific third party boards. This is in follow up to Council's support in principle of the recommendations specific to indoor recreation and fire services from the County of Dufferin Service Delivery Review Part A and the dissolution of the boards of management whereby each service area would be directly delivered by the Town of Shelburne. The associated timelines, potential costs and the Town's commitment to having continued service relationships for other communities would be reviewed and discussed as part of the consultations.

The consultation team(s) representing the Town has to be confirmed and is expected to include the Mayor, another member of Council and a member of senior staff.

The Town's SDR is expected to commence in late July 2021 and be completed by end of November 2021.

## Financial

The approved 2021 budget included \$25,000 to support the costs for an SDR and hiring a consultant.

With the \$70,000 in project funding provided by the Province of Ontario through the Municipal Modernization Program second intake, the \$25,000 can be realigned. This could include supporting the implementation needs and costs related to the SDR report and recommendations.

## Policies & Implications

Not applicable

## Consultation and Communications

Not applicable

## Council Strategic Priorities

Council's Strategic Priorities has three Goals - Sustainable, Engaged and livable. There are a total of 12 targets with the three Goals.

This report aligns with the Sustainable Goals within the Targets:

Target T2 Municipal Services Review and Evaluation

Target T7 Promote Partnerships and Collaboration

## Supporting Documentation

Appendix 1: Notice of SDR project funding, Minister Clark, Ministry of Municipal Affairs and Housing, June 30, 2021.

Respectfully submitted:

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Denyse Morrissey, CAO

## Appendix 1

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



234-2021-3044

June 30, 2021

Your Worship  
Mayor Wade Mills  
Town of Shelburne

Dear Mayor Mills,

Thank you for your application to the second intake of the **Municipal Modernization Program** and for your commitment to delivering modern, efficient services that are financially sustainable.

Under the third-party review stream, I am pleased to inform you that the Ford government will provide funding of up to \$70,000 towards:

- Town of Shelburne Service Delivery Review

All funding is for the cost of an independent third-party reviewer to deliver a final report with specific and actionable recommendations for cost-savings and efficiencies by November 30, 2021.

In 2019, the Ford government launched the MMP to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective. The impacts of the COVID-19 outbreak have made this work more important than ever. The projects selected for funding under the second intake of the Municipal Modernization Program will further support municipalities' efforts to implement efficiencies, with a focus on digital modernization, service integration, streamlining development approvals and alternative service delivery.

I understand how important this work will be to your community. To help you get started, an interim payment will be issued following execution of a transfer payment agreement. Ministry staff will forward instructions and a transfer payment agreement for each approved project in the coming days and will work with you to have it finalized. If you have questions, please contact your municipal advisor, or email [municipal.programs@ontario.ca](mailto:municipal.programs@ontario.ca).

I would like to offer my congratulations on this funding approval and extend my best wishes as you work to improve service delivery and administrative efficiency in your municipality.

Sincerely,

A handwritten signature in black ink that reads "Steve Clark". The signature is written in a cursive, flowing style.

Steve Clark  
Minister

- c. Denyse Morrissey, Chief Administrative Officer, Town of Shelburne
- Carey Holmes, Treasurer, Town of Shelburne
- The Honourable Sylvia Jones, MPP, Dufferin—Caledon