

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

**Minutes of the regular meeting held December 11, 2013 at the CDRC**

Attendance:	Brian Besley	Amaranth
	Randy Chambers	Shelburne
	Geoff Dunlop	Shelburne
	AJ Cavey	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

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

**Agenda:**

Amend agenda to include a Policies/Procedure Committee report and remove a Human Resource Committee report.

**MOTION #1** – Moved by L. Ryan seconded by B. Hill. Be it resolved we approve the agenda dated December 11, 2013 as amended 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 G. Dunlop seconded by L. Ryan. That the minutes of the CDRC Board of Management regular board meeting held November 13, 2013 be approved as presented and circulated.

Carried

**Correspondence:**

- Letter from Amaranth Township approving the 2014 CDRC Budget
- Letter from Town of Mono approving the 2014 CDRC Budget
- Resolution from Town of Shelburne approving the 2014 CDRC Budget
- Email from Mike Fazackerley, SMHA asking for consideration to put a memorial plaque in Coaches Corner
- Letter from David Tilson regarding the 2014 Summer Jobs Program application process
- Email correspondence from SDAS requesting a meeting.

**MOTION #3** – Moved by AJ Cavey seconded by G. Dunlop. That the CDRC Board of Management supports the request from Shelburne Minor Hockey for a plaque honouring Allan Nixon and acknowledging his outstanding contribution to both hockey and this community; And further, that said plaque be in a more visible place over the door leading to the ice rink area otherwise known as “Coach’s Corner”; And further, that staff and Mr. Nixon’s employer work together to create a plaque that fits and is appropriate in this designated space.

Carried

**MOTION #4** – Moved by G. Dunlop seconded by B. Hill. That correspondence is received and placed on file.

Carried

**Finance Committee Report:**

**MOTION #5** – Moved by L. Ryan seconded by R. Webster. That the bills and accounts in the amount of \$43,916.12 be approved and paid.

Carried

R. Chamber leaves at 6:40pm

**Policies/Procedures Committee Report:**

The committee will schedule a meeting to review the Personnel Policy Manual and make recommendations on any policy changes.

**MOTION #6** – Moved by B. Hill seconded by L. Ryan. That we receive the verbal report from the Policies/Procedures Committee.

Carried

**New Business:**

**Employee Training:**

After discussion, it was determined that this is already in the Personnel Policy Manual.

**Facility Administration Manager’s Report:**

See Schedule A

**MOTION #7** – Moved by R. Webster seconded by G. Dunlop. That we receive the report from the Facility Administration Manager.

Carried

**Facility Maintenance Manager’s Report:**

See Schedule B

**MOTION #8** – Moved by G. Dunlop seconded by W. Benotto. Be it resolved that the CDRC Board of Management hires Chris Taylor for the position of Facility Maintenance-Operator Attendant with a six (6) month probationary period.

Carried

**MOTION #9** – Moved by B. Hill seconded by H. Foster. That we receive the report from the Facility Maintenance Manager.

Carried

**Old Business:**

**CDRC 10 Year Plan-Report:**

A report was prepared and presented to the CDRC Board of Management. The report will be forwarded to the Town of Shelburne.

**Confirmation by By-law**

**MOTION #10** – Moved by W. Benotto seconded by H. Foster. Be it resolved that leave be given for the reading and enacting of by-law #10-2013 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held December 11, 2013.

Carried

**Adjournment:**

**MOTION #11**-Moved by B. Hill seconded by H. Foster. That we now adjourn at 7:22pm to meet again on January 8, 2014 at 6:00pm or at the call of the chair.

Carried

---

Secretary - Treasurer

---

Chairperson

---

Dated

SCHEDULE 'A'

Facility Administration Managers Report – December 11, 2013

- The Pro Shop will now be operated by Rusty's partner Andrew MacRae. Rusty will no longer be involved. Andrew plans to rename the pro shop and call it "The Wolves Den"
- I will soon be advertising for the summer 2014 pool and camp staff.
- All user groups have been contacted and reminded the CDRC Alcohol Risk Management Policy is being enforced.
- Shelburne Muskies would like to meet to discuss the possibility of having a ball hockey tournament in the CDRC gravel parking lot on January 18, 2014. We are to meet with them tonight to discuss further.
- SDAS have been contacted. They are not interested in continuing discussions until after they have had their own meeting. The SDA will contact the CDRC when they are ready to meet.

Kim Fraser  
Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report – December 11, 2013

- New rear entrance doors have been installed the T&C Room.
- New T-8 lights have been installed in shop, Olympia room and Refs room.
- I would like to begin reviewing and developing a policy for bathing attire.
- Review players bench photos for discussion (2 photos)
- I would like to recommend hiring one (1) permanent Facility Maintenance-Operator Attendant.

Rick Thompson  
Facility Maintenance Manager