



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
AGENDA - ELECTRONIC MEETING -
ZOOM
WEDNESDAY, JANUARY 12, 2022 –
7:00 P.M.**



Join Zoom Meeting

<https://us02web.zoom.us/j/85293447274?pwd=RG1VaENiUXNubndpU0ozbzYxZXNQUT09>

Meeting ID: 852 9344 7274

Passcode: 656101

One tap mobile

+15873281099,,85293447274#,,,,*656101# Canada

+16473744685,,85293447274#,,,,*656101# Canada

Dial by your location

+1 587 328 1099 Canada

+1 647 374 4685 Canada

+1 647 558 0588 Canada

+1 778 907 2071 Canada

+1 204 272 7920 Canada

+1 438 809 7799 Canada

Meeting ID: 852 9344 7274

Passcode: 656101

AGENDA

- 1. Election of Chair and Vice-Chair**
- 2. Chair Call Meeting to Order**
- 3. 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.

- 4. Additions/Deletions/Approval of the Agenda**

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

5. Delegation

1. **7:15 p.m.** - Scot Robinson – The Wood Smoke Shack Proposal

6. Declaration of Pecuniary Interest or Conflict of Interest

7. 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

8. Business Arising from the Minutes

9. Facility Manager's Report

1. TSSA Inspection Report

10. General Business

1. Financial
 1. Accounts Payable

Moved by _____ Seconded by _____ the accounts in the amount of \$47,218.57 be received as presented. Carried.

2. A/R update
3. YTD vs. Budget comparison
4. 2022 Draft Budget for discussion
2. Playground Replacement/Repair & Location – Heather Verbal Update
3. Update on Staffing/Security – Heather Verbal Update
4. Nov 18, 2021 Minutes from Joint Rec Meeting
5. Nov 22, 2021 Minutes from Joint Rec Meeting
6. NDCC Meeting Dates for 2022

Moved by _____ Seconded by _____ that the NDCC Meeting Dates for 2022 be approved. Carried.

7. Unfinished Business
 1. NDCC Agreement – 2021 Final

11. Information

1. Shelburne Memorials quote for Restoration New Base Honeywood Cemetery
2. Melancthon NDCC Board Municipal Representative

12. Notice of Motion

13. 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

14. Adjournment and Date of Next Meeting – Wednesday February 9, 2022 - 7:00p.m.

Moved by _____ Seconded by _____ that we adjourn the NDCC Board of Management meeting at ____:____ p.m. to meet again Wednesday February 9, 2022 at 7:00 p.m. or at the call of the Chair. Carried.

"THE WOOD" SMOKE SHACK

PROPOSAL TO THE NORTH DUFFERIN
COMMUNITY CENTRE 2022

SCOT ROBINSON

Email: ScotRobinson@live.com

Phone: (647) 929-7268

De/F#1
JAN 12 2022

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EXECUTIVE SUMMARY

The Wood Smoke Shack - Bringing smoked meat BBQ to Mulmur. With no local BBQ restaurants in the area - I am looking to provide Mulmur, Honeywood and Its visitors with a new place to eat. The NDCC parking lot provides an Ideal location for a food trailer to operate and bring new business and new visitors to the area.

Aptly named "The Wood" due to the community in which It will serve and the medium on which we cook!

With Honeywood being home to the Annual Honeywood Beef BBQ - I know the area loves Its BBQ and Its local community. I would like to build upon this by providing great tasting BBQ, fries, poutine and more to the area more frequently and sourcing local meats and produce to help the local economy.

I have run a taste test locally on Facebook with great feedback. Over 30 people got Involved within a 12 hour period. Additionally, another 15 people reached out to me that missed out on the taste test. Another taste test will be completed in January 2022. The feedback showcases a large demand for my BBQ, which Includes smoked brisket, pork, and chicken. This location will also serve as a place for cyclists, commuters, and visitors to stop for food and non-alcoholic drinks.

Example trailers for visual reference.



OVERVIEW

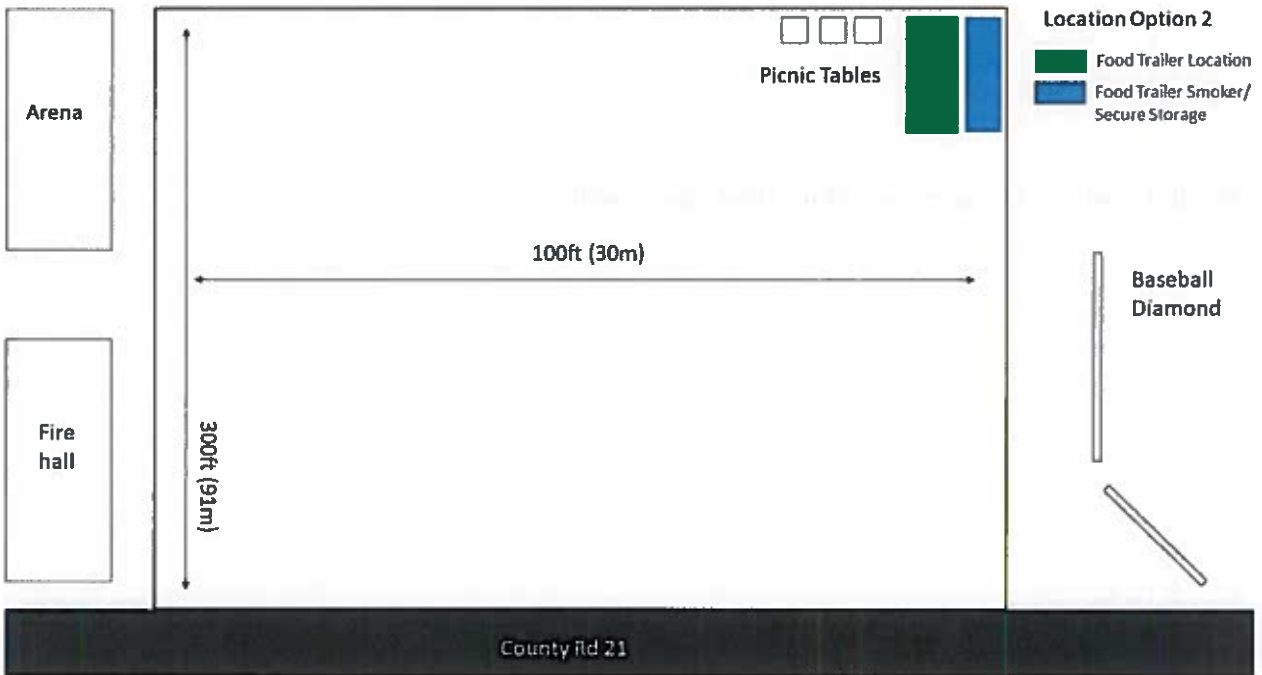
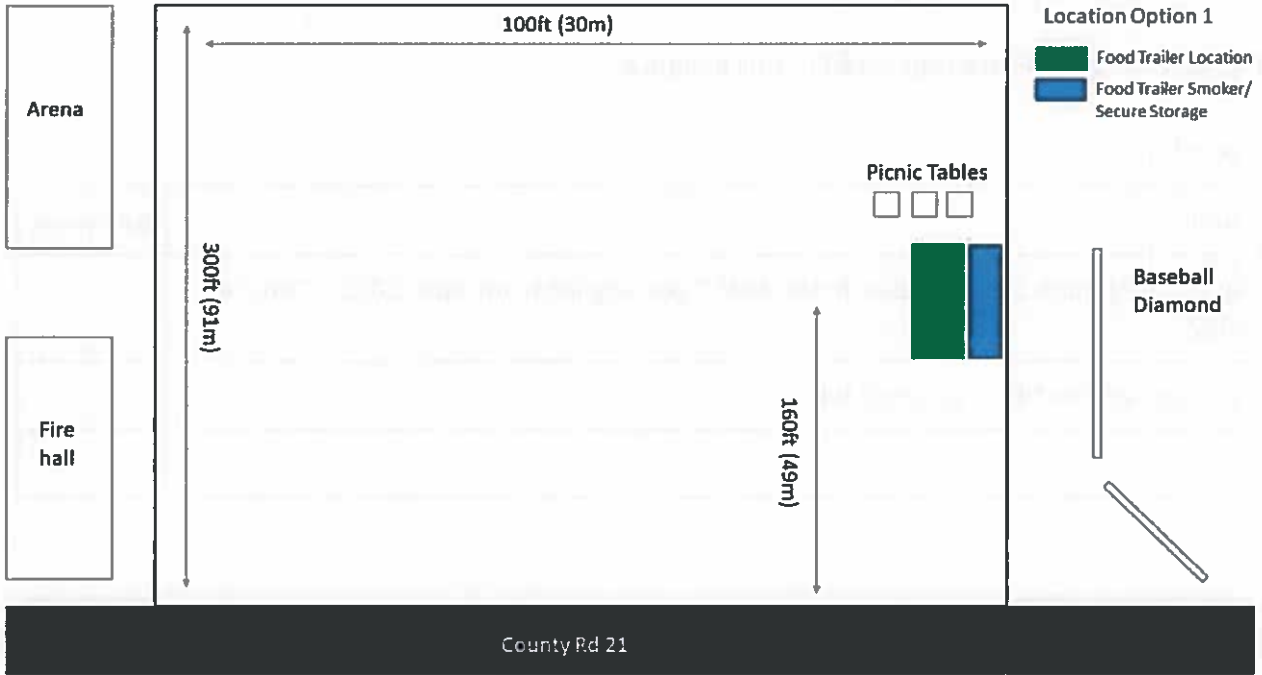
The NDCC already serves as a place to meet during the summer months for the baseball diamond, the children's park and as a rest stop for cyclists, car clubs, motorcyclist. With a large parking lot that stands empty from April - October, it is an Ideal place for a food trailer. Local residents in the area do not have any restaurant options In the Immediate area and need to travel 15mins by car to the closest restaurant. I can provide a tasty option for all these groups.

I am looking to get approval from the NDCC to park a food trailer in the parking lot. Ideal locations within the parking lot are provided below. The food trailer would be up to 30' In length by 8' wide and would be able to provide food and non-alcoholic drinks Fri-Sun weekly from April - October. This will ensure that we do not Interfere with the running times of the Arena canteen during the busy hockey season. I would also like to have a small area behind the food truck for enclosed storage and the smoker no larger than the footprint of the trailer. Additionally, 3-5 provided picnic tables would be setup beside the trailer for people to eat, as well as a portable toilet.

I am community focused hoping to bring business to the area, as well as additional use of the newly renovated baseball diamond. I am flexible on operating times and can shut down for special events held at the centre when they arise.

Mulmur Township has already been approached with the Idea and Is waiting on NDCC approvals before Issuing a license.

The food trailer will be fully Insured and Inspected by the Wellington-Dufferin-Guelph health department as well as the fire department before operations will begin. All By-Laws and regulations both from public health and the township will be upheld.





Work Order #	8046863
Inspection Report #	10018956

Inspection Address: 706118 COUNTRY ROAD 21, GENERAL DELIVERY HONEYWOOD, ON, Canada, L0M 1H0	TSSA UID Number: Plant/Inventory Number R-10024	Inspection Completion Date: Dec 29, 2021
	Facility Type: Refrigeration Plant	Item Type:
Customer Name and Address: TOWNSHIP OF MULMUR 758070 2ND LINE EAST MULMUR ON L9V 0G8 Canada	Service Item: Operating Engineer - OE Periodic Inspection - Regulatory	
	The facility/equipment is inspected in accordance with Ontario's Technical Standards & Safety Act and the appropriate regulations and codes. When an Inspector's order is issued, time limits for compliance reflect the severity of the violation and serve to avoid disruption of service.	

PO Number:

Orders Issued To: TOWNSHIP OF MULMUR

Follow-up Inspection ORDERS

Order #	Reference and Order(s)	Compliance Date
	ORDER: Codes and Clauses: To be Resolved by: Resolution Status:	

DC ORDERS

Order #	Reference and Order(s)	Compliance Date
160	Order:It is necessary that the machinery room doors be repaired or modified as outlined below and as required. NOTES: B52 6.3 The room shall have at least one exit door that opens directly to the outer air. Other exits communicating with the building shall be permitted, but shall be through a vestibule equipped with approved self-closing, tight-fitting fire doors. The machinery room envelope, including any vestibule, shall be of tight construction. The machinery room walls, floor, and ceiling shall be of non-combustible construction. Walls, floors, and ceiling separating the machinery room from other occupied spaces shall have a rating of at least one-hour fire-resistive construction. OUTSIDE VESTIBULE DOOR JAM IS NOT FIRE RATED AND DOES NOT OPEN OUTWARDS. Codes and Clauses: B52-13 6.2.2 , B52-13 6.3 , O. Reg. 219/01 45. (4) To be Resolved by: Declaration of Compliance (DC) Resolution Status: Open	28-Jan-2022
131B	Order:The following safety concerns shall be corrected as noted below. NOTES: THERE IS OIL ON THE FLOOR WHICH IS A SLIP HAZARD. REMOVE. Codes and Clauses: To be Resolved by: Declaration of Compliance (DC) Resolution Status: Open	28-Jan-2022
135	Order:As a requirement of the Boilers and Pressure Vessels Reg, it is required that all registered boilers and pressure vessels be (internally/externally) inspected and posted by an Insurance Company or TSSA - PV Inspector. Codes and Clauses: TSS ACT SEC 21 , BPV-18-01 5.2 To be Resolved by: Declaration of Compliance (DC)	29-Mar-2022

Inspector Name: Ian Van Maanen	Inspector Contact Number: +1 226-339-0715	Inspector Email: avanmaanen@tssa.org
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As a not-for-profit regulatory authority, TSSA operates on a cost recovery basis. An Invoice will be issued for the Total Charges Incurred.

(Note: This is not an invoice)



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Customer Name and Address: TOWNSHIP OF MULMUR 758070 2ND LINE EAST MULMUR ON L9V 0G8 Canada	Service Item: Operating Engineer - OE Periodic Inspection - Regulatory	
	The facility/equipment is inspected in accordance with Ontario's Technical Standards & Safety Act and the appropriate regulations and codes. When an Inspector's order is issued, time limits for compliance reflect the severity of the violation and serve to avoid disruption of service.	

	Resolution Status: Open	
131B	Order: The following safety concerns shall be corrected as noted below. NOTES: DO NOT PLACE ITEMS ON THE EMERGENCY EXIT STAIRS. Codes and Clauses: To be Resolved by: Declaration of Compliance (DC) Resolution Status: Open	28-Jan-2022

INFORMATIONAL ITEMS

Info. Item #	Reference and Order(s)	Compliance Date
	INFORMATIONAL ITEM: Codes and Clauses:	N/A

TASK NOTES

Task Notes
Curtis Bouchard 519 477 3793 cbouchard@mulmur.ca Andrew

LABOUR AND OTHER CHARGES DETAILS

Date	Activity	Minutes / Qty	Comments
29-Dec-2021	Inspection	90	
29-Dec-2021	Travel	150	

Requirement for Certificate of Inspection
As of 1 July 2018, all owners/operators of a boiler or pressure vessel shall be required to obtain a Certificate of Inspection (COI) from the Technical Standards and Safety Authority on or before the current COI expiry date. This certificate is available at eServices.tssa.org . Please login to your personal account with your business email and password. The fee associated with the COI can be found on the Fees Schedule at www.TSSA.org . Fees can be paid online or invoiced. If invoiced, payment must be received prior to the expiry of the current COI.

Inspector Name: Ian Van Maanen	Inspector Contact Number: +1 226-339-0715	Inspector Email: avanmaanen@tssa.org
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	The facility/equipment is inspected in accordance with Ontario's Technical Standards & Safety Act and the appropriate regulations and codes. When an Inspector's order is issued, time limits for compliance reflect the severity of the violation and serve to avoid disruption of service.	

DECLARATION OF COMPLIANCE OPTION	
You MUST exercise this option to avoid a follow-up inspection and additional fees.	
<p>The DC inspection orders listed in this report are eligible for the Declaration of Compliance option. To use this option, the following requirements must be met:</p> <ol style="list-style-type: none"> 1. This Declaration/s of Compliance must be received by TSSA on or before the Compliance Date for each order on this inspection report. 2. If the orders on this inspection report have staggered Compliance Dates, interim declarations will be required. 3. Only a person with legal signing authority on behalf of the owner / operator or a registered contractor with TSSA may complete this declaration. 4. If supporting documentation has been requested by the Inspector, all applicable supporting documentation must be included with this declaration. <p>To submit declaration of compliance the following requirements must be met:</p> <p>SCANNED INSPECTION REPORT OPTION:</p> <ol style="list-style-type: none"> 1. Initial each Inspection Order No. that is being declared as compliant. 2. Complete the Declaration section below in its entirety. 3. Scan inspection report/supporting documents, attach and email to: dcreporting@tssa.org <p>EMAIL NOTIFICATION OPTION:</p> <p>Compose and email to dcreporting@tssa.org, complete with the following information and attachments:</p> <ol style="list-style-type: none"> 1. Indicate the Site/Inspection Address 2. Indicate the Work Order No. 3. List each Inspection Order No. that is being declared as compliant. 4. Insert a statement which reads: I, <insert name, title> hereby acknowledge completion of the Inspection Order No. (s) in the above referenced Inspection Report. 5. Provide your Contact telephone number 	

DECLARATION			
I hereby acknowledge completion of ALL due orders as initialed above.			
Name of the person completing this form (print)		Official Title	Signature
Telephone No:	Email	Date(mm-dd-yyyy)	Are you submitting any documents
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Inspector Name: Ian Van Maanen	Inspector Contact Number: +1 226-339-0715	Inspector Email: avanmaanen@tssa.org
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	The facility/equipment is inspected in accordance with Ontario's Technical Standards & Safety Act and the appropriate regulations and codes. When an Inspector's order is issued, time limits for compliance reflect the severity of the violation and serve to avoid disruption of service.	

Important Note

This Declaration of Compliance is subject to an audit process, which may result in additional fees.

It is an offence to knowingly make a false statement or to furnish false information under The Act, regulations or Minister's order. *Technical Standards and Safety Act, 2000; s.37.*

PLEASE DO NOT SUBMIT ANY FORMS OR DOCUMENTATION TO THE INSPECTOR UNLESS **EXPLICITLY INDICATED IN THE INSPECTION REPORT.**

Failure to provide complete information will result in a Follow-up Inspection.

For further information contact TSSA at 1.877.682.8772 or email to: dcreporting@tssa.org

This report is issued under the *Technical Standards and Safety Authority Act, 2000, s. 17 (1)*

17. (1) An Inspector may conduct an inspection and may, as part of that inspection, enter and inspect at any reasonable time the lands and premises where any of the things, parts of things or classes of things to which this Act, the regulations or a Minister's order apply are used, operated, installed, made, manufactured, repaired, renovated or offered for sale for the purpose of,

- (a) ensuring compliance with this Act, the regulations or a Minister's order;
- (b) ensuring that an authorization holder remains entitled to the authorization; or
- (c) determining whether a hazardous condition exists. 2006, c. 34, s. 25 (5).

Inspector Name: Ian Van Maanen	Inspector Contact Number: +1 226-339-0715	Inspector Email: avanmaanen@tssa.org
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SCOPE OF APPROVALS

The following items are requested in this proposal.

GOALS

Goals	Approval
Approval to park a food trailer in the NDCC parking lot from April 2022 - October 2022	
Joint use of the NDCC garbage bins	

TERMS AND CONDITIONS

Terms and conditions will be modified as per NDCC requests here once identified.

AGREEMENT

Edits and changes to be made before final agreement.

Accounts Payable

November/December AP Listing

Vendor 000000 Through 999999

Invoice Entry Date 2021-01-01 to 2021-12-31 Paid Invoices Cheque Date 2021-11-03 to 2021-12-31

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000049	ADVANCED DOORS SYSTEMS2101361	NOV 17 ZAMBONI DOOR SERVICED	000554	2021-11-17	2021-11-18	522.06
		01-2000-7220 NOV 17 ZAMBONI DOOR SERVICED				522.06
000046	BARCLAY WHOLESALE LTD. 47189	FOGGER SPRAYER	000542	2021-11-01	2021-11-03	564.94
		01-2000-7220 FOGGER SPRAYER				564.94
000046	BARCLAY WHOLESALE LTD. 47190	BLADE SHARPENING	000542	2021-11-01	2021-11-03	112.89
		01-2000-7240 BLADE SHARPENING				112.89
000046	BARCLAY WHOLESALE LTD. 47446	BULK SOAP DISPENSER	000542	2021-11-01	2021-11-03	26.27
		01-2000-7220 BULK SOAP DISPENSER				26.27
000046	BARCLAY WHOLESALE LTD. 47757	7 BLADE SHARPENINGS	000555	2021-11-15	2021-11-18	395.10
		01-2000-7240 7 BLADE SHARPENINGS				395.10
000046	BARCLAY WHOLESALE LTD. 47645	BUCKET & WRINGER COMBO	000555	2021-11-15	2021-11-18	150.57
		01-2000-7220 BUCKET & WRINGER COMBO				150.57
000046	BARCLAY WHOLESALE LTD. 48300	MOP HEADS, MOP HANDLE	000559	2021-11-29	2021-11-30	83.70
		01-2000-7220 MOP HEADS, MOP HANDLE				83.70
000046	BARCLAY WHOLESALE LTD. 48301	DRAINAGE MAT	000573	2021-12-06	2021-12-10	146.05
		01-2000-7220 DRAINAGE MAT				146.05
000046	BARCLAY WHOLESALE LTD. 48740	SOAP,TOWELS,GBAGS,SA LT	000573	2021-12-13	2021-12-22	177.96
		01-2000-7220 SOAP,TOWELS,GBAGS,SALT				177.96
000046	BARCLAY WHOLESALE LTD. 48855	TOILET TISSUE	000573	2021-12-20	2021-12-22	61.59
		01-2000-7220 TOILET TISSUE				61.59
000046	BARCLAY WHOLESALE LTD. 48741	CLEATS	000573	2021-12-20	2021-12-22	53.39
		01-2000-7220 CLEATS				53.39
Vendor Total						1,772.46
000104	BELL MOBILITY - WPCI CEDAF CEDARIN12830	CELL PHONE JW	000567	2021-11-18	2021-12-10	308.49
		01-2000-7100 CELL PHONE JW				308.49
000042	BLUEWATER FIRE & SECURIT04-17386	LOCATE & GROUND FIRE ALARM SYS	000556	2021-11-06	2021-11-18	322.05
		01-2000-7220 LOCATE & GROUND FIRE ALARM SYS				322.05
000097	CANADIAN RINK SERVICES 1392	36" GLASS PADS	000568	2021-12-09	2021-12-10	197.75
		01-2000-7240 36" GLASS PADS				197.75
000097	CANADIAN RINK SERVICES 1393	2021 ICE LOGOS	000568	2021-12-09	2021-12-10	2,295.03
		01-2000-7240 2021 ICE LOGOS				2,295.03
Vendor Total						2,492.78
000005	DELMAR ELECTRIC 14637	GFCI IN KITCHEN REPLACED	000569	2021-11-17	2021-12-10	152.60
		01-2000-7230 GFCI IN KITCHEN REPLACED				152.60
000103	DICKINSON & HICKS ARCHITE2021-277	INITIAL PROJECT START UP	000548	2021-10-31	2021-11-08	2,427.59
		01-2000-7500 INITIAL PROJECT START UP				2,427.59

GB# 10.1.1
JAN 12 2022

Accounts Payable

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Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000103 DICKINSON & HICKS ARCHITE	2021-312	NOV BLDG ASSESSMENT, STARTUP	000570	2021-11-30	2021-12-10	4,999.65
		01-2000-7550 NOV BLDG ASSESSMENT, STARTUP				4,999.65
000057 DILLMAN SANITATION LTD.	15804	SEPTIC TANK PUMPING	000560	2021-11-19	2021-11-30	678.00
		01-2000-7220 SEPTIC TANK PUMPING				678.00
000062 GFL ENVIRONMENTAL INC.	SD00000336272	OCT - 1 Lifts	000549	2021-10-31	2021-11-08	63.43
		01-2000-7220 OCT - 1 Lifts				63.43
000062 GFL ENVIRONMENTAL INC.	SD00000338802	NOV - 1 Lift	000571	2021-11-30	2021-12-10	63.43
		01-2000-7220 NOV - 1 Lift				63.43
Vendor Total						126.86
000001 HURONIA/MED-E-OX LTD	200494	ZAMBONI PROPANE	000550	2021-10-26	2021-11-08	124.03
		01-2000-7215 ZAMBONI PROPANE				124.03
000001 HURONIA/MED-E-OX LTD	205483	ZAMBONI PROPANE	000574	2021-11-16	2021-12-22	124.03
		01-2000-7215 ZAMBONI PROPANE				124.03
000001 HURONIA/MED-E-OX LTD	203827	ZAMBONI PROPANE	000574	2021-11-30	2021-12-22	98.99
		01-2000-7215 ZAMBONI PROPANE				98.99
000001 HURONIA/MED-E-OX LTD	203722	ZAMBONI PROPANE	000574	2021-12-14	2021-12-22	65.99
		01-2000-7215 ZAMBONI PROPANE				65.99
Vendor Total						413.04
000016 HYDRO ONE	OCT 13 2021	OCT BLDG HYDRO	000181	2021-10-13	2021-10-20	308.67
		01-2000-7200 OCT BLDG HYDRO				308.67
000016 HYDRO ONE	OCT 22 2021	OCT ICE PLANT	000181	2021-10-22	2021-10-28	2,857.92
		01-2000-7200 OCT ICE PLANT				2,857.92
000016 HYDRO ONE	NOV 12 2021	NOV BLDG HYDRO	000184	2021-11-12	2021-11-18	632.89
		01-2000-7200 NOV BLDG HYDRO				632.89
000016 HYDRO ONE	NOV 24 2021	NOV ICE PLANT HYDRO	000184	2021-11-24	2021-11-30	6,733.03
		01-2000-7200 NOV ICE PLANT HYDRO				6,733.03
000016 HYDRO ONE	DEC 10 2021	DEC BLDG HYDRO	000186	2021-12-10	2021-12-22	757.59
		01-2000-7200 DEC BLDG HYDRO				757.59
Vendor Total						11,290.10
000101 IDEAL SUPPLY INC	3335337	LOW PEAK CC TIME DELAY	000561	2021-11-19	2021-11-30	152.44
		01-2000-7220 LOW PEAK CC TIME DELAY				152.44
000087 INTELICORE	33345	OCT/NOV TECH SUPPORT	000562	2021-01-12	2021-11-30	908.96
		01-2000-7100 OCT/NOV TECH SUPPORT				908.96
000105 LOVETT PRO LOCK & KEY	23942	NEW KEYS	000575	2021-12-22	2021-12-22	17.85
		01-2000-7220 NEW KEYS				17.85
000004 MCDONALD HOME HARDWAR	104828	BLEACH, CLEANER	000543	2021-10-14	2021-11-03	50.88

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Accounts Payable

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Invoice Entry Date 2021-01-01 to 2021-12-31 Paid Invoices Cheque Date 2021-11-03 to 2021-12-31

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-2000-7220 BLEACH, CLEANER				50.88
000004 MCDONALD HOME HARDWAR	105346	PEWTER CAN	000543	2021-10-29	2021-11-03	115.19
		01-2000-7220 PEWTER CAN				115.19
000004 MCDONALD HOME HARDWAR	105436	SHOWER HEAD	000543	2021-11-01	2021-11-03	16.93
		01-2000-7220 SHOWER HEAD				16.93
000004 MCDONALD HOME HARDWAR	106203	FAUCET HANDLE	000576	2021-11-23	2021-11-30	21.46
		01-2000-7220 FAUCET HANDLE				21.46
000004 MCDONALD HOME HARDWAR	106261	FAUCET HANDLE REPLACED	000576	2021-11-25	2021-11-30	-2.26
		01-2000-7220 FAUCET HANDLE REPLACED				-2.26
000004 MCDONALD HOME HARDWAR	106437	HANDLE KITS	000576	2021-11-30	2021-12-10	10.95
		01-2000-7220 HANDLE KITS				10.95
000004 MCDONALD HOME HARDWAR	106584	TOILET LEVERS REPLACED	000576	2021-12-04	2021-12-10	-35.46
		01-2000-7220 TOILET LEVERS REPLACED				-35.46
000004 MCDONALD HOME HARDWAR	106781	LUBE, ELBOW	000576	2021-12-10	2021-12-22	23.36
		01-2000-7220 LUBE, ELBOW				23.36
					Vendor Total	201.05
000075 ONTARIO RECREATION FACIL	32529	2022 MEMBERSHIP	000545	2021-11-01	2021-11-03	186.45
		01-2000-7015 2022 MEMBERSHIP				186.45
000099 PARTSCO	293263	V-BELTS	000564	2021-11-30	2021-11-30	205.48
		01-2000-7240 V-BELTS				205.48
000090 SAFESTATE SECURITIES	2021-511	NOV 22 TO 28 SECURITY	000185	2021-11-30	2021-11-30	1,430.30
		01-2000-7122 NOV 22 TO 28 SECURITY				1,430.30
000090 SAFESTATE SECURITIES	2021-498	OCT 18 TO 31 SECURITY	000546	2021-11-02	2021-11-03	2,926.14
		01-2000-7122 OCT 18 TO 31 SECURITY				2,926.14
000090 SAFESTATE SECURITIES	2021-501	NOV 1 TO 7 SECURITY	000551	2021-11-08	2021-11-08	1,368.43
		01-2000-7122 NOV 1 TO 7 SECURITY				1,368.43
000090 SAFESTATE SECURITIES	2021-503	NOV 8 TO 14 SECURITY	000553	2021-11-15	2021-11-17	1,566.18
		01-2000-7122 NOV 8 TO 14 SECURITY				1,566.18
000090 SAFESTATE SECURITIES	2021-508	NOV 15-21 SECURITY	000558	2021-11-22	2021-11-24	1,634.94
		01-2000-7122 NOV 15-21 SECURITY				1,634.94
					Vendor Total	8,925.99
000019 SGS CANADA INC	11462262	OCT 5 WATER TESTING	000557	2021-11-05	2021-11-18	97.18
		01-2000-7130 OCT 5 WATER TESTING				97.18

Accounts Payable

November/December AP Listing

Vendor 000000 Through 999999

Invoice Entry Date 2021-01-01 to 2021-12-31 Paid Invoices Cheque Date 2021-11-03 to 2021-12-31

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000008 SHELBURNE HOME HARDWAI	341881/1	PIPE RETURN & REPLACE	000547	2021-10-28	2021-11-03	-12.43
		01-2000-7220 PIPE RETURN & REPLACE				-12.43
000008 SHELBURNE HOME HARDWAI	341864/1	PIPE,SHWR HD,FLR CVR,FLAGS,BAT	000547	2021-10-28	2021-11-03	159.26
		01-2000-7220 PIPE,SHWR HD,FLR CVR,FLAGS,BAT				159.26
000008 SHELBURNE HOME HARDWAI	343884/1	PRPANE,CLOCK,SHWR CURTAIN, HTR	000565	2021-11-19	2021-11-30	104.42
		01-2000-7220 PRPANE,CLOCK,SHWR CURTAIN, HTR				104.42
					Vendor Total	251.25
000011 SPARLINGS PROPANE	0011949999345	PROPANE BACK	000566	2021-11-19	2021-11-30	866.97
		01-2000-7216 PROPANE BACK				866.97
000011 SPARLINGS PROPANE	001202545245	PROPANE BACK	000577	2021-12-07	2021-12-22	180.75
		01-2000-7216 PROPANE BACK				180.75
					Vendor Total	1,047.72
000020 TD BANK	OCT 2021	NOV EFT S/C	000182	2021-10-31	2021-11-30	109.75
		01-2000-7150 NOV EFT S/C				109.75
000006 TELIZON INC	03500420211113	ACCT #35004 - ARENA NOV	000183	2021-11-13	2021-11-30	69.64
		01-2000-7110 ACCT #35004 - ARENA NOV				69.64
000006 TELIZON INC	03500420211213	ACCT #35004 - DEC NDCC	000187	2021-12-13	2021-12-22	69.05
		01-2000-7110 ACCT #35004 - DEC NDCC				69.05
					Vendor Total	138.69
000013 WAYNE BIRD FUELS	677518	ARENA FURNACE OIL	000572	2021-12-05	2021-12-10	2,211.07
		01-2000-7210 ARENA FURNACE OIL				2,211.07
000056 ZAMBONI COMPANY LTD.	109536	ZAMBONI SERVICE	000552	2021-10-29	2021-11-08	1,501.32
		01-2000-7240 ZAMBONI SERVICE				1,501.32
000021 ZEP SALES & SERVICE CANAI	9006955335	ARENA CALCIUM	000578	2021-12-13	2021-12-22	3,726.09
		01-2000-7240 ARENA CALCIUM				3,726.09
					Unpaid Invoices	0.00
					Paid Invoices	47,218.57
					Invoices Total	47,218.57
					Selected G/L Account Total	47,218.57

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 12 Ending DEC 31,2021

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
Fund: 01 OPERATING FUND							
Category: 27???							
2000 INCOME STATEMENT							
Revenue							
01-2000-4000	MULMUR GRANT	54,410.44	54,410.66	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	36,596.11	30,600.00	(5,996.11)	30,600.00
01-2000-4110	ICE RENTAL REVENUE (PRIME)	41,956.38	51,000.00	38,796.68	29,580.00	(9,216.68)	29,580.00
01-2000-4115	ICE RENTAL REVENUE (NON-PRIP	1,736.28	500.00	2,521.61	510.00	(2,011.61)	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	417.74	2,000.00	1,582.26	2,000.00
01-2000-4210	HALL RENTAL REVENUE	0.00	4,000.00	0.00	1,000.00	1,000.00	1,000.00
01-2000-4220	FLOOR RENTAL REVENUE	0.00	0.00	65.00	0.00	(65.00)	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	578.76	850.00	271.24	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	192,443.59	208,764.56	16,320.97	208,764.56
Expense							
01-2000-7000	WAGES	58,971.93	70,000.00	62,710.73	72,000.00	9,289.27	72,000.00
01-2000-7005	BENEFITS-EI/PPPWSIB/EHT	5,181.65	5,600.00	5,196.62	5,600.00	403.38	5,600.00
01-2000-7010	BENEFITS-OMERS	4,569.22	4,950.00	5,253.48	5,254.00	0.52	5,254.00
01-2000-7012	MILEAGE	303.91	300.00	174.28	300.00	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	3,144.72	2,000.00	(1,144.72)	2,000.00
01-2000-7110	COMMUNICATION	876.54	2,000.00	1,830.35	2,000.00	169.65	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	2,500.00	2,385.69	2,500.00
01-2000-7122	SECURITY	0.00	0.00	7,911.75	0.00	(7,911.75)	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	247.00	400.00	153.00	400.00
01-2000-7150	BANK CHARGES	1,370.47	500.00	1,101.24	1,200.00	98.76	1,200.00
01-2000-7200	HYDRO	28,532.14	50,000.00	31,425.29	40,000.00	8,574.71	40,000.00
01-2000-7210	FURNACE FUEL	9,750.40	15,000.00	6,666.88	10,000.00	3,333.12	10,000.00
01-2000-7215	ZAMBONI PROPANE	0.00	0.00	1,033.48	0.00	(1,033.48)	0.00
01-2000-7216	PROPANE BACK	0.00	0.00	2,175.18	0.00	(2,175.18)	0.00
01-2000-7220	BLDG & GROUNDS MAINTENANCI	27,462.60	18,500.00	12,269.45	20,000.00	7,730.55	20,000.00
01-2000-7230	BOOTH PROPANE / MAINTENANC	371.80	3,300.00	934.02	400.00	(534.02)	400.00
01-2000-7240	ICE PLANT /MACH MAINTENANCE	11,147.41	18,000.00	17,716.94	12,000.00	(5,716.94)	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

GB#10.1.3
 JAN 12 2022

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 12 Ending DEC 31,2021

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
01-2000-7550	RENOVATIONS	0.00	0.00	6,572.78	0.00	(6,572.78)	0.00
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	196,307.38	208,764.56	12,457.18	208,764.56
Dept Excess Revenue Over (Under) Expenditures		32,387.04	0.00	(3,863.79)	0.00	3,863.79	0.00
Category Excess Revenue Over (Under) Expenditures		32,387.04	0.00	(3,863.79)	0.00	3,863.79	0.00

NDCC Board of Management

2022 Budget

updated Dec 15, 2021

Account	Description	2020		2021		DRAFT #1	DRAFT #2	Budget Variance	Comments
		Actual	Budget	Actual	Budget	2022 Budget	2,022 Budget		
REVENUES									
01-2000-4000	MULMUR GRANT	54,410	54,410	53,349	53,349	70,336	60,704	16,988	13.79%
01-2000-4010	MELANCTHON GRANT	54,410	54,410	53,349	53,349	70,336	60,704	16,988	13.79%
01-2000-4020	DONATION REVENUE	-	-	-	-	-	-	0	
01-2000-4030	FUNDRAISING REVENUE	-	-	-	-	-	-	0	
01-2000-4040	GRANT REVENUE	-	-	-	-	-	37,500	0	grant for play structure assumed full normal rentals
01-2000-4100	MINOR RATE RENTAL REVENUE	46,708	54,000	36,596	30,600	47,642	55,101	24,501	rentals
01-2000-4110	ICE RENTAL REVENUE (PRIME)	41,956	51,000	38,797	29,580	42,459	51,839	22,259	rentals
01-2000-4115	ICE RENTAL REVENUE (NON-PRIME)	1,736	500	2,522	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	418	2,000	1,100	1,100	(900)	Unpredictable due to COVID
01-2000-4210	HALL RENTAL REVENUE	-	4,000	-	1,000	-	500	(500)	
01-2000-4220	FLOOR RENTAL REVENUE	-	-	65	-	-	-	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	579	850	700	700	(150)	
01-2000-4500	PRIOR YEAR SURPLUS/(DEFICIT)	(5,860)	(5,860)	0	33,947	(3,864)	(3,864)	(37,811)	
TOTAL REVENUE		203,902	222,461	192,444	208,765	233,611	272,304	63,539	
EXPENSES									
01-2000-7000	WAGES	58,972	70,000	62,711	72,000	72,000	73,440	1,440	2 staff for each shift for COVID screening
01-2000-7005	BENEFITS-EI/PPP/WSIB/EHT	5,182	5,600	5,197	5,600	5,700	5,700	100	
01-2000-7010	BENEFITS-OMERS	4,569	4,950	5,253	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	3,145	2,000	2,100	2,100	100	
01-2000-7110	COMMUNICATION	877	2,000	1,830	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	2,500	2,500	0	
01-2000-7122	SECURITY	-	-	7,912	-	20,000	-	0	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	247	400	400	400	0	
01-2000-7150	BANK CHARGES	1,370	500	1,101	1,200	1,200	1,200	0	
01-2000-7200	HYDRO	28,532	50,000	31,425	40,000	45,000	40,000	0	
01-2000-7210	FURNACE FUEL	9,750	15,000	8,667	7,000	7,000	7,000	0	
01-2000-7215	ZAMBONI PROPANE	-	-	1,033	1,000	1,000	2,000	1,000	propane costs to tripling
01-2000-7216	PROPANE BACK	-	-	2,175	2,000	2,000	4,000	2,000	propane costs to triple
01-2000-7220	BLDG/GROUNDS MAINTENANCE	27,463	18,500	12,269	20,000	14,000	14,000	(6,000)	Decrease in grass cutting by \$6,480, monument repair \$5711 Defer until 2023
01-2000-7230	BOOTH PROPANE & MAINT.	372	3,300	934	400	1,000	1,000	600	
01-2000-7240	ICE PLANT/MACH MAINT	11,147	18,000	17,717	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	-	65,000	47,500	Brine Pump \$15,000, Play structure max. \$50,000
01-2000-7550	RENOVATIONS	-	-	6,573	-	20,000	12,253	12,253	Per quote for building assessment and conceptual design \$18500 total
TOTAL EXPENSES		169,955	222,461	196,307	208,765	233,611	272,304	63,539	30.44%
Net Income/(Deficit)		33,947	0	(3,864)	0	0	-	-	

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

GB#10.1.4
JAN 12 2022



**MINUTES
JOINT RECREATION SUBCOMMITTEE
November 18, 2021 9:30AM**

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
Sarah Culshaw, Treasurer of Melancthon
Heather Boston, Treasurer of Mulmur
Roseann Knechtel, Deputy Clerk of Mulmur

1.0 Call to Order

The meeting was called to order by Darren White at 10:32 a.m. The meeting was hosted using an electronic zoom platform. The next meeting will be chaired by Janet Horner.

2.0 Approval of the Agenda

**Moved by Horner and Seconded by Hawkins
THAT the agenda be approved.**

CARRIED.

3.0 Approval of Minutes

**Moved by Horner and Seconded by Hawkins
THAT the minutes of September 22, 2021 be approved.**

CARRIED.

4.0 Administration

4.1 Board Vacancies

Committee members recognized the two vacancies currently facing the NDCC Board of Management and discussed scheduling a meeting with the NDCC Board of Management and past Board members to discuss the future representation on the NDCC Board of Management.

4.2 Board Structure

The Committee discussed the structure of the NDCC Board of Management and supported a Co-Management Governance Model as presented in the North

*GB# 10.4
JAN 12 2022*

Dufferin Community Centre Efficiency Review with the amendment of making the Joint Recreation Committee as an upper Board of Management.

Heather Boston, Mulmur Treasurer spoke to the status of the grant application and recommended a fundraising committee be created to support the project.

The Committee directed staff to draft an amendment to the agreement for consideration at a future meeting.

4.3 Board Mandate and Scope

The Committee deferred item 4.3 to a future meeting.

4.4 Job Sharing – Melancthon and Mulmur

The Committee deferred item 4.4 to a future meeting.

5.0 Information Items

5.1 Signed NDCC Agreement

5.2 NDCC Design Report

5.3 NDCC Motion: Baseball Diamond

6.0 Items for Future Meetings

6.1 Closed Session: Personal matters related to the NDCC Board of Management and NDCC Board of Management Governance Structure

6.2 Board Mandate and Scope

6.3 Job Sharing – Melancthon and Mulmur

7.0 Meeting Adjournment

Moved by Horner and Seconded by Hawkins

THAT Council adjourns the meeting at 11:29 am and agree to meet again on November 22, 2021 at 3:00pm or at the call of the Chair.

CARRIED.



MINUTES
JOINT RECREATION SUBCOMMITTEE
November 22, 2021 3:00PM

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 Janet Horner at 3:10p.m. The meeting was hosted using an electronic zoom platform. The next meeting will be chaired by Darren White.

2.0 Approval of the Agenda

Moved by Besley and Seconded by Hawkins
THAT the agenda be approved.

CARRIED.

3.0 Approval of Minutes

Moved by Hawkins and Seconded by Besley
THAT the minutes of November 18, 2021 be approved.

CARRIED.

4.0 Closed Session

4.1 NDCC Board of Management meeting - Oct 25, 2021 & Personnel

Moved by Hawkins and Seconded by Besley

THAT the Joint Recreation Committee adjourn to closed session at 3:11 pursuant to Section 239 of the Municipal Act, 2001 as amended for one (1) matter regarding personal matters about an identifiable individual, including municipal or local board employees [239(2)(b)] one (1) matter regarding legal advice [239(2)(f)]

CARRIED.

GB# 10.5
JAN 12 2022

Moved by Hawkins and Seconded by White

THAT Council do rise out of closed session and into open session at 4:36 with report

CARRIED.

The report was that direction given to staff in the closed session meeting.

5.0 ADMINISTRATION

5.1 Governance Structure

This item was deferred.

5.2 Job Sharing – Melancthon and Mulmur

This item was deferred.

6.0 INFORMATION ITEMS - none

7.0 ITEMS FOR FUTURE MEETINGS

7.1 Governance Structure, NDCC Mandate and Joint Rec Mandate

7.2 Draft NDCC Agreements

7.3 Job Sharing - Grass

8. ADJOURNMENT

Moved by White and Seconded by Besley

THAT the Committee adjourns the meeting at 4:37pm and agree to meet again on the evening of December 1st, or at the call of the Chair.

CARRIED.

.....
Janet Horner, Mayor

.....
Tracey Atkinson, Clerk



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT**
Meeting Dates for 2022
Electronic Meetings - ZOOM
Meeting Times: 7:00 p.m. – 9:00 p.m.



WEDNESDAY JANUARY 12, 2022
WEDNESDAY FEBRUARY 10, 2022
WEDNESDAY MARCH 9, 2022
WEDNESDAY APRIL 13, 2022
WEDNESDAY MAY 11, 2022
WEDNESDAY JUNE 8, 2022
WEDNESDAY JULY 13, 2022
WEDNESDAY AUGUST 10, 2022
WEDNESDAY SEPTEMBER 14, 2022
WEDNESDAY OCTOBER 12, 2022
WEDNESDAY NOVEMBER 9, 2022
WEDNESDAY DECEMBER 14, 2022

GB#10.6
JAN 12 2022

AGREEMENT AS OF *November 4, 2021*

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.
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 Township of Mulmur shall have responsibility and authority, 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 to be approved by each Township.
19. The Board may recommend annual user fee charges 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 recommend to each Township, for approval, any capital improvements not already approved in the budget.
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.
26. The parties shall be responsible for the approved operating and capital levies expenditures and any deficit of the Board as follows:

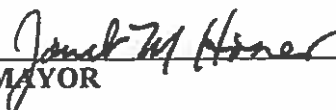
Mulmur 50%
Melancthon 50%
27. The Board shall keep books and records, approve expenditures and issue cheques in accordance with the approved Budget.

- 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. The Board's accounts shall be audited annually by the Municipal auditor or more frequently as may be required.
 - d. The draft minutes of the Board shall be promptly circulated to the respective municipal Councils.
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.
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.
30. This Agreement is personal to the parties and may not be assigned.
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.
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;

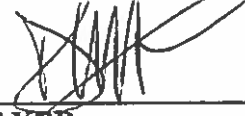
SIGNED, SEALED AND DELIVERED
in the presence of:

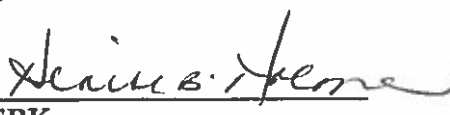
**THE CORPORATION OF THE
TOWNSHIP OF MULMUR**


MAYOR


CLERK

**THE CORPORATION OF THE
TOWNSHIP OF MELANCTHON**


MAYOR


CLERK



Shelburne Memorials Limited

ESTABLISHED 1888

709 INDUSTRIAL ROAD, SHELBURNE ONTARIO, L9V 2Z4

(519) 925-3036 1-800-668-8756 FAX: 519-925-2834

www.shelburnememorials.com

AGREEMENT OF PURCHASE

REPRESENTATIVE

Brian

DATE Nov. 11, 2021

I hereby agree to purchase		Restoration - new base	to be placed at	Honeywood Arena	Cemetery
MEMORIAL	INFO	PRICE	PARTICULARS		
Foundation work		\$1,400.00	QUOTE VALID UNTIL Mar. 1, 2022 OPTION 1 - Remove Old Foundation & Pour New = \$1400 - New Grey Base under stone 10" tall = \$900 (no inscription) = \$2300 + HST = \$2599.00 OPTION 2 - Remove Old Foundation & Pour New = \$1400 - New Grey Slope Front Base 10" tall with Inscription = \$2620.00 Subtotal = \$4020 + HST TOTAL = \$4542.60 OPTION 3 - Remove Old Foundation & Old Sidewalk - Pour New Side walk and larger Stone Foundation = 4712.00 - Add new standard base under existing stone = \$900 (no inscription) Subtotal = \$5612 + HST TOTAL = \$6341.56 ** If needed: GFL Disposal of Concrete & Fill \$1500 + HST = \$1695.00		
New Steeled Base	10" tall	\$900.00			
Or					
Slope Front Base	10" tall slope front	\$2,620.00			
	Included Inscription				
Remove Old Sidewalk & Pour New Sidewalk with Larger Stone Foundation		\$4,712.00			
GFL Disposal of Concrete & Fill		\$1,500.00			
Total Memorial					
SUB TOTAL		\$0.00			
H.S.T		\$0.00			
Total		\$0.00			
Less Deposit					
Balance Owing		\$0.00			

TERMS FIFTY PERCENT (50%) DEPOSIT REQUIRED AT TIME OF PURCHASE. BALANCE DUE UPON COMPLETION NET 30 DAYS, 2% PER MONTH SERVICE CHARGE ON OVERDUE ACCOUNTS. SHELBURNE MEMORIALS LIMITED IS NOT RESPONSIBLE FOR LOCKOUTS, STRIKES OR DELAYS BEYOND THEIR CONTROL. THIS AGREEMENT DOES NOT INCLUDE FUTURE LETTERING.

UNDERSIGNED ACKNOWLEDGES READING THIS COPY

I the PURCHASER, agree that the above order remains the property of SHELBURNE MEMORIALS LIMITED until fully paid and will not cancel.

PURCHASER: Honeywood Arena Memorial **SIGNATURE:** _____
ADDRESS: c/o James Wood _____
TELEPHONE: 519-925-6616 519-379-4914 **E-MAIL:** jwoods@mulmur.ca _____
ZIP CODE: _____

"LOVE'S GREATEST GIFT: REMEMBRANCE"

Thank You

Info # 11.1
 JAN 12 2022

Donna Funston

From: Denise Holmes
Sent: Thursday, December 9, 2021 2:52 PM
To: Donna Funston
Cc: Tracey Atkinson; Heather Boston
Subject: NDCC Board Municipal Representative

Hi Donna,

At today's Council meeting, Councillor Wayne Hannon was appointed to the NDCC Board of Management in the place of Deputy Mayor Besley, who does not wish to sit on the Board next year. He will remain on until the end of the year.

This will be effective January 1, 2022, until November 14, 2022.

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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