

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the Regular meeting held March 20, 2018 at the CDRC

Attendance:	Dan Sample	Shelburne
	Steve Anderson	Shelburne
	Laura Ryan	Mono
	Chris Gerrits	Amaranth
	Heather Foster	Amaranth
	Janice Elliott	Melancthon
	Darrin White	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager

Regrets: AJ Cavey and R. Chambers

Meeting called to order by Chairman, 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 D. White seconded by L. Ryan. Be it resolved we approve the agenda dated March 20, 2018 as circulated and presented.

Carried

Discussion of Minutes of Previous Meetings:

MOTION #2 – Moved by D. White seconded by C. Gerrits. That the minutes of the CDRC Board of Management regular board meeting held February 28, 2018 be approved as presented and circulated.

Carried

New Business:

Service Award Presentation:

Past Board Member, Ron Webster was present to receive a Service Award in recognition of his service as a member of the Centre Dufferin Recreation Complex Board of Management from 2008 to 2017.

Correspondence:

- Hydro One's Save on Energy-notice of incentive cheque
- Elections Ontario-Letter of Intent

MOTION #3 – Moved by D. Sample seconded by D. White. That correspondence is received and placed on file.

Carried

Finance Committee Report:

D. Sample and C. Gerrits spoke to establishing an allowance for the summer Lifeguards and Day Camp staff for team building activities. During the summer staff interview process, the importance of team building was recognized. After board discussion, the following motion was presented.

MOTION #4 – Moved by D. Sample seconded by S. Anderson. That the CDRC approve \$20.00 per person, two (2) times in the summer for team building, controlled by Facility Administration Manager up to amount of \$800.00.

Carried

MOTION #5 – Moved by L. Ryan seconded by D. White. That the bills and accounts as presented in the amount of \$81,753.25 be approved and paid.

Carried

H. Foster arrives at 5:52pm

J. Elliot arrives at 5:57pm

Pool Committee Report:

Eleven (11) interviews were conducted for the Seasonal Assistant-Head Lifeguard and Lifeguard/Instructor positions on Thursday, March 15, 2018.

As the CDRC requires qualified lifeguard/instructors and the number of applicants is minimal, it suggested that we develop a strategy to increase exposure to employment opportunities. This includes all CDRC employment opportunities.

MOTION #6 – Moved by D. White seconded by D. Sample. Be it resolved that the CDRC Board of Management hires the following for the 2018 contract seasonal summer positions: Assistant-Head Lifeguard-Shauna Staveley, Melissa Matthews, Nina Ronczka and Aidan Bruce; Lifeguard/Instructor-Cassie Galbraith, Hunter Millsap, Amanda Bruce, Ashton MacDonald, Josie Wicks and Tiffany Hunt; Casual Lifeguard/Instructor-Holly Tremills, Noah Millsap and Michaela Donato.

Carried

MOTION #7 – Moved by D. White seconded by D. Sample. That we receive the verbal report from the Pool Committee.

Carried

Policies & Procedures Committee Report:

Staff provided the committee with a list of policies to review on February 28, 2018. Led by J. Elliot, the Board further reviewed and discussed the list. The committee will continue to work on the list and report back to the Board with recommendations.

MOTION #8 – Moved by D. White seconded by D. Sample. That we receive the verbal report from the Policies and Procedures Committee.

Carried

D. Sample leaves at 6:45pm

Facility Administration Manager’s Report:

See Schedule A

MOTION #9 – Moved by H. Foster seconded by S. Anderson. That we receive the report from the Facility Administration Manager.

Carried

Facility Maintenance Manager’s Report:

See Schedule B

MOTION #10 – Moved by S. Anderson seconded by H. Foster. That we receive the report from the Facility Maintenance Manager.

Carried

Confirmation by By-law

MOTION #11 – Moved by J. Elliott seconded by S. Anderson. Be it resolved that leave be given for the reading and enacting of by-law #03-2018 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held March 20, 2018.

Carried

Adjournment:

MOTION #12-Moved by S. Anderson seconded by J. Elliott. That we now adjourn at 6:59pm to meet again on April, 25, 2018 at 6:00pm, or at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – March 20, 2018

Pool and Camp:

All three (3) offers of Employment have been accepted for the Head Lifeguard, Head Day Camp Leader and Assistant-Head Day Camp Leader positions.

Eleven (11) Seasonal Summer Lifeguard/Instructor interviews were conducted on Thursday, March 15, 2018.

Thirteen (13) applications were received for the Summer Day Camp Leader Position, many have no interest or experience working with children. There are approx. 5-6 applicants that have potential. There are 3-5 positions required for the season. The Day Camp Leader Position has been reposted and circulating via social media and CDDHS

Aimee Cowan from CDCS is arranging a meeting with Orangeville, Grand Valley and the CDRC to discuss High Five training for day camp staff as part of the requirements to utilize Child Care Fee Subsidy.

Ice Rentals:

- Skate Canada Shelburne will host their annual carnival on Friday, March 23rd
- SMHA is quickly winding down, some teams are finishing up league playoffs. No teams have advanced to OMHA Championship finals
- CDDHS Jr. Boys Varsity have scheduled a home tournament on Thursday, March 29th
- Last day for ice rentals is Saturday, March 31st

General/New Business:

Currently working on:

- BDO Auditors have requested further items for review
- Finishing up February month end reconciliations
- Reviewing Hydro One Claim – re: damage from power outage Feb 3rd
- The next scheduled Community Summer Sports Registration is Saturday, March 24th
- Reviewing Elections Ontario letter of intent and requirement to use the CDRC as a voting location for both the advanced polls and Election Day
- Beginning to schedule April floor rentals

Action Items

- Reviewing Policies
- Reviewing recreation management software options for pool and camp registrations and facility rental bookings

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report –March 20, 2018

SAFETY:

There were no safety incidents.

ARENA: Asked LaFleche roofing to preform approved repair on roof when conditions are the most favourable for the best results (dry ice free roof)

BUILDING: Received north west stairwell enclosure proposal from Dickerson and Hicks

POOL

GROUNDS:

GENERAL INFORMATION:

We have a new Co-op placement for remainder of school year ½ days.

Provided video to Shelburne Police for Mar 11 2018

Review video with Glenbrook principal students acting inappropriately Feb 23 2018

Compiling power failure claim report for submission to Hydro One.

New business

CDRC Stair Enclosure proposal price of \$6,000.00 or Architectural and Structural Engineering services from Dickinson and Hicks.

Due to the ammonia alarm system being a retrofit an unforeseen issue has come up if the arena has a power failure it will send an alarm to the fire department and dispatch them when power is resumed and it will require an additional new FRM module and programming to be completed to resolve this problem. \$1,398.00

Marty Lamers

Facility Maintenance Manager