

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the Regular meeting held May 24, 2017 at the CDRC

Attendance:	Walter Benotto	Shelburne
	Dan Sample	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

Absent: R. Chambers, AJ Cavey

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 report to Policies and Procedures Committee and Shelburne Rotary-Liquor Licence for HMF to New Business.

MOTION #1 – Moved by L. Ryan seconded by R. Webster. Be it resolved we approve the agenda dated May 24, 2017 with additions.

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 April 26, 2017 be approved as presented and circulated.

Carried

Correspondence:

- Township of Amaranth-requesting that all existing contracts with the Boards and Committees be reviewed/renegotiated for 2018
- 2017-18 Ontario Sport & Recreation and Communities Fund-funding not approved

MOTION #3 – Moved by J. Elliott seconded by R. Webster. That correspondence is received and placed on file and that staff follow up with Ministry of Tourism Culture & Sports seeking feedback on the 2017-18 Ontario Sport & Recreation Communities Fund Grants Ontario Case #2017-01-1-534973047.

Carried

Finance Committee Report:

MOTION #4 – Moved by R. Webster seconded by J. Elliott. That the bills and accounts as presented in the amount of \$59,735.03 be approved and paid.

Carried

MOTION #5 – Moved by D. Sample seconded by W. Benotto. That the CDRC Board of Management send a letter to the Township of Amaranth informing the Township of Amaranth they cannot withhold capital funds to the CDRC under section 10 of the January 1, 1994 Agreement between the Town of Shelburne, Township of Amaranth, Township of Melancthon and Town of Mono and that the previously withheld portion of the CDRC Capital Budget be paid immediately.

Carried

Policies & Procedures Committee Report:

Some edits are needed in the CDRC Employee Day Camp Manual. Highlighted edits will be made and presented to the next board meeting.

MOTION #6 – Moved by D. Sample seconded by R. Webster. That we receive the verbal report from the Policies & Procedures Committee.

Carried

Facility Administration Manager's Report:

See Schedule A

MOTION #7 – Moved by H. Foster seconded by R. Webster. That we receive the report from the Facility Administration Manager.

Carried

Facility Maintenance Manager's Report:

See Schedule B

Easter Event Report – See Schedule C

MOTION #8 – Moved by W. Benotto seconded by H. Foster. That we receive the report from the Facility Maintenance Manager.

Carried

Old Business:

UGDSB-Shared Parking Review:

Draft information was presented to the CDRC Board regarding the additional winter maintenance costs incurred to the CDRC to maintain the gravel parking area for the school’s needs. After review and discussion, additional grading and gravel information will be included.

Trevor Favretto from UGDSB contacted the CDRC with a suggestion from the Glenbrook parent Council to place pylons in front of the row of parking that is closest to the school. This will stop parents/guardians from using these spots and hopefully force them to use the gravel parking lot, as they should be doing. The pylons would be placed in front of the spots during the AM and PM peak periods. The school will run this concept for a week to see how it works. After a review a mor permanent solution can be worked on.

New Business:

SMHA 2017-18 Initiative:

SMHA would like to install video equipment to live stream (and record) all home games though the association website. The CDRC will add this to the Ice Meeting agenda to be held June 19 and see if any other groups are interested in this as well.

Shelburne Rotary-Liquor Licence for HMF:

Shelburne Rotary has asked if they were to consider having the bar open Thursday, Friday and Saturday of the Music Festival, could a security company can be hired instead of the police on Thursday and Saturday. After discussion, the CDRC Boards direction is to follow the CDRC Alcohol Risk Management Policy.

Confirmation by By-law

MOTION #9 – Moved by H. Foster seconded by W. Benotto. Be it resolved that leave be given for the reading and enacting of by-law #05-2017 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held May 24, 2017.

Carried

Adjournment:

MOTION #10-Moved by H. Foster seconded by W. Benotto. That we now adjourn at 6:44pm to meet again on June 28, 2017 at 5:30pm, or at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – May 24, 2017

Pool:

Reservations have been received from Grand Valley PS and Hyland Heights ES for class swims. Due to organizational issues Glenbrook ES will not be scheduling class swims. We are waiting to hear from Centennial Hylands ES.

The CDRC has been approved by CSJ to receive funding for five (5) positions totaling \$11,106.00. The funding is approved for five (5) positions: Head Lifeguard, Assistant Head Lifeguard, Lifeguard/Instructor, Head Day Camp Leader and Day Camp Leader.

Swimming lessons and Day Camp registrations are underway.

General:

The Ice User Group meeting is scheduled for Monday, June 19, 2017

The 2017-18 Pro Shop Rental Space RFP has been posted.

There was an incident on Friday, May 19, 2017. It was reported that two (2) kids were on the CDRC roof. The police were called. Video surveillance was observed and a statement was taken. Waiting for follow up from Shelburne Police Services.

Information on point of sale (debit machine) and comparing concession sales

1 attended ORFA Annual Profession Development Program May 1-5 and participated in the Leadership Skills for Recreational Professionals

Action Items

No report

Kim Fraser

Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report – May 24, 2017

SAFETY:

There were no safety incidents
CO detectors waiting on procedure and recommendations from Shara
A more formal procedure for severe weather and tornados are being produced by Shara as well.

ARENA: No issues

BUILDING: Water softener installed for ice plant.

POOL: All plumbing and rehabilitation to the pool complete will be filling pool May 28-29 2017 so we can check for performance of new plumbing. Decking to be worked on after.

GROUNDS: No issues

GENERAL INFORMATION: Participated in ORFA training: Advanced Recreation Facilities Business Management
Blooming Tulips ceremony went well on May 10

ACTION ITEMS Working on SOPs (Standard Operating Procedure)

Developing ice removal and installation procedure.
Exit interview (draft) attached

Marty Lamers
Facility Maintenance Manager

SCHEDULE 'C'

Easter event 2017

Public should not be in CDRC work shop area to retrieve tables or chairs.

Any more than a couple of tables Olympia and scissor lift need to be moved for access otherwise they will be bashing into walls and doors

Event is running from 6-3 9 hrs. X 1 staff	14 hrs.
2 x staff x 1 minutes per table x 2 (40)	2 hrs.
2 x staff x 3 minutes per 20 chairs (60)	20 mins
1 x staff x 30 minutes sweep arena floor	30 mins
1 x staffs x 2 hr. to power scrub longer depending on foot traffic dirt after event	2 hrs.
1 x staff cleaning of arena, lobby, bleachers rest rooms as per new cleaning check list rooms	1 hrs.
Minimum 20 man hrs. \$340.00 depends who works	

CDRC Arena floor regular Special Event Rate Cost to other user groups as per fee schedule is \$1071.00 which covers operator and administrative wages and benefits, utilities, minor repairs and maintenance and our capital asset investment for repairs, replacement and rehabilitation of these assets.