

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

**Minutes of the Regular meeting held February 22, 2017 at the CDRC**

Attendance:	Walter Benotto	Shelburne
	Randy Chambers	Shelburne
	Dan Sample	Shelburne
	AJ Cavey	Shelburne
	Heather Foster	Amaranth
	Chris Gerrits	Amaranth
	Laura Ryan	Mono
	Janice Elliott	Melancthon
	Ron Webster	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager

Meeting called to order by Chair, Chris Gerrits at 6:00pm.  
A quorum was present.

**Declaration of Pecuniary Interests:**

Chairman, C. Gerrits 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:**

Add: Meeting Start Times to New Business

**MOTION #1** – Moved by L. Ryan seconded by R. Webster. Be it resolved we approve the agenda dated February 22, 2017 as circulated and presented with addition.  
Carried

**Discussion of Minutes of Previous Meetings:**

**MOTION #2** – Moved by R. Webster seconded by L. Ryan. That the minutes of the CDRC Board of Management regular board meeting held January 25, 2017 be approved as presented and circulated.  
Carried

**Correspondence:**

- Note from the Town of Mono advising that the 2017 CDRC Budget is approved.
- Note from Shelburne Mayor, Ken Bennington regarding the location of the defibrillator in the arena lobby.

**MOTION #3** – Moved by J. Elliott seconded by W. Benotto. That correspondence is received and placed on file.  
Carried

**Finance Committee Report:**

**MOTION #4** – Moved by J. Elliott seconded by R. Webster. That the bills and accounts as presented in the amount of \$74,175.48 be approved and paid.

Carried

**Pool Committee Report:**

Interviews were conducted for the Seasonal Summer Head Lifeguard and Head Day Camp Leader positions on February 17, 2017

**MOTION #5** – Moved by H. Foster seconded by J. Elliott. Be it resolved that the CDRC Board of Management hires the following for the 2017 contract seasonal summer positions: Head Lifeguard-Emily Francis and Head Day Camp Leader-Hannah Francis.

Carried

**Facility Administration Manager's Report:**

See Schedule A

D. Sample reported that the Easter Extravaganza event is a community event that is sponsored by the Town of Shelburne. In addition to the egg hunt, the event will include a fundraising pancake breakfast hosted by the Shelburne Boy Scouts and a vendor market run by Lindsay Wegener with proceeds going to Feral Cats. All vendors will bring their own tables and chairs. This event will require minimal CDRC staff involvement, with all set up and tear down being done by the event coordinators.

Audit-A full financial audit may be required for apply for future grants

**MOTION #6** – Moved by R. Chambers seconded by W. Benotto. That the CDRC provide the Arena Floor at no charge to the Easter Extravaganza on Saturday, April 15<sup>th</sup> under the conditions that all set up and tear down be undertaken by the organizing group, and subject to obtaining a minimum \$200 donation from the Town of Shelburne.

Carried

**MOTION #7** – Moved by J. Elliott seconded by W. Benotto. That we receive the report from the Facility Administration Manager.

Carried

**Facility Maintenance Manager's Report:**

See Schedule B

Defibrillator: Keep defibrillator on the agenda for next meeting. To investigate an existing programs to obtain an additional defibrillator

**MOTION #8** – Moved by W. Benotto seconded by R. Webster. That we receive the report from the Facility Maintenance Manager.

Carried

**MOTION #9** – Moved by L. Ryan seconded by H. Foster. Be it resolved that the Facility Administration Manager be authorized to register for a Leadership course offered by the ORFA at a cost of \$1,350.00 plus HST; Further that the Facility Maintenance Manager be authorized to register for a Recreation Facilities Business Management-Part 1 course offered by the ORFA at a cost of \$1,450.00 plus HST.

Carried

**New Business:**

**Pool Repairs:**

See Schedule C

After review and discussion the following motion was presented

**MOTION #10** – Moved by W. Benotto seconded by L. Ryan. That we accept the report of the Arena Manager for the repair of the pool at the cost of \$89,416.00 as proposed by Acapulco Pool dated February 17, 2017 as well as the cosmetic work of an upset of \$1,500.00 for the decking.

Carried

**Arena Topics for Discussion:**

D. Sample submitted a list of topics for discussion revolving around employee work duties, uniforms, employee exit interviews and snack bar closing times.

**CDRC Board Meeting Start Time:**

After discussion it was mutually agreed to start the regular board meetings at 5:30pm.

**Confirmation by By-law**

**MOTION #11** – Moved by H. Foster seconded by D. Sample. Be it resolved that leave be given for the reading and enacting of by-law #02-2017 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held February 22, 2017.

Carried

**Adjournment:**

**MOTION #12**-Moved by D. Sample seconded by H. Foster. That we now adjourn at 7:17pm to meet again on March 22, 2017 at 5:30pm, 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 – February 22, 2017

Seasonal Summer Hiring:

Interviews for the Head Lifeguard and Head Day Camp Leader were conducted on Friday, February 17. Recommendation to hire will follow.

Session(s) for the remainder of the seasonal summer positions will be scheduled.

Easter Extravaganza Event

Since the event was originally discussed and approved by the board on September 28, 2016 to use the T&C Room and parking lot area at no cost, the dynamics and size of the event has changed. Request to use the arena floor surface for a vendors and fundraising pancake breakfast. Dan Sample will have further details available for discussion.

BDO Year End Audit

Currently in the process of finishing up the yearend financials with BDO auditors.

Event Liability Insurance

The Town of Shelburne is no longer supplying Event Liability Insurance for rentals. This insurance will now be offered to the renter directly through Crewson Insurance.

Kim Fraser

Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report – February 22, 2017

SAFETY:

There were no safety incidents.

ARENA: Compressor #1 shutting down happened on 3 occasions. Spoke with refrigeration technician he recommended I call a local electrician to look at fuses and such the first time could be dropping a phase for a moment or a brown out due to weather conditions. The system is in decent shape motor is not overheating. I will continue to monitor. Called in tech. Did some annual maintenance while monitoring compressor.

FIX: Amp load not set properly for motor.

Bleacher heat: Researched temperatures of different arenas for events. Came up with a conservative temperature of 10 degrees Celsius due to the size of the compressors the building envelope and insulation and the cost associated with heating of the ice surface. Installed a go no go thermometer in the bleachers to assist operators. The cost of electricity can be over \$12,000 a month alone and running the compressors is the major cost.

BUILDING : Replace 2 x back up emergency lighting fixtures.

Repaired dry wall and install a small wall for table storage in town and country hall.

POOL: Discussing in New business

GROUNDS:

GENERAL INFORMATION: Critiquing RFP for roof and LED lights tenders waiting on budget approval. Teen Ranch Just installed new lights took a look Friday.

Defibrillator: Further to the correspondence received from Shelburne Mayor Ken Bennington. Discussion with Tom Reid supports relocation of defibrillator. There are no set guidelines for location, just needs to be accessible. Considering relocating the arena lobby defibrillator to near the concession booth. As the arena lobby doors are kept locked during off times in the summer when the pool is open, the defibrillator located at the top of the stairwell outside the Town & Country Room will be relocated to the front entrance.

Marty Lamers

Facility Maintenance Manager

SCHEDULE 'C'

**Date:** February 17, 2017  
**TO:** CDRC Board of Management  
**FROM:** Marty Lamers  
**RE:** CDRC Pool Repairs 2017

**FINANCIAL/STAFFING IMPLICATIONS:** Capital spending to repair pool – budgeted \$120,000.00  
A proposal of \$89,416.00 is attach and a proposal for additional cosmetic work of \$1,000-\$1,500 depending what the decking might look like this spring.

**POLICIES AFFECTING PROPOSAL:**  
CDRC Purchasing policy and procedure.  
Sole source procurement and justification.

**RECOMMENDATION:** Due to their experience with the pool last year and their expertise in construction and services of commercial and institutional pools and aquatic centers, I would like to recommend that we use Acapulco Pools as our service provider for the remainder of the pool repair. Acapulco Pools repaired the first half of the pool leak on the north side. They now understand the system and know what is involved under the concrete and know where they left off. I was very pleased with the outcome of the first repair last year. They are well staffed, over 150 employees and have all trades available that specialize in plumbers, electrical, tiling, concrete and CPO for pool chemistry. They have safe work practices and equipment in good working order. Acapulco Pools was recommended by New Tecumseth and also mentioned by the Town of Shelburne as a pool service provider. I have included a list of Municipal type projects that Acapulco Pools have worked on in the past to see the type of projects they deal with regularly. Acapulco Pools is not limited to construction issues, they can resolve all pool related issues to get the pool up and running in the spring as they are also a supplier, contractor and CPO trainer for all pools.  
The cost is well within the budgeted amount to complete.  
Time is a factor-if we were to send out a RFP it should be engineered with specifications and criteria so the bidding will have the same quality of parts and workmanship.  
As of Feb 6, 2017 we still do not have an approved budget from all the funding Municipalities.  
Acapulco Pools have proposed a completion date of **May 26, 2017** and working with them last year we experienced an early completion date. Therefore, I feel their work will be done in a timely manner.

**ATTACHMENTS:**

1. Proposal for pool repair
2. Additional proposal for decking and cosmetic work
3. List of municipal projects completed by Acapulco pools

Respectfully submitted,  
Marty Lamers  
Facility Maintenance Manager