

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the regular meeting held May 8, 2013 at the CDRC

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|-------------|----------------|---------------------------------|
| Attendance: | Brian Besley | Amaranth |
| | Geoff Dunlop | Shelburne |
| | Randy Chambers | Shelburne |
| | Walter Benotto | Shelburne |
| | Laura Ryan | Mono |
| | Heather Foster | Amaranth |
| | Bill Hill | Melancthon |
| | Ron Webster | Melancthon |
| | Kim Fraser | Facility Administration Manager |
| | Rick Thompson | Facility Maintenance Manager |

Absent: AJ Cavey

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

Agenda:

MOTION #1 – Moved by B. Hill seconded by R. Webster. Be it resolved we approve the agenda dated May 8, 2013 as presented and circulated.

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 #2 – Moved by W. Benotto seconded by B. Hill. That the minutes from the CDRC Board of Management regular board meeting held April 10, 2013 be approved as presented and circulated.

Carried

Finance Committee Report:

MOTION #3 – Moved by R. Chambers seconded by G. Dunlop. That the bills and accounts in the amount of \$59,374.67 be approved and paid.

Carried

G. Dunlop leaves at 6:06pm

Pool Committee Report:

Head Lifeguard, Lauren Brett is now on staff. Need to schedule a time to conduct two lifeguard interviews.

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

Carried

G. Dunlop returns at 6:08pm

Human Resource Committee Report:

The committee met April 17th to conduct the annual performance reviews for both the Administration and Maintenance Managers.

MOTION #5 – Moved by G. Dunlop seconded by R. Chambers. That we receive the verbal report from the Human Resource Committee.

Carried

Hall of Fame Committee Report:

The induction ceremony will take place on Canada Day. Letters to the recipients will be sent. After a discussion on styles and costs for the plaques, the following motion was presented.

MOTION #6 – Moved by L. Ryan seconded by B. Hill. That the Hall of Fame individual plaques for 2013 be approved at a cost of \$200 maximum (including HST) each.

Carried

MOTION #7 – Moved by R. Chambers seconded by R. Webster. That we receive the verbal report from the Hall of Fame Committee.

Carried

Facility Administration Manager's Report:

See Schedule A

MOTION #8 – Moved by R. Chambers seconded by G. Dunlop. That the CDRC Board of Management agrees in principle to the production of a fall & winter recreation guide and further that the Facility Administration Manager be directed to prepare a report for the next Board meeting, which is to include the cost of the guide.

Carried

MOTION #9 – Moved by R. Chambers seconded by W. Benotto. That we receive the report from the Facility Administration Manager.

Carried

Facility Maintenance Manager's Report:

See Schedule B

It was felt that the Board should discuss the upcoming recreational needs of the community and future of the facility. The Board will meet at prior to the next Board meeting at 5:00pm.

MOTION #10 – Moved by W. Benotto seconded by G. Dunlop. That we receive the report from the Facility Maintenance Manager.

Carried

New Business:

Approval of Mileage

MOTION #11 – Moved by R. Webster seconded by W. Benotto. That we approve the Facility Maintenance Managers mileage of 480 km at the approved rate of \$0.45 per kilometer for a total of \$216.00.

Carried

In Camera

Enter In Camera at 7:00pm

MOTION #12 - Moved by B. Hill seconded by L. Ryan. Be it resolved that: 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 #13 - Moved by H. Foster seconded by R. Webster. That the CDRC Board of Management rise from "In Camera" with a report at 7:18pm

Carried

MOTION #14 – Moved by B. Hill seconded by L. Ryan. That the Board accepts the recommendation of the Human Resources sub-committee to approve the compensation for the Facility Administration Manager and Facility Maintenance Manager retroactive to April 1, 2013.

Carried

MOTION #15 – Moved by H. Foster seconded by G. Dunlop. That the In Camera minutes from the CDRC Board of Management meeting dated January 23, 2013 be approved as presented and circulated.

Carried

MOTION #16 - Moved by L. Ryan seconded by B. Hill. That the Facility Maintenance Manager's report for staff compensation be approved.

Carried

Confirmation by By-law

MOTION #17 – Moved by B. Hill seconded by W. Benotto. Be it resolved that leave be given for the reading and enacting of by-law #05-2013 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held May 8, 2013.

Carried

Adjournment:

MOTION #18-Moved by B. Hill seconded by R. Webster. That we now adjourn at 7:20pm to meet again on June 12, 2013 at 6:00pm or at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – May 8, 2013

- Thank you for providing me the opportunity to participate in the ORFA Legal Awareness I and II courses (April 29-May 2). I have learned a lot! I am eager to now put this knowledge into practice and to apply the many laws, regulations, codes and industry best standards that apply to our operation and to apply accountability.
- The Royal Bank has expressed interest in sponsoring the free Public Swim on Canada Day.
- The first edition of the CDRC Recreation Guide is now out and distributed. We've been receiving very positive feedback.
- Summer Ice: I am in discussion with two (2) proposed hockey camps which will utilize 30 hours of ice. As well, SMHA estimates to use approximately 20-25 hours.

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report – May 8, 2013

- After completing the energy audit with Jeff Barten from EESP we are eligible to receive \$3,091.20 in incentive to switch to LED lights and projected savings of \$3,724.00 in energy consumption per year plus demand charges. The cost of the project is \$37,094.00 plus HST. The project was approved at the January 2013 meeting if the facility received 50% funding.
- The compressor room did not do well either. If we change to the same style compressors we would receive \$293.00. If we change the style and HP of compressors we would receive \$3,483.00 in funding.
- The 2014 budget reserves \$30,000.00 for compressor replacement. I have priced out a major overhaul of the compressors and replacing the electrical panel at a cost of \$37,260.00.
- The cost to replace the 6 cylinder and 4 cylinder, new 30 HP motor and electrical panel is \$77,000.00 (we replaced the 50 HP motor in 2012).
- I will have the refrigeration company do a top end inspection on the 4 cylinder compressor this month to determine if there is any wear. In 2012 we opened the 6 cylinder up and there was wear on two compressor sleeves.
- A discussion with Shelburne Agricultural Society President, Earle Smith indicated they are thinking of putting the Fall Fair Midway on the new gravel parking lot. My concern is the only available parking will be on the pavement and the school area (if it is completed). I have concern that the gravel parking lot will not hold up to the rides and trucks.
- After taking the ORFA Advanced Facility Energy Management course last week I feel we need to come up with a plan for the facility with the growth that is coming into the community. I feel that we can not proceed with any work in the compressor room until we develop a plan as there are so many unknowns at this time.

Rick Thompson
Facility Maintenance Manager