



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
AGENDA
WEDNESDAY, JUNE 8, 2022 –
7:00 P.M**



Join Zoom Meeting

<https://us02web.zoom.us/j/85668494261?pwd=RzdTdGdOTkd3SXExeDN1eElJZ01FZz09>

Meeting ID: 856 6849 4261

Passcode: 607147

One tap mobile

+12042727920,,85668494261#,,,,*607147# Canada

+14388097799,,85668494261#,,,,*607147# Canada

Dial by your location

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+1 438 809 7799 Canada

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Meeting ID: 856 6849 4261

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AGENDA

- 1. Chair Call Meeting to Order**
- 2. Land Acknowledgement Statement:**

We begin this meeting by acknowledging that we are meeting upon the traditional Indigenous lands of the Tionontati (Petun) and Treaty 18 territory of the Anishinaabe peoples. We recognize and deeply appreciate their historic connection to this place and we also recognize the contributions Indigenous peoples have made, both in shaping and strengthening our community, province and country as a whole.

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. Delegation

7:10 p.m. – KPMG Auditors – Present the Year Ended December 31, 2021 Financial Statements

Moved by _____ Seconded by _____ that the Financial Information of North Dufferin Community Centre And Compilation Engagement Report thereon Year Ended December 31, 2021 be approved as presented. Carried.

6. Approval of Draft Minutes – April 13, 2022

Moved by _____ Seconded by _____ the minutes of the North Dufferin Community Centre Board of Management held on April 13, 2022 be approved as circulated. Carried

7. Business Arising from the Minutes

8. Facility Manager's Report

9. General Business

1. Financial

1. Accounts Payable ending May 3, 2022 and ending May 31, 2022

Moved by _____ Seconded by _____ the accounts in the amount of \$_25,325.27_____ be received as presented. Carried.

2. A/R update

3. YTD vs. Budget comparison

4. Report from Heather Boston regarding Schedule of Fees

Moved by _____ Seconded by _____ that the Schedule of Fees be accepted and approved as presented. Carried.

2. Unfinished Business

1. Strawberry Supper Update

10. Information

1. Report from Tracey Atkinson, CAO/Clerk/Planner and Heather Boston Treasurer Township of Mulmur regarding NDCC and a Motion passed at April 6 Mulmur Council.
2. Report from Roseann Knechtel, Deputy Clerk, Township of Mulmur regarding Pickleball Courts in Mulmur
3. Township of Melancthon Motion to Accept the increase in Budget
4. Township of Melancthon Motion to Appoint a Member to the NDCC Board
5. Township of Melancthon Motion for NDCC Budget to be adjusted
6. Township of Melancthon Letter to Township of Mulmur

Moved by _____ Seconded by _____ that items 1 - 6 listed for information purposes be accepted as information. Carried.

11. Notice of Motion

12. 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

13. Adjournment and Date of Next Meeting –

Moved by _____ Seconded by _____ that we adjourn the NDCC Board of Management meeting at ____:____ p.m. to meet again _____, 2022 at ____:00 p.m. In Person/Zoom or at the call of the Chair. Carried.

Financial Information of

**NORTH DUFFERIN
COMMUNITY CENTRE**

And Compilation Engagement Report thereon

Year ended December 31, 2021

NORTH DUFFERIN COMMUNITY CENTRE

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KPMG LLP
115 King Street South
2nd Floor
Waterloo ON N2J 5A3
Canada
Tel 519-747-8800
Fax 519-747-8830

COMPILATION ENGAGEMENT REPORT

To the Management of North Dufferin Community Centre

On the basis of information provided by management, we have compiled the financial position of North Dufferin Community Centre as at December 31, 2021, the statements of operations and accumulated surplus for the year then ended, and note, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

KPMG e-signature to be inserted here

Chartered Professional Accountants, Licensed Public Accountants

Waterloo, Canada

(date)

NORTH DUFFERIN COMMUNITY CENTRE

Statement of Financial Position

December 31, 2021, with comparative information for 2020

	2021	2020
Financial Assets		
Cash and cash equivalents	\$ 49,699	\$ 69,397
Accounts receivable	32,790	31,565
	82,489	100,962
Financial Liabilities		
Accounts payable and accrued liabilities	37,558	31,308
Net financial assets	44,931	69,654
Non-Financial Assets		
Prepaid expenses	7,950	8,947
Tangible capital assets	28,196	12,483
	36,146	21,430
Accumulated surplus	\$ 81,077	\$ 91,084

See accompanying notes to financial information.

NORTH DUFFERIN COMMUNITY CENTRE

Statement of Operations

December 31, 2021, with comparative information for 2020

	2021	2020
Revenue:		
Ice rentals	\$ 78,012	\$ 90,401
Grant- Township of Mulmur	53,348	54,410
Grant- Township of Melancthon	53,348	54,410
Miscellaneous	6,794	5,152
Non-resident user fees	621	4,215
Booth rentals	418	1,174
	192,541	209,762
Expenses:		
Staffing costs	77,509	69,027
Hydro	35,927	28,532
Repairs and maintenance	39,944	38,610
Fuel	7,853	9,751
Insurance	16,732	15,419
Office	3,347	1,794
Telephone	1,830	876
Booth Supplies	934	372
Health and safety	2,537	2,541
Security	7,912	—
Amortization	1,560	1,560
Licences and fees	442	185
Interest and bank charges	1,203	1,370
Professional fees	589	600
Propane	3,907	—
Bad debts	—	525
Water testing	322	259
	202,548	171,421
Annual surplus	(10,007)	38,341
Accumulated surplus, beginning of year	91,084	52,743
Accumulated surplus, end of year	\$ 81,077	\$ 91,084

See accompanying notes to financial information.

NORTH DUFFERIN COMMUNITY CENTRE

Statement of Accumulated Surplus

December 31, 2021, with comparative information for 2020

	2021	2020
Surplus:		
Surplus from general fund operations	\$ 36,004	\$ 46,011
Reserves:		
Operating reserve	40,000	40,000
Facility development reserve	5,073	5,073
	45,073	45,073
Accumulated surplus	\$ 81,077	\$ 91,084

See accompanying notes to financial information.

NORTH DUFFERIN COMMUNITY CENTRE

Note to Financial Information

Year ended December 31, 2021

On September 7, 2017 the Townships of Mulmur and Melancthon signed an agreement to officially form a joint municipal service board. The service board is managed by an eight member board known as the North Dufferin Community Centre Joint Board of Management. Four members have been appointed from each participating municipality to the joint municipal service board.

1. Basis of presentation:

The basis of accounting applied in the preparation of the statement of financial position at December 31, 2021 and the statement of operations for the year then ended, is on the historical costs basis, reflecting cash transactions with the addition of the following:

- Accounts receivable
- Accounts payable and accrued liabilities
- Prepaid expenses
- Tangible capital assets are capitalized and amortized over their useful lives.



REPORT TO NDCC BOARD OF MANAGEMENT

TO: NDCC Board of Management
FROM: Curtis Bouchard, Arena Manager
DATE: Wednesday May 11th 2022
SUBJECT: Facility Manager's Report

PURPOSE

The purpose of this report is to update the NDCC Board of Management with any concerns or issues with the Arena and to report completed projects since the last meeting and items to be completed for the next meeting.

BACKGROUND & DISCUSSION

1. Nothing new

FINANCIAL CONSIDERATIONS

At time of report no summer projects have been started

RECOMMENDATION

Respectfully submitted:

Curtis Bouchard

Curtis Bouchard, Arena Manager

Accounts Payable

April AP Listing

Vendor 000000 Through 999999

Invoice Entry Date 2022-04-01 to 2022-05-03 Paid Invoices Cheque Date 2022-04-05 to 2022-05-03

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000060 2239198 ONTARIO INC.	2113	SNOW REMOVAL	000624	2022-04-05	2022-04-19	4,101.90
		01-2000-7220 SNOW REMOVAL				4,101.90
000046 BARCLAY WHOLESALE LTD.	51831	ICE LINE KIT APPLICATIONS	000632	2022-04-11	2022-04-19	355.10
		01-2000-7220 ICE LINE KIT APPLICATIONS				355.10
000046 BARCLAY WHOLESALE LTD.	51851-1	FLOOR PAD	000632	2022-04-04	2022-04-27	39.55
		01-2000-7220 FLOOR PAD				39.55
Vendor Total						394.65
000042 BLUEWATER FIRE & SECURIT	04-17699	EMERGENCY LIGHTING	000633	2022-04-10	2022-04-27	940.32
		01-2000-7220 EMERGENCY LIGHTING				940.32
000023 COUNTY OF DUFFERIN	IN00000007592	PEDI PADS	000634	2022-04-14	2022-04-27	107.35
		01-2000-7120 PEDI PADS				107.35
000103 DICKINSON & HICKS ARCHITE	2021-459	SCHEMATIC DESIGN	000626	2022-03-31	2022-04-19	1,163.90
		01-2000-7550 SCHEMATIC DESIGN				1,163.90
000062 GFL ENVIRONMENTAL INC.	SD0000347995	MARCH - 1 Lifts	000627	2022-03-31	2022-04-19	69.78
		01-2000-7220 MARCH - 1 Lifts				69.78
000016 HYDRO ONE	March 14 2022	MAR BLDG HYDRO	000205	2022-03-14	2022-04-20	802.43
		01-2000-7200 MAR BLDG HYDRO				802.43
000016 HYDRO ONE	APR 12 2022	APRIL BLDG HYDRO	000210	2022-04-12	2022-04-27	767.56
		01-2000-7200 APRIL BLDG HYDRO				767.56
000016 HYDRO ONE	APR 25 2022	APRIL ICE PLANT HYDRO	000210	2022-04-25	2022-04-27	4,395.47
		01-2000-7200 APRIL ICE PLANT HYDRO				4,395.47
Vendor Total						5,965.46
000022 MACEWEN GLASS AND MIRR	03-28774	FIRE RATED DOOR	000628	2022-03-29	2022-04-19	1,412.50
		01-2000-7220 FIRE RATED DOOR				1,412.50
000004 MCDONALD HOME HARDWAR	108919	SCRUBING BUBBLES CLEANER	000629	2022-04-03	2022-04-19	27.07
		01-2000-7220 SCRUBING BUBBLES CLEANER				27.07
000004 MCDONALD HOME HARDWAR	109716	PAINT	000629	2022-04-05	2022-04-19	537.79
		01-2000-7220 PAINT				537.79
000004 MCDONALD HOME HARDWAR	109751	TAPE,TRAY,LINER,ROLLER S	000629	2022-04-05	2022-04-19	93.09
		01-2000-7220 TAPE,TRAY,LINER,ROLLERS				93.09
Vendor Total						657.95
000019 SGS CANADA INC	11496616	MARCH WATER TESTING	000635	2022-04-08	2022-04-27	97.18
		01-2000-7130 MARCH WATER TESTING				97.18
000011 SPARLINGS PROPANE	88725066963477	APRIL PROPANE BACK	000636	2022-04-13	2022-04-27	876.86
		01-2000-7216 APRIL PROPANE BACK				876.86

Accounts Payable

April AP Listing

Vendor 000000 Through 999999

Invoice Entry Date 2022-04-01 to 2022-05-03 Paid Invoices Cheque Date 2022-04-05 to 2022-05-03


Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000020 TD BANK	MARCH 2022	APRIL EFT S/C	000208	2022-03-31	2022-04-27	110.20
		01-2000-7150 APRIL EFT S/C				110.20
000006 TELIZON INC	03500420220413	ACCT #35004 - ARENA	000209	2022-04-13	2022-04-27	69.03
		APRIL				
		01-2000-7110 ACCT #35004 - ARENA APRIL				69.03
000015 TOWNSHIP OF MULMUR	0038528	STAPLES TIMECARDS,	000207	2022-04-06	2022-04-19	57.98
		RACK				
		01-2000-7100 STAPLES TIMECARDS, RACK				57.98
000013 WAYNE BIRD FUELS	698251	ARENA FURNACE OIL	000631	2022-04-06	2022-04-19	592.21
		01-2000-7210 ARENA FURNACE OIL				592.21
000013 WAYNE BIRD FUELS	696186	ARENA FURNACE OIL	000631	2022-03-30	2022-04-19	710.89
		01-2000-7210 ARENA FURNACE OIL				710.89
000013 WAYNE BIRD FUELS	699396	ARENA FURNACE OIL	000637	2022-04-19	2022-04-27	866.08
		01-2000-7210 ARENA FURNACE OIL				866.08
Unpaid Invoices						0.00
Paid Invoices						18,194.24
Invoices Total						18,194.24
Selected G/L Account Total						18,194.24

Accounts Payable

May 2022 AP Listing

Vendor 000000 Through 999999

Invoice Entry Date 2022-05-02 to 2022-05-31 Paid Invoices Cheque Date 2022-05-03 to 2022-05-31

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000046 BARCLAY WHOLESALE LTD.	51850	CLEANER	000638	2022-05-02	2022-05-17	91.53
		01-2000-7120 CLEANER				91.53
000103 DICKINSON & HICKS ARCHITE	2021-498	APRIL SCHEMATIC DESIGN	000639	2022-04-30	2022-05-17	5,005.93
		01-2000-7550 APRIL SCHEMATIC DESIGN				5,005.93
000062 GFL ENVIRONMENTAL INC.	SD0000350354	APRIL - 1 Lift	000640	2022-04-30	2022-05-17	69.78
		01-2000-7220 APRIL - 1 Lift				69.78
000016 HYDRO ONE	MAY 12 2022	MAY BLDG HYDRO	000211	2022-05-12	2022-05-17	219.85
		01-2000-7200 MAY BLDG HYDRO				219.85
000004 MCDONALD HOME HARDWAR	109824	MOP,CLEANERS,CAULKIN G,PAINT	000641	2022-04-08	2022-05-17	167.52
		01-2000-7220 MOP,CLEANERS,CAULKING,PAINT				167.52
						
000015 TOWNSHIP OF MULMUR	0038539	JAN TO APRIL CELL PHONE	000212	2022-04-22	2022-05-17	78.08
		01-2000-7110 JAN TO APRIL CELL PHONE				78.08
000015 TOWNSHIP OF MULMUR	0038645	SCISSOR LIFT REPAIR	000212	2022-05-04	2022-05-17	551.84
		01-2000-7220 SCISSOR LIFT REPAIR				551.84
Unpaid Invoices						0.00
Paid Invoices						7,131.03
Invoices Total						7,131.03
Selected G/L Account Total						7,131.03

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2022 - From Period 1 To Period 5 Ending MAY 31,2022

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	53,348.56	53,348.56	29,126.10	33,772.55	45,517.28	74,643.38
01-2000-4010	MELANCTHON GRANT	53,348.56	53,348.56	29,126.10	33,772.55	45,517.27	74,643.37
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
01-2000-4040	GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
01-2000-4100	MINOR RATE ICE RENTAL REVEN	36,596.11	30,600.00	18,782.80	22,959.00	27,135.20	45,918.00
01-2000-4110	ICE RENTAL REVENUE (PRIME)	38,796.68	29,580.00	20,255.84	22,500.00	24,744.16	45,000.00
01-2000-4115	ICE RENTAL REVENUE (NON-PRIM	2,620.02	510.00	787.28	2,600.00	1,812.72	2,600.00
01-2000-4120	NON-RESIDENT USER FEES	620.57	0.00	0.00	0.00	0.00	0.00
01-2000-4200	BOOTH RENTAL REVENUE	417.74	2,000.00	350.00	550.00	750.00	1,100.00
01-2000-4210	HALL RENTAL REVENUE	0.00	1,000.00	472.08	500.00	527.92	1,000.00
01-2000-4220	FLOOR RENTAL REVENUE	65.00	0.00	0.00	0.00	0.00	0.00
01-2000-4230	SIGN RENTAL REVENUE	3,400.00	3,580.00	3,580.00	3,400.00	(180.00)	3,400.00
01-2000-4240	VENDING MACHINE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
01-2000-4250	GRASS CUTTING REVENUE	2,750.00	0.00	0.00	0.00	0.00	0.00
01-2000-4300	PENALTIES & INTEREST	578.76	850.00	301.31	291.69	398.69	700.00
01-2000-4500	PR YR SURPLUS/DEFICIT	0.00	33,947.44	0.00	(10,725.33)	(25,740.75)	(25,740.75)
Total Revenue		192,542.00	208,764.56	102,781.51	109,620.46	120,482.49	223,264.00
Expense							
01-2000-7000	WAGES	66,229.75	72,000.00	25,206.24	29,900.00	40,793.76	66,000.00
01-2000-7005	BENEFITS-EI/CPP/WSIB/EHT	5,809.09	5,600.00	2,459.01	2,355.77	2,740.99	5,200.00
01-2000-7010	BENEFITS-OMERS	5,253.48	5,254.00	1,757.85	2,208.31	3,542.15	5,300.00
01-2000-7012	MILEAGE	216.79	300.00	45.69	125.00	254.31	300.00
01-2000-7015	STAFF TRAINING/DUES, FEES, SU	441.94	1,000.00	0.00	250.00	500.00	500.00
01-2000-7100	OFFICE/COMPUTER SUPPLIES	3,346.82	2,000.00	2,054.62	1,575.00	45.38	2,100.00
01-2000-7110	COMMUNICATION	1,830.35	2,000.00	322.53	833.31	1,677.47	2,000.00
01-2000-7115	INSURANCE	16,732.04	16,000.00	7,949.88	9,000.00	10,050.12	18,000.00
01-2000-7120	HEALTH & SAFETY	2,537.03	2,500.00	176.00	250.00	2,324.00	2,500.00
01-2000-7122	SECURITY	7,911.75	0.00	0.00	0.00	0.00	0.00
01-2000-7125	PROF FEES - AUDIT	589.44	610.56	0.00	611.00	611.00	611.00
01-2000-7130	PROF FEES - WATER TESTING	322.00	400.00	86.00	100.00	314.00	400.00
01-2000-7150	BANK CHARGES	1,203.09	1,200.00	428.85	500.00	771.15	1,200.00
01-2000-7200	HYDRO	35,927.05	40,000.00	18,315.77	22,000.00	21,684.23	40,000.00
01-2000-7210	FURNACE FUEL	7,853.03	10,000.00	9,633.74	4,345.00	(1,733.74)	7,900.00
01-2000-7215	ZAMBONI PROPANE	1,033.48	0.00	642.40	1,100.00	1,357.60	2,000.00
01-2000-7216	PROPANE BACK	2,873.93	0.00	3,891.72	2,200.00	108.28	4,000.00
01-2000-7220	BLDG & GROUNDS MAINTENANCE	13,778.32	20,000.00	15,450.34	8,400.00	4,549.66	20,000.00
01-2000-7230	BOOTH PROPANE / MAINTENANC	934.02	400.00	424.17	500.00	575.83	1,000.00
01-2000-7240	ICE PLANT /MACH MAINTENANCE	24,799.94	12,000.00	1,339.45	7,480.00	15,660.55	17,000.00
01-2000-7245	LAWN MOWER EXPENSE	1,365.46	0.00	0.00	0.00	0.00	0.00
01-2000-7300	FUNDRAISING EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
01-2000-7400	BAD DEBT	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 31,2022 - From Period 1 To Period 5 Ending MAY 31,2022

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-2000-7450	TSFR TO CAPITAL RESERVES	21.17	0.00	0.00	0.00	0.00	0.00
01-2000-7500	CAPITAL PURCHASES	0.00	17,500.00	0.00	7,500.00	15,000.00	15,000.00
01-2000-7550	RENOVATIONS	0.00	0.00	12,885.63	3,063.25	(632.63)	12,253.00
01-2000-7800	AMORTIZATION	1,560.40	0.00	0.00	0.00	0.00	0.00
Total Expense		202,570.37	208,764.56	103,069.89	104,296.64	120,194.11	223,264.00
Dept Excess Revenue Over (Under) Expenditures		(10,028.37)	0.00	(288.38)	5,323.82	288.38	0.00
Category Excess Revenue Over (Under) Expenditures		(10,028.37)	0.00	(288.38)	5,323.82	288.38	0.00

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2022 - From Period 1 To Period 5 Ending MAY 31,2022

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		

REPORT SUMMARY

01-2000	INCOME STATEMENT	192,542.00	208,764.56	102,781.51	109,620.46	120,482.49	223,264.00
Fund 01	Total Revenue	192,542.00	208,764.56	102,781.51	109,620.46	120,482.49	223,264.00
01-2000	INCOME STATEMENT	202,570.37	208,764.56	103,069.89	104,296.64	120,194.11	223,264.00
Fund 01	Total Expenditure	202,570.37	208,764.56	103,069.89	104,296.64	120,194.11	223,264.00
Fund 01	Excess Revenue Over (Under) Expenditures	(10,028.37)	0.00	(288.38)	5,323.82	288.38	0.00
Report	Total Revenue	192,542.00	208,764.56	102,781.51	109,620.46	120,482.49	223,264.00
Report	Total Expenditure	202,570.37	208,764.56	103,069.89	104,296.64	120,194.11	223,264.00
Report	Excess Revenue Over (Under) Expenditures	(10,028.37)	0.00	(288.38)	5,323.82	288.38	0.00



REPORT TO NDCC BOARD OF MANAGEMENT

TO: Chair Clark and Members of the Board
FROM: Heather Boston, Treasurer
DATE: May 11, 2022
SUBJECT: Schedule of Fees

PURPOSE

The purpose of this report to provide a proposed updated fee schedule to the Board for consideration.

BACKGROUND & DISCUSSION

Over the past several years the Board typically approves an inflationary increase to the user fees for the arena.

The Board approved a 3% increase in the user fees effective September 2019, with the following motion.

#6.7 -Moved by Clark, Seconded by Fawcett, be it resolved to accept the revised 2019 fee schedule as presented effective September 1, 2019. Carried.

There was no increase in the user fees for the 2020-2021 season.

The Board approved a 2% increase in user fees effective September 1, 2021, with the following motion.

-Moved by Fawcett, Seconded by Clark that the Board Receive the report of Heather Boston, Rental Fees;

AND THAT the Board approve the removal of the non-resident charges of \$36 or 10% of the total bill;

AND FURTHER THAT the Board approve a 2% increase in the ice and room rentals per the attached Schedule of Fees effective September 1, 2021. Carried.

Attached is a proposed 2022/23 fee schedule that has an increase of 1% - 3% increase in fees to make the after-tax rates rounded to the nearest dollar to make collections easier and also makes advertising and discussion or rate easier.

Collection of one-off rentals has been an issue for the arena over the past few years and allowing them to pay cash, if needed, can ensure collection before the rental date has passed.

FINANCIAL IMPACT

This increase will increase overall rental revenue by approximately 1%.

RECOMMENDATION

THAT the Board approve the fee schedule as presented.

Respectfully submitted:

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



NORTH DUFFERIN COMMUNITY & RECREATION CENTRE FEES

Effective September 1, 2022



<u>ADVERTISING FEES</u>	
Arena Sign 4 ft x 4 ft	\$130/year*
Arena Sign 4 ft x 8 ft	\$180/year*
Roadside Sign when renting facility	\$40*/wk
Roadside Sign when NOT renting facility	\$70*/wk
Roadside Sign per additional week	10*
Zamboni Advertising (contact for details)	\$1,000/year*
Time Clock Advertising (contact for details)	\$400/year*

ICE RENTAL RATES

TYPE OF BILLING	CODE	HOURLY RATE (excluding HST)	HOURLY RATE (including HST)
*PRIME TIME PUBLIC	PRIME	\$150.44	\$170.00
NON PRIME TIME PUBLIC	NON PR	\$101.77	\$115.00
MINOR HOCKEY	HONMIN	\$132.74	\$150.00
FIGURE SKATING	HONFIG	\$132.74	\$150.00
FLOOR SURFACE (Summer, per hour)	FLOORA	\$53.10	\$60.00
FLOOR SURFACE & BOOTH (Summer, per hour)	FLOORB	\$66.37	\$75.00
PUBLIC SKATING	PUBLIC	FREE	FREE

*Prime Time – Monday – Friday 4:00 pm – 10:00 pm & Weekends & Holidays (All Day)

FACILITY RENTAL RATES

TYPE OF BILLING		DAY/HOURLY RATE (excl. HST)	DAY/HOURLY RATE (incl. HST)
NORDUFF HALL (Full Day > 6 hrs Licensed)*	NORDUF	\$429.20	\$485.00
NORDUFF HALL (Per Hour < 6 hrs Licensed)	NORDHR	\$53.10	\$60.00
NORDUFF HALL (Full Day > 6 hrs Non-Licensed)*	RECREA	\$305.31	\$345.00
NORDUFF HALL (Per Hour < 6 hrs Non-Licensed)	COMM	\$39.82	\$45.00
CHAIR RENTAL OFF-SITE, PER ITEM	CHAIR	\$2.65	\$3.00
TABLE RENTAL OFF-SITE, PER ITEM	COMM	\$10.62	\$12.00

*Deposit of \$200 for all hall rentals is refundable if no clean up required or damages incurred.

All hall rentals commence at the time the hall is required (including set up time) until the time it is vacated.

purchase insurance through the Township's insurance provider if they do not provide proof of insurance.

Donna Funston

From: Roseann Knechtel <rknechtel@mulmur.ca>
Sent: Monday, April 11, 2022 8:48 AM
To: Donna Funston
Subject: NDCC Board
Attachments: 11.2 NDCC Report.pdf

Hi Donna,

Please see attached report that went to Mulmur Council on April 6th, and the following motion that was passed below (for circulation to the NDCC Board).

Moved by Hawkins and Seconded by Boxem

THAT Council receive the report of Tracey Atkinson, CAO/Clerk/Planner and Heather Boston, Treasurer, NDCC Board of Management and motion of the NDCC Board of Management;

AND THAT Council supports the NDCC motion in principle;

AND THAT Council directs staff to make a one-time exception to the Joint Recreation Agreement removing the parklands and cenotaph from the 2022 NDCC Budget;

AND THAT Council request the Joint Recreation Committee reconvene to consider an amendment to the Joint Recreation Agreement to reflect proposed budgetary and compositional changes prior to the 2023 budget deadline of October 31, 2022;

AND THAT Council defer filling the citizen vacancy on the NDCC Board of Management and that the Mayor continue to attend in an ex-officio capacity for the remainder of the term to ensure representation and quorum are achieved;

AND FURTHER THAT a copy of this resolution be forwarded to the Township of Melancthon and NDCC Board of Management.

CARRIED.

Have a great day,

Roseann Knechtel, BA, MMC | Deputy Clerk / Planning Coordinator

Township of Mulmur | 758070 2nd Line East | Mulmur, Ontario L9V 0G8

Phone 705-466-3341 ext. 223 | Fax 705-466-2922 | rknechtel@mulmur.ca

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STAFF REPORT

TO: Council
FROM: Tracey Atkinson, CAO/Clerk/Planner
Heather Boston, Treasurer
MEETING DATE: April 6, 2022
SUBJECT: NDCC Board of Management

PURPOSE:

The purpose of this report is to present Council with a motion passed by the NDCC Board regarding the 2022 NDCC Budget and resignation of Mulmur's citizen representative, Keith Lowry.

BUDGET ANALYSIS:

The Township of Mulmur entered into a Joint Recreation Agreement with the Township of Melancthon for the operation and management of the North Dufferin Community Centre in 2017. The joint recreation agreement was amended and approved by each municipality in October, 2021.

As per the agreement, the two municipalities agree to joint operations and management of the NDCC which includes "all land, buildings, improvements, equipment and chattels".

In addition, the NDCC Board is responsible for presenting the annual budget to each Township for approval no later than October 31st.

At their regular meeting on March 14, 2022, the NDCC Board of Management passed the following motion:

-Moved by White, Seconded by Noble, the NDCC Board of Management recommends that the play structure and cenotaph repairs and maintenance be approved and paid by Mulmur Township. Further; the NDCC Budget be adjusted to reflect these changes. AND FURTHER; that this motion be sent to Melancthon and Mulmur Councils for each to approve. Carried.

FINANCIAL IMPACTS:

Costs associated with the NDCC parklands include but are not limited to grass cutting, maintenance and operation of the baseball diamond, play structure and cenotaph.

Baseball diamond rentals carry a potential revenue stream. Baseball diamond rates are set in the Township's user fees schedule and would be equal to those at the Mansfield Community Park.

Repairing the cenotaph would cost approximately \$5700. The Township of Mulmur has \$8160 allocated in the 2022 budget for Cemetery-Rehab & Repair. No additional cost to the Township would be incurred in 2022.

The Township budgeted \$50,000 as a transfer to the NDCC Building Reserve in 2022 that can be used for the replacement of the Honeywood play structure.

VACANCY ANALYSIS:

At the regular Council meeting on February 2, 2022 Council discussed the NDCC Board. Mayor Horner confirmed her willingness to attend NDCC Board meetings as ex-officio to ensure quorum is achieved. Council passed the following motion:

Moved by Boxem and Seconded by Clark

THAT Council receive the report of Tracey Atkinson regarding NDCC updates, and that staff be directed to:

- advertise to fill the representative's vacancy for a Mulmur representative to ensure that the Board has sufficient members to maintain quorum;
- monitor the grant application for redevelopment of the NDCC facility and meet with Melancthon staff to discuss changes to the agreement that may be necessary should the Townships be successful on the grant application.

AND THAT Council expresses grave concern with the January motion of Melancthon Council and ask for clarification as to what "full-scale review of our participation in the Agreement" means in light of the work done over the past year to develop a working partnership with Melancthon to move forward in the redevelopment of the NDCC facility.

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

CARRIED.

On March 30, 2022, Keith Lowry, one of Mulmur's citizen representatives on the NDCC Board of Management, tendered his official resignation. It is noted that the Township of Melancthon currently has two citizen vacancies on the NDCC Board.

Mulmur continues to experience difficulties maintaining citizen representation on the NDCC Board and Advisory Committees. Boards and Committees are experiencing a decrease in attendance, difficulties achieving quorum and the inability to fill vacant positions. The current NDCC Board Composition, as detained in the Agreement is as follows:

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).

Greater Council representation on the NDCC Board of Management would address the difficulties currently facing the Township in securing and maintaining citizen representation, as well as ensure fiscal accountability for the use of taxpayers dollars.

Citizen representation continues to be a valued contribution to the operation and management of the NDCC Board. Current appointments expire on November 14, 2022 with the current term of Council. Compositional changes would ensure the continued operation of the NDCC Board of Management within election years and maintain quorum while also maintaining a level of citizen involvement from each municipality.

STRATEGIC PLAN ALIGNMENT:

1. Growing a Prosperous Mulmur: Responsibly managing the fiscal resources of Mulmur and providing opportunities for success.
3. Growing a Supportive Mulmur: Providing local services to support the needs of Mulmur residents and businesses.

RECOMMENDATION:

THAT Council receive the report of Tracey Atkinson, CAO/Clerk/Planner and Heather Boston, Treasurer, NDCC Board of Management and motion of the NDCC Board of Management;

AND THAT Council supports the NDCC motion in principle;

AND THAT Council directs staff to make a one-time exception to the Joint Recreation Agreement removing the parklands and cenotaph from the 2022 NDCC Budget;

AND THAT Council request the Joint Recreation Committee reconvene to consider an amendment to the Joint Recreation Agreement to reflect proposed budgetary and compositional changes prior to the 2023 budget deadline of October 31, 2022;

AND THAT Council defer filling the citizen vacancy on the NDCC Board of Management and that the Mayor continue to attend in an ex-officio capacity for the remainder of the term to ensure representation and quorum are achieved;

AND FURTHER THAT a copy of this resolution be forwarded to the Township of Melancthon and NDCC Board of Management.

Respectfully submitted,

Tracey Atkinson

Tracey Atkinson, CAO/Clerk/Planner

Heather Boston

Heather Boston, Treasurer

Schedule A – NDCC Motion

Schedule B – Keith Lowry Resignation Letter



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
MINUTES
MONDAY, MARCH 14, 2022 – 7:00 P.M.**



-Moved by White, Seconded by Noble, the NDCC Board of Management recommends that the play structure and cenotaph repairs and maintenance be approved and paid by Mulmur Township. Further; the NDCC Budget be adjusted to reflect these changes. AND FURTHER; that this motion be sent to Melancthon and Mulmur Councils for each to approve. Carried.

Subject: FW: Resignation from the Board of Management

From: Keith Lowry

Date: March 30, 2022 at 3:49:05 PM EDT

To: jhorner@mulmur.ca, dfunston@melancthontownship.ca

Subject: Resignation from the Board of Management

This email is my formal statement of resignation from the Board of Management of the North Dufferin Community Centre.

As first a councillor and then a Mulmur community representative it has been both an honour and a pleasure to work with the other members of the Board. However I now feel that I should step away from this work to allow fresh perspectives and new voices to lead the Board forward.

I want to commend the Tupling family, Bert and Chester, for their commitment, support, contributions and leadership in their almost sixty years of involvement with the NDCC.

As Council representatives both Dave Besley and Patty Clark have proved their value both to the Board and to their Councils, and in Patty's case her leadership in assessing and promoting the broader issue of recreation across the township.

The Board has benefitted from the involvement and investment of Donna Funston and Heather Boston in their roles. I give extra points to Donna for her ability to wrangle cats (oops, convene meetings) and to capture the essence of my various motions and comments.

I appreciated the statements from both Mayors, Janet Horner and Darren White, in their assurances of support for the future of the NDCC.

It is my firm belief that only a community-biased, community-based and user-informed Board will ensure the viability and vibrancy of the North Dufferin Community Centre to the benefit of both residents of and visitors to our region.

Keith Lowry



STAFF REPORT

TO: Council
FROM: Roseann Knechtel, Deputy Clerk
MEETING DATE: May 4, 2022
SUBJECT: Pickleball Courts

PURPOSE:

The purpose of this report is to advise Council of the possibility of establishing pickleball courts in Mulmur.

BACKGROUND:

As part of the Council Agenda Package for the April 6, 2022 meeting, Council received correspondence from a resident requesting the municipality investigate the construction of pickleball courts in Mansfield. Council provided the following direction:

15.13 Resident Request: Pickleball

Direction was given to staff to direct item 15.13 to the Mansfield Parks Committee for discussion and recommendation to Council to be considered at a future Council meeting.

Pickleball is also identified in Mulmur's Recreation Master Plan as:

- A potential programming opportunity (Section 4.3)
- A future indoor recreation opportunity (Section 6.3)
- A future outdoor recreation opportunity (Section 8.4)

The following recommendation was made as part of Mulmur's Recreation Master Plan for medium term, year 6 completion, being 2027:

- 37.** As new parkland is developed in Mansfield, consider planning for the development of new multi-use courts in the medium or long term for local use. A multi-use court facility can accommodate a variety of court sports, including tennis, pickleball, and basketball.

ANALYSIS:

Following Council's direction, a survey was conducted as part of the April Newsletter to survey resident's interest in Pickleball. The Township received 67 responses with 89.55% (60 respondents) showing interest in utilizing a pickleball court somewhere in Mulmur.

The Mansfield Parks Committee met on April 20, 2022 and discussed the establishment of pickleball courts in Mansfield and passed the following motion:

Moved by Pendleton and Seconded by Little

THAT the Committee does not support the development of pickleball courts on the Thomson Trail Park basketball courts at this time;

AND THAT the Committee recommend pickleball courts be located at the NDCC;

AND THAT the Committee recommend staff apply for grants for the creation of stand-alone pickleball courts in Mansfield.

CARRIED.

Mansfield Outdoor Court: Purchasing pickleball materials through the tax levy would require administrative oversight to organize rentals (availability, pick up, drop off, payment etc) to ensure access for all residents in Mulmur. The Township does not currently rent the basketball court, and therefore cannot guarantee its availability. There are concerns with establishing a permanent pickleball court on the basketball pad, and the potential conflict it could pose between users.

The development of a standalone single outdoor pickleball court would cost approximately \$50-\$75,000. The development of a multi-purpose tennis court would cost approximately \$125,000 and would allow for 1, 2 or 4 pickleball ball courts in addition to the tennis court use.

The Township will continue to apply for grants for the development of tennis and pickleball multi-purpose courts in Mansfield.

North Dufferin Community Centre Indoor Court: The NDCC facility is currently underutilized outside of the ice rental season. The NDCC Board of Management recognizes there is an opportunity to rent the facility during the summer for sports such as pickleball but are not interested in leading recreational programs.

The NDCC facility is staffed and available for hourly rentals by residents. The NDCC Board of Management could consider purchasing equipment based on rental rates and cost recovery.

The Township has applied for the 2022-2023 Seniors Community Grant from the Ontario Ministry for Seniors and Accessibility. If successful, the grant will provide the Township the funding to purchase supplies for 3 pickleball courts (portable nets, paddles and balls), rent the arena floor from the NDCC and run a free 11 week "Learn to Pickleball" program from July – September 2022. If unsuccessful, portable pickleball equipment (1 net, 4 paddles, 4 balls) can be purchased for approximately \$650.00 plus HST.

STRATEGIC PLAN ALIGNMENT:

2. Growing a Connected Mulmur - Action 3: Pursue opportunities identified in the Recreation Study
3. Growing a Supportive Mulmur – Action 3: Conduct community conversations to better understand the needs of residents in hamlets

RECOMMENDATION:

THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Pickleball Court Report;

AND THAT Council supports the creation of a Learn to Pickleball program at the North Dufferin Community Centre subject to grant funding;

AND THAT Council recommends the North Dufferin Community Centre Board of Management consider purchasing portable pickleball nets, paddles and balls if funding is not secured through the 2022 Seniors Community Grant;

AND FURTHER THAT Council direct staff to apply for funding as it becomes available for the creation of a multi-purpose racquetball court to be located in Mansfield.

Respectfully submitted,

Roseann Knechtel

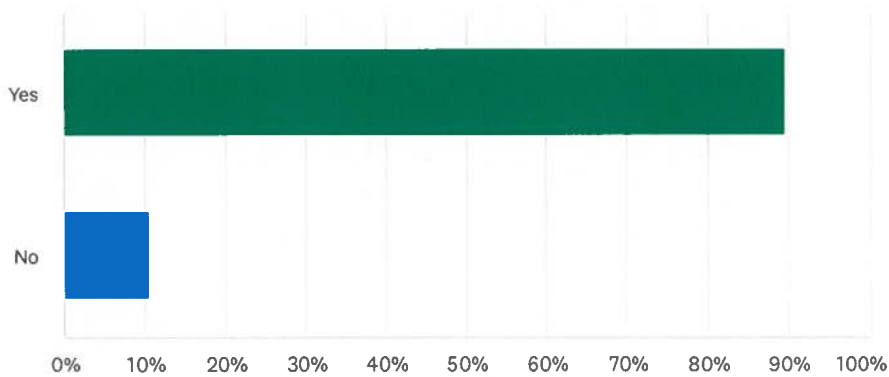
Roseann Knechtel, Deputy Clerk

Schedule A – Pickleball Survey Results

Pickleball Survey

Q1 Would you use a pickleball court in Mulmur?

Answered: 67 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	89.55%	60
No	10.45%	7
Total Respondents: 67		

Donna Funston

From: Denise Holmes
Sent: Friday, April 22, 2022 3:01 PM
To: Donna Funston; Tracey Atkinson; Roseann Knechtel
Subject: RE: NDCC April 13 motion

Hi Donna,

At the meeting of Council held on April 21, 2022, Council reviewed the NDCC motion and passed the following motion:

Moved by Mercer, Seconded by McLean

Be it resolved that: "Council accept the motion from the NDCC and approve the increase of \$20,000.00 to the 2022 draft NDCC budget, for the purchase of a soft controller for the brine pump and directs the Treasurer to fund the extra costs from the applicable Township reserve fund." **Carried.**

Thank you.

***Denise B. Holmes, AMCT
CAO/Clerk, Township of Melancthon
519-925-5525 Ext. 101***

From: Donna Funston <dfunston@melancthontownship.ca>
Sent: Thursday, April 14, 2022 3:00 PM
To: Denise Holmes <dholmes@melancthontownship.ca>; Tracey Atkinson <tatkinson@mulmur.ca>; Roseann Knechtel <rknechtel@mulmur.ca>
Subject: NDCC April 13 motion

Please find attached a motion from the NDCC meeting on April 13, 2022.

Thanks,
Donna



Donna Funston | Administration and Finance Assistant | Township of Melancthon |

dfunston@melancthontownship.ca | PH: 519-925-5525 ext 103 | FX: 519-925-1110 | www.melancthontownship.ca |

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Donna Funston

From: Denise Holmes
Sent: Friday, April 22, 2022 10:12 AM
To: Douglas Read
Cc: Donna Funston
Subject: Appointment to NDCC Board

Good morning Doug,

At the meeting of Council held on April 21, 2022, the following motion was introduced and passed:

Moved by Neilson, Seconded by McLean

Be it resolved that: "Council appoint Douglas Read to the North Dufferin Community Centre Board of Management for the remainder of the term of Council." **Carried.**

I have copied Donna Funston on this email, as she is the Secretary of the Board, and she will be sending you out the Agenda for the next meeting on May 11th, 2022 at 7:00 p.m.

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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Donna Funston

From: Denise Holmes
Sent: Monday, April 11, 2022 4:05 PM
To: Donna Funston
Cc: Tracey Atkinson; Heather Boston
Subject: NDCC Resolution
Attachments: NDCC Motion - March 14, 2022.pdf

Hi Donna,

At the meeting of Council held on April 7, 2022, the motion from the NDCC Board of Management was reviewed and the following motion was introduced and passed:

Moved by Mercer, Seconded by Neilson

Be it resolved that: "Council concur with the recommendation from the NDCC Board of Management and that the play structure, cenotaph repairs and maintenance be approved and paid for by Mulmur Township. And further, that the NDCC 2022 Budget be adjusted to reflect these changes." **Carried.**

Should you have any questions regarding the above motion, please don't hesitate to contact me.

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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The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: www.melancthontownship.ca

Email: info@melancthontownship.ca

April 22, 2022

Corporation of the Township of Mulmur
758070 2nd Line E
Mulmur, Ontario
L9V 0G8

Attention: Tracey Atkinson, CAO/Clerk/Planner

Dear Ms. Atkinson:

Re: North Dufferin Community Centre

At the meeting of Council held on April 21, 2022, the following motion was introduced and passed:

Moved by White, Seconded by Mercer

Be it resolved that: "The Council of the Corporation of the Township of Melancthon defer any decisions on its participation in the North Dufferin Community Centre until such time as the 2022 Election is complete." **Carried.**

With regards to the above motion, this would include any decisions regarding the full-scale review of the NDCC Agreement, the NDCC renovation project and the Joint Recreation Sub-Committee.

Should you have any questions regarding the above, please do not hesitate to contact me.

Yours truly,

Denise B. Holmes, AMCT
CAO/Clerk