

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

**Minutes of the Regular meeting held April 27, 2016 at the CDRC**

Attendance:	Walter Benotto	Shelburne
	Wade Mills	Shelburne
	Dan Sample	Shelburne
	Heather Foster	Amaranth
	Ralph Manktelow	Mono
	Janice Elliott	Melancthon
	Ron Webster	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager

Absent: C. Gerrits and AJ Cavey  
Meeting called to order by Chair, Walter Benotto at 6:00pm.  
A quorum was present.

**Declaration of Pecuniary Interests:**

Walter Benotto 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 D. Sample. Be it resolved we approve the agenda dated April 27, 2016 as circulated and presented.  
Carried

**Discussion of Minutes of Previous Meetings:**

**MOTION #2** – Moved by R. Webster seconded by W. Mills. That the minutes of the CDRC Board of Management regular board meeting held March 30, 2016 be approved as presented and circulated.  
Carried

**Correspondence:**

- Letter from the Township of Amaranth accepting the 2016 CDRC Budget

**MOTION #3** – Moved by D. Sample seconded by J. Elliott. That correspondence is received and placed on file.  
Carried

**Finance Committee Report:**

**MOTION #4** – Moved by W. Mills seconded by D. Sample. That the bills and accounts, as presented in the amount of \$54,527.56 be approved and paid.  
Carried

**Facility Administration Manager's Report:**

See Schedule A

**MOTION #5** – Moved by D. Sample seconded by J. Elliott. That we receive the report from the Facility Administration Manager.

Carried

**MOTION #6** – Moved by J. Elliott seconded by D. Sample. That the CDRC Board of Management approves the request of Althea Casamento to use a portion of the paved parking area to accommodate food trucks for the “Wedding Show” event on October 1, 2016 provided the parking area is left in a clean state and the Town of Shelburne removes any refuse.

Carried

R. Manktelow arrives at 6:20pm

**Facility Maintenance Manager's Report:**

See Schedule B

**MOTION #7** – Moved by D. Sample seconded by R. Webster. That we receive the report from the Facility Maintenance Manager.

Carried

**MOTION #8** – Moved by J. Elliott seconded by D. Sample. That the CDRC Board of Management authorizes staff to proceed with a Request for Proposals for repairs for the roof as included in the 2016 CDRC Budget.

Carried

**In Camera Session:**

**MOTION #9** – Moved by W. Mills seconded by D. Sample. Be it resolved that the Board move into a closed session meeting pursuant to section 239 of the Municipal Act, 2001, as amended for the following reason(s):

Litigation or potential litigation, including matters before administrative tribunal, affecting the local board.

Carried

**MOTION #10** – Moved by D. Sample seconded by W. Mills. That the CDRC Board of Management rise from “In Camera” with no report at 6:35pm.

Carried

**Confirmation by By-law**

**MOTION #11** – Moved by J. Elliott seconded by W. Mills. Be it resolved that leave be given for the reading and enacting of by-law #05-2016 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held April 27, 2016.

Carried

**Adjournment:**

**MOTION #12** - Moved by R. Webster seconded by J. Elliott. That we now adjourn at 6:37pm to meet again on May 25, 2016 at 6:00pm, 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 Administration Managers Report – April 27, 2016

Pool & Day Camp:

- Head Lifeguard, Emily Francis is scheduled to start on Monday, May 9, 2016
- Head Day Camp Counselor, Hannah Francis will also begin working on a casual basis until mid-June
- Summer pool and camp registrations will open Monday, May 16<sup>th</sup> from approx. 9am-4:30pm (Monday-Friday).
- Three local area schools have booked pool rentals during the last three weeks of school
- DCAFS (Dufferin Child & Family Services) have invited the CDRC to share information at an evening of summer camp opportunities on Tuesday, May 24<sup>th</sup> from 6:30-8:30pm
- As well, DCAFS have invited the CDRC to be interviewed on an upcoming taping of DCAFS Connecting Community, Rogers show on Monday, May 9<sup>th</sup> in Orangeville. The show will be about Summer Tips and a segment about what activities are available for kids and youth during the summer. The episode will air in June.
- I have received information on a Tim Hortons Free Summer Swim program with a budget of \$500. Currently, RBC sponsor \$250 for a Free Family Swim on July 1<sup>st</sup>. I am considering a couple of dates. Saturday, August 6<sup>th</sup> (Fiddle weekend) being one. Completed schedules are due May 1<sup>st</sup>.

Courses:

- The JHSC Certification (Joint Health & Safety) requested in April was cancelled. We (Tyler and I) are looking at other upcoming dates that are being offered.

Events:

- Althea Casamento (Acce Photography) has submitted a proposal (see attached) to host a Wedding Show at the CDRC on October 1, 2016. She would like permission to include the food vendors as she did at the last event held April 23<sup>rd</sup>.

Heritage Music Festival (Fiddle Weekend):

- We have been working with the Shelburne Fire Chief and organizers of the Jim Cuddy concert on a seating floor plan, scheduled for Friday, August 5<sup>th</sup>.
- To allow for maximum seating, they are considering serving alcohol from the lobby
- If alcohol is being served at this event, should Paid duty police officers be required?

Kim Fraser  
Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report – April 27 2016

SAFETY:

There were no incidents.

April fire alarms, extinguishers and emergency lighting inspections have been completed. Tyler Cardella volunteered as worker health and safety rep.

TSSA Elevator inspection 4 issues. Service supplier needs to comply. Called supplier April 6, 2016

Also E-mail

ARENA:

Plant shut Down by Technician

Ice removed Saturday April 2, 2016- no issues

Lines painted for lacrosse and ball hockey

BUILDING:

RFP for Roof - Seeking RFP approval to proceed.

Some painting and fixing.

POOL:

Have contacted Acapulco Pools just to keep in loop, waiting on weather.

GROUNDS: Some spring cleanup outside.

GENERAL INFORMATION:

Tyler Cardella has passed CPO course. Basic refrigeration will be September 12 due to location and availability.

New Business:

LED Lighting information

Marty Lamers

Facility Maintenance Manager