

**CENTRE DUFFERIN RECREATION COMPLEX**

**BOARD OF MANAGEMENT**

**Minutes of the regular meeting held September 11, 2013 at the CDRC**

Attendance:

Brian Besley	Amaranth
Randy Chambers	Shelburne
Geoff Dunlop	Shelburne
Walter Benotto	Shelburne
Laura Ryan	Mono
Bill Hill	Melancthon
Ron Webster	Melancthon
Kim Fraser	Facility Administration Manager
Rick Thompson	Facility Maintenance Manager

Absent: AJ Cavey, H. Foster

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

**Agenda:**

Add: Managers Reports July/August 2013

**MOTION #1** – Moved by L. Ryan seconded by R. Webster. Be it resolved we approve the agenda dated September 11, 2013 as presented and amended.

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 W. Benotto seconded by R. Chambers. That the minutes from the CDRC Board of Management regular board meeting held June 12, 2013 and the minutes from the CDRC Board of Management Special Board meeting held July 30, 2013 be approved as presented and circulated.

Carried

**Correspondence:**

- Thank you from Hyland Height ES for assistance during school evacuation on May 14, 2013
- Letter from Shelburne Muskies with arena questions/suggestions
- Letter to Shelburne Muskies in response to arena questions/suggestions

**MOTION #3** – Moved by R. Webster seconded by L. Ryan. That correspondence is received and placed on file.

Carried

**Finance Committee Report:**

CDRC 2014 Budget: Finance Committee Chairman, Randy Chambers suggested that staff prepare a draft 2014 Budget for discussion. The Finance Committee will meet on Tuesday, October 1, 2013 at 4:30pm.

**MOTION #4** – Moved by R. Chambers seconded by R. Webster. That the bills and accounts in the amount of \$171,280.33 be approved and paid.

Carried

**Facility Administration Manager's Report:**

See Schedule A & B

**MOTION #5** – Moved by L. Ryan seconded by B. Hill. That we receive the reports from the Facility Administration Manager.

Carried

**Facility Maintenance Manager's Report:**

See Schedule C & D

**MOTION #6** – Moved by R. Webster seconded by R. Chambers. That we receive the reports from the Facility Maintenance Manager.

Carried

**MOTION #7** – Moved by B. Hill seconded by W. Benotto. Be it resolved that the CDRC Board of Management hires the following for the 2013/2014 contract seasonal positions: Youth Arena Attendant: Dylan Farrow, Makaela Batstone, Zachary Laform and Rhett Fleming.

Carried

**MOTION #8** – Moved by L. Ryan seconded by W. Benotto. That the T&C Room window replacement quote be awarded to Dufferin Windows at \$5,076.40 plus HST.

Carried

**MOTION #9** – Moved by W. Benotto seconded by B. Hill. That the CDRC Board of Management approves the purchase of a new ice edger for ice maintenance at an estimated cost of \$3,500.00 plus HST.

Carried

**Confirmation by By-law**

**MOTION #10** – Moved by R. Chambers seconded by B. Hill. Be it resolved that leave be given for the reading and enacting of by-law #07-2013 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held September 11, 2013.

Carried

**Adjournment:**

**MOTION #11**-Moved by B. Hill seconded by W. Benotto. That we now adjourn at 7:35pm to meet again on October 9, 2013 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 – July/August 2013

- As we were unable to get the guaranteed level required, ice will not go in this summer. Ice is scheduled to be in and ready for Monday, September 23<sup>rd</sup>
- We met with Shelburne Rotary members the morning of Friday, June 21<sup>st</sup>. Rick presented his suggestions to correct the concerns he has. The meeting went very well and the stage will be moved to the west side of the arena.
- We met with SDAS (Fair) members the evening of Tuesday, July 16<sup>th</sup>. Discussions to utilize the facility to allow for ice in early September 2014 (Labour Day). This year, the stage will be set up along the west side of the arena.
- We have recently replaced the old, inefficient freezers in the concession booth with new freezers (budget item).
- The Fall/Winter edition of the Recreation Guide is scheduled to be delivered the week of August 12<sup>th</sup>.

Kim Fraser  
Facility Administration Manager

SCHEDULE 'B'

Facility Administration Managers Report – September 11, 2013

- Pool is now closed for the season. I feel we had a successful 2013 Summer Pool Season, with revenues and expenses inline with the budget. Head Lifeguard, Lauren Brett has submitted a season end report with a few suggestions and recommendations to review for next year.
- Day Camp program was also very successful. Camp Coordinators, Amelia and Brittany submitted a season end report with suggestions and recommendations to review for next year.
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Kim Fraser  
Facility Administration Manager

SCHEDULE 'C'

Facility Maintenance Managers Report – July/August, 2013

- The Town of Shelburne generator was tested to the CDRC facility on June 19<sup>th</sup>. We ran all essential equipment and had room to put more on the system. The load test was reading approx 70%
- We have begun to install plastic to the inside bottom of the bi-fold doors. The plywood needed repair and it has been covered over with the plastic sheets. This should be fairly maintenance free, just cleaning.
- Summer pool season is running well. The pool heating system is shutting off when it reaches 82 degrees F.
- I have received three (3) quotes to replace the T&C Room exterior windows (budget item). Will be presented at the next regular board meeting.

Rick Thompson  
Facility Maintenance Manager

SCHEDULE 'D'

Facility Maintenance Managers Report – September 11, 2013

- An electrical metre was installed on September 9, 2013 on the electrical system at a cost of \$1,525.00. This metre will the energy management course I took in the spring will assist me in calculating real cost of operations of the facility.
- T&C Room window replacement. Quotes to supply and install are as follows (taxes extra):
  - Fines Home Hardware \$ 5,010.16
  - Dufferin Windows \$ 5,076.40
  - Jorcon Enterprises \$ 5,600.00
- I would like to award Dufferin Windows for two reasons. 1) Warrany if required 2) Dufferin Windows is the only one with a clear WSIB abstract.
- Genavar complete the arena building audit. There are two (2) issues that require attention ASAP. 1) Drilling holes in the bleacher seating pans to release any excess water. 2) Replace wood header trench at an estimated cost of \$5,200.00. I will work this into the 2014 budget do work next summer.
- I would like to purchase a new ice edger for ice maintenance. The current edger is old and the wheels vibrate off during operation and I have concerns it will not pass an emissions test. The estimated cost is \$3,500.00
- I would like recommend hiring four (4) new youth staff the winter season.

Rick Thompson  
Facility Maintenance Manager