

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held October 26, 2016 at the CDRC

Attendance:	Walter Benotto	Shelburne
	Wade Mills	Shelburne
	AJ Cavey	Shelburne
	Chris Gerrits	Amaranth
	Janice Elliott	Melancthon
	Ron Webster	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager

Absent: R. Manktelow, D. Sample and H. Foster
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:

MOTION #1 – Moved by J. Elliott seconded by W. Mills. Be it resolved we approve the agenda dated October 26, 2016 as circulated and presented.
Carried

Discussion of Minutes of Previous Meetings:

MOTION #2 – Moved by R. Webster seconded by W. Mills. That the minutes of the CDRC Board of Management regular board meeting held September 28, 2016 and the minutes of the two (2) special board meetings held October 5, 2016 be approved as presented and circulated.
Carried

Correspondence:

- Town of Shelburne-Canada 150 Tulip Planting

MOTION #3 – Moved by J. Elliott seconded by W. Mills. That correspondence is received and placed on file.
Carried

Finance Committee Report:

To fulfil the Town of Shelburne's requirement to complete a 2017 budget, the Finance Committee will schedule a meeting ASAP.

AJ Cavey arrives at 6:10pm

MOTION #4 – Moved by W. Mills seconded by J. Elliott. That the bills and accounts, as presented in the amount of \$59,800.17 be approved and paid.

Carried

Facility Administration Manager's Report:

- Attended a COFCA meeting on October 14, 2016
- HTI planning a Winter Break Camp and will rent ice during the Christmas break

MOTION #5 – Moved by R. Webster seconded by C. Gerrits. That we receive the verbal report from the Facility Administration Manager.

Carried

Facility Maintenance Manager's Report:

See Schedule A

MOTION #6 – Moved by C. Gerrits seconded by R. Webster. That we receive the report from the Facility Maintenance Manager.

Carried

Old Business:

HTI-Dressing Room

See Schedule B

MOTION #7 – Moved by AJ Cavey seconded by R. Webster. That due to the busy ice use season being in full swing the CDRC Board has decided to put all construction plans for HTI on hold; And further that should HTI wish to pursue renovations for the year 2017/18 that plans must be submitted by June 2017 and construction started no later than August 1, 2017 pending all Board and County approvals; And further that due to the change room #6 being used exclusively by HTI during the week, a levy of \$800 plus HST be requested to honour the exclusive use not extended to other organizations; And further the Board wishes this levy to be paid by December 31, 2016.

Carried

New Business:

Shelburne Police Services Board-Representative:

A letter from the Shelburne Police Service Board was received seeking a representative from the CDRC to attend a public consultation on Tuesday, November 22, 2016 at 7pm. After review and discussion Ron Webster is appointed to represent the CDRC and attend the meeting.

Christmas Hamper Program:

A request from the Christmas Hamper Committee was received requesting a hamper box be located at the CDRC. After discussion approval was given.

Snow Removal Contract 2016/2017:

Two (2) snow removal tenders were received. W. Bennotto and W. Mills met with CDRC Maintenance Manager on October 11, 2016 to open and review the tenders. After review and discussion the following motion was presented.

MOTION #8 – Moved by C. Gerrits seconded by W. Mills. Be it resolved that the snow removal and sanding tender submitted by Martin’s Property Maintenance be accepted for the 2016-2017 winter season.

Carried

In Camera Session:

MOTION #9 – Moved by W. Mills seconded by J. Elliott. 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:

Personal matters about an identifiable individual, including an employee and Litigation or potential litigation, including matters before administrative tribunal, affecting the local board.

Carried

MOTION #10 – Moved by J. Elliott seconded by W. Mills. That the CDRC Board of Management rise from “In Camera” with no report at 7:00pm.

Carried

Confirmation by By-law

MOTION #11 – Moved by J. Elliott seconded by C. Gerrits. Be it resolved that leave be given for the reading and enacting of by-law #15-2016 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held October 26, 2016.

Carried

Adjournment:

MOTION #12- Moved by J. Elliott seconded by R. Webster. That we now adjourn at 7:02pm to meet again on November 23, 2016 at 6:00pm, or at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Maintenance Managers Report – October 26, 2016

SAFETY:

There were no safety incidents.
Oct 15, 2016 fire station was pulled false alarm.

ARENA: No issues

Chemical clean for compressors scheduled to be done Oct 27, 2016.

BUILDING: HVAC quarterly systems checked: a couple of leaking valves and a worn spider gear all repaired.

POOL: Pool was winterized on Oct 21, 2016. Making a Winterization procedure for future reference.

GROUNDS:

The new trail put in by town for school patrons will be paved late October now.
Snow plow tender Walter, Wade and myself opened the 2 tenders decided to go with Martin
Landscaping based on price which was less, he out of Shelburne and was the second snow plow
provider from last year and had no issues with.

GENERAL INFORMATION: Joshua Oatman and Robert Buchanan the new PT hires seem to be working out.

Tyler and I participated in the Confined space entry course on October 5, 2016 very informative we need to update and modify our procedures and obtain safety equipment.

Marty Lamers
Facility Maintenance Manager

SCHEDULE 'B'

TO: CDRC Board of Management
FROM: Kim Fraser, Facility Administration Manager
RE: HTI – Hockey Training Institute

DATE PREPARED: October 26, 2016

ANALYSIS:

Since May, 25 2016 HTI has indicated that he will construct and install a feature dressing room at his cost in exchange for exclusive use of it for the 2016/2017 season.

To date, nothing has transpired. His designer/builder has not provided him with the info he needs. He will be working with a new designer/builder.

Currently, he has been using dressing room #6 Monday through Friday am. Vacating the room for the weekend, allowing the CDRC to have use of dressing room #6 from Friday pm through Sunday.

FINANCIAL IMPLICATIONS:

RECOMMENDATION: - Postpone the construction until after 2016/2017 season.
- An agreement and rental fee for current use of dressing room #6 be established

ATTACHMENTS:

Respectfully submitted,
Kim Fraser
CDRC Facility Administration Manager