

**CENTRE DUFFERIN RECREATION COMPLEX**  
**BOARD OF MANAGEMENT**

**Minutes of the Regular meeting held November 23, 2016 at the CDRC**

Attendance:	Walter Benotto	Shelburne
	Wade Mills	Shelburne
	Dan Sample	Shelburne
	AJ Cavey	Shelburne
	Chris Gerrits	Amaranth
	Heather Foster	Amaranth
	Ralph Manktelow	Mono
	Janice Elliott	Melancthon
	Ron Webster	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager

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

**Declaration of Pecuniary Interests:**

Walter Benotto 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 to Old Business UGDSB-shared driveway

**MOTION #1** – Moved by J. Elliott seconded by R. Webster. Be it resolved we approve the agenda dated November 23, 2016 as circulated and presented and amended.  
Carried

**Discussion of Minutes of Previous Meetings:**

**MOTION #2** – Moved by W. Mills seconded by J. Elliott. That the minutes of the CDRC Board of Management regular board meeting held October 26, 2016 be approved as presented and circulated.  
Carried

**Correspondence:**

- Letter from The Township of Amaranth requesting the CDRC budget before the end of January 2017
- Email from the Township of Melancthon accepting the CDRC 2017 Budget
- Response from CJ Schneider regarding Trespassing Notice

**MOTION #3** – Moved by W. Mills seconded by H. Foster. That correspondence is received and placed on file.

Carried

R. Manktelow arrives at 6:08pm

**Finance Committee Report:**

**MOTION #4** – Moved by H. Foster seconded by R. Webster. That the bills and accounts, as presented in the amount of \$35,003.27 be approved and paid.

Carried

**MOTION #5** – Moved by W. Mills seconded by H. Foster. Be it resolved that the CDRC 2017 Draft Budget as presented on November 23, 2016 (and attached) be approved with Municipal Funding of \$302,187.00 being requested, and that a copy of this motion and the budget be sent to all member municipalities.

Carried

**MOTION #6** – Moved by W. Mills seconded by D. Sample. That the accounts receivable owed by Shelburne Sharks Inc. in the amount of \$17,117.25 be relisted as a “bad debt” pending current collection efforts.

Carried

**Facility Administration Manager’s Report:**

See Schedule A

**MOTION #7** – Moved by C. Gerrits seconded by H. Foster. That we receive the report from the Facility Administration Manager.

Carried

AJ Cavey arrives at 6:25pm

**Facility Maintenance Manager’s Report:**

See Schedule B

**MOTION #8** – Moved by R. Webster seconded by C. Gerrits. That we receive the report from the Facility Maintenance Manager.

Carried

**Old Business:**

**UGDSB-Shared Driveway**

After review and discussion of presented information the following motion was presented.

**MOTION #9** – Moved by D. Sample seconded by R. Manktelow. That the CDRC Board approves the layout plan as presented. This will be revisited in April 2017 for final approval.

Carried

**Confirmation by By-law**

**MOTION #10**– Moved by J. Elliott seconded by R. Webster. Be it resolved that leave be given for the reading and enacting of by-law #16-2016 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held November 23, 2016.

Carried

**Adjournment:**

**MOTION #11**- Moved by C. Gerrits seconded by J. Elliott. That we now adjourn at 6:43pm to meet again at the call of the chair.

Carried

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Secretary - Treasurer

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Chairperson

\_\_\_\_\_  
Dated

SCHEDULE 'A'

Facility Administration Managers Report – Nov 23, 2016

Grants:

The Canada Summer Jobs (CSJ) grant for \$4,730.00 has been received.

Seasonal Summer Hiring:

I will be posting employment ads in mid-December

SCHEDULE 'B'

Facility Maintenance Managers Report – Nov 23, 2016

SAFETY:

There were no safety incidents.

ARENA: No issues

Chemical clean for compressors completed on Oct 27 2016 running cooler and cycles less but it is also getting colder outside

BUILDING : Replaced ballast and bulb outside parking lot light north east corner.

POOL:

GROUNDS:

The new path is paved Nov 16, 2016 some signage by the school and curbing by the town to finish.

GENERAL INFORMATION:

I attended a meeting for Ontario College of Trades at Shelburne town office. There was a general complaint for the county. It was an information session to inform us when licensed trades people are required, RFP's should reflect this.

Completed JHSC Certification Part 1 Oct 25, 26 2016 and Standard first aid\AED\CPR Oct 28, 2016

Marty Lamers

Facility Maintenance Manager