

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

**Minutes of the regular meeting held October 9, 2013 at the CDRC**

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

Absent: L. Ryan, R. Webster

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

**Agenda:**

Add to New Business: Emergency Protocol and Scheduled Meetings

**MOTION #1** – Moved by W. Benotto seconded by B. Hill. Be it resolved we approve the agenda dated October 9, 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 R. Chambers seconded by W. Benotto. That the minutes from the CDRC Board of Management regular board meeting held September 11, 2013 be approved as presented and circulated.

Carried

**Correspondence:**

- SFSC concern with Super Prime Rate charged to them on Friday nights.

**MOTION #3** – Moved by B. Hill seconded by R. Chambers. That Friday night rates from 6pm to 8pm be set at Prime Time Rates instead of the current Super Prime Rates effective October 15, 2013.

Carried

**MOTION #4** – Moved by R. Chambers seconded by G. Dunlop. That correspondence is received and placed on file.

Carried

**Finance Committee Report:**

CDRC 2014 Budget: The Finance Committee met prior on Tuesday, October 1, 2013 to review and discuss the 2014 budget. Further at the regular Board meeting, Finance Committee Chairman, Randy Chambers presented and explained the draft document to the board members. After discussion the following motions were presented.

**MOTION #5** – Moved by W. Benotto seconded by R. Chambers. That the bills and accounts in the amount of \$52, 365.69 be approved and paid.

Carried

**MOTION #6** – Moved by AJ Cavey seconded by W. Benotto. Be it resolved that the 2014 Budget as presented on October 9, 2013 (and attached Schedule C) be approved with Municipal Funding of \$165,000 being requested, and that a copy of this motion and the budget be sent to all member municipalities.

Carried

**Hall of Fame Committee Report:**

The 2014 nomination form has been posted in the Town of Shelburne's current newsletter. The form will be forwarded to the other participating municipalities as well as the posted at the CDRC and on the website.

**Facility Administration Manager's Report:**

See Schedule A

**MOTION #7** – Moved by R. Chambers seconded by B. Hill. Be it resolved that the CDRC Board of Management hires the following for the 2013/2014 contract seasonal positions: Concession Booth Attendant: Gail Cribb and Diane Bagin.

Carried

**MOTION #8** – Moved by R. Chambers seconded by B. Hill. That the CDRC Board of Management requests that the Town of Shelburne considers implementing an "Rzone Policy". This policy has been adopted by many municipalities and the CDRC feels this as a valuable tool to promote and enforce respect and responsibility for the facility, patrons and staff.

Carried

**MOTION #9** – Moved by R. Chambers seconded by W. Benotto. That we receive the report from the Facility Administration Manager.

Carried

**Facility Maintenance Manager's Report:**

See Schedule B

**MOTION #10** – Moved by W. Benotto seconded by R. Chambers. That the T&C Room rear exterior door replacement be awarded to All-Mont Doors for \$2,898.00 plus HST and that it comes out of capital budget.

Carried

**MOTION #11** – Moved by B. Hill seconded by R. Chambers. That we receive the report from the Facility Maintenance Manager.

Carried

**New Business:**

**Emergency Protocol:**

Rick is seeking clarification on who facility staff will take direction from in the event of an emergency. Rick will speak with John Telfer and Steve Murphy for this information.

**Scheduled Meetings:**

Kim is seeking clarification on the process involved in cancelling a scheduled meeting if there is no business to discuss. Discussion clarified that the chair can cancel a meeting and notify the board members if there is no business.

**Confirmation by By-law**

**MOTION #12** – Moved by W. Benotto seconded by H. Foster. Be it resolved that leave be given for the reading and enacting of by-law #08-2013 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held October 9, 2013.

Carried

**Adjournment:**

**MOTION #13**-Moved by B. Hill seconded by H. Foster. That we now adjourn at 7:07pm to meet again on November 13, 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 – October 9, 2013

- I am currently reviewing the Rzone policy.
- I would like to recommend hiring two (2) new concession staff for the winter season.

Kim Fraser  
Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report – October 9, 2013

- The ice plant started up fine and everything is running well.
- New youth staff are working out well and have started Health & Safety and WHMIS training.
- I would like to replace the T&C Room rear exterior doors, from Capital Budget. I would like to use All-Mont Doors for this project.
  - All-Mont Doors \$ 2,898.00 + HST
  - Cherokee Contracting \$ 3,695.00 + HST
  - Jorcon Enterprises \$ 3,950.00 + HST
- I would like to replace 10 light fixtures within the shop, refrigeration and Olympia rooms from T-12 to T-8. This will come from General maintenance. I would like to use Dewars for this project.
  - Dewars \$ 1,730.00 + HST
  - Paul Downey \$ 2,277.90 + HST
- The windows for the T&C Room have been ordered and should be installed early November.
- Maintenance repairs to the rubber pool decking are complete.
- At this time I have received 13 resumes for the Maintenance-Operator position.

Rick Thompson  
Facility Maintenance Manager

SCHEDULE 'C'

Approved CDRC 2014 Budget