

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

**Minutes of the Regular meeting held April 26, 2017 at the CDRC**

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

Absent: W. Benotto

Meeting called to order by Chair, Chris Gerrits at 5:30pm.  
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:**

**MOTION #1** – Moved by J. Elliott seconded by R. Webster. Be it resolved we approve the agenda dated April 26, 2017 as amended and presented.  
Carried

**Discussion of Minutes of Previous Meetings:**

**MOTION #2** – Moved by J. Elliott seconded by R. Webster. That the minutes of the CDRC Board of Management regular board meeting held March 22, 2017 be approved as presented and circulated.  
Carried

**New Business:**

**Audit Review-BDO Proposal:**

Further to discussion from the last meeting regarding some Federal and Provincial grants may be dependent on the level of financial audit. Randy Chambers presented a Proposal for External Review Services from BDO. There are three (3) levels of service: Compilation, Review and Audit. After further discussion the following motion was presented.

**MOTION #3** – Moved by R. Chambers seconded by D. Sample. That the proposal from BDO for an Audit Review in the amount of \$4,500.00 be approved. And further that BDO and the Treasurer of the Town of Shelburne be advised.  
Carried

**Correspondence:**

- Letter from the Township of Amaranth that Council supports the CDRC 2017 Budget, with the capital roof portion of \$9,750.00 being retained in Amaranth budget (in a reserve), until required by the CDRC.

The consensus of the group felt that CDRC budget is not approved. L. Ryan will speak to John Telfer for his opinion.

**MOTION #4** – Moved by R. Webster seconded by J. Elliott. That correspondence is received and placed on file.

Carried

**Finance Committee Report:**

After review, R. Chambers requested that if there are any variances within the budgeted figures, that they be addressed at the next board meeting.

**MOTION #5** – Moved by L. Ryan seconded by R. Webster. That the bills and accounts as presented in the amount of \$105,441.21 be approved and paid.

Carried

R. Chambers leaves at 5:55pm

**Old Business:**

**UGDSB-Shared Parking Review:**

Representatives from the UGDSB, Jennifer Passy, John Veit and Trevor Favretto addressed the CDRC Board of Management to review and evaluate the progress of the Proposed Traffic Plan for Shared Driveway that was implemented in August 2016.

Positive steps forward: Implementing safety patrollers, upgrading of the walking path and the UGDSB would like the placement of the concrete blocks to improve the overall safety.

Areas to address: Police presence and ticketing, increase communication to school families and inquire about towing.

The Board to review the additional snow removal and sanding costs to the CDRC to maintain the gravel parking area at the May meeting.

The UGDSB is invited to attend the June 28, 2017 CDRC Board meeting. Invitation is extended to Board Trustee, Lynn Topping.

**MOTION #6** – Moved by D. Sample seconded by J. Elliott. That the CDRC allow the UGDSB to place concrete blocks as per the 2016 agreement.

Carried

**Pool Committee Report:**

Interviews were conducted for the Seasonal Summer Day Camp and the remainder of the Seasonal Summer Lifeguard/Instructor positions on March 24, 2017. The following motion was presented:

**MOTION #7** – Moved by AJ Cavey seconded by D. Sample. Be it resolved that the CDRC Board of Management hires the following for the 2017 contract seasonal positions: Lifeguard/Instructor-Michaela Donato, Tiffany Hunt, Aidan Bruce, Holly Tremills, Cassie Galbraith, Hunter Millsap, Amanda Bruce and Alysha Bryant; Day Camp-Maddison Green, Emma Holmes, Megan Cooper and Natalie Brett.

Carried

**MOTION #8** – Moved by R. Webster seconded by J. Elliott. That we receive the report from the Pool Committee.

Carried

**Facility Maintenance Manager's Report:**

See Schedule A

See Schedule C

See Schedule D

**MOTION #9** – Moved by J. Elliott seconded by AJ Cavey. That we receive the report from the Facility Maintenance Manager.

Carried

**Facility Administration Manager's Report:**

See Schedule B

See Schedule E

**MOTION #10** – Moved by AJ Cavey seconded by L. Ryan. That we receive the report from the Facility Administration Manager.

Carried

**Easter Extravaganza Event:**

Dan Sample reported that despite the rainy weather, the Easter event went well. Everything was set up on time. Any outdoor activities were moved inside.

**Confirmation by By-law**

**MOTION #11** – Moved by AJ Cavey seconded by D. Sample. Be it resolved that leave be given for the reading and enacting of by-law #04-2017 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held April 26, 2017.

Carried

**Adjournment:**

**MOTION #12**-Moved by L. Ryan seconded by AJ Cavey. That we now adjourn at 7:07pm to meet again on May 24, 2017 at 5:30pm, or at the call of the chair.

Carried

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Secretary - Treasurer

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Chairperson

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Dated

SCHEDULE 'A'

Facility Maintenance Managers Report – April 26, 2017

SAFETY:

There were no safety incidents

CO detectors discussed with fire chief locations and called fire equipment server provider Mar 23 2017 also ongoing discussing with Shara. Report submitted

Further investigation on going

ARENA: Ice removed, shut down plant, some arena painting to brighten up.

BUILDING: Internet providing public WIFI not recommended at this time. Report submitted

POOL: Acapulco is working on pool no issues.

GROUNDS: Winter clean up. Lawn clean up

GENERAL INFORMATION: Daily activity log, Completed Certification part 2 for JHSC

ACTION ITEMS Working on SOPs (Standard operating Procedure)

Floor mopping, floor sweeping, cleaner additives, power scrubber, operating large doors. Produced an exit interview.

Marty Lamers

Facility Maintenance Manager

SCHEDULE 'B'

Facility Administration Managers Report – April 26, 2017

Seasonal Summer Hiring:

The Seasonal Summer Day Camp Leader interviews and the remainder of Lifeguard/Instructors interviews were conducted on Friday, March 24. Recommendation to hire will follow.

2017 Spring/Summer Recreation Guide

Distributed April 20, 2017

General:

Tim Hortons is sponsoring \$700 towards three (3) Free Public Swims this summer.

Will schedule an Ice User Group meeting in June

Preparing RFP information for Pro Shop rental space

I would like to investigate the cost to have a second point of sale terminal (debit machine). The CDRC has one that was located at the front reception. I moved it to the concession booth in December and it has proved to be extremely valuable in that location. Moving ahead to the summer programs, a terminal will be required at the front reception. As far as I understand it can be purchased out right or leased.

Currently the CDRC only accepts debit payments. I would like to look into accepting credit card payments.

Training

JHSC Part 2 Certification completed April 20 and 21.

ORFA courses May 1-5

Efficiency and Programs

I have communicated with Carol Maitland (Town of Shelburne) and other local clubs to begin investigating the ability to accept online registrations and payments.

Kim Fraser

Facility Administration Manager

SCHEDULE 'C'

**Date:** April 19, 2017  
**TO:** CDRC Board of Management  
**FROM:** Marty Lamers  
**RE:** Carbon Monoxide, Fire Plan and Confined Space

**ANALYSIS & RECOMMENDATION:**

Following our last CDRC Board meeting, I invited Shelburne Fire Chief Brad Lemaich for an onsite meeting on March 23, 2017 regarding CO detectors, the CDRC fire plan and confined space. For now, I have placed three (3) additional detectors in the facility. Brad suggested that I contact our fire monitor provider and see if something can be tied into the existing systems. Our fire monitoring provider (Georgian Bay Fire) is putting together a proposal. I also contacted the Dufferin County Health and Safety Advisor, Shara Bagnell who provides the CDRC with our fire plan and Grand Valleys plan as well. Shara will be either incorporating a CO plan into our fire plan or make a new plan regarding the CO. I have also contacted Olympia for annual servicing and discussing emission testing schedules. I will also have the Olympia gas powered edger serviced as well.

Brad had his first full tour of the facility and we discussed our fire plan. Brad made a couple of recommendations: to update contact information and to provide a detailed plan of the arena in the binder. (An updated plan is now in binder) and I will ask Shara to update the contact information. Brad also noticed the exhaust hood in the concession booth was past next recommended cleaning. (Done).

Discussing confined space with Brad: Shelburne does not a hazmat department. Orangeville would need to be contacted for that service level. It would be the chiefs call to enter the compressor room to retrieve someone in a SCBA (self contained breathing apparatus) if needed. The congestion of the room does not allow a retrieval system to be put in place and work would never be initiated if ammonia was detected. The pool is considered a confined space when empty as possible fumes and gases from equipment could enter the pool. Assessment of conditions should be done before entering the empty pool. Solutions-monitor and provide air circulation with a large fan. The filter pit requires a retrieval system and monitoring if workers need to enter the empty pit. I have talked with the Town about using their gas monitor when work is required in the pit and have also installed a retrieval system in the pool pump room.

Now that items are in place I will make up a SOP (standard operating procedure) for the confined spaces and provide training.

**ATTACHMENTS:** Quotation from Georgian Bay Fire & Safety

Respectfully submitted,  
Marty Lamers  
Facility Maintenance Manager

SCHEDULE 'D'

**Date:** April 19, 2017  
**TO:** CDRC Board of Management  
**FROM:** Marty Lamers and Kim Fraser  
**RE:** Public Wifi Usage

**FINANCIAL/STAFFING IMPLICATIONS:** Minimum \$900/annually. Plus any applicable installation charges.

**ANALYSIS & RECOMMENDATION:**

With the current internet service and speed that we have, allowing public access will negatively affect and interrupt CDRC internet needs. Bell does not recommend any more and 3-4 devices using the service and we already exceed that. There are potential security issues as well.

To effectively provide public wifi usage in the lobby area, a second service is required. The minimum cost for a second service will be approx. \$900.

It is recommend that a second service not be installed and that we revisit this when fiber optics is available in Shelburne.

Respectfully submitted,  
Marty Lamers and Kim Fraser  
Facility Maintenance and Administration Managers



SCHEDULE 'E'

**Date:** April 19, 2017  
**TO:** CDRC Board of Management  
**FROM:** Kim Fraser  
**RE:** CPJHL Proposal to Establish a Hockey Franchise in Shelburne

**FINANCIAL IMPLICATIONS:** Up to 6 hours practice/week. 1 or 2 home games/week, 3 hours each, 24 games.

**ANALYSIS:**

Speaking to both Stephane Laveault and Pat Lacelle, they would like to establish a Shelburne team in CPJHL (Canadian Premier Junior Hockey League) as Shelburne fits well within the foot print of other teams in the league. Other teams located in Smith Falls, Colborne, Barry's Bay (north of Muskoka), Bracebridge, Port Elgin, Cold Water, Creemore, Markdale and Seaforth.

They would be using some daytime practice ice and weekly home games. They will want a designated dressing room area.

I contacted three (3) arenas that had teams last season-Markdale, Angus and Coldwater. All gave good references with no major issues.

The concern is, can the CDRC accommodate another team of this nature at this time. Marty and I spoke to Jenya and he is planning to return next season and he is planning to have pre-schedule games with other teams next season.

CDDHS has confirmed they will have an academic skills program in September, using daytime ice.

**RECOMMENDATION:** Without disrupting current CDRC users, the CDRC cannot fit the CPJHL needs. Review again for 2018-2019 season.

Respectfully submitted,  
Kim Fraser  
Facility Administration Manager