

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held May 27, 2015 at the CDRC

Attendance:	Laura Ryan	Mono
	Walter Benotto	Shelburne
	Heather Foster	Amaranth
	Chris Gerrits	Amaranth
	Janice Elliott	Melancthon
	Kim Fraser	Facility Administration Manager

Absent: Dan Sample, AJ Cavey, Wade Mills, Ron Webster, Rick Thompson

Meeting called to order by Chair, Laura Ryan at 6:00pm
A quorum was present.

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.

Agenda:

MOTION #1 – Moved by W. Benotto seconded by C. Gerrits. Be it resolved we approve the agenda dated May 27, 2015 as circulated and presented.
Carried

Discussion of Minutes of Previous Meetings:

MOTION #2 – Moved by C. Gerrits seconded by W. Benotto. That the minutes of the CDRC Board of Management regular board meeting held March 25, 2015 be approved as presented and circulated.
Carried

Correspondence:

- Letter from Township of Amaranth-Council supports the CDRC 2015 Budget
- Letter from Town of Mono-Council accepts the CDRC 2015 Budget
- Email from Township of Melancthon-Council accepts the CDRC 2015 Budget
- Thank you from Tara Bernard-McCabe for CDRC support for Be the Best You Can Be day

MOTION #3 – Moved by W. Benotto seconded by C. Gerrits. That correspondence is received and placed on file.
Carried

Finance Committee Report:

MOTION #4 – Moved by C. Gerrits seconded by H. Foster. That the bills and accounts in the amount of \$110,248.05 be approved and paid.

Carried

Pool Committee Report:

The Pool Committee met prior to the general meeting and conducted two (2) summer employment interviews.

MOTION #5 – Moved by C. Gerrits seconded by J. Elliott. Be it resolved that the CDRC Board of Management hires the following for the 2015 contract seasonal positions: Casual Instructor/Lifeguards-Aidan Bruce and Holly Tremills.

Carried

MOTION #6 – Moved by J. Elliott seconded by C. Gerrits. That we receive the verbal report from the Pool Committee.

Carried

Policies and Procedures Committee Report:

The Policies and Procedures Committee is looking to schedule a meeting. As Wade Mills was absent, an email will be circulated to schedule meeting.

MOTION #7 – Moved by C. Gerrits seconded by W. Benotto. That we receive the verbal report from the Policies and Procedures Committee.

Carried

Human Resource Committee Report:

Committee member L. Ryan reported that Employee Performance reviews were conducted on May 13, 2015 with CDRC management staff.

MOTION #8 – Moved by J. Elliott seconded by C. Gerrits. That we receive the verbal report from the Human Resource Committee.

Carried

Hall of Fame Committee Report:

The Committee met prior to the general meeting. The committee feels there may be additional candidates. Therefore, the committee has decided to postpone the induction ceremony until the Fall Fair. The committee has three (3) public members interested in participating on the committee.

MOTION #9 – Moved by C. Gerrits seconded by J. Elliott. Be it resolved that the CDRC Board of Management appoints the following as Public members to the Hall of Fame Committee: Al Widbur, Geoff Dunlop and Allan Walker.

Carried

MOTION #10 – Moved by H. Foster seconded by J. Elliott. That we receive the verbal report from the Hall of Fame Committee.

Carried

Facility Administration Manager's Report:

See Schedule A

MOTION #11 – Moved by H. Foster seconded by W. Benotto. That we receive the report from the Facility Administration Manager.

Carried

Facility Maintenance Manager's Report:

See Schedule B

MOTION #12– Moved by J. Elliott seconded by H. Foster. That we receive the report from the Facility Maintenance Manager.

Carried

New Business:

Pro Shop Contract Renewal:

The Pro Shop Lease agreement has expired. Staff will advertise and report back to the board.

County of Dufferin-Memorandum of Understanding (MOU) Emergency Sheltering:

A draft MOU was circulated. Staff has suggested one edit to item #11, to add “Before vacating the facility, the Shelter Manager will ensure that all shelter related supplies and equipment have been removed from the premises.”

Header Trench:

Further to the Report dated May 25, 2015 to replace cedar boards over Header Trench.

MOTION #13 – Moved by J. Elliott seconded by H. Foster. Be it resolved that the CDRC Board of Management receives four (4) quotations to replace cedar boards over the header trench. And further, accepts the quotation from Barry McLean Construction in the amount of \$6,408.60 plus HST.

Carried

Parking Along East Side of Berm:

After discussion the following motion was presented

MOTION #14 – Moved by C. Gerrits seconded by J. Elliott. Be it resolved that for safety and fire route reasons, the CDRC Board of Management recommends to Town of Shelburne Council that the parking along the east side of the berm be considered a “no parking area”. And Further, to have a traffic bylaw be amended accordingly.

Carried

Confirmation by By-law

MOTION #15 – Moved by W. Benotto seconded by H. Foster. Be it resolved that leave be given for the reading and enacting of by-law #04-2015 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held May 27, 2015.

Carried

Adjournment:

MOTION #16-Moved by J. Elliott seconded by H. Foster. That we now adjourn at 7:26pm to meet again on June 24, 2015 at 6:00pm, or at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report –May 27, 2015

- Funding has been approved for all three (3) summer job & youth subsidies:
 - CSJ (Canada Summer Jobs) – One (1) position. Total subsidy \$1,807.00
 - SJS (Summer Job Service) – Six (6) positions. Total subsidy \$3,360.00
 - RSJS (Rural Summer Job Service) – Three (3) positions. Total subsidy \$3,360.00
- “Be the Best You Can Be” day on Thursday, May 14th went well. We were able to have the arena floor cleaned up and ready for 5:30pm floor rentals.
- The Shelburne Kinette Club has graciously purchased a lap clock for the pool. This will enhance endurance swimming.
- The large (old) cooler in the T&C Room kitchen has stopped working. As the cooler is very old and consumes a lot of hydro, and there remains adequate refrigeration in the kitchen, we are not considering fixing it. It will be disposed of. We may consider purchasing a refrigerator next year.

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report – May 27, 2015

- The skimmer valve in the filtration system of the pool is seized. The pool cannot be refilled until it is repaired. Three (3) pool companies were contacted. PPL Aquatic, Fitness & Spa was the only business available to look at the equipment. The estimated cost to repair is approx. \$1,100-\$1,500.00. We anticipate that it will be repaired mid-week.
- Fire Safety Plan has been updated. Fire inspection completed April 13, 2015.
- “Do Not Enter” signs have been installed at the entrance of the CDRC. Lines and arrows in the parking lot have been repainted.

Rick Thompson
Facility Maintenance Manager