

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the regular meeting held October 24, 2012 at the CDRC

Attendance:	Brian Besley	Amaranth (Chairman)
	A.J. Cavey	Shelburne
	Michelle Austen	Shelburne
	Heather Foster	Amaranth
	Laura Ryan	Mono
	Kim Fraser	Facility Administration Manager
	Rick Thompson	Facility Maintenance Manager

Absent with prior notice given: Bill Hill, Randy Chambers, Ron Webster and Geoff Dunlop

Meeting called to order by Chairman, Brian Besley at 7:13pm
A quorum was present

Agenda:

MOTION – Moved by L. Ryan seconded by H. Foster. That the agenda be adopted as distributed.

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 #1 – Moved by H. Foster seconded by L. Ryan. That the minutes from the CDRC Board of Management regular board meeting held September 26, 2012 be approved as presented and circulated.

Carried

Correspondence:

- Request from SMHA to provide a rental room at no cost to offer an information session bench and support staff, offered by DC&F Services

MOTION #2 – Moved by L. Ryan seconded by H. Foster. That the DCAFS be given the Pool View Room on Nov 8, 2012 and Nov 10, 2012 at no charge.

Carried

Staff has been directed to keep a rental log of non-charged rentals.

MOTION #3 – Moved by L. Ryan seconded by M. Austen. That correspondence is received and placed on file.

Carried

Finance Committee Report:

MOTION #4 – Moved by L. Ryan seconded by H. Foster. That the bills and accounts in the amount of \$31,659.49 be approved and paid.

Carried

MOTION #5 – Moved by AJ Cavey seconded by L. Ryan. That the schedule of rental rates for the CDRC facility 2013 be approved.

Carried

Facility Administration Manager's Report:

See Schedule A

- 2013 Seasonal Pool/Day Camp job postings will be posted in December. Interviews will be conducted in early February 2013
- Rick has safety concerns with the structure and the set up of the stage for the Fiddle Championship. Will speak with J.Telfer for input and direction.
- Kim will continue negotiations with SMHA for hosting the All Star Game(s) in April 2013

MOTION #6 – Moved by L. Ryan seconded by M. Austen. That we receive the report from the Facility Administration Manager.

Carried

Facility Maintenance Manager's Report:

See Schedule B

- After discussion it was recommend that the Muskies do not install shelves in dressing room #1 as the Muskies already have extra storage available, to eliminate the burden of addition liability and damage and to be fair to the users who have paid extra for this provision.

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

Carried

In Camera

Enter In Camera at 8:20pm

MOTION #8 - Moved by L. Ryan seconded by M. Austen. 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): Personal matters about an identifiable individual, including an employee.

Carried

MOTION #9 - Moved by L. Ryan seconded by H. Foster. That the CDRC Board of Management rise from "In Camera" with a report at 8:34pm.

Carried

MOTION #10 - Moved by AJ Cavey seconded by L. Ryan. Whereas the chair of the Human Resources committee has provided a report on the salary grid structure for CDRC staff with regards to salary equity. Be it resolved that the CDRC Board of Management agrees in principle to the increase for full-time staff. And further that staff be authorized to adjust and implement the relevant salaries and required retro pay.

Carried

Confirmation by By-law

MOTION #11 – Moved by H. Foster seconded by L. Ryan. Be it resolved that leave be given for the reading and enacting of by-law #09-2012 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held October 24, 2012..

Carried

Adjournment:

MOTION #12-Moved by M. Austen seconded by AJ Cavey. That we now adjourn at 8:40pm to meet again on November 28, 2012 at 7:00pm or at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – October 24, 2012

- The advertisement for the Concession Manager position is currently running. Deadline for submissions is October 26, 2012
- 2013 Seasonal summer lifeguard and day camp positions will be posted in November
- Rotary has confirmed that they plan to go ahead with the 63 Canadian Open Old Time Fiddle Championship in August 2013
- Beginning in November, the local martial arts studio will be renting the T&C room for and extension to their program
- A yoga instructor has expressed interest in running a class at the CDRC soon
- We have received the \$75,000 payment from UGDSB
- SMHA has asked if the ice will be available the weekend of April 6/7, 2013 in order to make a proposal for the 2013 All Star Game(s)

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report – October 24, 2012

- The UGDSB has begun construction in the old parking lot
- The new parking lot is complete with the exception of lighting. The parking lot lights will be delayed at least three (3) more weeks
- Reviewing the 5-year Capital Plan- In 2016 the roof on the Town & Country Room will need replaced at a cost of approximately \$115,000. The roof will be 3 years out of warranty by this time
- In 2017 the roof on the arena will need replaced at a cost of approximately \$450,000. The roof will be 3 years out of warranty by this time.
- Seven (7) and eight (8) years ago both roofs were refurbished with a 10 year warranty. I have been told that the roofs have to be replaced when they come due and cannot be refurbished again.
- Tremco will begin providing annual inspections to determine when replacement is required
- Red Wings would like to put a logo on dressing room door
- Would like to establish a Users Survey for the facility
- Muskies would like to supply and install a 12" wooden shelf around the perimeter of dressing room #1 at their cost

Rick Thompson
Facility Maintenance Manager