



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
AGENDA - ELECTRONIC MEETING -
ZOOM
WEDNESDAY, NOVEMBER 10, 2021 –
7:00 P.M.**



Join Zoom Meeting

<https://us02web.zoom.us/j/82435638113?pwd=a2N4L0pPdEt3c295U3Bqb1p0Q1Uydz09>

Meeting ID: 824 3563 8113

Passcode: 912508

One tap mobile

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+15873281099,,82435638113#,,,,*912508# Canada

Dial by your location

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Meeting ID: 824 3563 8113

Passcode: 912508

AGENDA

1. Call to order by Chair

2. Land Acknowledgement Statement:

We would like to begin by acknowledging that Melancthon Township recognizes the ancestral lands and treaty territories of the Tionontati (Petun/Wyandot(te)), Haudenosaunee (Six Nations), and Anishinaabe Peoples. The Township of Melancthon resides within the lands named under the Haldimand Deed of 1784 and the Lake Simcoe-Nottawasaga Treaty (Treaty 18).

These territories upon which we live and learn, are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

3. Additions/Deletions/Approval of the Agenda

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

4. Declaration of Pecuniary Interest or Conflict of Interest

5. Approval of Draft Minutes – October 25, 2021

Moved by _____ Seconded by _____ the minutes of the North Dufferin Community Centre Board of Management held on October 25, 2021 be approved as circulated. Carried

6. Business Arising from the Minutes

7. Facility Manager's Report

8. General Business

1. Financial
 1. Accounts Payable

Moved by _____ Seconded by _____ the accounts in the amount of \$7,768.66 be received as presented. Carried.

2. A/R update
3. YTD vs. Budget comparison
4. 2022 Draft Budget for discussion
2. Outside Skating Rink Possibility
3. Unfinished Business
 1. In-person meeting protocol to be updated
 2. NDCC COVID Safety Guidelines to be updated
 3. Report from Heather Boston, Treasurer regarding Amended NDCC Agreement
 1. Heather Boston, Treasurer October 6, 2021 Report
 2. KPMG Auditor Report
 3. Redlined copy of Agreement

9. Information

1. Safestate Securities Agreement

10. Notice of Motion

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 – Thursday December 9, 2021 - 7:00p.m.

Moved by _____ Seconded by _____ that we adjourn the NDCC Board of Management meeting at ____:____ p.m. to meet again Thursday December 9, 2021 at 7:00 p.m. or at the call of the Chair. Carried.

Accounts Payable

October AP Listing

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2021 to 11/05/2021 Paid Invoices Cheque Date 10/02/2021 to 11/05/2021

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
000046	BARCLAY WHOLESAL	47189	FOGGER SPRAYER	11/01/2021	11/03/2021	564.94
			01-2000-7220 FOGGER SPRAYER			564.94
000046	BARCLAY WHOLESAL	47190	BLADE SHARPENING	11/01/2021	11/03/2021	112.89
			01-2000-7240 BLADE SHARPENING			112.89
000046	BARCLAY WHOLESAL	47446	BULK SOAP DISPENSER	11/01/2021	11/03/2021	26.27
			01-2000-7220 BULK SOAP DISPENSER			26.27
					Vendor Total	704.10
000042	BLUEWATER FIRE & SECURIT	04-17326	ANNUAL INSPECTION	10/16/2021	10/28/2021	780.19
			01-2000-7220 ANNUAL INSPECTION			780.19
000005	DELMAR ELECTRIC	14539	BALLASTS REPLACED	10/05/2021	10/20/2021	161.03
			01-2000-7220 BALLASTS REPLACED			161.03
000057	DILLMAN SANITATION LTD.	15637T	HST ON SEPT-OCT RENTAL	09/23/2021	10/20/2021	20.15
			01-2000-7220 HST ON SEPT-OCT RENTAL			2.73
000052	DUNWOOD SIGNS AND TEXTII	6467	8' HONEYWOOD HURRICANES LOGO	10/08/2021	10/20/2021	578.56
			01-2000-7220 8' HONEYWOOD HURRICANES LOGO			578.56
000062	GFL ENVIRONMENTAL INC.	SD0000333904	SEPT - 1 Lift	09/30/2021	10/06/2021	63.43
			01-2000-7220 SEPT - 1 Lift			63.43
000001	HURONIA/MED-E-OX LTD	I2205261	ANNUAL PROPANE CAGE CONTRACT	09/30/2021	10/20/2021	56.50
			01-2000-7210 ANNUAL PROPANE CAGE CONTRACT			56.50
000016	HYDRO ONE	SEPT 14 2021	SEPT BLDG HYDRO	09/14/2021	09/22/2021	243.54
			01-2000-7200 SEPT BLDG HYDRO			243.54
000016	HYDRO ONE	SEPT 23 2021	SEPT ICE PLANT	09/23/2021	10/28/2021	534.35
			01-2000-7200 SEPT ICE PLANT			534.35
					Vendor Total	777.89
000004	MCDONALD HOME HARDWAR	104662	HOSE NOZZLE	10/08/2021	10/20/2021	22.59
			01-2000-7220 HOSE NOZZLE			22.59
000004	MCDONALD HOME HARDWAR	104797	ELBOW,SAW,HAND SANI,SPOUT	10/13/2021	10/20/2021	83.22
			01-2000-7220 ELBOW,SAW,HAND SANI,SPOUT			83.22
000004	MCDONALD HOME HARDWAR	104968	SEALANT,SPRAY PAINT	10/18/2021	10/20/2021	31.02
			01-2000-7220 SEALANT,SPRAY PAINT			31.02
000004	MCDONALD HOME HARDWAR	104828	BLEACH, CLEANER	10/14/2021	11/03/2021	50.88
			01-2000-7220 BLEACH, CLEANER			50.88
000004	MCDONALD HOME HARDWAR	105346	PEWTER CAN	10/29/2021	11/03/2021	115.19
			01-2000-7220 PEWTER CAN			115.19
000004	MCDONALD HOME HARDWAR	105436	SHOWER HEAD	11/01/2021	11/03/2021	16.93
			01-2000-7220 SHOWER HEAD			16.93

Accounts Payable

October AP Listing

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2021 to 11/05/2021 Paid Invoices Cheque Date 10/02/2021 to 11/05/2021

Vendor Number Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
Vendor Total					319.83
000075	ONTARIO RECREATION FACIL 32529	2022 MEMBERSHIP	11/01/2021	11/03/2021	186.45
		01-2000-7015 2022 MEMBERSHIP			186.45
000088	RITCHIE HAROLD 06	JUNE 25,26 CENOTAPH FENCE	07/21/2021	10/06/2021	330.00
		01-2000-7220 JUNE 25,26 CENOTAPH FENCE			330.00
000090	SAFESTATE SECURITIES 2021-498	OCT 18 TO 31 SECURITY	11/02/2021	11/03/2021	2,926.14
		01-2000-7122 OCT 18 TO 31 SECURITY			2,926.14
000008	SHELBURNE HOME HARDWAF 339960/1	PAIL,BATT,CLNRS	10/05/2021	10/06/2021	101.51
		01-2000-7220 PAIL,BATT,CLNRS			101.51
000008	SHELBURNE HOME HARDWAF 339944/1	SEALANT, COOLANT	10/04/2021	10/06/2021	83.57
		01-2000-7240 SEALANT, COOLANT			83.57
000008	SHELBURNE HOME HARDWAF 340125/1	2X4 SPRUCE DELIVERED	10/06/2021	10/20/2021	30.68
		01-2000-7220 2X4 SPRUCE DELIVERED			30.68
000008	SHELBURNE HOME HARDWAF 341864/1	PIPE,SHWR HD,FLR CVR,FLAGS,BAT	10/28/2021	11/03/2021	159.26
		01-2000-7220 PIPE,SHWR HD,FLR CVR,FLAGS,BAT			159.26
000008	SHELBURNE HOME HARDWAF 341881/1	PIPE RETURN & REPLACE	10/28/2021	11/03/2021	-12.43
		01-2000-7220 PIPE RETURN & REPLACE			-12.43
Vendor Total					362.59
000020	TD BANK SEPT 2021	OCT EFT S/C	09/30/2021	10/28/2021	109.75
		01-2000-7150 OCT EFT S/C			109.75
000006	TELIZON INC 03500420211013	ACCT #35004 - ARENA OCT	10/13/2021	10/20/2021	68.87
		01-2000-7110 ACCT #35004 - ARENA OCT			68.87
000013	WAYNE BIRD FUELS 669154	HVAC SERVICE	10/13/2021	10/28/2021	323.18
		01-2000-7220 HVAC SERVICE			323.18
Unpaid Invoices					0.00
Paid Invoices					7,768.66
Invoices Total					7,768.66
Selected G/L Account Total					7,751.24

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 11 Ending NOV 30,2021

Account	Description	Previous Year Total Actual	Budget	Current Year To Date Actual	Budget	Budget Remaining	Total Budget
Fund: 01 OPERATING FUND							
Category: 27??							
2000 INCOME STATEMENT							
Revenue							
01-2000-4000	MULMUR GRANT	54,410.44	54,410.66	53,348.56	53,348.56	0.00	53,348.56
01-2000-4010	MELANCTHON GRANT	54,410.44	54,410.66	53,348.56	53,348.56	0.00	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	18,991.36	25,500.00	11,608.64	30,600.00
01-2000-4110	ICE RENTAL REVENUE (PRIME)	41,956.38	51,000.00	22,414.07	24,650.00	7,165.93	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	620.57	0.00	(620.57)	0.00
01-2000-4200	BOOTH RENTAL REVENUE	1,173.52	2,100.00	242.74	1,666.66	1,757.26	2,000.00
01-2000-4210	HALL RENTAL REVENUE	0.00	4,000.00	0.00	833.34	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
01-2000-4250	GRASS CUTTING REVENUE	0.00	0.00	2,750.00	0.00	(2,750.00)	0.00
01-2000-4300	PENALTIES & INTEREST	901.70	850.00	533.46	779.17	316.54	850.00
01-2000-4500	PR YR SURPLUS/DEFICIT	(5,860.31)	(5,860.31)	0.00	33,947.44	33,947.44	33,947.44
Total Revenue		203,902.23	222,461.01	157,482.06	198,163.73	51,282.50	208,764.56
Expense							
01-2000-7000	WAGES	58,971.93	70,000.00	50,097.06	65,000.00	21,902.94	72,000.00
01-2000-7005	BENEFITS-EI/PPP/WSIB/EHT	5,181.65	5,600.00	4,280.39	5,055.56	1,319.61	5,600.00
01-2000-7010	BENEFITS-OMERS	4,569.22	4,950.00	4,440.84	4,816.17	813.16	5,254.00
01-2000-7012	MILEAGE	303.91	300.00	174.28	275.00	125.72	300.00
01-2000-7015	STAFF TRAINING/DUES, FEES, SL	185.44	1,000.00	441.94	1,000.00	558.06	1,000.00
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,888.59	2,000.00	2,067.33	2,000.00	(67.33)	2,000.00
01-2000-7110	COMMUNICATION	876.54	2,000.00	1,707.61	1,833.33	292.39	2,000.00
01-2000-7115	INSURANCE	15,418.69	13,300.00	16,732.04	16,000.00	(732.04)	16,000.00
01-2000-7120	HEALTH & SAFETY	2,540.84	2,000.00	114.31	250.00	2,385.69	2,500.00
01-2000-7122	SECURITY	0.00	0.00	2,589.50	0.00	(2,589.50)	0.00
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	300.00	239.00	400.00
01-2000-7150	BANK CHARGES	1,370.47	500.00	1,001.25	1,100.00	198.75	1,200.00
01-2000-7200	HYDRO	28,532.14	50,000.00	24,417.43	34,000.00	15,582.57	40,000.00
01-2000-7210	FURNACE FUEL	9,750.40	15,000.00	4,710.18	8,500.00	5,289.82	10,000.00
01-2000-7215	ZAMBONI PROPANE	0.00	0.00	667.97	0.00	(667.97)	0.00
01-2000-7216	PROPANE BACK	0.00	0.00	1,247.99	0.00	(1,247.99)	0.00
01-2000-7220	BLDG & GROUNDS MAINTENANCE	27,462.60	18,500.00	9,955.30	17,000.00	10,044.70	20,000.00
01-2000-7230	BOOTH PROPANE / MAINTENANCE	371.80	3,300.00	798.98	400.00	(398.98)	400.00
01-2000-7240	ICE PLANT /MACH MAINTENANCE	11,147.41	18,000.00	10,353.43	10,200.00	1,646.57	12,000.00
01-2000-7245	LAWN MOWER EXPENSE	0.00	0.00	1,365.46	0.00	(1,365.46)	0.00
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

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 11 Ending NOV 30,2021

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-2000-7500	CAPITAL PURCHASES	0.00	15,000.00	10,700.00	17,500.00	6,800.00	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	148,613.73	185,840.62	60,150.83	208,764.56
	Dept Excess Revenue Over (Under) Expenditures	32,387.04	0.00	8,868.33	12,323.11	(8,868.33)	0.00
	Category Excess Revenue Over (Under) Expenditures	32,387.04	0.00	8,868.33	12,323.11	(8,868.33)	0.00

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 11 Ending NOV 30,2021

Account	Description	Previous Year Total Actual	Previous Year Total Budget	Current Year To Date Actual	Current Year To Date Budget	Budget Remaining	Total Budget
REPORT SUMMARY							
01-2000	INCOME STATEMENT	203,902.23	222,461.01	157,482.06	198,163.73	51,282.50	208,764.56
	Fund 01 Total Revenue	203,902.23	222,461.01	157,482.06	198,163.73	51,282.50	208,764.56
01-2000	INCOME STATEMENT	171,515.19	222,461.01	148,613.73	185,840.62	60,150.83	208,764.56
	Fund 01 Total Expenditure	171,515.19	222,461.01	148,613.73	185,840.62	60,150.83	208,764.56
	Fund 01 Excess Revenue Over (Under) Expenditures	32,387.04	0.00	8,868.33	12,323.11	(8,868.33)	0.00
	Report Total Revenue	203,902.23	222,461.01	157,482.06	198,163.73	51,282.50	208,764.56
	Report Total Expenditure	171,515.19	222,461.01	148,613.73	185,840.62	60,150.83	208,764.56
	Report Excess Revenue Over (Under) Expenditures	32,387.04	0.00	8,868.33	12,323.11	(8,868.33)	0.00

**NDCC Board of Management
2022 Budget**

updated Oct 6, 2021

Account	Description	2020 Actual	2020 Budget	2021 Actual	2021 Budget	DRAFT #1 2022 Budget	DRAFT #2 2022 Budget	Budget Variance	Comments
REVENUES									
01-2000-4000	MULMUR GRANT	54,410	54,410	53,349	53,349	63,965	65,645	10,617	23.05%
01-2000-4010	MELANCTHON GRANT	54,410	54,410	53,349	53,349	63,965	65,645	10,617	23.05%
01-2000-4020	DONATION REVENUE	-	-	-	-	-	-	0	
01-2000-4030	FUNDRAISING REVENUE	-	-	-	-	-	-	0	
01-2000-4100	MINOR RATE RENTAL REVENUE	46,708	54,000	18,991	30,600	47,642	55,101	24,501	assumed full normal rentals
01-2000-4110	ICE RENTAL REVENUE (PRIME)	41,956	51,000	22,424	29,580	42,459	51,839	22,259	assumed full normal rentals
01-2000-4115	ICE RENTAL REVENUE (NON-PRIME)	1,736	500	1,833	510	1,500	1,870	1,360	
01-2000-4120	NON-RESIDENT USER FEES	4,215	3,250	621	-	-	-	0	
01-2000-4200	BOOTH RENTAL REVENUE	1,174	2,100	243	2,000	1,100	1,100	(900)	
01-2000-4210	HALL RENTAL REVENUE	-	4,000	-	1,000	-	500	(500)	Unpredictable due to COVID
01-2000-4220	FLOOR RENTAL REVENUE	-	-	-	-	-	-	0	
01-2000-4230	SIGN RENTAL REVENUE	4,250	3,800	3,400	3,580	3,400	3,400	(180)	
01-2000-4240	VENDING MACHINE REVENUE	-	-	-	-	-	-	0	
01-2000-4250	GRASS CUTTING REVENUE	-	-	2,750	-	-	2,750	2,750	
01-2000-4300	PENALTIES & INTEREST	902	850	533	850	700	700	(150)	
01-2000-4500	PRIOR YEAR SURPLUS/(DEFICIT)	(5,860)	(5,860)	0	33,947	8,878	-	(33,947)	
TOTAL REVENUE		203,902	222,461	157,492	208,765	233,611	248,551	39,786	
EXPENSES									
01-2000-7000	WAGES	58,972	70,000	50,097	72,000	72,000	73,440	1,440	
01-2000-7005	BENEFITS-EI/CPP/WSIB/EHT	5,182	5,600	4,280	5,600	5,700	5,700	100	
01-2000-7010	BENEFITS-OMERS	4,569	4,950	4,441	5,254	5,300	5,300	46	
01-2000-7012	MILEAGE	304	300	174	300	300	300	0	
01-2000-7015	STAFF TRAINING/DUES, FEES, SUB.	185	1,000	442	1,000	1,000	1,000	0	
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,889	2,000	2,067	2,000	2,100	2,100	100	
01-2000-7110	COMMUNICATION	877	2,000	1,708	2,000	2,000	2,000	0	
01-2000-7115	INSURANCE	15,419	13,300	16,732	16,000	18,000	18,000	2,000	
01-2000-7120	HEALTH & SAFETY	2,541	2,000	114	2,500	22,500	2,500	0	
01-2000-7122	SECURITY	-	-	2,590	-	-	20,000	20,000	Costs for Security
01-2000-7125	PROF FEES - AUDIT	600	611	589	611	611	611	0	
01-2000-7130	PROF FEES - WATER TESTING	259	400	161	400	400	400	0	
01-2000-7150	BANK CHARGES	1,370	500	1,001	1,200	1,200	1,200	0	
01-2000-7200	HYDRO	28,532	50,000	24,417	40,000	45,000	40,000	0	
01-2000-7210	FURNACE FUEL	9,750	15,000	4,710	7,000	7,000	7,000	0	
01-2000-7215	ZAMBONI PROPANE	-	-	668	1,000	1,000	2,000	1,000	propane costs to tripling
01-2000-7216	PROPANE BACK	-	-	1,248	2,000	2,000	4,000	2,000	propane costs to triple
01-2000-7220	BLDG/GROUNDS MAINTENANCE	27,463	18,500	9,955	20,000	14,000	14,000	(6,000)	Decrease in grass cutting by \$6,480
01-2000-7230	BOOTH PROPANE & MAINT.	372	3,300	799	400	1,000	1,000	600	
01-2000-7240	ICE PLANT/MACH MAINT	11,147	18,000	10,353	12,000	12,500	12,500	500	Ice in/out, calcium, zamboni repairs, blade sharpening.
01-2000-7245	LAWN MOWER EXPENSE	-	-	1,365	-	-	2,000	2,000	Fuel for lawn mower
01-2000-7300	FUNDRAISING EXPENSE	-	-	-	-	-	-	0	
01-2000-7400	BAD DEBT	525	-	-	-	-	-	0	
01-2000-7500	CAPITAL PURCHASES	-	15,000	10,700	17,500	-	15,000	(2,500)	Brine Pump
01-2000-7550	RENOVATIONS	-	-	-	-	20,000	18,500	18,500	Per quote
TOTAL EXPENSES		169,955	222,461	148,614	208,765	233,611	248,551	39,786	19.06%
Net Income/(Deficit)		33,947	0	8,878	0	0	0	0	

Operating Reserve Continuity	2021
Opening Reserve Balance	40,000
Operating Levy Mulmur	-
Operating Levy Melancthon	-
Ending Operating Reserve Balance	40,000



North Dufferin Community Centre Board of Management



IN-PERSON MEETING PROTOCOL DURING COVID-19 PANDEMIC

The following protocols have been implemented for any in-person NDCC Board of Management Meetings during the COVID-19 pandemic. These protocols are subject to revision as Public Health guidance and restrictions evolve.

Risk Management

For all in-person Board of Management meetings, the following risk mitigation measures **must** be taken:

Facility Entry

- Entry to the Facility is to be through the Main Doors

Physical Distancing

- Board Members, Delegates and Members of the Public must maintain a 2m distance between each other
- Seating must be arranged by the Facility Manager to facilitate physical distancing
- Meeting rooms used must be large enough to facilitate physical distancing

Masks, Hand Sanitizer, and Disinfection

- Masks must be worn during the meeting
- Before an in-person meeting, all frequently touched surfaces (i.e. doors, hand railings, table, chairs, etc.) must be disinfected, by the Facility Manager prior to the meeting and after the meeting. **Please note that bathrooms are closed.**
- Hand sanitizer must be used before signing the In-Person Meeting Declaration and upon leaving the meeting

Self-screening

- All in-person participants will be directed, in advance of the Board meeting, to self-screen (please refer to attached Schedule A), and to refrain from attending the meeting if they meet any of the criteria
- All persons attending the in-person meeting will be required to sign the In-Person Meeting Declaration and provide contact information for COVID tracking purposes

Signage

- Signage must be posted at all in-person meetings regarding self-screening, physical distancing, requirement of masks and sanitization requirements

GP#7.3.1
OCT 25 2021

North Dufferin Community Centre CORONA-VIRUS (COVID-19) SAFETY GUIDELINES (APPROVED) v1.2

All COVID mitigation and prevention requirements of the Federal and Provincial governments and of the WDGPH must be followed at all times by all persons.

FACILITY

- Masks to be worn at all times by staff and patrons
- Social distance is to be maintained throughout the arena
- Arena marked off with designated entrance and exit ways
- Waiver and health attestation required for all participants and spectators
- Fourteen-day quarantine or negative Covid test result within 72 hours for any person entering building travelling from high-risk locations
- Facility to maintain name and phone number/email in building for tracing purposes
- Entrance for players allowed 10 minutes prior to start of game – players must arrive dressed
- Entrance and exit ways along with one-way signage must be adhered to at all times
- Facility bathrooms are limited to two people at a time -signage posted
- No more than 25 players to the surface
- Water fountains used as refill stations only
- Game benches marked with 1.5 hockey sticks (2m) social distancing; additional seating marked with 1.5 hockey sticks (2m) social distancing extended on the sides of game benches

SPECTATORS

- Entrance for spectators allowed 5 minutes prior to start of game
- Spectators **MUST** show vaccine passport before entering the building
- No spectators allowed for games played by individuals 21 or over
- Building not to exceed 40% capacity to include staff, players, coaches, officials and spectators
- Spectators to leave building immediately at the end of the game - no loitering in stands or lobby
- No loitering or gatherings in parking lot except for players and coaches 10 minutes prior to ice time

SB#7.3.2

OCT 25 2021

PLAYERS/COACHES

- Encourage players not feeling well to stay home and seek proper treatment
 - Player's arriving to game with symptoms of COVID are instructed to return home
 - Regular health checks for players throughout season
 - Masks to be worn by players and coaches at all times while on the bench and throughout facility
 - 6 ft distance between players on the bench - please use additional seating outside of your bench and have your shift changes prepared
 - Limit the number of coaches on the bench
 - No 'checking style' game play, include no scrum play in front of goalie or along boards
 - Face shields are not considered an alternative to face masks at this time
 - Only one player allowed in the penalty box at a time, if a team has a second penalty player is to take it on the bench
 - No sharing of water bottles; each player should have their own – fountains used as refill stations only
 - No sharing of equipment
 - No handshake, fist pumps, elbow pumps or any sportsmanship display at the end of the game
 - At the end of the game players should be out of the building within 10 minutes
 - Notify facility if any player or spectator that attended the facility tests positive with COVID while maintaining discretion
-

CORONA-VIRUS (COVID-19) WAIVER OF LIABILITY

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by participating in activities at the North Dufferin Community Centre (hereafter NDCC).

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself, including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability or expense, of any kind, that I may experience or incur in connection with my attendance or participation during or after events at NDCC ("Claims").

On my behalf, I hereby release, covenant not to sue, discharge, and hold harmless NDCC, their employees, agents, representatives, or and from the Claims, including all liabilities, claims, actions, damages, costs, or expenses of any kind arising out of relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of NDCC, their employees, agents, and representatives, whether a COVID-19 infection occurs before, during or after participation in NDCC activities.

HAVE YOU EXPERIENCED ANY OF THE FOLLOWING?

Fever

Yes No

Chills

Yes No

Runny Nose

Yes No

Sore Throat

Yes No

Muscle Pain

Yes No

Headaches

Yes No

Loss of Smell/Taste

Yes No

Vomiting or Diarrhea

Yes No

Shortness of Breath/Difficulty Breathing

Yes No

Have you been in contact with anyone who has tested positive for COVID in the past 14 days?

Yes No

RELEASE OF LIABILITY

I CERTIFY THAT I HAVE REVIEWED THIS DOCUMENT, AND I FULLY UNDERSTAND ITS CONTENT, I AM AWARE THAT THIS RELEASES LIABILITY AND I SIGN IT OF FREE WILL (required)

I HAVE REVIEWED AND AGREE TO THE NDCC SAFETY GUIDELINES (required)

I SWEAR THAT MY ANSWERS PROVIDED ABOVE ARE 100% ACCURATE (required)

Name of program/associated with? (required)

Email

You only need to enter your email address if you want a copy of this document sent to you.

Phone required

*We are required to collect your contact information for **contact tracing purposes**. We will not use for soliciting purposes.*

Name required

18 years of age or older?

Yes No

Parent's Signature

Date __/__/__



REPORT TO NDCC BOARD OF MANAGEMENT

TO: Chair Tupling and Members of the Board
FROM: Heather Boston, Treasurer
DATE: November 10, 2021
SUBJECT: Amended NDCC Agreement

PURPOSE

The purpose of this report is to inform the NDCC Board of changes to the NDCC Board of Management agreement made between the Townships of Mulmur and Melancthon and also to clarify these changes, and to provide additional information as requested by the Board.

BACKGROUND & DISCUSSION

On October 25, 2021, the NDCC Board passed the following motion.

Moved by Noble, Seconded by Tupling

*Be it resolved that the NDCC Board of Management seeks clarification and details on all red lined changes in the Draft NDCC Agreement.
AND that Mulmur Treasurer speak with the Auditors regarding risks noted on the Mulmur Audit and bring back to the Board a detailed explanation and reason for each noted risk. Carried.*

On November 3, Mulmur passed a by-law to approve the amended NDCC Agreement and on November 4, Melancthon also passed a by-law to approve the amended agreement.

Once both Townships sign the agreement it will take effect.

The Human Resources (HR) of the arena staff will now fall under the oversight of the Township of Mulmur under the direction of the Treasurer, Heather Boston. The Township will be responsible for managing the employee life cycle.

Key responsibilities of the Human Resource function include recruiting candidates, hiring the right employees, employment contracts, performance reviews, processing payroll, conducting disciplinary actions, updating policies, maintaining employee records. HR supports employees by providing career growth, offering continuing education, training, supporting managers, and supporting health and wellness.

Attached you will find the auditor's management letter that identifies the risk areas and a report dated October 6th that outlines and discusses the auditors identified risks and how these risks areas were dealt with when amending the agreement. These attachments should help to explain and clarify the risks and changes made to the agreement to mitigate the risks as requested by the Board.

Board Responsibilities	Township Responsibilities
<ul style="list-style-type: none"> • Arena manager will still attend all meetings and provide manager report • Manager will continue to oversee part time staff • Direct staff as required to deal with maintenance and operational issues • Set budget and review actuals to budget throughout year • Make final approvals on quotes for large purchases if lowest bid is not selected per Township policy • Review and approve large operating expenses throughout year that were not budgeted for, capital items not budgeted for will still go to both Townships for approval • Discuss and recommend additional recreational activities that could utilize arena facility • Recommend and set user fee rates for Township approval 	<ul style="list-style-type: none"> • HR behind the scenes • Vacation approvals and time tracking • Scheduling oversight • Hiring staff as needed to run arena • Conduct performance reviews

FINANCIAL IMPACT

There are no financial impacts.

RECOMMENDATION

THAT the Board receive the report of Heather Boston, Treasurer, Amended NDCC Agreement.

Respectfully submitted:

Heather Boston
 Heather Boston, CPA, CA, CGA, BComm
 Treasurer



STAFF REPORT

TO: Council
FROM: Heather Boston, Treasurer
DATE: October 6, 2021
SUBJECT: NDCC Auditor Identified Risks and Joint Recreation Agreement

PURPOSE

The purpose of this report is to let Council know what changes were made to the NDCC Board of Management agreement to deal with the financial and operational risks as outlined in the KPMG LLP June 1, 2021, management letter.

BACKGROUND & DISCUSSION

At the June 2nd Township of Mulmur Council meeting KPMG presented the year-end financial statements and management letter. The management letter noted the Township's exposure to financial and operational risk via the NDCC Board of Management current governance structure.

The risks identified in the management letter were as follows:

- employees operating the NDCC do not have a direct reporting to either municipality and decisions made by the employees and/or the NDCC Board of Management may inadvertently expose the Township to liabilities and costs
- there is no robust accounting or supervision for inventories of supplies such as fuel oil, propane gasoline, concession, etc.

There are a few amendments the participating Townships could make to the current agreement to mitigate their risks. I have noted the changes below and identified the section number of the agreement that they relate to.

9. The Board should follow one of the Township's policies and procedures rather than making their own.
17. The Township of Mulmur to resume responsibility for the staff (Human Resources) of the arena. This would not eliminate the arena manager from attending all meetings of the Board as a staff representative to ensure all issues are dealt with.
18. The Board would be responsible for the development of standard operating procedures and policies for the facility operations and programs to be approved by each Township
19. The Board will continue to recommend changes to the user fees.
23. Capital improvements not approved in the budget will have to be approved by both Townships.
24. The Township of Mulmur would have the authority to spend additional funds on the NDCC facility provided Mulmur pays at 100% of the costs. This will allow the Township to mitigate any financial or operational risks as outlined in the management letter.
26. All cheques will be signed per the Township of Mulmur's policies as noted in section 9 above. This is the procedure that is being followed and the agreement needs to be updated to reflect this.

26. Additional audits would not be required by the Board but rather the Townships or by a third party such as the CRA.

By implementing these changes, the Townships can mitigate their operational and financial risks in a timely manner.

STRATEGIC PLAN ALIGNMENT

- 1. Growing a Prosperous Mulmur
- 2. Growing a Connected Mulmur
- 3. Growing a Supportive Mulmur
- 4. Growing a Sustainable Mulmur

FINANCIAL IMPACT

There is no financial impact on making these changes.

RECOMMENDATION

THAT the report, NDCC Auditor Identified Risks, dated October 6, 2020, from the Treasurer be received;

AND THAT council approve the draft amended agreement as presented.

Respectfully submitted:

Heather Boston

Heather Boston, CPA, CA, CGA, BComm
Treasurer



KPMG LLP
Chartered Professional Accountants
115 King Street South
2nd Floor
Waterloo, Ontario N2J 5A3

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Internet www.kpmg.ca

Ms. Heather Boston
Treasurer
Township of Mulmur
758070 2nd 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
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



Description of other observation

shared with the municipal partner.

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.

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.

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).

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.

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



Appendices

Terminology	Definition
Deficiency in Internal Control (“control deficiency”)	<p>A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis.</p> <p>A deficiency in design exists when (a) a control necessary to prevent, or detect and correct, misstatements in the financial statements is missing; or (b) an existing control is not properly designed so that, even if the control operates as designed, the control is unable to prevent, or detect and correct, misstatements in the financial statements.</p> <p>A deficiency in operation exists when a properly designed control does not operate as designed or the person performing the control does not possess the necessary authority or competence to perform the control effectively.</p>
Significant Deficiency in Internal Control (“significant deficiency”)	<p>A significant deficiency in internal control is a deficiency, or combination of deficiencies, in internal control that, in the auditor’s professional judgment, is of sufficient importance to merit the attention of those charged with governance.</p>

Donna Funston

From: Denise Holmes
Sent: Friday, November 5, 2021 9:38 AM
To: Donna Funston
Subject: Joint Recreation Agreement between Township of Melancthon and Township of Mulmur

Good morning Donna,

The above noted Agreement was approved by By-law at last evening's Council meeting.

Thank you.

Regards,
Denise Holmes



Denise B. Holmes, AMCT | Chief Administrative Officer/Clerk | Township of Melancthon |
dholmes@melancthontownship.ca | PH: 519-925-5525 ext 101 | FX: 519-925-1110 |
www.melancthontownship.ca |

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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 Township of Mulmur's policies and procedures ~~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 for his or her time. 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.~~
17. The Township of Mulmur Board shall have responsibility and authority, including employment contracts, for staff forth both the facilities and the programs over the human resources and staffing.
18. Subject to statutory restrictions and those set out in this agreement, the Board shall be responsible for the development of standard operating procedures and policies for the facility operations and programs as required. rules and fee schedules to be approved by each Township.
- ~~18-19. The Board may shall develop policies, rules, and recommend annual user fee charges schedules to be approved by each Township.~~
- 19-20. 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.
- 20-21. 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.
- 21-22. 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.
- 22-23. 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 recommend to each Township, for approval, e any all development and capital improvements not already approved in the budget.
- 23-25. The Township of Mulmur may spend monies on the NDCC facility in addition to the NDCC budget at 100% contribution at its sole discretion as required.

~~24-26.~~ 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%

~~25-27.~~ The Board shall keep books and records, approve expenditures and issue cheques in accordance with the approved 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 or designate of the Board.~~

~~d.c.~~ The Board's accounts shall be audited annually by the Municipal auditor or more frequently as may be required ~~by the Board.~~

~~e.d.~~ The draft minutes of the Board shall be promptly circulated to the respective municipal Councils.

~~26-28.~~ 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.

~~27-29.~~ 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.

~~28-30.~~ This Agreement is personal to the parties and may not be assigned.

~~29-31.~~ The parties covenant that they are entering into this Agreement in good faith and that they shall carry out its provisions in good faith.

~~30-32.~~ 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