

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the regular meeting held September 26, 2012 at the CDRC

Attendance:	Brian Besley	Amaranth (Chairman)
	Geoff Dunlop	Shelburne
	Randy Chambers	Shelburne
	A.J. Cavey	Shelburne
	Michelle Austen	Shelburne
	Heather Foster	Amaranth
	Laura Ryan	Mono
	Bill Hill	Melancthon
	Ron Webster	Melancthon
	Kim Fraser	Facility Administration Manager
Rick Thompson	Facility Maintenance Manager	

Meeting called to order by Chairman, Brian Besley at 7:00pm
A quorum was present

Agenda:

MOTION – Moved by B. Hill seconded by G. Dunlop. That the agenda be adopted as distributed.

Carried

Declaration of Pecuniary Interests:

Brian Besley 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.

Discussion of Minutes of Previous Meetings:

MOTION #1 – Moved by L. Ryan seconded by G. Dunlop. That the minutes from the CDRC Board of Management regular board meeting held July 25, 2012 be approved as presented and circulated.

Carried

Correspondence:

- Thank you from Community Living Dufferin-Summer Inclusion Program for support of counselors and campers this summer

MOTION #2 – Moved by H. Foster seconded by L. Ryan. That correspondence is received and placed on file.

Carried

G. Dunlop leaves at 7:03pm

Finance Committee Report:

MOTION #3 – Moved by B. Hill seconded by R. Webster., That the bills and accounts in the amount of \$130,708.49 be approved and paid.

Carried

G. Dunlop returns at 7:05pm

The Finance Committee met September 18th to review and discuss budget information provided by staff. For the Board meeting, Finance Committee Chairman, Randy Chambers presented a 2013 Draft Budget. Discussions involved future capital expenditures to plan for - ie: compressor replacement, a new ice resurfacer, roof repairs. The draft budget information will be brought back to the November meeting.

MOTION – Moved by L. Ryan seconded by M. Austen. That we receive the financial reports as presented.

Carried

Pool Committee Report:

See Schedule A

MOTION #4 – Moved by AJ Cavey seconded by R. Chambers. That we receive the report from the Pool Committee.

Carried

Fund Raising Committee Report:

The committee met prior to the board meeting as they continue to plan for a fundraising event to be held on March 16, 2013 that will have a St. Patrick's Day theme.

MOTION #5 – Moved by R. Webster seconded by R. Chambers. That we receive the verbal report from the Fundraising Committee.

Carried

Facility Administration Manager's Report:

See Schedule B

MOTION #6 – Moved by M. Austen seconded by H. Foster. That we receive the report from the Facility Administration Manager.

Carried

Facility Maintenance Manager's Report:

See Schedule C

MOTION #7 – Moved by AJ Cavey seconded by R. Chambers. That we receive the report from the Facility Maintenance Manager.

Carried

Old Business

Removal of Berm:

As the cost to remove the berm is high and the layout of the new parking lot will be sufficient, the Board of Management has decided to not proceed with the removal of the berm.

New Business

Request to County of Dufferin to Fund Generator Transfer Switch:

MOTION #8 – Moved by R. Webster seconded by B. Hill. Whereas the Centre Dufferin Recreation Complex has been designated as an emergency shelter by the County of Dufferin; And Whereas the CDRC is a joint Board with representatives from Shelburne, Mono, Amaranth and Melancthon; And Whereas the Town of Shelburne has advised that they have a mobile generator that can be used by the CDRC in case of an emergency at no cost; And Whereas the facilities manager has identified that the CDRC would require a new electrical plug to handle the generator at of cost of approximately \$5,000.00. Therefore, be it resolved the CDRC requests that the County of Dufferin provide the \$5,000 to cover the cost of the electrical hook-up allowing the CDRC to fulfill the role designated by the County of Dufferin.

Carried

AJ Cavey leaves at 8:30pm

In Camera

Enter In Camera at 8:30pm

MOTION #9 - Moved by G. Dunlop seconded by L. Ryan. 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(s): Personal matters about an identifiable individual, including an employee.

Carried

MOTION #10 - Moved by L. Ryan seconded by G. Dunlop. That the CDRC Board of Management rise from “In Camera” with a report at 9:06pm.

Carried

MOTION #11 - Moved by G. Dunlop seconded by L. Ryan. That the CDRC Board of Management authorizes staff to hire a Concession Manager (Part time/Seasonal).

Carried

Confirmation by By-law

MOTION #12 – Moved by L. Ryan seconded by G. Dunlop. Be it resolved that leave be given for the reading and enacting of by-law #08-2012 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held September 26, 2012.

Carried

Adjournment:

MOTION #13-Moved by B. Hill seconded by R. Webster. That we now adjourn at 9:10pm to meet again on October 24, 2012 at 7:00pm or at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

CDRC Pool End of Year Report 2012

All in all the pool ran very smoothly this year with no major incidents or complaints to report. With a few staff changes, scheduling changes and programming changes, there were adjustments that had to be made by the staff and all was done quite well.

Senior Swim

This was a brand new program added to the schedule this year and was offered in June every day from 3:00-4:00pm and in July and August on Monday, Wednesday and Friday from 1:00-2:00pm. There were always seniors in the pool during these times and each and every one of them complimented and raved about us having this time for them to swim. I think this program should definitely be continued next year.

Day Care Swim

This swim was offered in June on Monday, Wednesday, and Friday from 9:30am-10:30am. This was the second year for this program and numbers did increase significantly. One suggestion from many of the patrons was to have the same type of swim in July and August. I would suggest that for the 2013 pool season a Day Care/Family Swim be added to the programming perhaps on Tuesdays and Thursday from 1:00pm-2:00pm.

Lane Swim & Aquafit

July and August lane swim attendance seemed to be above average this year for both the evening and morning swims. The June lane swim and aquafit classes had a very small turnout, as did the morning and evening aquafit classes in July and August. I am suggesting looking into a different aquatic exercise class to offer to replace aquafit (example-Aqua Zumba). However, I would recommend keeping the same lane swim times.

Patron Complaints

There were very few patron complaints this year regarding the pool. One complaint was about the roughness of the bottom of the pool. There are a few spots along the bottom in the shallow end that some patrons and staff members cut their feet on. The second complaint came from several patrons throughout August about the water temperature. We did lose some Aquafit and lane swim customers due to the temperature of the pool.

Suggestions for 2013

In response to some patron requests this summer, I am suggesting adding a Family Swim and an Adult Swim to the weekend schedule. I am suggesting 1:00-2:00pm family swim, 2:00-4:00pm public swim, and 4:00-5:00pm adult swim.

There were also requests about having discounted swim passes for patrons that come to public swims and/or lane swims daily. I would like to see a system implemented that allows families to save money or to get a free swim after a certain amount of visits.

I would like to see a new system of registration implemented for the 2013 pool season. It would be nice to have some or all of the registrations on a computer system to make it more reliable and efficient for pool staff to use.

Lastly, in response to staff concerns, I would like to see job offers that state the minimum amount of hours that staff members are guaranteed to be getting for the summer as well as an exact starting date. Some staff members felt led astray this year and received fewer hours than they were expecting.

Lauren Brett
CDRC 2012 Head Lfeguard

SCHEDULE 'B'

Facility Administration Managers Report – September 26, 2012

- Both Fiddle Weekend and Fall Fair went smoothly. To our understanding Rotary was very pleased with attendance. The Saturday afternoon fiddle and step dance show had great attendance as well as the Sunday morning church service.
- I attended Shelburne Town Council meeting on Monday, August 13th to present the idea to produce a semi-annual Parks & Recreation booklet. The Town of Shelburne will investigate it further. As well, I plan to work on this concept further myself. My goal is to have something produced for a Spring and Summer 2013 edition.
- The summer pool season overall, went very well and with minimum issues. A report was submitted by Head Lifeguard, Lauren Brett. The 2013 pool program will be reviewed and discussed with the pool committee at a later date.
- The summer day camp program went exceptionally well too. I was very pleased with the outcome. I would like to consider/recommend creating a part-time Jr. Councilor position-an assistant for the Camp Co-ordinator. A consistent familiar face for the campers who is available when required.

Kim Fraser
Facility Administration Manager

SCHEDULE 'C'

Facility Maintenance Managers Report – September 26, 2012

- The Teen Video dance on August 25th was not successful. There were 13 in attendance.
- Ladies lobby washroom has been repainted (not blue)
- Both the pool deck and front entrance have had a protective seal applied by Elite Resurfacing at no additional cost.
- Helmets have been purchased for the youth staff and will be implemented during ice resurfacing
- Propane safety training course at the CDRC is scheduled for operators on November 9th-cost \$130 each
- Cost to connect power to the new lights in the parking lot and reconnect light beside pool will be \$2,258 plus HST
- Ice went in really well this season

Rick Thompson
Facility Maintenance Manager