

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the Regular meeting held March 22, 2017 at the CDRC

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

Absent: W. Benotto and L. Ryan

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:

To Old Business add Financial Audit Review. To New Business Carbon Monoxide Detectors.

MOTION #1 – Moved by J. Elliott seconded by AJ Cavey. Be it resolved we approve the agenda dated March 22, 2017 as amended and presented.

Carried

Discussion of Minutes of Previous Meetings:

MOTION #2 – Moved by J. Elliott seconded by AJ Cavey. That the minutes of the CDRC Board of Management regular board meeting held February 22, 2017 be approved as presented and circulated.

Carried

Correspondence:

- Email and power point presentation from Patrick Lacelle, CPJHL

MOTION #3 – Moved by R. Chambers seconded by J. Elliott. That the Administration and Maintenance Managers be directed to investigate the proposal provided by the CPJHL and report back to the next meeting with a recommendation on further action. And further that the current CDRC policies related to their type of operation be provided to the CPJHL in advance of detailed discussion.

Carried

- Email from Centre Dufferin New Horizons Seniors Club requesting permission to park in the gravel parking arena approximately four time per year.

MOTION #4 – Moved by AJ Cavey seconded by R. Webster. Further to the correspondence received from Nancy Kratky dated March 21, 2017 the CDRC is amenable to a trial period for the Seniors Club to park in the back section of the parking lot; The trial period will consist of the two dates in May and the request will be revisited after a from staff regarding the workability/success at our June meeting;
And further that everyone using the lot for this purpose be made aware of the lack of lighting in this section of our lot:
And further that no liability will be incurred by the arena for any damage sustained to vehicles for any reason.

Carried

Finance Committee Report:

MOTION #5 – Moved by AJ Cavey seconded by R. Chambers. That the bills and accounts as presented in the amount of \$69,422.51 be approved and paid.

Carried

Pool Committee Report:

Interviews were conducted for the remainder of the Seasonal Summer Lifeguard positions on March 10, 2017. The interviews for the Seasonal Summer Day Camp Leader positions are scheduled for March 24, 2017.

MOTION #6 – Moved by D. Sample seconded by AJ Cavey. Be it resolved that the CDRC Board of Management hires the following for the 2017 contract seasonal summer positions: Assistant Head Lifeguard-Shauna Staveley and Melissa Matthews.

Carried

Human Resource Committee Report:

C. Gerrits reported that Annual Performance Appraisals were conducted on March 20, 2017 with the Facility Administration Manager and Facility Maintenance Manager. From the Appraisals the 2017 Action Items will be included in their Managers Reports.

Discussion on need for Administrative assistance. Direction-description on work load. Managers will record and log their time.

MOTION #7 – Moved by J. Elliott seconded by R. Webster. That we receive the verbal report from the Human Resource Committee.

Carried

Facility Administration Manager's Report:

See Schedule A

MOTION #8 – Moved by R. Chambers seconded by R. Webster. That we receive the report from the Facility Administration Manager.

Carried

Facility Maintenance Manager's Report:

See Schedule B

Direction to investigate Public Wifi usage and report back.

MOTION #9 – Moved by H. Foster seconded by R. Chambers. That we receive the report from the Facility Maintenance Manager.

Carried

Old Business:

Defibrillator:

A new defibrillator will cost approximately \$2,500.00. Will seek sponsorship from local service clubs.

Easter Extravaganza Event:

Dan Sample reported that the event will be using the CDRC tables and chairs. Proceeds from the vendor market will be donated to Generis International Canada and the feral cats. Proceeds from the pancake breakfast go to the Shelburne Boy Scouts. Dan will review the set up with staff.

Financial Audit Review:

It was reported that some Federal and Provincial grants may be based on the level of financial audit.

New Business:

Carbon Monoxide Detectors:

Due to the recent event events at Grand Valley Arena, discussion was raised regarding CO2 detectors located at the CDRC. It was reported that there is a CO2 detector in the back where the Olympia is. Direction-seek recommendations from the Fire Chief and regular scheduled annual inspections.

CDRC Management Agreement:

Copies of the last Management Agreement dated January 1, 1994 were distributed. Amaranth is interested in review it.

Confirmation by By-law

MOTION #10 – Moved by J. Elliott seconded by R. Webster. Be it resolved that leave be given for the reading and enacting of by-law #03-2017 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held March 22, 2017.

Carried

Adjournment:

MOTION #11-Moved by R. Webster seconded by J. Elliott. That we now adjourn at 6:50pm to meet again on April 26, 2017 at 5:30pm, or at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – March 22, 2017

Seasonal Summer Hiring:

Interviews for the Assistant Head Lifeguards and Lifeguard/Instructors were conducted on Friday, March 10. Recommendation to hire will follow.

Session for the remainder of the seasonal summer day camp positions is scheduled for Friday, March 24.

2017 Spring/Summer Recreation Guide

Working on the recreation guide. Deadline is March 27. Distribution date scheduled April 20

General:

March ice rentals are winding down. Approx. seven (7) SMHA teams have advanced to a final league championship or consolation series. The HTI winter hockey program is complete. The figure skating club is working on their yearend carnival production scheduled March 31. CDDHS has put together a Jr. Boys varsity team for the month of March that will have a few weekly practices and a potential home tournament on March 30. We will finish the ice season with three (3) skating party rentals booked on April 1. The ice will be taken out after that.

Working on establishing an employee exit interview procedure.

Training

Marty, Tyler and I are registered to participate in JHSC part 2 training on April 20 and 21.

Marty and I are registered for the ORFA courses May 1-5

Kim Fraser

Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report – March 22, 2017

SAFETY:

There were no safety incidents.
Scissors lift annual recertification complete.

ARENA:

No issues

BUILDING: Internet issues losing browser. Bell found some issues made some adjustments and Voice line (IT provider)

POOL:

GROUNDS:

GENERAL INFORMATION:

Daily check list developed for operators and youth.
CDDHS had a CO-OP student that needed a placement, he started February 27, 2017
Waiting on all budgets to be approved to send out RFP for roof and LED lights tenders.

Marty Lamers
Facility Maintenance Manager