

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the regular meeting held April 9, 2014 at the CDRC

Attendance:	Brian Besley	Amaranth
	Geoff Dunlop	Shelburne
	Randy Chambers	Shelburne
	Walter Benotto	Shelburne
	AJ Cavey	Shelburne
	Bill Hill	Melancthon
	Kim Fraser	Facility Administration Manager
	Rick Thompson	Facility Maintenance Manager

Absent: L. Ryan, R. Webster, H. Foster

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

Agenda:

Add to Old Business: Rzone Policy

MOTION #1 – Moved by R. Chambers seconded by B. Hill. Be it resolved we approve the agenda dated April 9, 2014 as amended and presented.

Carried

Declaration of Pecuniary Interests:

Brian Besley 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.

Discussion of Minutes of Previous Meetings:

MOTION #2 – Moved by R. Chambers seconded by B. Hill. That the minutes of the CDRC Board of Management regular board meeting held February 12, 2014 be approved as presented and circulated.

Carried

Correspondence:

- Letter from SDAS advising that they will not be using the CDRC for the up coming 2014 Fall Fair.
- Invitation to the Annual EDC Breakfast-April 24th 7:00am at Legion

MOTION #3 – Moved by B. Hill seconded by R. Chambers. That correspondence is received and placed on file.

Carried

Finance Committee Report:

The CDRC Financial Statements ending December 31, 2013 are completed and have been received. Finance chairman will validate the CDRC records with the report.

MOTION #4 – Moved by B. Hill seconded by R. Chambers. That the bills and accounts in the amount of \$105,868.58 be approved and paid.

Carried

G. Dunlop leaves at 6:05pm

Pool Committee Report:

MOTION #5 – Moved by AJ. Cavey seconded by B. Hill. Be it resolved that the CDRC Board of Management hires the following for the 2014 contract seasonal positions: Head Lifeguard-Lauren Brett; Assistant Head Lifeguards-Kristy Dolson and Allison Whitten; Day Camp Coordinator-Amelia Pendleton and Day Camp Support Staff-Brittany Armitage.

Carried

MOTION #6 – Moved by AJ Cavey seconded by R. Chambers. That we receive the verbal report from the Pool Committee.

Carried

G. Dunlop returns at 6:10pm

Hall of Fame Committee Report:

Nomination for the Shelburne and District Sports Hall of Fame are now closed. Six (6) new nominations were received along with six (6) nominations from last year to consider. The committee will schedule a meeting shortly to review all nominations and the program. The intention will to continue with the same format as last year and have the ceremony on Canada Day.

MOTION #7 – Moved by Geoff Dunlop seconded by W. Benotto. That we receive the verbal report from the Hall of Fame Committee.

Carried

Facility Administration Manager's Report:

See Schedule A

MOTION #8 – Moved by W. Benotto seconded by G. Dunlop. That we receive the report from the Facility Administration Manager.

Carried

Facility Maintenance Manager's Report:

See Schedule B

MOTION #9 – Moved by W. Benotto seconded by G. Dunlop. That the Board approves our Facility Maintenance Manager entering into an agreement with Jutzi for supply feed controller and chemicals for the condenser with the cost not to exceed \$2,538.00 plus HST.

Carried

Rick advised the Board that the Olympia will need some large repairs and maintenance before it can be used for the next ice season. After discussion, staff was directed to get an estimate of the repairs needed for the next board meeting.

MOTION #10 – Moved by G. Dunlop seconded by W. Benotto. That we receive the report from the Facility Maintenance Manager.

Carried

As Warden of Dufferin County, Bill Hill presented Rick Thompson with a certificate extending sincere appreciation and thanks to the Centre Dufferin Recreation Complex for the outstanding support and contributions during the ‘Declaration of Emergency’ January 24-31, 2014.

Old Business:

Rzone Policy:

The Town of Shelburne has approved the Rzone Policy. It will take a bit of time for implementation and communication.

Confirmation by By-law

MOTION #11 – Moved by W. Benotto seconded by G. Dunlop. Be it resolved that leave be given for the reading and enacting of by-law #04-2014 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held April 9, 2014.

Carried

Adjournment:

MOTION #12-Moved by B. Hill seconded by W. Benotto. That we now adjourn at 6:26pm to meet again on May 14, 2014 at 6:00pm or at the call of the chair.

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – April 9, 2014

- Members of the Pool Committee met Saturday, March 8th and Monday, March 10th to conduct seasonal summer employment interviews for the Day Camp, Head Lifeguard and Assistant Lifeguard Positions. Offers of Employment have been forwarded to Head Lifeguard, Assistant Head Lifeguard and Camp Positions. Saturday, March 22nd we conducted a skills screening test at Alder Pool, required for new staff hiring, with four of six new applicants. On Saturday, March 29th the committee interviewed five of the applicants for Lifeguard/Instructor positions.
- The CDRC Spring/Summer Recreation Guide is scheduled to be out for distribution on Thursday, April 10th.
- OML (Orangeville Minor Lacrosse) will be using the CDRC for a tournament June 20-22nd. Tony Rose will be doing repairs on one pad, therefore OLA has asked to use the CDRC.
- I am scheduled to attend the ORFA course, Managing People at Work, April 28th – May 1st.
- I am continuing to work on development of an accessibility policy.

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report – April 9, 2014

- As the side door of the front entrance was only opening less than half way, we had to grind the side walk to allow the door to open.
- Wednesday, March 12, 2014 Mark Hicks and John Telfer met with me to look at the three (3) front entrance doors and evaluate the heaving and cracking of the concrete sidewalk and how it is now pressing up against the brick wall as well as obstructing the doors from opening. Mark Hicks will prepare options for to correct these problems.
- Looking for approval to enter into agreement with Jutzi to supply feed controller and chemicals for the condenser. Yearly rental of feed controller is \$1/year. Cost of one (1) drum of inhibitor and four (4) pails of biocide is approx. \$2,538.00. The previous drum of inhibitor purchased in 2009 from Drew Chemical at a cost of \$2,558.00. Rochester Midland Ltd. (Drew Chemical) has now quoted \$2,408.00 for the inhibitor only.
- A meeting was held on March 19 to discuss the direction of the Health and Safety Committee. The CDRC will begin their own H&S Committee when there is regular staff over 20 employees.
- An updated/new/revised fire safety plan has been forwarded to the Shelburne Fire Dept for review. Assistance was provided by Dufferin County Health and Safety.

Rick Thompson
Facility Maintenance Manager