

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the Regular meeting held October 25, 2017 at the CDRC

Attendance:	Randy Chambers	Shelburne
	Dan Sample	Shelburne
	AJ Cavey	Shelburne
	Chris Gerrits	Amaranth
	Heather Foster	Amaranth
	Laura Ryan	Mono
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager

Absent: Walter Benotto, Ron Webster and Janice Elliott

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:

MOTION #1 – Moved by AJ Cavey seconded by L. Ryan. Be it resolved we approve the agenda dated October 25, 2017 as circulated and presented.

Carried

Discussion of Minutes of Previous Meetings:

MOTION #2 – Moved by R. Chambers seconded by D. Sample. That the minutes of the CDRC Board of Management regular board meeting held September 27, 2017 be approved as presented and circulated.

Carried

Finance Committee Report:

MOTION #3 – Moved by L. Ryan seconded by R. Chambers. That the bills and accounts as presented in the amount of \$64,314.38 be approved and paid.

Carried

Facility Administration Manager's Report:

See Schedule A

MOTION #4 – Moved by L. Ryan seconded by R. Chambers. That we receive the report from the Facility Administration Manager.

Carried

Facility Maintenance Manager's Report:

See Schedule B

MOTION #5 – Moved by R. Chambers seconded by D. Sample. That we receive the report from the Facility Maintenance Manager.

Carried

New Business:

LED Arena Light Replacement RFP #02-2017:

Eight (8) RFP's with eleven (11) proposals were received and opened on Friday, October 20, 2017 with M. Lamers, D. Sample and W. Benotto in attendance. A detailed comparison was prepared and presented by Facility Maintenance Manager, M. Lamers. After review and discussion the following motion was presented.

MOTION #6 – Moved by D. Sample seconded by L. Ryan. Be it resolved that the CDRC Board of Management receives eleven (11) proposals for the Request for Proposal for the Arena Light Replacement Project #02-2017. And further, accepts the RFP from Gatt in the amount of \$16,233.00 less rebate \$5,280.00 = \$10,953.00, with follow up on the surge protection if required for lighting.

Carried

Arena Facility Safety Systems:

See Schedule C

After review and discussion the following motion was presented.

MOTION #7 – Moved by L. Ryan seconded by D. Sample. To meet the existing requirements and recommendations from the County and Municipal Health and Safety Advisor, Be it resolved that the CDRC Board of Management purchase an Ammonia horn/strobe at a cost of \$695.00 plus HST and an Ammonia system alarm at a cost of \$1,700.00 plus HST. Hook up to the control panel may be extra.

Carried

Confirmation by By-law

MOTION #8 – Moved by AJ Cavey seconded by R. Chambers. Be it resolved that leave be given for the reading and enacting of by-law #09-2017 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held October 25, 2017.

Carried

Adjournment:

MOTION #9-Moved by R. Chambers seconded by L. Ryan. That we now adjourn at 6:00pm to meet again on November 22, 2017 at 5:30pm, or at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – October 25, 2017

Rentals:

Since Thanksgiving, ice rentals are now in full swing. CDDHS boy's varsity will not be icing a team this season, however there is interest from Glenbrook ES to run a 10 week morning program. HTI is also interested in running a weekday morning clinic and another private rental has booked 8 weekday mornings.

I have submitted a request to Tim Hortons to sponsor Free Public Skating in the amount of \$500.00

Scheduled room rentals throughout November include Dance Blasters youth dance, Old Time Jamboree, Christian Women meeting, KTH family Christmas (and ice rental), a party package rental as well as the regular scheduled Taekwondo, Zumba, Fitness Kickboxing and two church groups.

New Business:

Canada Summer Jobs (CSJ) 2017 has request further information to process claim

General:

Action Items

No report

Kim Fraser

Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report – October 25, 2017

SAFETY:

There were no worker safety incidents.

ARENA:

Oct 10 2017 Compressor #1 failure replaced fuse and reset drive.

Oct 22 2017 Compressor #1 failure replaced 50hp electric switch. Cancelled ice 7:00-9:30pm due to unsafe ice

BUILDING:

Roof decking replacement and repair is complete the metal capping still to finish.

Back stairwell a minor variance submitted to town to proceed. To close to property line.

POOL:

GROUNDS:

GENERAL INFORMATION:

LED light RFP contractor site visits. Open RFPS Friday Oct 20 2017 4:30

Upstairs boiler repair 2x call back faulty flow switch.

Camera at rear T&C repair stopped working. Faulty wire from previous camera removal wire was replaced.

CO and other atmospheric hazardous (Attachments)

Action Items Sop

Still updating SOP for pool closure

Updating Ammonia leak procedure (RE: BC arena leak)

Marty Lamers

Facility Maintenance Manager

SCHEDULE 'C'

From: Shara Bagnell, Health & Safety Advisor

Subject: Arena Facility Safety Systems

Date: June 2017

Purpose

The purpose of this report is to provide information regarding the hazards of carbon monoxide and other atmospheric hazards in arenas. The report will review legislative requirements and recommendations regarding industry standards and best practice to mitigate these hazards.

Background and Discussion

Recent incidents involving workers being exposed to hazardous levels of carbon monoxide in the workplace prompted an investigation by the health & safety office into industry standards and best practice regarding CO detection, alerting, and procedures in responding to a carbon monoxide emergency in workplaces. In doing this, some gaps were identified in the detection and monitoring of additional atmospheric hazards in Municipal facilities, like arenas.

Existing Gaps:

1. Detection and ventilation of carbon monoxide in areas where fuel-fired equipment is being operated. **5 New Detectors and repair ventilation and a procedure for edging.**
2. Propane detection in the area where the ice resurfacing units are parked inside the facility to detect possible leaks. **Already in place with auto fan and hot water shut off**
3. Monitoring of Ammonia alarms. **Proposals attached**

Carbon monoxide is a by-product of incomplete combustion. It is also colourless and odourless, so without a means to detect carbon monoxide in areas where fuel-fired appliances are being operated, workers can be exposed to harmful levels unknowingly. Common sources of carbon monoxide in Municipal workplaces are:

1. Fuel-fired equipment running inside a building (graders, plow trucks, ice resurfacing equipment, generators, space heaters, pressure washers)
2. Fuel-fired appliances (furnaces, water heaters, etc.) that are operating improperly.

In areas where fuel-fired equipment producing an exhaust known to contain contaminants such as carbon monoxide is being run, a means to detect and ventilate

The hazard must be implemented. In facilities containing fuel-fired appliances such as furnaces/ water heaters, a means to detect and alert the occupants to a carbon monoxide emergency should be considered Hazards of Propane-Fired Equipment

Hazards of Propane (C₃H₈): The main hazard of propane is that it is extremely flammable. The maximum concentration that workers can be exposed to over an 8 hr period is 1000 ppm. The Short Term Exposure Value is not listed on Safety Data Sheet information, or by the American Conference of Governmental Industrial Hygienists. Propane is heavier than air, and can accumulate in low-lying areas and confined spaces such as maintenance pits, and catch basins. Higher concentrations of propane can act as an asphyxiant by displacing Oxygen in breathing air. If a leak were to occur where the Ice resurfacing unit is parked, or where propane is stored indoors, there must be a means to detect concentrations of propane above unsafe levels and alert employees to the hazard.

Hazards of Ammonia

Ammonia is used in the refrigeration process for making ice. This product is a corrosive, fast-acting poison that can be fatal if inhaled, absorbed through the skin, or swallowed. The time weighted average for ammonia is 25 ppm. The Ammonia alarm

system has an external display showing ammonia levels inside the space so that staff can ensure levels are below 25 ppm prior to entry for daily checks. If the compressor room alarm system does not allow staff to view levels once inside the space, or alarm until 100 ppm are reached, measures must be implemented to alert workers to a hazardous atmosphere greater than 25 ppm while they are inside the compressor room.

Most ammonia alarms have an audible alarm inside the compressor room, and flashing light outside the room that is activated when levels reach between 100 and 150 ppm to alert staff to an emergency within the space before entering. Alarm systems are also designed to automatically ventilate a hazardous atmosphere to the outside if levels of 300 ppm are reached.

Existing ammonia alarm systems rely on staff being able to hear or see the alarm to know there is an emergency. This is not possible from everywhere in the building, and an emergency could go undetected, even while the building is occupied.

Legal Considerations

Regulation 851 for Industrial Establishments under the Occupational Health and Safety Act requires that hazardous atmospheres be ventilated by natural or mechanical means. A ventilation system interconnected with equipment to detect carbon monoxide and nitrogen dioxide in areas that the ice resurfacing unit will be operating would address the hazard. Additionally, installation of propane detection in areas that the ice resurfacing unit is parked or propane cylinders are being stored inside would be a reasonable precaution to take to protect workers.

Recommendations

THAT a system to detect and automatically ventilate contaminants produced by fuel-fired equipment, and alert staff and occupants to a hazardous atmosphere be installed.

And THAT, measures be implemented to alert workers to a hazardous atmosphere containing > 25 ppm of Ammonia while work is being performed inside the compressor room.

And THAT, the existing ammonia alarm system be monitored.

Prepared by:

Shara Bagnell

County and Municipal Health and Safety Advisor

To meet existing gaps and recommendations would like to proceed with the following quotes.

Have discussed options with several service providers.

1: Horn /strobe ammonia - \$695.00 (Requirement)

2: Ammonia system alarm - \$1,700.00 plus monitoring company to hook up to panel (Recommendation)