

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

**Minutes of the Regular meeting held March 30, 2016 at the CDRC**

Attendance:	Walter Benotto	Shelburne
	Wade Mills	Shelburne
	Dan Sample	Shelburne
	Heather Foster	Amaranth
	Ralph Manktelow	Mono
	Ron Webster	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager

Absent: J. Elliott, C. Gerrits and AJ Cavey  
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:**

Addition-Sports Hall of Fame to New Business.

**MOTION #1** – Moved by R. Webster seconded by H. Foster. Be it resolved we approve the agenda dated March 2, 2016 as circulated and amended.  
Carried

**Discussion of Minutes of Previous Meetings:**

**MOTION #2** – Moved by H. Foster seconded by R. Webster. That the minutes of the CDRC Board of Management regular board meeting held March 2, 2016 be approved as presented and circulated.  
Carried

**Correspondence:**

- Letter from the Town of Mono accepting the 2016 CDRC Budget

**MOTION #3** – Moved by W. Mills seconded by H. Foster. That correspondence is received and placed on file.  
Carried

**Finance Committee Report:**

Heather Foster, Finance Chair presented an updated 2016 Budget forecast representing expected changes.

**MOTION #4** – Moved by W. Mills seconded by R. Webster. That the bills and accounts, as presented in the amount of \$43,671.28 be approved and paid.  
Carried

**Pool Committee Report:**

Interviews for the remainder of the Seasonal Summer Lifeguard/Instructor and Camp Counselor positions were conducted on March 3, 2016. D. Sample spoke to the interview session and the recommendation given by the Committee that season end staff evaluations be conducted.

**MOTION #5** – Moved by W. Mills seconded by D. Sample. Be it resolved that the CDRC Board of Management hires the following for the 2016 contract seasonal summer positions: Assistant Head Lifeguard-Shauna Staveley, Melissa Matthews and Michaela Donato; Lifeguard/Instructor-Nina Ronczka, Emma McLaughlin, Tiffany Hunt, Aidan Bruce, Holly Tremills, Megan Campbell, Cassie Galbraith and Hunter Millsap; Day Camp Counselor-Lauren Smith, Maddison Green and Kaitlyn Mackenzie.  
Carried

**MOTION #6** – Moved by R. Webster seconded by H. Foster. That we receive the verbal report from the Pool Committee.  
Carried

**Human Resource Committee Report:**

Interviews Full-time Facility Operator-Maintenance Attendant (Lead Hand) position were conducted on March 7, 2016.

**MOTION #7** – Moved by R. Manktelow seconded by W. Mills. Be it resolved that the CDRC Board of Management hires Tyler Cardella for the position of Facility Operator-Maintenance Attendant (Lead Hand).  
Carried

**MOTION #8** – Moved by W. Mills seconded by D. Sample. That we receive the verbal report from the Human Resource Committee.  
Carried

J. Telfer 6:30pm

**In Camera Session:**

K. Fraser & M. Lamers step out of the meeting.

**MOTION #9** – Moved by H. Foster seconded by D. Sample. 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):  
Personal matters about an identifiable individual, including an employee.  
Carried

K. Fraser & M. Lamers return to the meeting.

**MOTION #10** – Moved by D. Sample seconded by H. Foster. That the CDRC Board of Management rise from “In Camera” at 7:17pm.  
Carried

**MOTION #11** – Moved by W. Mills seconded by D. Sample. That the CDRC Board of Management directs the Town of Shelburne CAO/Clerk to formulate job descriptions and employment contracts for all employees and to provide same to the Board for adoption and execution.

Carried

**Facility Administration Manager's Report:**

See Schedule A

**MOTION #12** – Moved by H. Foster seconded by D. Sample. That the CDRC Board approves one (1) CDRC Management to attend JHSC Part 1 on April 5, 6 & 7 at a cost of \$439.00 and Part 2 on April 13 and 14 at a cost of \$339.00.

Carried

**MOTION #13** – Moved by R. Manktelow seconded by D. Sample. That we receive the report from the Facility Administration Manager.

Carried

**Facility Maintenance Manager's Report:**

See Schedule B

**MOTION #14** – Moved by R. Manktelow seconded by H. Foster. That we receive the report from the Facility Maintenance Manager.

Carried

**New Business:**

**Shelburne & District Sports Hall of Fame:**

D. Sample has been contacted by an individual, inquiring on the process to nominate a Muskie team. After discussion it was recommended that the Hall of Fame Committee be reestablished and a committee meeting be set up.

**Confirmation by By-law**

**MOTION #15** – Moved by D. Sample seconded by H. Foster. Be it resolved that leave be given for the reading and enacting of by-law #04-2016 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held March 30, 2016.

Carried

**Adjournment:**

**MOTION #16**-Moved by R. Manktelow seconded by H. Foster. That we now adjourn at 7:45pm to meet again on April 27, 2016 at 6:00pm, 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 – March 30 2016

- The Summer Jobs Service (SJS) program, one of the summer grants, has been discontinued. I am looking to see if there are any alternative/replacement programs. The Canada Summer Jobs (CSJ) application has been submitted and the Rural Summer Jobs (RSJ) application process has not yet begun.
- I would like to attend Part 1 of Joint Health & Safety Certification (JHSC), April 5, 6 & 7 in Brampton. The cost is \$439.00. Part 2 of the JHSC Certification is April 13 & 14 in Brampton. The cost is \$339.00.
- The 2016 Spring/Summer Recreation in the final proof stages. It is scheduled for distribution on April 14, 2016.
- I plan to attend the Heritage Music Festival meeting on March 29. I will bring back a report.

Kim Fraser  
Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report – March 30 2016

SAFETY:

There were no incidents.

March fire alarms, extinguishers and emergency lighting inspections have been completed.  
TSSA Compressor room inspection 03/02/2016, 3 issues, all resolved by 03/16/2016

ARENA:

Ice being removed Saturday April 2 2016  
Arena glass broken, replaced \$420.00

BUILDING:

Roofing quote from Conestoga roofing March 16 2016 had site visit.  
Tremco roofing quote site visit March 17 2016 will compile information to determine this year's replacement and repair cost and requirements and information for large future replacement of roof cost.  
Light bulb sourcing (Dan Sample) cost was 20% more  
LED arena lights quotes for incentives saving and cost.

POOL:

New pool solar blanket ordered \$1,135.00 chair approval.

GROUNDS:

GENERAL INFORMATION:

Interviews were conducted for a vacant full-time Maintenance-Operator (Lead Hand) position

Marty Lamers  
Facility Maintenance Manager