

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the Regular meeting held June 28, 2017 at the CDRC

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

Absent: AJ Cavey and Janice Elliott

Meeting called to order by Chair, Chris Gerrits at 5:30pm.
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 RFP #01-2017 Roof Replacement, RFP 2017-2018 Pro Shop Rental Space and Olympia Maintenance and Repairs all to New Business.

MOTION #1 – Moved by L. Ryan seconded by W. Benotto. Be it resolved we approve the agenda dated June 28, 2017 as amended with additions and presented.
Carried

Discussion of Minutes of Previous Meetings:

MOTION #2 – Moved by R. Webster seconded by R. Chambers. That the minutes of the CDRC Board of Management regular board meeting held May 24, 2017 be approved as presented and circulated.
Carried

Correspondence:

- Letter from David Tilson congratulating the CDRC on receiving funding through the Canada Summer Jobs 2017 initiative

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

Carried

Finance Committee Report:

Finance Committee Chair, R. Chambers would like to begin the 2018 budget process. Randy asked staff to put together and present a working document for the July board meeting. The Finance Committee will meet and review the document prior to the August meeting then present a draft 2018 budget at the August board meeting. Then approve the 2018 budget at the September meeting. A Finance Committee meeting has been tentatively scheduled for Wednesday, August 9, 2017.

MOTION #4 – Moved by L. Ryan seconded by W. Benotto. That the bills and accounts as presented in the amount of \$61,076.02 be approved and paid.

Carried

Facility Administration Manager's Report:

See Schedule A

MOTION #5 – Moved by W. Benotto seconded by L. Ryan. That we receive the report from the Facility Administration Manager.

Carried

Facility Maintenance Manager's Report:

See Schedule B

MOTION #6 – Moved by W. Benotto seconded by D. Sample. That we receive the report from the Facility Maintenance Manager.

Carried

Old Business:

UGDSB-Shared Parking Review:

UGDSB representatives John Veit, Trevor Favretto and Board Trustee, Lynn Topping attended the CDRC Board meeting to review the Gravel Parking Lot maintenance. The UGDSB indicated that, through the agreement, the UGDSB is not responsible for gravel and grading of the parking lot. The UGDSB is willing to pay for their share of the winter maintenance costs at 15% of the overall seasonal cost. An invoice will be issued at the end of the season with backup invoice copies.

Further, the UGDSB forwarded some traffic calming measures for consideration:

- 1) The CDRC has agreed to the location of proposed concrete curb to restrict parking
- 2) The CDRC has agreed to the proposed stop sign facing north
- 3) The CDRC will leave to the discretion of the Town of Shelburne, the proposed speed bumps

The CDRC front parking spaces are not to be used by the school

UGDSB representatives leave at 6:25pm

New Business:

RFP #01-2017 Roof Replacement:

Three (3) RFP's from LaFleche Roofing, D.J. Pete Roofing and W.M Green Roofing, were received by the deadline of June 26, 2017. A committee of R. Chambers, D. Sample and M. Lamers opened and evaluated the RFP's. The committee presented the information to the board and after review and discussion the following motion was presented.

MOTION #7 – Moved by R. Chambers seconded by H. Foster. That LaFleche Roofing is approved to undertake repair work on the CDRC roof based upon RFP 01-2017 dated June 26th at a cost of \$42,700.

Carried

RFP 2017-2018 Pro Shop Rental Space:

One (1) RFP from Andrew MacRae of The Wolves' Den was received by the deadline of June 26, 2017. The committee of R. Chambers, D. Sample and M. Lamers opened and evaluated the RFP. The committee presented the information to the board and after review and discussion the following motion was presented.

MOTION #8 – Moved by D. Sample seconded by W. Benotto. That the Pro Shop (RFP) be awarded to Andrew MacRae for the 2017-2018 hockey season.

Carried

Olympia Maintenance and Repairs:

A quotation has been received from Resurface Corp. After review and discussion the following motion was presented.

MOTION #9 – Moved by W. Benotto seconded by L. Ryan. That the Resurface Corp. be given the service work for the Olympia ice machine as per the quote dated 06/08/17 for \$3,925.15 plus GST and PST.

Carried

Confirmation by By-law

MOTION #10 – Moved by L. Ryan seconded by D. Sample. Be it resolved that leave be given for the reading and enacting of by-law #06-2017 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held June 28, 2017.

Carried

Adjournment:

MOTION #11-Moved by R. Chambers seconded by R Webster. That we now adjourn at 6:45pm to meet again on June 26, 2017 at 5:30pm, or at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – June 28, 2017

Pool/Day Camp:

Glenbrook ES has had a change of mind and have now reserved two class swims.

Babysitting course held Friday, June 9 with 25 participants

Since the pool opened on Monday, June 12, there have been two incidents that fall under the Rzone Policy. I plan to act on one of the incidents and send a letter of warning.

The weather has not been as favourable as we would like it to be.

The CDRC Day Camp program is filling rapidly. There is limited space left.

General:

The Ice User Group meeting was held Monday, June 19, 2017 with five (5) groups in attendance. New items discussed were cross ice dividers for mites, Canadian Tire First Shift program is planned and the live stream initiative. Groups will go back and discuss whether they are interested.

The 2017-18 Pro Shop Rental Space RFP closed Monday, June 26

Shelburne Police Services have followed up with regards to the incident on Friday, May 19, 2017 where two (2) kids were reported on the CDRC roof. The police have been in contact with both kids and their parents. The youths are to submit letters of apology.

An appointment has been scheduled with Janeen Dunlop from the Ministry to Tourism, Culture and Sport for the Ontario Sport and Recreation Communities Fund (OSRCF). The next round of funding will launch in December with similar time lines as last time. The meeting is scheduled at the CDRC for Friday, October 6, 2017 at 1:30pm

Action Items

No report

Kim Fraser

Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report – June 28, 2017

SAFETY:

There were no safety incidents.

Fire department inspection complete June 2, 2017. No issues

ARENA: A spot has been provided in the arena for the 150 Canada Day Mosaic art piece.

Cross ice divider for Mite division is new mandate from Hockey Canada-beginning to work with SMHA and looking into solutions for possible issues ie: storage, set up, prep time and liability

BUILDING: Site meeting for roof RFP 4 companies showed up

Quotes coming in for stairway to be covered.

LED lights need to start over not happy with supplier information. June 04 2016 a 12000 lumen led light suggested. June 5 2017 the same light was suggested not to be used.

Discussed CO detection with Shara and Brian Cook from Grand Valley arena.

POOL: Construction of pool repair complete June 5, 2017. No final bill as of yet received. Repaired solar cover reel modified bracket and changed speed.

Balancing water chemistry. Heavy rain June 22, 2017 adjust pool for increase of water.

Board of health inspector June 9, 2017 No issues.

Pool open to Public on June 12, 2017. Pool running well.

GROUNDS: Prepare parking lot maintenance info for board meeting.

Fair has installed chain link fence around their property.

AIR QUALITY: Grand Valley has installed some CO monitors and is looking into a detection and ventilation system controller with an auto controller and offsite monitoring. Cost of system \$22,000. Shara has asked me to look into the CDRC compressor room entry procedures which has a large part about air quality and we are not completely up to code.

I am looking into the ventilation and detection system that the CDRC has and what additional upgrades can be put on the present system and with some modifications and some new procedures I believe we can provide the same coverage without a new controller. I am looking at Shara's Guidelines and a publishing from ORFA on entry into mechanical rooms and what is recommended.

Spoke with our refrigeration people to see if upgrades can be made or their recommendations.

Not required but Shara has suggested an ammonia leak detection system to notify 911 and or a monitoring service in case of a major ammonia leak.

GENERAL INFORMATION: Elevated Work Platform (scissor lift) training for Tyler June 26, 2017

ACTION ITEMS Working on SOPs (Standard operating Procedure)

Compressor room entry, CO and ventilation procedure and alarms.

Marty Lamers

Facility Maintenance Manager