

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the Regular meeting held October 24, 2018 at the CDRC

Attendance:	Steve Anderson	Shelburne
	AJ Cavey	Shelburne
	Chris Gerrits	Amaranth
	Heather Foster	Amaranth
	Laura Ryan	Mono
	Darren White	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Tonya Wilson	Ward & Uptigrove
	Jocelyn Meekins	Ward & Uptigrove

Regrets: Janice Elliott, Randy Chambers and Dan Sample

Meeting called to order by Chairman, Chris Gerrits at 6:10pm
A quorum was present.

Declaration of Pecuniary Interests:

Chairman, Chris 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:

C. Gerrits added OSRCF Grant to New Business

MOTION #1 – Moved by AJ Cavey seconded by S. Anderson. Be it resolved we approve the agenda dated October 24, 2018 as circulated and presented.
Carried

In Camera Session:

MOTION #2 – Moved by L. Ryan seconded by H. Foster. That Ward & Uptigrove be appointed recording secretary for the “In Camera” discussion.
Carried

Marty Lamers and Kim Fraser leave the meeting at 6:15pm

MOTION #3 – Moved by S. Anderson seconded by AJ Cavey. 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): Labour relation or employee negotiations.
Carried

MOTION #4 – Moved by L. Ryan seconded by H. Foster. That the CDRC Board of Management rise from “In Camera” with a report at 6:45pm.

Carried

M. Lamers and Kim Fraser return to the meeting at 6:50pm
Tonya Wilson and Jocelyn Meekins leave at 6:50pm

MOTION #5 – Moved by L. Ryan seconded by H. Foster. That the CDRC receive the report from Ward & Uptigrove and proceed dated October 24, 2018 – Compensation Review with the recommended option to be implemented January 1, 2019.

Carried

Discussion of Minutes of Previous Meetings:

MOTION #6 – Moved by L. Ryan seconded by S. Anderson. That the minutes of the CDRC Board of Management regular board meeting held September 26, 2018 be approved as presented and circulated.

Carried

Correspondence:

- Letter from Georgian Claim Services – Power surge claim settlement

MOTION #7 – Moved by S. Anderson seconded by L. Ryan. That correspondence is received and placed on file.

Carried

Finance Committee Report:

MOTION #8 – Moved by D. White seconded by AJ Cavey. That the bills and accounts as presented in the amount of \$64,003.81 be approved and paid.

Carried

Facility Administration Manager’s Report:

See Schedule A

Direction was given to proceed with hiring an Administration Assistant

MOTION #9 – Moved by D. White seconded by AJ Cavey. That we receive the report from the Facility Administration Manager.

Carried

AJ Cavey leaves at 7:05pm

Facility Maintenance Manager’s Report:

See Schedule B

MOTION #10 – Moved by L. Ryan seconded by S. Anderson. That we receive the report from the Facility Maintenance Manager.

Carried

New Business:

OSRCF Grants:

C. Gerrits inquired with Town of Shelburne members if the Town of Shelburne intends on submitting an application to the Ontario Sport and Recreation Communities Fund (OSRCF).

Confirmation by By-law

MOTION #11 – Moved by L. Ryan seconded by H. Foster. Be it resolved that leave be given for the reading and enacting of by-law #08-2018 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held October 24, 2018.

Carried

Adjournment:

MOTION #12 - Moved by H. Foster seconded by L. Ryan. That we now adjourn at 7:21pm to meet again on November 28, 2018 at 6:00pm, or at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – October 24, 2018

Pool/Day Camp:

- Emily Francis has expressed interest in providing the Babysitting and Home Alone courses again during the holiday break

General/New Business:

- Payment in the amount of \$12,818.61 has been received as settlement for the power surge insurance claim
- Payment in the amount of \$8,400.00 has been received for the CSJ 2018 Final Claim
- A trespass notice has been issued by Shelburne Police Service from charges during the Heritage Music Festival-Trews Concert August 10, 2018
- County of Dufferin is filming a promotional video on November 7th and would like to use the ice surface
- Will be attending upcoming information workshops and training regarding the Town of Shelburne new website
- Pepsi / Coke contract – contacting both to submit proposals
- Budget 2019 – discuss in Finance Committee (7.1)
- Facility Administration Assistant – report attached

Ice Rentals

- Centennial Highlands ES is considering booking ice for 2 or 3 days in November for sledge hockey workshops
- SMHA has scheduled one (1) home tournament to host during the holiday break
- An NHL Alumni game, presented by Shelburne Police Services and Safe Communities Dufferin, to be held on Friday, March 29, 2019 in support of Special Olympics Ontario

Kim Fraser

Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report –October 24, 2018

SAFETY:

No worker safety incidents.

ARENA:

Compressor room alarm waiting on repair week of Oct 22 2018. Have contacted at least once a week.

BUILDING:

New LED exterior light installed. (Capital)

Broken lobby door glass replace and reimbursed for cost. Caught on video

HVAC In floor water circulating pump leaking replacement pump on order.

Working on back stair enclosure slow process working mainly alone.

POOL: Pool winterizing complete.

GROUNDS: Replacement of front side walk complete. (Capital)

GENERAL INFORMATION: Operator training

Electrical safety inspection 2 minor items, repaired receptacles.

Some Pickle ball research rules and set up.

Post for the second PT operator looking to do interviews week of Oct 22 2018 6 applicants.

New business

New capital expenses

Marty Lamers

Facility Maintenance Manager