

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held June 22, 2016 at the CDRC

Attendance:	Walter Benotto	Shelburne
	Wade Mills	Shelburne
	Dan Sample	Shelburne
	AJ Cavey	Shelburne
	Heather Foster	Amaranth
	Chris Gerrits	Amaranth
	Ralph Manktelow	Mono
	Janice Elliott	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager

Absent: R. Webster

Meeting called to order by Chair, Walter Benotto at 6:00pm.

A quorum was present.

Declaration of Pecuniary Interests:

Walter Benotto 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:

The following items were added to the agenda:

SDAS (Fair) added to item #10.3

Summer Meeting item #10.5

Strategic Planning Committee item #10.6

MOTION #1 – Moved by J. Elliott seconded by W. Mills. Be it resolved we approve the agenda dated June 22, 2016 as circulated and presented and amended.

Carried

Discussion of Minutes of Previous Meetings:

MOTION #2 – Moved by W. Mills seconded by J. Elliott. That the minutes of the CDRC Board of Management regular board meeting held May 25, 2016 and the minutes of the special board meeting held May 30, 2016 be approved as presented and circulated.

Carried

Finance Committee Report:

MOTION #3 – Moved by R. Manktelow seconded by D. Sample. That the bills and accounts, as presented in the amount of \$35,962.35 be approved and paid.

Carried

Pool Committee Report:

The pool repairs are well underway and on schedule. We anticipate opening the pool on July 1, 2016.

Policies & Procedures Committee Report:

Review of the Health and Safety Policy Statement

MOTION #4 – Moved by R. Manktelow seconded by D. Sample. Be it resolved that the CDRC Board of Management adopts the Health and Safety Policy Statement as presented on June 22, 2016.

Carried

Facility Administration Manager's Report:

See Schedule A

MOTION #5 – Moved by J. Elliott seconded by W. Mills. That we receive the report from the Facility Administration Manager.

Carried

Facility Maintenance Manager's Report:

See Schedule B

MOTION #6 – Moved by W. Mills seconded by J. Elliott. That we receive the report from the Facility Maintenance Manager.

Carried

New Business:

Accessibility:

Melancthon Township has been approached by a resident seeking financial assistance in providing her disabled daughter with a private swimming lesson if a regular group class would not be suitable. Discussion determined the CDRC can provide the group class, however if special needs are required, then additional support staff must be brought with the participant that the CDRC does not provide.

Grant Application:

The CDRC is submitting a grant application to the Canada 150 Community Infrastructure Program Intake Two.

MOTION #7 – Moved by R. Manktelow seconded by C. Gerrits. Be it resolved that the CDRC Board of Management instructs staff to apply to the Canada 150 Community Infrastructure Program Intake Two. And further that the Board recognizes this as our number one (1) priority project seeking funding and understanding that the project is to be completed by March 31, 2018.

Carried

Grade Gravel Parking Lot:

The CDRC is inquiring if one of the other funding municipalities would be available to grade the gravel parking lot. Amaranth and Melancthon will make inquiries to their municipalities. Further discussion involved the concrete barricades being moved along the CDRC and Fair grounds boundaries creating a through-way. A letter will be sent to the fair requesting that they advise the CDRC prior to moving any barricades.

Health & Safety:

The CDRC is reviewing procedures and documentation and working to develop a more formal program

Summer Meetings:

After discussion, the following motion was presented.

MOTION #8 – Moved by R. Manktelow seconded by C. Gerrits. Be it resolved that the scheduled CDRC Board of Management meeting(s) for July and August be cancelled and that the chair be authorized to approve bills and accounts during this period and that a report on those bills and accounts be presented at the September meeting.

Carried

Strategic Plan Committee:

After discussion, the following motion was presented.

MOTION #9 – Moved by W. Mills seconded by J. Elliott. Be it resolved that the Board of Management establishes a Strategic Planning Committee comprised of Walter Benotto, Wade Mills, Ralph Manktelow and Chris Gerrits. To report back at a future meeting with a draft Strategic Plan for the Boards consideration.

Carried

Confirmation by By-law

MOTION #10 – Moved by J. Elliott seconded by W. Mills. Be it resolved that leave be given for the reading and enacting of by-law #10-2016 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held June 22, 2016.

Carried

Adjournment:

MOTION #11- Moved by W. Mills seconded by J. Elliott. That we now adjourn at 6:55pm to meet again on September 28, 2016 at 6:00pm, or at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – June 22, 2016

Pool & Day Camp:

- The taping of the DCAFS Connecting Community, Rogers show on June 13, 2016 went well. The episode will air in July.
- The Red Cross Babysitting course held June 3, 2016 was successful with 37 participants.
- In lieu of the pool delays, we are planning a Home Alone Safety for Kids course, a comprehensive safety and life skills program that prepares children aged 9-12 to be on their own at home or elsewhere for short periods of time. Scheduled Wednesday, July 6, 2016.
- We participated in the Shelburne Senior's Expo held at the Mel Lloyd Centre on May 24th and at the Shelburne Street Festival held June 18th.
- The CDRC Pool has received donations from the Shelburne Kinette and Kinsmen Clubs to purchase new life jackets, flutter boards and teaching aids

Ice User Meeting:

- The annual Ice User Meeting is scheduled for Monday, June 27, 2016 at 6:00pm. This is an opportunity for all the ice user groups to meet and bring forth any comments, schedules and event/tournament requests.

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report – June 22, 2016

SAFETY:

There were no incidents.

June fire alarms, extinguishers and emergency lighting inspections have been completed.

Georgian Bay Fire & Safety doing annual system and extinguisher check. Will be completed Thursday, June 23rd

ARENA: Repair shot clock trouble shoot and replace underground line.

BUILDING: RFP for Roof Cancelled

LED Lighting 3 quotes received and cancelled

June 20, 2016 Hydro 1 rebate finished for LED

POOL: Filled pool from hydrant with help from Town of Shelburne 12hrs

Concrete later this week

Health inspector on notice

Pool pump and system up and running.

Looking at end of next week to complete.

GROUNDS: Grass

GENERAL INFORMATION:

New Business:

Marty Lamers

Facility Maintenance Manager

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the Special meeting held July 13, 2016 at the CDRC

Attendance:	Walter Benotto	Shelburne
	Dan Sample	Shelburne
	Chris Gerrits	Amaranth
	Heather Foster	Amaranth
	Janice Elliott	Melancthon
	Ron Webster	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager

Absent: R. Manktelow, W. Mills and AJ Cavey
Meeting called to order by Chair, Walter Benotto at 5:15pm.
A quorum was present.

Declaration of Pecuniary Interests:

Walter Benotto 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 H. Foster. Be it resolved we approve the agenda dated July 13, 2016 as circulated and presented.

Carried

UGDSB-Minor Variance Planning Application:

Information was received on July 5, 2016 regarding an application for a minor variance that has been submitted to the Town of Shelburne to permit a reduced parking rate for the existing Glenbrook Elementary Public School located at 300 Fiddle Park Lane. A copy of the completed application form, a sketch showing the proposed location of the portables, and the public meeting notice were attached.

Discussions regarding the CDRC’s concern that the school patrons are parking in the front parking area of the CDRC and along the berm and that additional signage in the parking lot is required. After discussion, the following motion was presented.

MOTION #2 – Moved by J. Elliott seconded by H. Foster. Be it resolved that the CDRC request the Town not to grant relief to the zoning bylaw requiring parking stalls from 1.5 stall per class room until an adequate parking agreement with the Town has been instituted.

Carried

Confirmation by By-law

MOTION #3 – Moved by J. Elliott seconded by D. Sample. Be it resolved that leave be given for the reading and enacting of by-law #11-2016 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Special Board meeting held July 13, 2016.

Carried

Adjournment:

MOTION #4-Moved by C. Gerrits seconded by D. Sample. That we now adjourn at 6:00pm to meet again on September 28, 2016 at 6:00pm, or at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the Special meeting held August 9, 2016 at the CDRC

Attendance:	Walter Benotto	Shelburne
	Wade Mills	Shelburne
	Dan Sample	Shelburne
	Chris Gerrits	Amaranth
	Heather Foster	Amaranth
	Ron Webster	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Jennifer Passy	UGDSB, Manager of Planning
	John Veit	UGDSB, Manager of Plant Operations

Absent: R. Manktelow, J. Elliott and AJ Cavey
Meeting called to order by Chair, Walter Benotto at 5:00pm.
A quorum was present.
The meeting took place outside in the parking lot.

Declaration of Pecuniary Interests:

Walter Benotto 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.

UGDSB-Proposed Traffic Plan for Shared Driveway:

The report from the Town Planner, Steve Wever regarding the UGDSB Application for Minor Variance was received on July 22, 2016. The report included a Proposed Traffic Plan for Shared Driveway dated April 2016.

UGDSB representatives Jennifer Passy and John Veit, met with the CDRC Board of Management to review the Proposed Traffic Plan. Discussions included recommending moving the turnabout just inside the gravel area, reinforcement no parking and no stopping areas. The UGDSC showed examples of directional signs to be installed.

The UGDSB will provide the signage and road painting for the turnabout. The Town of Shelburne will provide a walkway along the existing path. After discussion, the following motion was presented.

MOTION – Moved by D. Sample seconded by R. Webster. Be it resolved that the CDRC approves the Proposed Traffic Plan for Shared Driveway submitted by the UGDSB for one (1) year and that we review and evaluate the progress in April 2017.
Carried

Adjournment:

MOTION -Moved by D. Sample seconded by H. Foster. That we now adjourn at 6:00pm to meet again on September 28, 2016 at 6:00pm, or at the call of the chair.
Carried

Secretary - Treasurer

Chairperson

Dated

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Special meeting held August 24, 2016 at the CDRC

Attendance:	Walter Benotto	Shelburne
	Wade Mills	Shelburne
	Dan Sample	Shelburne
	Heather Foster	Amaranth
	Janice Elliott	Melancthon
	Ron Webster	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Doug King	Sheppard, Osyany & King

Absent: C. Gerrits, R. Manktelow and AJ Cavey
Meeting called to order by Chair, Walter Benotto at 5:00pm.
A quorum was present.

Declaration of Pecuniary Interests:

Walter Benotto 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 In Camera Session

MOTION #1 – Moved by W. Mills seconded by H. Foster. Be it resolved we approve the agenda dated August 24, 2016 as circulated and presented.
Carried

In Camera Session:

MOTION #2 – Moved by W. Mills seconded by J. Elliott. 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):
The receiving of advice that is subject to Solicitor/Client privilege, including communication necessary for that purpose.
Carried

MOTION #3 – Moved by D. Sample seconded by H. Foster. That the CDRC Board of Management rise from “In Camera” with no report at 5:25pm.
Carried

HTI Stars:

See Schedule A

Hockey Training Institute (HTI) owner, Jenya Feldman addressed the board to discuss the changes to his programming that he originally discussed with the CDRC Board on May 25, 2016. Jenya advised that he will not have a GMHA boys team in Shelburne this season. Jenya commented that a lot of timing is required for recruitment in order to put out a good product. GMHL is aware and understands the deferral for one (1) year. He will continue to run his girls hockey program which he hopes to expand. Further with discussions including CDRC solicitor, Doug King, Jenya is committed to the debt incurred from the Sharks. He is also asking for priority use of a dressing room. After discussions, the following motion was presented.

MOTION #4 – Moved by W. Mills seconded by R. Webster. That the Board of Management enters into an agreement with HTI for the repayment of the outstanding balance owed by the Shelburne Sharks in eleven (11) equal monthly payments commencing October 1, 2016 and a personal guarantee; And further that the agreement provide for the renovation of dressing room #1 at the cost of HTI in consideration of its priority use of that dressing room for the 2016-17 season; And further that the Board's solicitor be instructed to draft such an agreement and communicate with Jenya Feldman to arrange for the execution of the agreement by him and the Chair by August 31, 2016.

Carried

Doug King and Jenya Feldman leave at 6:11pm

Roof Access:

See Schedule B

After discussion the following motion was presented.

MOTION #5 – Moved by J. Elliott seconded by R. Webster. That the CDRC Board of Management accept the quote of Stan Coe to erect 24'x10' high wall at stairwell and 8'x4' high wall on top of flat roof over door. Walls to be 2x4 on 16 o.c. strapped w/ 1x4. Steel cladding to be 29 gauge, profile and colour similar to existing. Quote for material, labour and disposal of debris \$1,950.00 plus HST.

Carried

Confirmation by By-law

MOTION #6 – Moved by R. Webster seconded by W. Mills. Be it resolved that leave be given for the reading and enacting of by-law #12-2016 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Special Board meeting held August 24, 2016.

Carried

Adjournment:

MOTION #7- Moved by H. Foster seconded by R. Webster. That we now adjourn at 6:23pm to meet again on September 28, 2016 at 6:00pm, or at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

TO: CDRC Board of Management
FROM: Kim Fraser, Facility Administration Manager
RE: HTI – Hockey Training Institute

DATE PREPARED: August 9, 2016

ANALYSIS: Jenya Feldman from HTI stopped in on Thursday, August 4th to discuss the upcoming hockey season. Jenya indicated that his plan to have a GMHL boys team in Shelburne has been postponed for this upcoming season. He is not completely ready for the commitment. GMHL President, Bob Russell is also aware of the delay. Jenya acknowledged his financial commitment to the CDRC but will require more time.

Jenya would like the CDRC will be home to the HTI Girls team this season. The girls will skate 4-5 times per week using daytime/off peak ice. The girls primarily play in tournaments but there will be a few home exhibition games scheduled. SMHA has expressed strong interest in picking up the Monday night ice slot that would have been designated to HTI (8pm-11pm). The CDDHS academic program has been cancelled this year due to lack of enrollment.

Jenya presented a drawing for a proposed dressing room (as attached). A feature dressing room is important in promoting and recruiting for both the boys and girls junior programs. Although there will not be a boys team this season, his intension is for the girls to use the feature dressing room. The girls will keep their equipment in the room daily (Monday-Friday). Jenya plans to build the dressing room to the specifications of the drawing. He will be promoting and inviting other CDRC rep teams to use the feature dressing for home their games. The room will not be used for other teams to practice. Jenya's thought is, as he will be building the dressing room, that will be his financial contribution to have primary use of the feature dressing room.

FINANCIAL IMPLICATIONS: CDDHS academic program cancelled this year. HTI will rent daytime/off peak ice.

RECOMMENDATION: Seeking discussion and direction

ATTACHMENTS: Drawing of proposed dressing room for HTI Stars dated June 2016

Respectfully submitted,

Kim Fraser
 CDRC Facility Administration Manager

SCHEDULE 'B'

TO: CDRC Board of Management
FROM: Kim Fraser, Facility Administration Manager
RE: Access to CDRC Roof and Pool

DATE PREPARED: August 22, 2016

ANALYSIS:

1. Through the night of July 19/20, 2016 approximately 3-4 people gained access to the CDRC roof and they threw stones from the roof into the pool. Video surveillance captured them coming down off the roof at the T&C Room rear entrance. The police were called the morning of July 20, 2016 and a report was filed.
2. July 28, 2016 we contacted a contractor to provide input and pricing to build and extend the height of the walls/roof on the west side of the building at the T&C Room rear entrance and back stair way.
3. Through the night of August 18/19, 2016 the video surveillance camera at the T&C Room rear entrance was ripped off and taken. As Marty was on vacation at that time, it was not noticed until the morning of August 22, 2016. The police were called on August 22, 2016 and a report was filed.

RECOMMENDATION:

- 1) Erect 24ft of 10 foot high wall at stair well and 8ft of 4 foot high wall on top of flat roof over door
- 2) Remove concrete pillar at the T&C Room rear entrance
- 3) Additional video surveillance cameras

FINANCIAL IMPLICATIONS: Extension to roof \$1,950.00 plus HST. Additional surveillance cameras \$3,069.20 plus HST

ATTACHMENTS: Quotation from Stan Coe Construction, photos of area, Quotation from Massive Audio Visual.

Respectfully submitted,

Kim Fraser
CDRC Facility Administration Manager