

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the Regular meeting held September 27, 2017 at the CDRC

Attendance:	Randy Chambers	Shelburne
	Dan Sample	Shelburne
	Heather Foster	Amaranth
	Laura Ryan	Mono
	Janice Elliot	Melancthon
	Ron Webster	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager

Absent: Chris Gerrits, Walter Benotto and AJ Cavey

Meeting called to order by Vice-Chair, Laura Ryan at 5:30pm.
A quorum was present.

Declaration of Pecuniary Interests:

Vice-Chairman, L. Ryan 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 R. Chambers. Be it resolved we approve the agenda dated September 27, 2017 as circulated and presented.
Carried

Discussion of Minutes of Previous Meetings:

MOTION #2 – Moved by R. Webster seconded by J. Elliott. That the minutes of the CDRC Board of Management regular board meeting held August 23, 2017 be approved as presented and circulated.
Carried

Finance Committee Report:

Further to the presentation of the CDRC 2018 Draft Budget at the August 23, 2017 board meeting, Finance Chair, Randy Chambers reviewed and summarized the draft budget, municipal funding and a plan to build a reserve for the major roof repair and parking lot paving.

MOTION #3 – Moved by J. Elliott seconded by R. Chambers. That the bills and accounts as presented in the amount of \$72,364.62 be approved and paid.

Carried

MOTION #4 – Moved by R. Chambers seconded by J. Elliott. Be it resolved that the CDRC 2018 Draft Budget as presented on September 27, 2017 (and attached) be approved with Municipal Funding of \$308,231.00.00 being requested, and that a copy of this motion and the budget be sent to all member municipalities.

Carried

Pool Committee Report:

See Schedule A

See Schedule B

MOTION #5 – Moved by R. Chambers seconded by J. Elliott. That we receive the report from the Pool Committee.

Carried

Human Resource Committee Report:

Interviews were conducted for Seasonal Youth attendant positions on September 12, 2017.

Prior to the vote, Ron Webster declared a conflict of interest.

MOTION #6 – Moved by R Chambers seconded by D. Sample. Be it resolved that the CDRC Board of Management hires the following for the 2017/2018 seasonal youth positions: Mitchell Skilton, Mitchell Webster, Matt Ronczka, Joey De Melo, Jadon Hunt and Matt Kratky.

Carried

MOTION #7 – Moved by R. Chambers seconded by R. Webster. That we receive the report from the Human Resource Committee.

Carried

Facility Administration Manager's Report:

See Schedule C

MOTION #8 – Moved by J. Elliott seconded by R. Chambers. That we receive the report from the Facility Administration Manager.

Carried

Facility Maintenance Manager's Report:

See Schedule D

MOTION #9 – Moved by R. Webster seconded by R. Chambers. That we receive the report from the Facility Maintenance Manager.

Carried

Confirmation by By-law

MOTION #10 – Moved by J. Elliott seconded by R. Chambers. Be it resolved that leave be given for the reading and enacting of by-law #08-2017 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held September 27, 2017.

Carried

Adjournment:

MOTION #11-Moved by R. Chambers seconded by R. Webster. That we now adjourn at 6:09pm to meet again on October 25, 2017 at 5:30pm, or at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Centre Dufferin Recreation Complex Pool
Summer 2017 End of Season Report
Prepared by Emily Francis (Head Lifeguard)
August 2017

2017 Successes

Overall, the 2017 pool season ran quite successfully. We were opened on time for the summer and had a steady swimming season from lessons to public swims.

Staff trainings were very successful this summer. This was the third year holding them bi weekly and it was evident that staff was more motivated to participate without hesitation. We covered everything from first aid aquatic situations to aspects of teaching. Staff trainings significantly helped bond together the staff team for the summer of 2017, which is crucial when working a public environment.

This summer we advertised adult swimming lessons to the public. We had a few patrons who participated in lessons for the entire duration of the summer. We were able to accommodate these swimmers in the quieter times of the day where there were no children around so they were not intimidated. Adult lessons took place Monday, Wednesday and Friday from 1:00-2:00pm. Adult lessons were a great addition to our summer programming and will continue to increase enrollment with the years.

The Junior Lifeguard Club was a huge success this summer we had 12 participants participate in the two-week program. A group of 8-12 year olds participated in activities around the pool introducing them to the various aspects of the roles and responsibilities of a lifeguard. It is important to develop young lifeguards as there are limited number of lifeguards in the area.

Recommended Changes for 2017

Programming

Overall, our programming ran smoothly for the summer of 2017 but I think that for the summer of 2018 it is crucial to expand the programs offered at the CDRC Pool even more. With the pool only being open for 3 months we want to make the most of it. This summer we had a number of comments regarding the evening lessons being changed to go later until approximately 6:30pm. It is recommended that this change be made as our town is turning into a commuter's town and parents are unable to get their children to lessons. It would boost our evening lessons enrolment. Another suggestion is the introduction of Lifesaving Sport. It is a program that works on fitness and lifesaving skills for children by competing in competitions and tasks to develop strong future lifeguards.

Equipment

For the summer of 2018, we will need to purchase some new equipment for the pool. By the end of this season the buoy line has started to give people slivers while putting it in the pool and the buoys were starting to crack. It is suggested that we invest in a new rope for the summer of 2018. We will also have to look at purchasing some new noodles, by the end of the summer many of the noodles began to split therefore we had very few that were good to use for swimming lessons. The Kinsmen, Kinette's and Rotary Clubs have all donated money in the past to advance the programming at the CDRC Pool.

Maintenance

The wall paintings were a nice addition to the life of the CDRC Pool this summer. As for maintenance, parts of the deck are breaking off which is becoming a hazard therefore it should be repaired before the summer of 2018. There are always many stains on the bottom of the pool which influences patrons to believe the pool isn't cleaned regularly. It would be ideal if the bottom of the pool could be bleached or cleaned before the start of the start of next summer.

SCHEDULE 'B'

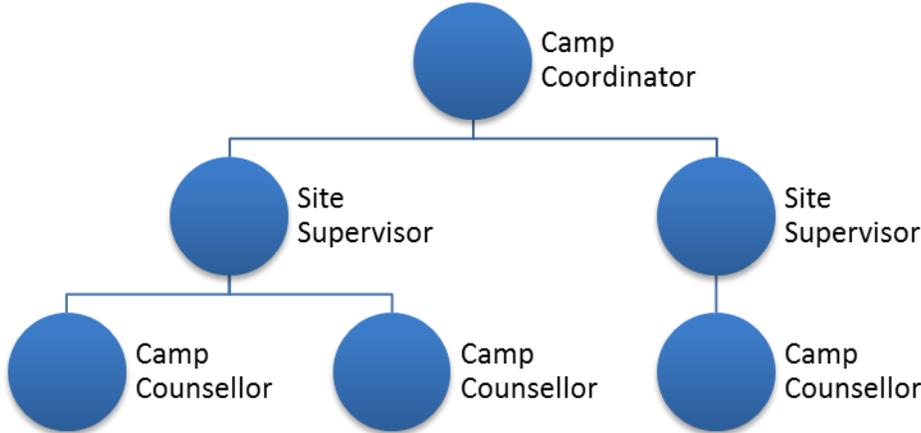
CDRC Day Camp: End of Year Report 2017
August 28th, 2017

Written by Hannah Francis

Over the past 4 years that I have been with the CDRC Day Camp, the program has grown tremendously. In 2014, we were barely hosting 20 kids a day where as this summer we were pushing at least 35 kids a day with waiting lists. As the CDRC Day Camp program has a wide potential to grow in the future, this report will outline my recommendations and suggestions.

Overview of Positions

For the past 2 summers, the CDRC Day Camp has employed 4-5 staff members, 1 coordinator and 3-4 counsellors. This method was extremely effective in the past, but as the camp begins to grow reconsidering these positions may improve efficiency at the CDRC Day Camp. The following tree diagram outlines my recommendations.



The Camp Coordinator would still be in charge of registrations, advertising, purchasing supplies, staff trainings, etc. but would have the opportunity to spend more time in the office. They would work with the site supervisors to plan accordingly for the group of campers in each room. They would report to the coordinator with any questions or concerns but overall be in charge of ensuring that all operations run smoothly in that room, such as leading circle, and other main activities. The camp counsellors would have similar responsibilities but their main job would be to ensure that all campers are safe and having fun. If this is not attainable, ensure that there is a coordinator and assistant.

Facility

This year, the CDRC Day Camp made use of both the meeting rooms and the pool view room. In years to come, it is essential that campers be divided into at least 2 separate rooms according to age groups.

The only other challenge we encountered in regards to facility was our lack of yard space. This was an issue because another camp was renting out the Glenbrook schoolyard so we were not allowed to use it. It may be a good idea to look into renting the schoolyard for the summer to ensure there is space outside for the campers to play.

Budget

The budget increase was definitely helpful this summer. It may be a good idea to set a firm amount from each registration that is meant for programming so the budget can increase as registration increases.

Registration

In regards to registration, it would be effective to have someone manning the front desk consistently. The lack of consistency at the front desk this past year made it extremely difficult to stay organized with camp and swimming pool registrations.

I would also consider accepting full time registrations before taking single day registrations. Perhaps have an early bird registration that is for full time positions only.

Opening an online registration forum would also be great to make it easier for parents to register their children when they are busy at work during our office hours.

Future Themes

My favourite themes from this past summer were CDRC Chefs in the Making, Rocking Reactions and Mission Impossible. Remaking these themes in the future would be an excellent decision.

Conclusion

Overall, this past summer at the CDRC went very smoothly and was a lot of fun. I am happy to have spent the past 4 years at the CDRC and look forward to watching the program blossom in years to come. Although this is my final year at the CDRC Day Camp, please do not hesitate to contact me should you have any questions regarding the position or the program. I wish you all the best of luck in the future.

Thanks for this amazing opportunity,
Hannah Francis

SCHEDULE 'C'

Facility Administration Managers Report – September 27, 2017

Pool/Day Camp:

Season end evaluations have been prepared for pool and camp staff

As an extension to the Year End Day Camp Report, I recently had a discussion with County of Dufferin-Community Services/Children Services inquiring if the CDRC would be interested in working with them to provide financial assistance. If we are to enter into a Purchase of Service Agreement with the County, I think we need to evaluate and perhaps expand the day camp service further.

Canada Summer Jobs (CSJ) 2017 Payment Claim report has been submitted

Rentals:

Ice rentals are well under way with SMHA and Muskie tryouts, as well as a number of other groups including GVMHA, Ringette, broomball, parties and sell off ice rentals.

Room rentals continue to be strong with Taekwondo, Zumba, Fitness Kickboxing and two church groups, as well as other private rental inquiries. There is a family celebration, a wedding and a buck & doe scheduled throughout October. I continue to work on rental agreements.

New Business:

Received notice of examination of the GST/HST return for the period 2017-04-01 to 2017-06-30 on September 6, 2017

A second representative from Elections Ontario came in on September 21, 2017 for a walk through of the CDRC facility for the upcoming provincial election in 2018. They would like to use the CDRC for the advanced poles in May (Pool View Room) and Election Day in June (T&C Room).

Glenbrook ES is hosting a Community Night on Thursday, October 5th from 5-7pm. The CDRC has been invited to participate and share program information. This is to help new families know what is available in Shelburne and area.

General:

Andrew MacRae from The Wolves Den Pro Shop is currently operating as usual.

A reminder that a meeting is scheduled on Friday, October 6, 2017 at 1:30pm with the Ministry of Tourism, Culture and Sport – Sport, Recreation and Community Programs Branch to review the Ontario Sport and Recreation Communities Fund (OSRCF).

Action Items

No report

Kim Fraser

Facility Administration Manager

SCHEDULE 'D'

Facility Maintenance Managers Report – September 27, 2017

SAFETY:

There were no worker safety incidents.

ARENA:

Start-up ice plant Thursday Aug 25 2017

Ice went in no issues during start up.

Sept 14 2017 10 pm compressor failure replaced fuse and reset drive.

BUILDING:

The roof over the back stairway I discussed the stairway with the town and they have a zoning issue, unless we get a zoning variances we cannot build there as the new structure will be too close to property line. Also speaking with the county's building department a drawing is required from an architect if we go ahead. Dan is looking into further options and the zoning issue as well.

POOL: Pool winterized went well. \$300.00

GROUNDS:

GENERAL INFORMATION:

Cost of music heritage festival to help set up. \$1692.00 **see** attached.

Youth interviews Janice, Dan, and Marty interviewed the 6 applicants for the 6 positions available. Mitchell Webster, and Mitchell Skilton are returns from last year rehired Matt Ronczka ,Joey De Melo, Jaden Hunt and Matt Krathy new hires.

LED light RFP sent out.

Roof repair update Site visit for next week to begin shortly after.

Glenview school parking had support from Town bylaw officer 1st week and placed cones during drop off hours. Working well if cones are put out.

NEW BUSINESS

Action Items Sop

SOP for pool closure

Marty Lamers

Facility Maintenance Manager