

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

**Minutes of the Regular meeting held September 26, 2018 at the CDRC**

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

Regrets: Darren White, Janice Elliott, and Heather Foster

Meeting called to order by Chairman, Chris Gerrits at 6:00pm  
A quorum was present.

**Declaration of Pecuniary Interests:**

As Chairman, Chris Gerrits will be leaving the meeting early, Vice-Chairman, Laura Ryan will chair the meeting. 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:**

- C. Gerrits asked to move agenda item 6.2 ahead
- D. Sample added County Programs as a discussion item to New Business.

**MOTION #1** – Moved by AJ Cavey seconded by D. Sample. Be it resolved we approve the agenda dated September 26, 2018 as amended and presented.  
Carried

**Discussion of Minutes of Previous Meetings:**

**MOTION #2** – Moved by R. Chambers seconded by AJ Cavey. That the minutes of the CDRC Board of Management regular board meeting held August 22, 2018 be approved as presented and circulated.

Carried

**Summer Pool and Day Camp-Season End Reports:**

See Schedule A and Schedule B

For review, season end reports were received from Head Lifeguard, Emily Francis and Head Day Camp Leader, Hannah Francis. After discussion some key points will be reviewed and considered when planning the 2019 programs.

**MOTION #3** – Moved by D. Sample seconded by AJ Cavey. That we receive the report from the Pool Committee-End of Season Head Lifeguard and Day Camp Reports.  
Carried

**Correspondence:**

- Letter from Town of Shelburne: 2019 Budget Schedule-Important Timelines

**MOTION #4** – Moved by C. Gerrits seconded by D. Sample. That correspondence is received and placed on file.

Carried

**Finance Committee Report:**

Follow up with the power surge insurance claim

**MOTION #5** – Moved by L. Ryan seconded by D. Sample. That the bills and accounts as presented in the amount of \$139,075.42 be approved and paid.

Carried

**Facility Administration Manager's Report:**

See Schedule C

**MOTION #6** – Moved by D. Sample seconded by AJ Cavey. That we receive the report from the Facility Administration Manager.

Carried

**Facility Maintenance Manager's Report:**

See Schedule D

Until the new ammonia detection monitor is installed, it was suggested that a 'Buddy System' be implemented when checking the refrigeration plant.

**MOTION #7** – Moved by R. Chambers seconded by S. Anderson. Be it resolved that the CDRC Board of Management hires the following for the 2018/2019 seasonal youth positions: Matt Kratky, Domenic Carnovale, Cole Dobson, Kyle Webber and Kayleigh Sobon.

Carried

C.Gerrits leaves at 6:30pm

**MOTION #8** – Moved by R. Chambers seconded by S. Anderson. That we receive the report from the Facility Maintenance Manager.

Carried

**Old Business:**

**Summer Ice/Feature Dressing Room:**

Representation from Hockey Training Institute (HTI) did not arrive to discuss this item.

**New Business:**

**County Programs:**

D. Sample inquired why an Orangeville based sports organization was not invited to join in the previous Community Information & Registration Days. The event, held at the CDRC 3-4 times in the winter/spring, is intended to promote local Shelburne and area clubs and organizations so they can provide information and registrations for upcoming spring/summer programs. As there are no set guidelines to this event and football is not available in Shelburne, it was recommended that Orangeville Outlaws Football Association be allowed to participate in the upcoming event.

**Cooling Centre Guidelines:**

AJ Cavey requested follow up from the September 26, 2018 minutes. The Town of Shelburne is developing a policy and the CDRC will then have an opportunity to review and approve.

**Confirmation by By-law**

**MOTION #9** – Moved by R. Chambers seconded by D. Sample. Be it resolved that leave be given for the reading and enacting of by-law #07-2018 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held September 26, 2018.

Carried

**Adjournment:**

**MOTION #10** - Moved by R. Chambers seconded by S. Anderson. That we now adjourn at 6:44pm to meet again on October 24, 2018 at 6:00pm, or at the call of the chair.

Carried

\_\_\_\_\_  
Secretary - Treasurer

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Dated

SCHEDULE 'A'

**Centre Dufferin Recreation Complex Pool**  
**Summer 2018 End of Season Report**  
**Prepared by Emily Francis (Head Lifeguard)**  
**August 2018**

**2018 Successes**

Overall, the 2018 pool season ran quite successfully with some amazing weather. We opened right on time the second week of June and were busy right through until the week leading up to labour day weekend.

**Lessons/Programs**

Below are the enrollment numbers for all programs offered by the CDRC Pool for the Summer of 2018;

June Lessons: 19

Session 1: Group Lessons: 152 Private Lessons: 17

Session 2: Group Lessons 156 Private Lessons: 12

Session 3: Group Lessons: 120 Private Lessons: 6

Session 4: Group Lessons: 93 Private Lesson: 11

June Babysitting Course: 35

June Bronze Star: 4

June Bronze Medallion: 4

Junior Lifeguard Club: 18

August Bronze Medallion/Cross: 2 Medallion, 3 Cross

August Home Alone Course: 32

Overall, all programs ran successfully throughout the summer. In June, we introduced a 2-week session of evening lessons for parents who have various summer plans and cannot make swimming lessons work. Being the first year we only had 19 people register but if it continued I believe the registrations numbers would continue to increase. The Junior Lifeguard Club was another huge success this summer we had 18 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. This year we saw an increase in registrations into the Bronze courses which will help increase the applications as lifeguards for future years.

### **Staff Trainings**

Staff trainings were very successful this summer. They were held bi weekly and covered everything from first aid skills and situations to many aspects of teaching. Prior to staff trainings all staff members were required to complete their NLS standard skills including: Distance Swim, PIA Carry, Submerged Victim, Deep end Spinal Roll and removing the Brick from the deep end. We had no issues with any staff members not completing their skills throughout the duration of the summer. In the case that they were not completed, shifts would be adjusted for that particular staff member. Staff trainings significantly helped bond together the staff team for the summer of 2018, which is crucial when working a public environment.

### **Staff Bonding**

For the summer of 2018, between the Day Camp and Pool staff we were allotted \$800.00 for Staff Bonding Activities. Our first bonding was held at an Escape Room in Camilla. All staff members were divided into 3 team and were challenged to complete a series of puzzles. Teams were required to work together in order to escape from the room. This was a very successful outing for the staff and provided all staff members with the opportunity to get to know each other outside of the work environment. For our second staff bonding we went out for dinner at Boston Pizza and had a fire to celebrate the end of the summer. Both bonding experiences were successful and definitely improved the relationships between all staff members.

### **Fundraiser**

The CDRC pool held the first ever Summer Kick off Fundraiser on June 15<sup>th</sup>, 2018. Prior to the event, local businesses were approached with letters to gather prizes for our raffle draw. The local Shelburne businesses were extremely generous with donations for our draw. Tickets were \$2.00 each or 3 for \$5.00 and were sold the week prior to the event. Patrons had the choice of 15 difference baskets to insert their tickets into. The morning of the event a booth was set up at the Shelburne Street Festival in order to promote the free swim in the afternoon sponsored by Tim Horton's. Throughout the 1:00-4:00 swim, there were snacks available for purchase as well as raffle tickets. Overall a total of \$1000 was made throughout this event. The money was used to purchase noodles, a basketball net, new balls and new toys for the use of the public as well as swimming lessons. The Shelburne Kinnette's were very kind to donate \$500.00 to purchase a canopy for the shallow end bench to protect the lifeguards from the sun. With it being a hot summer, this canopy was appreciated by all. I would recommend that a

booth be set up at the street festival in future years to promote and advertise the pool and what it has to offer. That was where the majority of the money was raised. Overall, the event was a huge success and is something to consider again in future years.

## **Recommended Changes for 2019**

### **Programming**

Overall, our programming ran smoothly for the summer of 2018. Aqua fit was offered 3 times a week: Tuesday and Thursday 7:15-8:00am and Wednesday evening 8:00-8:45pm. During the beginning of the summer, the evening aqua fit had 4-8 participants but as the summer went on the participation decreased. Throughout the entire summer there was consistently 2-3 participants for every morning aquafit session. For next summer it is recommended that participants are required to register for a certain amount of sessions either Tuesday, Wednesday or Thursday or Morning or evenings. I think that this would increase consistent participation throughout the entire summer. Our weekend hours were adjusted this summer to allow for an adult swim/lane swim every Saturday and Sunday. This adjustment was very unsuccessful therefore it is recommended that the weekend hours switch back to 1:00-4:00 for family and public swim. It was seldom that we received 1 or more patrons during our weekend lane swim. Another option is to allow lane swim from 1:00-2:00 as opposed to lane swim so that staff members are not around all day if there are no rentals.

### **Equipment**

Next summer there are certain pieces of equipment that will need to be replaced including the follow:

1. Umbrellas for both Guard Chairs (Shallow and Deep End)
2. Infant Lifejackets
3. Benches on the pool deck (broke out of the wall this summer)
4. Lifeguard tubes (if we switch to guarding with those)
5. 2-4 new chairs (they were very handy on the pool deck)

### **Perfect Mind**

I would highly recommend that the CDRC advance to a database system in order to keep track of all swimming and programs at the facility. Perfect Minds is a system that will incorporate all patron information as well as online registration. I have done the research and received a quote it will all be on the Pool Email. This would be a significant change for the Pool to increase registrations and convenience for all patrons.

SCHEDULE 'B'

CDRC Day Camp: End of Year Report 2018  
August 24<sup>th</sup>, 2018

Written by Hannah Francis and Maddison Green

The summer of 2018 was full of ups and downs. From the first day of registration, with the line out the door, we knew that we would have a busy summer packed with many new faces. Our biggest struggle this summer was certainly dealing with difficult parents (and grandmas). The negativity we experienced from certain individuals made it very difficult for us to enjoy camp as much as we had in the past. Despite this negativity, we were still able to provide a fun and safe environment for all of our campers. Below, we will outline a few of our suggestions for future summers at the CDRC.

**Overview of Positions:**

This year, having an assistant was extremely helpful. Maddison and I had the opportunity to collaborate on all of the programming, which I believe made the average day at camp more successful. In the future, we recommend transforming the coordinator position into an office position. The responsibility of the coordinator would be to accept registrations, plan day-to-day activities, purchase supplies, make attendances, plan staff trainings and oversee staff, assist with troubled campers and any other running around or jobs that arise. This would be especially helpful in the summer months when camp is in progress. Next we would recommend having 2 site supervisors as mentioned in last years report. One of these supervisors should be classified as an assistant and still work during May and June like Maddison did. The other site supervisor should have casual hours during May and June but start full time before camp starts. This way they will still get to assist in some planning but they will fully understand all programming. The rest of the staff will be considered counsellors and will work full time in July and August. Having a casual counsellor was extremely helpful this year for days off.

**Budget:**

The increase in budget this year allowed us to improve our overall quality of programming by permitting us to purchase better craft supplies. Although this was beneficial, we still found that we did not have enough funds to invest in other important supplies such as proper first aid kits and sports/outdoor equipment. Applying for grants that could expand our resources in these other areas would heighten the quality of the overall CDRC Day Camp experience.

**Registration:**

After having numbers as high as 49 this summer we feel it would be best to cap at 40 campers. Due to space and resources it was a challenge to accommodate all the campers this summer. When doing registration next summer I believe it will be important to keep the ratios in mind, 1 counsellor to 8 children for those 6 years and under and 1 counsellor to 10 children for those above the age of 7. Next summer it would also be beneficial to have the coordinator handle registration for the duration of the summer. This summer was a challenge as every Monday morning new registrations had been accepted for the week and we hadn't always been informed. If there were only one person accepting and handling registrations, there would be no surprises or miscommunications about certain campers. We had difficulty creating programming suitable for children over 10 since most campers are between the ages of 4 and 9.

**Space:**

Since the arena doesn't have outdoor space it is crucial that there are arrangements made elsewhere for camp to run the outdoor component of the days. These arrangements need to be made prior to the start of camp; Glenbrook schoolyard and the fairgrounds are both suitable options. Due to the sizing of the rooms we feel the cap number should be 16 campers in the younger room and 24 campers in the older room. With these numbers it will also keep ratios and overall camp capacity in check.

Thank you for the opportunity the last couple of summers, best of luck in the future.

Hannah Francis and Maddison Green

SCHEDULE 'C'

Facility Administration Managers Report – September 26, 2018

Pool/Day Camp:

-

General/New Business:

- I received and responded to another GST/HST Post-Assessing review
- CSJ 2018 Final Claim has been submitted. Expect to receive \$8,400.00
- Beginning to work on 2018 Budget
- Continuing to finish up Summer Pool and Day Camp financials
- Tim Hortons will provide \$1,000 to sponsor Free Holiday Skates in 2018

Ice Rentals

- Weekly 55+ Shiny will begin Tuesday, November 6<sup>th</sup>
- Continuing to work on seasonal ice rental agreements with groups that will start in October
- September ice rentals have started off well with pre-season skating. SMHA, Figure skating, HTI, Muskies, GVMH, Ringette, private rentals. Week #1-15 hours, Week #2-31 hours, Week #3-42.5 hours, Week #4-45 hours. So far six (6) Party Packages are booked.

Kim Fraser  
Facility Administration Manager

SCHEDULE 'D'

Facility Maintenance Managers Report –September 26, 2018

SAFETY:

No worker safety incidents.

ARENA: Plant running well tough start with hot humid weather ice has held up pretty well. Ammonia detector needs servicing cannot calibrate properly parts are obsolete and direct replacement not option as TSSA standards have changed. New ammonia detection monitor on order. Running rooms exhaust fan 24/7 as precaution so ammonia cannot build up as per refrigeration tech. E mailed Chris for approval to proceed. Money in Capital budget for air quality upgrades.

BUILDING: HVAC In floor water circulating pump leaking replacement pump on order. Replacing exterior another outside light same as last year with LED (Budgeted item)

Stair enclosure removal of metal to evaluate building material needs. Will begin to purchase supplies as needed.

POOL Pool shut down and drained. Proceeding with pool winterizing.

GROUNDS:

GENERAL INFORMATION:

Training Terry new operator building procedures and flood procedures.  
Orientation training for youth.

Youth interviews hired Domenico Carnovale, Cole Dobson, Kyle Webber, Kayleigh Sobon, and return Matthew Kratky.

New business

Marty Lamers  
Facility Maintenance Manager