

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held January 14, 2015 at the CDRC

Attendance:	Laura Ryan	Mono
	Walter Benotto	Shelburne
	Dan Sample	Shelburne
	Wade Mills	Shelburne
	AJ Cavey	Shelburne
	Heather Foster	Amaranth
	Chris Gerrits	Amaranth
	Janice Elliott	Melancthon
	Ron Webster	Melancthon
	Kim Fraser	Facility Administration Manager
	Rick Thompson	Facility Maintenance Manager

Meeting called to order by Facility Administration Manager, Kim Fraser at 6:00pm
A quorum was present.

Elections were opened:

Chairman: Moved by Wade Mills, seconded by Dan Sample to nominate Walter Benotto for Chairman. Carried

Walter Benotto accepts the nomination

Moved by AJ Cavey, seconded by Heather Foster to nominate Laura Ryan for Chairman. Carried
Laura Ryan accepts the nomination

Hearing no further nominations.

Moved by Janice Elliott, seconded by Dan Sample to close nominations. Carried

A ballot election was conducted. Six (6) votes for Laura Ryan, Three (3) votes for Walter Benotto

Laura Ryan accepts the position of Chairman

Chairman, L. Ryan assumes chair of the meeting. Laura thanks the members and continues with the meeting. The floor is opened to nominations for Vice-Chairman.

Vice-Chairman: Moved by H. Foster, seconded by D. Sample to nominate W. Benotto for Vice-Chairman. Carried

W. Benotto accepts the nomination.

Hearing no further nominations.

Moved by J. Elliott, seconded by R. Webster to close nominations. Carried

W. Benotto accepts the position of Vice-Chairman

Committees for 2015:

Discussion to remove Fundraising Committee was agreed upon. An assembly of committee members was established. See Schedule A

Agenda:

MOTION #1 – Moved by AJ Cavey seconded by J. Elliott. Be it resolved we approve the agenda dated January 14, 2015 as circulated and presented.

Carried

Declaration of Pecuniary Interests:

Laura Ryan 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.

Discussion of Minutes of Previous Meetings:

MOTION #2 – Moved by W. Benotto seconded by R. Webster. That the minutes of the CDRC Board of Management regular board meeting held November 12, 2014 be approved as presented and circulated.

Carried

Correspondence:

- Letter from Orangeville & Area Small Business Enterprise Centre, Coordinator, Ellen Sinclair requesting use of the Pool View Room free of charge on January 28, 2015.
- Township of Melancthon-Appointing Janice Elliott and Ron Webster to the CDRC Board of Management until November 30, 2015
- Township of Amaranth-Appointing Chris Gerrits and Heather Foster to the CDRC Board of Management
- Town of Mono-Re-appointing Mayor Laura Ryan to the CDRC Board of Management
- Town of Shelburne-appointing Walter Benotto, Wade Mills, Dan Sample and AJ Cavey to the CDRC Board of Management
- Email from Durham Bus Driver re: January 3, 2015

MOTION #3 – Moved by AJ Cavey seconded by J. Elliott. That the Centre Dufferin Recreation Complex Board has received & discussed the letter from Shawn Whitty; And further the Board respectfully denies the request for compensation & directs staff to forward this motion with a letter to Mr. Whitty.

Carried

MOTION #4 – Moved by J. Elliott seconded by C. Gerrits. That correspondence is received and placed on file.

Carried

Finance Committee Report:

MOTION #5 – Moved by W. Mills seconded by R. Webster. That the bills and accounts in the amount of \$83,032.26 be approved and paid.

Carried

MOTION #6 – Moved by AJ Cavey seconded by H. Foster. That effective immediately, cheque signing authorities for the CDRC chequing account be Kim Fraser, Laura Ryan and Walter Benotto.

Carried

Facility Administration Manager's Report:

See Schedule B

New ice rentals-discussions suggest that a policy be created to accept new rental groups. A new committee of Walter Benotto, Ron Webster and Wade Mills is formed.

MOTION #7 – Moved by D. Sample seconded by W. Mills. That we receive the report from the Facility Administration Manager.

Carried

Facility Maintenance Manager's Report:

See Schedule C

MOTION #8– Moved by C. Gerrits seconded by D. Sample. That we receive the report from the Facility Maintenance Manager.

Carried

Old Business:

Shelburne Muskies-Financial Position:

Follow up to last meeting, club President, Kerry Young; Executive Member and Pam addressed the Board of Management to further address the financial difficulties the club is facing. After some discussion the following motion was presented.

MOTION #9 – Moved by W. Mills seconded by W. Benotto. That the CDRC Board agrees to waive the T&C Room fee for the Shelburne Muskies during home games for the remainder of this season to allow for the cost-effective operation of a “booster club” unless the T&C Room has been previously rented by another paying customer, and that this apply retro actively to January 10, 2015. Not to exceed \$1,500.00.

Carried

Expressions of Interest-Advertising on New Olympia:

Two (2) Expressions of Interest were received from Ostic Insurance and Shelburne Primary Eye Care. After review and discussion the following motion was presented.

MOTION #10 – Moved by AJ Cavey seconded by J. Elliott. That the Centre Dufferin Recreation Complex receives the expressions of interest from Jamie Ostic and Shelburne Primary Eye Care; And further that the Board accepts the proposal from Ostic Insurance as outlined in his letter dated September 20, 2014.

Carried

New Business:

Schedule 2015 Meetings: The 4th Wednesday of the month at 6:00pm

Wednesday, February 25, 2015

Wednesday, March 25, 2015

Wednesday, April 22, 2015

Wednesday, May 27, 2015
Wednesday, June 24, 2015
Wednesday, July 22, 2015
Wednesday, August 26, 2015
Wednesday, September 23, 2015
Wednesday, October 28, 2015
Wednesday, November 25, 2015
Wednesday, December 23, 2015

In Camera

Enter In Camera at 7:40pm

MOTION #11 - Moved by W. Benotto 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

MOTION #12 - Moved by D. Sample seconded by W. Benotto. That the CDRC Board of Management rise from "In Camera" with direction to Chair, Vice Chair and Chris Gerrits at 8:25pm.

Carried

R. Webster leaves at 8:25pm
AJ Cavey leaves at 8:25pm

Confirmation by By-law

MOTION #13 – Moved by W. Benotto seconded by D. Sample. Be it resolved that leave be given for the reading and enacting of by-law #01-2015 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held January 14, 2015.

Carried

Adjournment:

MOTION #14-Moved by C. Gerrits seconded by J. Elliott. That we now adjourn at 8:29pm to meet again on February 25, 2015 at 6:00pm, or at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

COMMITTEES FOR 2015

PROPERTY/FINANCE COMMITTEE:	CHAIRMAN:	Heather Foster
	Member:	Walter Benotto
	Member:	Wade Mills
	Member:	Ron Webster
	Member:	Laura Ryan
POOL COMMITTEE:	Member:	Ron Webster
	Member:	Chris Gerrits
	Member:	A.J. Cavey
	Member:	Laura Ryan
	Member:	Dan Sample
POLICIES & PROCEDURES:	Member:	Laura Ryan
	Member:	Heather Foster
	Member:	Janice Elliott
	Member:	Wade Mills
HUMAN RESOURCE:	Member:	Laura Ryan
	Member:	Janice Elliott
	Member:	Chris Gerrits
	Member:	Walter Benotto
	Member:	A.J. Cavey
HALL OF FAME:	Member:	Dan Sample
	Member:	Chris Gerrits
	Member:	Ron Webster

Laura Ryan is the CDRC Board of Management Chairman for 2015 and is ex-officio on all committees.

Walter Benotto is the CDRC Board of Management Vice-Chairman.

SCHEDULE 'B'

Facility Administration Managers Report –January 14, 2015

- Two (2) expressions of interest have been received from Ostic Insurance and Shelburne Primary Eye Care.
- Approx. November 27, 2014 I received a call from a gentleman interested in potentially bringing a Jr. A hockey team back to Shelburne for the 2015/2016 hockey season.
- There is a local gentleman still quite interested in establishing a ladies hockey league at the CDRC
- Effective January 1, 2015 new steps towards a smoke-free Ontario took place. The Town of Shelburne will provide signage when it becomes available.
- The Town of Shelburne will be providing training for the Rzone policy. We will be contacting CDRC user groups and inviting them to this information session, to be scheduled shortly.
- BDO will be conducting the annual financial audit the week of February 17, 2015.
- I am currently working on year end closing, summer pool and camp hiring and will soon be working on the Spring/Summer 2015 Recreation Guide.

Kim Fraser
Facility Administration Manager

SCHEDULE 'C'

Facility Maintenance Managers Report – January 14, 2015

- An emergency repair call went out to Wellington Comfort Systems on Saturday, November 15, 2014 as the boiler system broke down. Two (2) boilers were not firing. An ignition module was replaced on middle boiler. Third boiler still not working. Technician came back Thursday, November 20, 2014 to repair balance of boiler system. Required another ignition module, fan venter assembly and three (3) automatic air vents. Saturday service call billed \$731.20 plus HST. Thursday follow up call billed \$2281.20 plus HST.
- An emergency repair call went out to Georgian Bay Fire & Safety on Saturday, December 13, 2014 as the alarm was sounding and would not go off. A faulty heat detector was found in a dressing room as well as a faulty pull station at an arena exit. The service call was billed at \$877.60 plus HST.
- I've been informed by Scott Wheeldon that the back flow preventers require annual testing. Wellington Plumbing & Heating performed the test and it passed on November 11, 2014. Cost was billed \$475.00 plus HST.
- Kim and I attended the meeting for the Development Charge study at the Shelburne Town Hall on Friday, November 28th.

Rick Thompson
Facility Maintenance Manager