

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held February 28, 2018 at the CDRC

Attendance:	Dan Sample	Shelburne
	AJ Cavey	Shelburne
	Laura Ryan	Mono
	Heather Foster	Amaranth
	Janice Elliott	Melancthon
	Darrin White	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager

Regrets: C. Gerrits, R. Chambers, and S. Anderson

Meeting called to order by Vice-Chairman, Laura Ryan at 6:00pm.
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 J. Elliott seconded by D. White. Be it resolved we approve the agenda dated February 28, 2018 as circulated and presented.
Carried

Discussion of Minutes of Previous Meetings:

MOTION #2 – Moved by D. White seconded by D. Sample. That the minutes of the CDRC Board of Management regular board meeting held January 24, 2018 be approved as presented and circulated.
Carried

New Business:

Dufferin County Community Services:

Representatives from the County of Dufferin Community Services, Aimee Cowan and Lori-Jane Delmedico attended the board meeting to discuss bringing the Community Services Child Care Fee Subsidy to the CDRC Summer Day Camp. There is a strong need for a preferred camp experience, rather than a child care atmosphere for the Shelburne area. There are a few requirements to be reviewed prior to entering into an agreement, ie: technology and accreditations (High Five Certification).

It was suggested to lay out a plan with CDCS and bring back a report.

Finance Committee Report:

MOTION #3 – Moved by D. White seconded by J. Elliott. That the bills and accounts as presented in the amount of \$110,603.55 be approved and paid.

Carried

Pool Committee Report:

Three (3) interviews were conducted for the Seasonal Head Lifeguard and Head Day Camp positions on Thursday, February 22, 2018.

In his absence, C. Gerrits sent a memo to update the OSRCF grant application. No further information is required for review and letters will be sent out at the end of March. The UGDSB asked if we are willing to use Hyland Heights grounds for the Day Camp instead of Glenbrook. Chris replied no, but are willing to use Glenbrook for half or alternating days. After discussion, the following motion was presented.

MOTION #4– Moved by D. White seconded by D. Sample. Be it resolved that the CDRC Board of Management hires the following for the 2018 contract seasonal summer positions: Head Lifeguard-Emily Francis; Head Day Camp Leader-Hannah Francis and Assistant Head Day Camp Leader-Maddison Green.

Carried

MOTION #5– Moved by D. White seconded by D. Sample. That we receive the report from the Pool Committee.

Carried

Policies & Procedures Committee Report:

The committee is scheduled to meet after the regular board meeting.

Facility Administration Manager's Report:

See Schedule A

MOTION #6 – Moved by H. Foster seconded by D. White. That we receive the report from the Facility Administration Manager.

Carried

Facility Maintenance Manager's Report:

See Schedule B

MOTION #7 – Moved by J. Elliott seconded by H. Foster. That the CDRC Board of Management authorize an expenditure of approx. \$4,700.00 plus GST to fix the roof as per attached by LaFleche Roofing email dated 26.02.18.

Carried

MOTION #8 – Moved by J. Elliott seconded by H. Foster. Be it resolved that the Facility Administration Manager be authorized to register for an Events Planning and Management course offered by the ORFA at a cost of \$995.00 plus HST; Further that the Facility Maintenance Manager be authorized to register for a Building Operations and Maintenance course offered by the ORFA at a cost of \$995.00 plus HST. Plus mileage to be reimbursed.

Carried

MOTION #9 – Moved by D. White seconded by D. Sample. That we receive the report from the Facility Maintenance Manager.

Carried

New Business:

Surplus Inventory:

The CDRC purchased a new set of hockey nets in February. Therefore, an old set have been marked as surplus inventory. Request to sell off by online auction, the same way as was previously done in June 2014 was suggested with a minimum \$100 reserve bid. All agreed.

Reschedule March Board Meeting:

The regular March 28, 2018 CDRC Board of Management meeting conflicts with the Dufferin County All Council meeting that same night. Therefore, after discussion the CDRC March Board meeting will be held on Tuesday, March 20, 2018 at 5:30pm. All board members to be advised.

Confirmation by By-law

MOTION #10 – Moved by D. White seconded by H. Foster. Be it resolved that leave be given for the reading and enacting of by-law #02-2018 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held February 28, 2018.

Carried

Adjournment:

MOTION #11-Moved by D. Sample seconded by H. Foster. That we now adjourn at 7:26pm to meet again on Tuesday, March 20, 2018 at 5:30pm, or at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – February 28, 2018

Pool and Camp:

Three (3) interviews were conducted for the Head Lifeguard and Head Day Camp positions on Thursday, February 22, 2018.

Ice Rentals:

- SMHA is well into league playoffs. The Atom AE and the Pee Wee Rep teams have both advanced to an OMHA Semi-finals series
- Muskies season finished on February 16. SMHA has been renting their Tuesday night practice slot
- Family Day was very successful with rentals from Dufferin Country Museum and RBC. There were large crowds for both events
- There are currently four (4) party package rentals booked throughout February and March

Upcoming school rentals:

- CDDHS Jr. Boys Varsity are putting together a team and will schedule a home tournament later March

General/New Business:

Currently working on:

- BDO Auditors were in for most of the day on Thursday, Feb 22nd. Continuing to finish up the remainder of 2017 year end reconciliations including employee T4's, Omers Form 19, WSIB reconciliation and now month end invoicing
- Seasonal Summer Employment-reviewing applicants
- Canada Summer Jobs 2018 Grant Application-received notice and Acknowledgement of receipt of application
- Finishing up details for the Spring/Summer 2018 Recreation Guide. Approval deadline is February 28th and distribution March 22nd.
- Reviewing policies
- Hydro power outage insurance claim
- The first Community Summer Sports Registration was very busy on Saturday, Feb 24th. Next registration is Thursday, March 8th
- The ORFA Professional Development Events 2018 will be held the week of April 30-May 4. I am interested in taking Events Planning and Management.
- Since the minimum wage was increased effective January 1, 2018, all CDRC wages may need to be reviewed.

Action Items

No report

Kim Fraser

Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report – February 28, 2018

SAFETY:

There were no safety incidents.

ARENA: Roof leaking on ice surface.

Install some plastic to divert water off ice Roofing company has completed a temporary roof fix Plan being developed by roofing company with cost Plan attached

BUILDING :

POOL: Feb 21 2018 Spring rain thaw /plugged storm sewer. Run off filling pool CDRC staff pumping pool, town using back hoe to open storm sewer, had to call in vac truck to open up frozen storm drain. As precautionary measure winterized return lines blew out and added antifreeze.

GROUNDS:

GENERAL INFORMATION:

In-house ice resurfacing and technique training all operators.

Feb 8 2018 - TSSA inspection compressor room. 4 minor none compliant issues resolved by Feb 14 2018 see attached

Have discussed with town (Brad) to have the CDRC front side walk repair to be combined with the Town of Shelburne's sidewalk repair.

Stairway enclosure approval for building permit from the town of Shelburne received Feb 13 2018 need engineering firm to draw up plans for county building permit stairway as it is a class "A" building.

Operator reporting documents: staff duties, items of interest, daily planner.

Power failure Feb 3 2018 see reports:

Marty Lamers

Facility Maintenance Manager