

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the regular meeting held February 12, 2014 at the CDRC

Attendance:	Brian Besley	Amaranth
	Geoff Dunlop	Shelburne
	Randy Chambers	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, Brian Besley at 6:00pm
A quorum was present.

Agenda:

Add to Old Business: Update on Shelburne Dist Agricultural Society-Fair weekend.
Add to New Business: Accessibility Policy

MOTION #1 – Moved by W. Benotto seconded by R. Chambers. Be it resolved we approved the agenda dated February 12, 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 W. Benotto. That the minutes of the CDRC Board of Management regular board meeting held January 8, 2014 be approved as presented and circulated.
Carried

Correspondence:

- Email from the Township of Melancthon advising that Bill Hill and Ron Webster have been reappointed to the CDRC Board of Management until November 30, 2014.

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

Finance Committee Report:

MOTION #4 – Moved by W. Benotto seconded by L. Ryan. That the bills and accounts in the amount of \$79,514.56 be approved and paid.

Carried

Hall of Fame Committee Report:

Nominations will be accepted until March 31, 2014. Will look into other advertising and newspaper reports.

MOTION – Moved by R. Webster seconded by L. Ryan. That we receive the verbal report from the Hall of Fame committee.

Carried

Facility Administration Manager's Report:

See Schedule A

MOTION #5 – Moved by L. Ryan seconded by B. Hill. That the CDRC requests the status of the Rzone policy implementation be requested from the Town of Shelburne and the communication be received prior to the next Board meeting scheduled March 12, 2014.

Carried

MOTION #6 – Moved by G. Dunlop seconded by R. Webster. That the Board wishes to express its appreciation for the efforts of staff during the January 24-25 snowfall emergency and that a note be placed in their personnel file to acknowledge this.

Carried

MOTION #7 – Moved by L. Ryan seconded by W. Benotto. That we receive the report from the Facility Administration Manager.

Carried

Facility Maintenance Manager's Report:

See Schedule B

MOTION #8 – Moved by W. Benotto seconded by R. Webster. That the Facility Administration Manager be authorized to register for a "Managing People at Work" course offered by the ORFA a cost of \$860 plus HST; Further that, the Facility Maintenance Manager be authorized to register for a "Building Management and Operations" course offered by the ORFA a cost of \$860 plus HST.

Carried

MOTION #9 – Moved by W. Benotto seconded by B. Hill. That we receive the report of the Facility Maintenance Manager.

Carried

Old Business:

Update-Shelburne Fall Fair:

Chairman, Brian Besley reported that the SDAS is planning to cement the floors of the Fair Barns therefore, not requiring the use of the CDRC. Staff will follow up with the SDAS to confirm.

New Business

Accessibility Policy:

Staff has been directed to develop an Accessibility Policy and that a progress report available for the next scheduled board meeting.

R. Chambers leaves at 6:40pm

In Camera

Enter In Camera at 6:41pm

MOTION #10 - Moved by L. Ryan seconded by B. Hill. 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 #11 - Moved by G. Dunlop seconded by L. Ryan. That the CDRC Board of Management rise from "In Camera" with a report at 6:51pm.

Carried

Staff is directed to follow direction as instructed in closed session.

Confirmation by By-law

MOTION #12 – Moved by R. Webster seconded by B. Hill. Be it resolved that leave be given for the reading and enacting of by-law #02-2014 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held February 12, 2014.

Carried

Adjournment:

MOTION #13-Moved by B. Hill seconded by R. Webster. That we now adjourn at 6:53pm to meet again on March 12, 2014 at 6:00pm or at the call of the chair.

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – February 12, 2014

- My computer (purchased June 2006) is becoming outdated and Windows XP does not support most software anymore. Therefore, I require a new computer at a cost of approximately \$500.00 plus taxes.
- On January 24th and 25th, the CDRC was used as an emergency shelter for approximately 270 stranded motorists. A report on the costs associated for this will be taken to an Emergency Management Debriefing meeting scheduled for Thursday, February 13, 2014.
- Signs will be made and placed in all 7 dressing rooms that “alcoholic beverages are not permitted in the dressing rooms”. Cost is \$55.00 each plus taxes.
- There have been some recent concerns regarding parents and fans behavior during hockey games. SMHA has internally dealt with some of the issues. I would like to have a sign made and placed at the entrance to the arena, to remind parents. Cost is \$40 plus taxes. I have attached a sample image for discussion.
- With Ontario Minimum Wage Rates increasing effective June 1, 2014, will the CDRC need to review the summer employment wages this year or review for 2015?
- Resumes have been received for the summer lifeguards and day camp positions. I will set up a schedule for interview dates and times.
- It is expected that Friday night ice after 8:00pm will be empty soon. Rick has been brainstorming and has suggested a public skate for teens (charging \$2 or \$3 per person) and utilize the ice from approx. 8-10pm. When there are no other rentals for this time, we may get the word out and try this a time or two before the end of the season.
- Free Family Day Public Skate is scheduled for Monday, February 17th from 2:00 – 4:00pm, followed by regular SMHA rentals.
- ORFA Professional Development Events 2014 in Guelph April 28-May 1. I would like to take “Managing People at Work” Cost is \$860 plus HST.

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report – February 12, 2014

- Black & MacDonald electrical usage comparison (RFP). See attached usage tables
- Micon Compressor Mfg has confirmed that engineering would not have to be done with our application
- Our snow removal/maintenance contractor is requesting a signed contract for his insurance requirements. Should this go out for tender or continue as we have.
 - 2013 - \$6,291.00
 - 2012 - \$3,425.00
 - 2011 - \$3,360.00
- I have had problems with the condenser (on the roof, above dressing room #7) for the refrigeration plant freezing up this winter. Since the condenser was put on the roof during the renovation, it has frozen up once a year. This year it has frozen up at least 8 times. I would like to investigate putting a roof access door at the top of the bleachers at the north end of the building. Currently we set up a ladder in the north laneway that has very icy conditions because we cannot salt this area so as to not bring salt into the arena on the Olympia tires.
- Since January 30, 2014 the fan has been running on the condenser 24 hours per day. So far it has not frozen up since and I will continue to run the fan until the weather changes.
- Rick will be attending a Supervisor Training session on Wednesday, February 12, 2014 for Health & Safety Reps about the changes in training requirements this year. Regulation #297/13 to take effect July 1, 2014.
- CDRC staff will have an opportunity to be trained on the new defibrillators coming soon. Tom Reid, Dufferin Ambulance is investigating the funding for the availability of having a second defibrillator on the second floor of the CDRC.
- ORFA Professional Development Events 2014 in Guelph April 28-May 1. I would like to take "Building Management and Operations" Cost is \$860 plus HST.

Rick Thompson
Facility Maintenance Manager