

**CENTRE DUFFERIN RECREATION COMPLEX**  
**BOARD OF MANAGEMENT**

**Minutes of the Regular meeting held April 25, 2018 at the CDRC**

Attendance:	Dan Sample	Shelburne
	Randy Chambers	Shelburne
	AJ Cavey	Shelburne
	Laura Ryan	Mono
	Chris Gerrits	Amaranth
	Heather Foster	Amaranth
	Janice Elliott	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager

Regrets: Darren White and Steve Anderson

Meeting called to order by Chairman, Chris Gerrits at 6:00pm  
A quorum was present.

**Declaration of Pecuniary Interests:**

Chairman, C. Gerrits stated that if any member of the board had a disclosure of pecuniary interest that they could declare the nature thereof now or at any time during the meeting.

**Agenda:**

Add two (2) items to New Business: 1) Pay Equity and Salary Review; 2) A request to use gravel parking area

**MOTION #1** – Moved by J. Elliott seconded by D. Sample. Be it resolved we approve the agenda dated April 25, 2018 as circulated with additions.

Carried

**Discussion of Minutes of Previous Meetings:**

**MOTION #2** – Moved by D. Sample seconded by J. Elliott. That the minutes of the CDRC Board of Management regular board meeting held March 20, 2018 be approved as presented and circulated.

Carried

**Finance Committee Report:**

**MOTION #3** – Moved by J. Elliott seconded by D. Sample. That the bills and accounts as presented in the amount of \$68,270.70 be approved and paid.

Carried

**Pool Committee Report:**

Eight (8) interviews were conducted for the Seasonal Day Camp Leader on Friday, April 13, 2018. Prior to the start of the board meeting, one (1) Seasonal Lifeguard/Instructor interview was conducted.

**MOTION #4** – Moved by D. Sample seconded by J. Elliott. Be it resolved that the CDRC Board of Management hires the following for the 2018 contract seasonal summer positions: Day Camp Leader-Sierra Davis, Sarah Webber, Ashley Harding, Larissa Gill and Emma Holmes; Lifeguard/Instructor-Laura Wagstaff.

Carried

**MOTION #5** – Moved by R. Chambers seconded by D. Sample. That we receive the verbal report from the Pool Committee.

Carried

**Human Resource Committee Report:**

C. Gerrits and L. Ryan along with Tonya Wilson from Ward & Uptigrove conducted CDRC Management Staff performance reviews on April 13, 2018.

CDRC Human Resource files will not be stored at the Town of Shelburne municipal office in the future. The Board will have to determine how the files will be stored confidentially.

**MOTION #6** – Moved by L. Ryan seconded by D. Sample. That we receive the verbal report from the Human Resource Committee.

Carried

**New Business:**

**Pay Equity and Salary Review:**

There is no record of Pay Equity compliance for CDRC employees on record. Discussion with Ward & Uptigrove Consulting have offered their services to bring the Board in compliance with this legislation. Cost estimate \$3,000-\$5,000.

**MOTION #7** – Moved by R. Chambers seconded by J. Elliott. That the Chair be authorized to engage Ward & Uptigrove to assess current compliance with pay equity legislation and make recommendations on actions required; And further that a report be brought back to the Board detailing financial and administrative impact of approving recommendations.

Carried

**Facility Administration Manager's Report:**

See Schedule A

**MOTION #8** – Moved by L. Ryan seconded by R. Chambers. That we receive the report from the Facility Administration Manager.

Carried

**Facility Maintenance Manager’s Report:**  
See Schedule B

**MOTION #9** – Moved by R. Chambers seconded by D. Sample. That we receive the report from the Facility Maintenance Manager.

Carried

**New Business:**

**Request to Use Gravel Parking Area:**

A request has been received from Kayla McLarty & Josh Squigna to use the gravel parking area on for a pick-up and drop-off location on May 5, 2018. Staff given direction to allow request.

**Confirmation by By-law**

**MOTION #10** – Moved by J. Elliott seconded by D. Sample. Be it resolved that leave be given for the reading and enacting of by-law #04-2018 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held April 25, 2018.

Carried

**Adjournment:**

**MOTION #11**-Moved by D. Sample seconded by R. Chambers. That we now adjourn at 6:49pm to meet again on May 23, 2018 at 6:00pm, or at the call of the chair.

Carried

\_\_\_\_\_  
Secretary - Treasurer

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Dated

SCHEDULE 'A'

Facility Administration Managers Report – April 25, 2018

Pool and Camp:

Eight (8) offers of employment have been accepted for the seasonal lifeguard positions offered. Two (2) of the Assistant-Head Lifeguard offers were declined. One is available as casual-weekends. There are 2-3 casual. We will consider moving one or two of the lifeguard/instructors up to the Assistant-Head position. At this time, we feel we will have enough staff.

Eight (8) Seasonal Summer Day Camp Leader interviews were conducted on Friday, April 13, 2018.

I met at County of Dufferin Community Services (CDCS) on Friday, April 6<sup>th</sup>. The County will pay all start up registration and training costs to have CDRC management and summer day camp staff trained in High Five program. The cost is approx. \$1,600.00.

Tim Hortons will sponsor \$700 towards Free Public Swimming this summer

Canada Summer Jobs (CSJ) 2018 has been approved for five (5) positions. Each position eight (8) weeks and 30 hours per week = \$8,400.00

Arena Floor Rentals:

Shelburne Shooters Ball Hockey started April 10<sup>th</sup>. Shelburne Minor Lacrosse started April 17<sup>th</sup>. Ladies ball hockey and a men's ball hockey group are planning to start in May.

Heritage Music Festival

I attended a Rotary/Heritage Music Festival meeting on April 19<sup>th</sup> and the Rotary Club announced the weekend of events they are planning. New features: the Fiddle Contest will be a one day event on Saturday only starting at 10am. Rotary is planning live music and beer gardens at the Fiddle Park on Saturday afternoon after the parade until approx. 6:30pm. The Friday night headlining band will be announced on May 1<sup>st</sup>.

General/New Business:

- Zumba fitness has cancelled the program effective immediately. Rena ran the class for approx. 6 years.
- Marty and I are registered and scheduled to attend the ORFA Professional Development Event 2018 in Guelph April 30-May 3
- The set of hockey nets were auctioned off and sold for \$500 plus HST
- A second Point of Sale (POS-debit) terminal is required, to be used at the reception desk

Action Items

- Continuing to research recreation management software options for pool and camp registration and facility rental bookings. Will present a report at the May meeting along with a budget cost for 2019.

Kim Fraser  
Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report –April 25, 2018

SAFETY:

There were no safety incidents.

ARENA:

Roof repair complete \$4,700.00 March 21-23 2018. No leaks noticed since repair.

BUILDING:

Food Safety Inspection of the Concession Booth on April 9, 2018. No issues

POOL

GROUNDS:

GENERAL INFORMATION:

All hydro surge repairs or quotes complete.

Independent insurance claim adjuster came by we had walk through for hydro surge claim we could **possibly** be compensated for loss revenue and additional labour accrued. Estimated damage cost is \$18,800.00

Ice plant shut down April 1 2018

Easter extravaganza seems to have gone well no issues

Arena ice removal went well, floor cleaned and painted for summer activities.

Beginning on pool maintenance, dressing rooms cleaned, painting and caulking.

Repair lacrosse shot clock (horn replacement)

CDRC Stair enclosure Criterium in process of developing a drawing for permit and RFP

Weather is putting strain on budget additional dressing rooms heating and the continued need of plow services.

Youth posting for arena sent out to CDDHS and on Facebook

New business

Staff-One (1) part-time operator has given permanent notice. A second part-time staff requires short term leave.

Marty Lamers

Facility Maintenance Manager