

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the Regular meeting held November 22, 2017 at the CDRC

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|-------------|----------------|---------------------------------|
| Attendance: | Walter Benotto | Shelburne |
| | Dan Sample | Shelburne |
| | AJ Cavey | Shelburne |
| | Chris Gerrits | Amaranth |
| | Heather Foster | Amaranth |
| | Janice Elliott | Melancthon |
| | Ron Webster | Melancthon |
| | Laura Ryan | Mono |
| | Kim Fraser | Facility Administration Manager |
| | Marty Lamers | Facility Maintenance Manager |

Absent: Randy Chambers

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:

Correspondence received from Township of Melancthon

MOTION #1 – Moved by L. Ryan seconded by W. Benotto. Be it resolved we approve the agenda dated November 22, 2017 with additions and presented.

Carried

Discussion of Minutes of Previous Meetings:

MOTION #2 – Moved by D. Sample seconded by R. Webster. That the minutes of the CDRC Board of Management regular board meeting held October 25, 2017 be approved as presented and circulated.

Carried

Correspondence:

- Letter from the Township of Melancthon advising that Mayor Darren White has been appointed to the Board of Management effective December 1, 2017 and that he is replacing Ron Webster, who's term ends on November 30, 2017
- Letter from the Township of Melancthon approving the 2018 CDRC Draft Budget with Melancthon's levy being \$46,235.00

MOTION #3 – Moved by W. Benotto seconded by D. Sample. That correspondence is received and placed on file.

Carried

Finance Committee Report:

MOTION #4 – Moved by L. Ryan seconded by R. Webster. That the bills and accounts as presented in the amount of \$103,981.33 be approved and paid.

Carried

Facility Administration Manager's Report:

See Schedule A

A Concession Booth employee has requested an immediate leave of absence for a family matter. As the remaining concession staff are not available to take the additional hours, the Concession Manager has recommended a temporary replacement available immediately for the short term. After discussion the Board agreed and recommended that a letter stating the terms be prepared.

A banner, advertising Muskie sponsors, was permanently installed above the time-keepers box on or about Sunday, November 19, 2017 without prior consent or acknowledgement from the CDRC. After discussion the following motion was presented.

MOTION #5 – Moved by W. Benotto seconded by L. Ryan. That pending documentation confirming or letter on file, staff will remove the sign above the time box and keep it in a secure location.

Carried

MOTION #6 – Moved by J. Elliott seconded by R. Webster. That we receive the report from the Facility Administration Manager.

Carried

Facility Maintenance Manager's Report:

See Schedule B

MOTION #7 – Moved by J. Elliott seconded by H. Foster. That we receive the report from the Facility Maintenance Manager.

Carried

New Business:

Shelburne Taekwondo-Request to Lease T&C Room:

A letter dated December 3, 2017 was received from Bernie Karsch, Shelburne Taekwondo requesting consideration that they be sole occupants to rent/lease the T&C Room beginning January 1, 2018 for \$2,000.00 per month for a two (2) year term. A report was prepared by staff (see Schedule C). After discussion the following motion was presented.

MOTION #8 – Moved by W. Benotto seconded by L. Ryan. That the Board of the CDRC will decline the proposal from Shelburne Taekwondo for sole rental or lease of the T&C Room.

Carried

CPJHL Franchise 2018-2019:

An email was received on November 16, 2017 from Pat Lacelle requesting consideration to establish a CPJHL hockey franchise at the CDRC for the 2018/2019 season. Discussions recommended that we review our current schedule to give an indication of what may be available and if it is suitable for their needs, then further communications and presentations could continue.

OSRCF Grant Application:

The Board members that met with Regional Advisor, Janine Dunlop on November 16, 2017 reviewed with the Board, conversation and details regarding the grant. Expansion to the summer day camp program to include more sports was a suggestion. A committee of D. Sample, R. Chambers, W. Benotto and C. Gerrits will meet to discuss further.

Confirmation by By-law

MOTION #8 – Moved by J. Elliott seconded by H. Foster. Be it resolved that leave be given for the reading and enacting of by-law #10-2017 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held November 22, 2017.

Carried

Adjournment:

MOTION #9-Moved by R. Ryan seconded by J. Elliott. That we now adjourn at 6:41pm to meet again at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – November 22, 2017

Rentals:

CDDHS girls varsity is planning to ice a team and host a tournament in January. Morning practice rentals are scheduled to begin next week.

Sylvia Jones will be sponsoring a Public Skate on Sunday, February 4, 2018

Tim Hortons will sponsor Free Public Skating scheduled for the afternoons on Christmas Eve and New Year's Eve. Working on scheduling the remainder of the holiday skating schedule

New Business:

Payment for Canada Summer Jobs (CSJ) 2017 has been received

I, along with members C. Gerrits, H. Foster, L. Ryan and R. Chambers met with Janine Dunlop on Thursday, November 16th to discuss the Ontario Sport and Recreation Communities Fund (OSRCF) grant and review our previous submission. If the CDRC is interested in submitting this year, Janine will be available to assist us throughout the process. Eight submissions were received last time and all but ours was successful. The program will provide funding to build capacity of an organization, increase participation opportunity and physical literacy. To apply, the CDRC will need to partner with a funding municipality. Submission deadline is Tuesday, January 16, 2018.

General:

The five (5) CDRC arena operators have recently received new Olympia coats provided by dealer that the Olympia was purchased from in January 2015. At the time, they were out of stock.

Action Items

No report

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report – November 22, 2017

SAFETY:

There were no worker safety incidents.

ARENA:

Oct 22, 2017 Compressor #1 failure switch to compressor #1 replaced

BUILDING:

Roof project #01-2017 is complete.

Back stairwell minor variance submitted to town to proceed. On Monday November 13 2017 the variance was on The Town of Shelburne's council meeting agenda.

POOL:

GROUNDS:

GENERAL INFORMATION:

LED light update. Gatt Electric confirmed that there is surge protection on fixture.

Hydro One retrofit program must be approved before lighting can be installed. The application process is underway.

Ammonia upgrades to be installed Nov 27, 2017

Toilet partitions in T&C being replace as per capital \$1878.00

Action Items Sop

Reviewed and updated some SOP's

Marty Lamers

Facility Maintenance Manager

SCHEDULE 'C'

TO: CDRC Board of Management
FROM: Kim Fraser
DATE: November 16, 2017
SUBJECT: Shelburne Taekwondo-Rent T&C Room

ANALYSIS:

Letter from Shelburne Taekwondo seeking consideration to rent/lease the Town & Country Room on a "full time" basis for \$2,000.00 per month.

FINANCIAL IMPLICATIONS:

1. The T&C Room is approx. 80'x40' (3,200 sq/ft). Including bathrooms and kitchen the room is approx. 100'x40' (4,000 sq/ft). I contacted a local realtor and the minimum value of commercial space this size is \$4,000/month plus TMI and utilities. The CDRC is a high profile location with finished space and common area use.
2. Since May 2017, Shelburne Taekwondo has increased his two (2) week night T&C Room rentals from 6-9pm, to three, 3 hour rentals each week Sunday mornings, Monday evenings and Wednesday evenings at \$78/day. Rental revenue 2017 estimate-\$9,074.00 vs 2016-\$5,150.00
3. T&C Room-Revenue 2017 Budget \$22,000.00 / October 2017 Actual-\$22,774.00 / 2017 Estimated Actual-\$27,337.00 / 2016 Actual-\$22,845.00

COMMENTS:

1. The T&C Room is a multi-purpose room rented by many groups for community and private functions, such as fitness classes, boosters, community and private celebrations, banquets, buck & does, blood donor clinics, corporate events, federal and provincial elections, jamborees, CDRC Day Camp, etc.
2. The CDRC would continue to clean and maintain the facility.
3. The CDRC provides a storage space for Shelburne Taekwondo equipment

RECOMMENDATION:

As the Centre Dufferin Recreation Complex is one of the only community facilities within Shelburne with a number of other user groups using the T&C Room, I could foresee a major pushback and complaints from those user groups. Further, as the CDRC is a municipally funded facility, it would not be in the best interest of the CDRC to permit sole occupancy to one group or individual. Therefore, I would not recommend accepting the proposal from Shelburne Taekwondo.

ATTACHMENTS:

Letter dated November 3, 2017 from Shelburne Taekwondo, Bernie Karsch

Respectfully submitted,
Kim Fraser
Facility Administration Manager