

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held August 23, 2017 at the CDRC

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

Absent: Dan Sample and Ron Webster

Meeting called to order by Vice-Chair, Laura Ryan at 5:30pm.
A quorum was present.

Declaration of Pecuniary Interests:

Vice-Chairman, L. Ryan 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 W. Benotto seconded by AJ Cavey. Be it resolved we approve the agenda dated August 23, 2017 as circulated and presented.
Carried

Discussion of Minutes of Previous Meetings:

MOTION #2 – Moved by H. Foster seconded by W. Benotto. That the minutes of the CDRC Board of Management regular board meeting held June 28, 2017 be approved as presented and circulated.
Carried

Correspondence:

- Letter from the Township of Amaranth regarding roof replacement funding
- Shelburne Police Services Board Business Plan for 2017-2019

MOTION #3 – Moved by R. Chambers seconded by AJ Cavey. That correspondence is received and placed on file.
Carried

Finance Committee Report:

A CDRC 2018 Draft Budget was circulated and presented. Discussion took place on a recommendation on how to fund the 2018 budget and future years, given the capital forecast (eg. Roof repair) that has been provided. Two examples were presented. Scenario 1: Build up a reserve to be able to fund the roof repairs and parking lot paving. Scenario 2: We do not build a reserve to fund the major capital expenditures, but give the municipalities notice that 2021 and 2022 will require major increase to funding requirements. It was suggested that a policy be established for capital reserve.

MOTION #4 – Moved by AJ Cavey seconded by H. Foster. That the bills and accounts as presented in the amount of \$156,565.73 be approved and paid.

Carried

Chairman, C. Gerrits arrives at 5:45pm and assumes chair of the meeting

Facility Administration Manager's Report:

See Schedule A

MOTION #5 – Moved by W. Benotto seconded by R. Chambers. That we receive the report from the Facility Administration Manager.

Carried

Facility Maintenance Manager's Report:

See Schedule B

MOTION #6 – Moved by R. Chambers seconded by L. Ryan. That the Facility Maintenance Manager be authorized to make the necessary repairs to the “back stairs” at an upset limit of \$6,000.00 and subject to approval of the Building Department.

Carried

MOTION #7 – Moved by R. Chambers seconded by H. Foster. That we receive the report from the Facility Maintenance Manager.

Carried

New Business:

2017-2018 Winter Snow Maintenance:

Martin's Property Maintenance will renew his services for the upcoming 2017-2018 winter season.

MOTION #8 – Moved by R. Chambers seconded by L. Ryan. That the contract with Martin's Property Maintenance be renewed for the 2017/2018 season.

Carried

Confirmation by By-law

MOTION #9 – Moved by H. Foster seconded by W. Benotto. Be it resolved that leave be given for the reading and enacting of by-law #07-2017 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held August 23, 2017.

Carried

Adjournment:

MOTION #10-Moved by W. Benotto seconded by R Chambers. That we now adjourn at 6:55pm to meet again on September 27, 2017 at 5:30pm, or at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – August 23, 2017

Pool/Day Camp:

Sessions 1, 2 and 3 swimming lessons were busy and ran well. Session 4 will finish on August 25, 2017

The CDRC Day Camp was at capacity throughout the season and ran well. The Day Camp will finish on August 25, 2017

Canada Summer Jobs (CSJ) 2017 conducted a mandatory on-site monitor on July 13, 2017

New Business:

The Town of Shelburne is working on a Rural Economic Development (RED) grant application that will assist with up to 50% funding of soft costs to develop a new website. The CDRC has been invited to be part of the process as a co-applicant and have our own section/page. The CDRC will be asked to contribute a minimum of \$3,000 to the website design.

I will not proceed with a 2017/2018 Fall/Winter Recreation Guide. At this time, there is not enough content to warrant a production. Any CDRC content can be posted on the website and shared on social media. A 2018 Spring/Summer Recreation Guide will be considered.

A representative from Elections Ontario came in on July 27, 2017 to view the CDRC facility for an upcoming provincial election in 2018.

Ice rentals are scheduled to begin on September 5, 2017. Four (4) ice party packages are already booked.

Shelburne Kinette Club has graciously donated \$400 to the CDRC to repair the outdoor bleachers overlooking the swimming pool. A thank you card will be sent.

Due to work commitments and medical reasons, Andrew MacRae from the Wolves Den Pro Shop is seeking a buyer to sublet the Pro Shop space. Andrew will keep me informed.

Action Items

No report

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report – August 23, 2017

SAFETY:

There were no worker safety incidents.

ARENA:

Start-up ice plant Thursday Aug 25, 2017

Cross ice divider no update. I do not expect an issue.

BUILDING:

Back stair only quote received of \$15,850.00 feel its high would like to do ourselves have done some pricing material to cost approx. \$4,000.00 less a door.

New door cost \$3,500.00 have seen used doors for less than \$500.00 will also ask roofers to tie in knee wall on t & c with some tar while on site.

Boiler, leak in heat exchanger, boiler is obsolete new boiler required \$12,750.00

Original cost to install all 3 boilers in 2008 was \$85,000.00

POOL: Pool no issues.

Friday Sept 1, 2017 last day of pool usage. Prepping for winterization.

GROUNDS: Kinettes funded the replaced of the outside bleachers bench boards and paint to brighten up top sponsor board.

GENERAL INFORMATION:

Heritage Music Festival went well no issues.

Changing Fire and safety service provider to Orangeville Fire Equipment.

Annual service fee less, labour charges less, no travel time or truck service fee local with some employees in town for quicker service.

Working on budget.

NEW BUSINESS

Discuss water treatment program and monitoring for preventative maintenance on water systems. See attachment.

Action Item

Documented Heritage Music Festival set up procedure and man power.

Marty Lamers

Facility Maintenance Manager