

**CENTRE DUFFERIN RECREATION COMPLEX**

**BOARD OF MANAGEMENT**

**Minutes of the Regular meeting held January 25, 2017 at the CDRC**

Attendance:	Walter Benotto	Shelburne
	Randy Chambers	Shelburne
	Dan Sample	Shelburne
	Heather Foster	Amaranth
	Chris Gerrits	Amaranth
	Laura Ryan	Mono
	Janice Elliott	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager

Absent: R. Webster and AJ Cavey

Meeting called to order by Facility Administration Manager, Kim Fraser at 6:00pm.  
A quorum was present.

Kim Fraser welcomes all board members and a return welcome to Mono representative, Laura Ryan and Shelburne Representative, Randy Chambers.

**Elections were opened:**

Chairman: Moved by Heather Foster, seconded by Janice Elliott to nominate Chris Gerrits for Chairman. Carried

Chris Gerrits accepts the nomination

Hearing no further nominations:

Moved by Dan Sample, seconded by Laura Ryan to close nominations. Carried

Chris Gerrits accepts the position of Chairman

Chairman, C. Gerrits assumes chair of the meeting. C. Gerrits thanks the members and continues with the meeting. The floor is opened to nominations for Vice-Chairman.

Vice-Chairman: Moved by Janice Elliott, seconded by Heather Foster to nominate Laura Ryan for Vice-Chairman. Carried

Laura Ryan accepts the nomination.

Hearing no further nominations:

Moved by Walter Benotto, seconded by Dan Sample to close nominations. Carried

Laura Ryan accepts the position of Vice-Chairman

**Committees for 2017:**

Some changes were made to the Committees. See Schedule A

**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:**

Add: Kinettes request to use facility

Add: Health & Safety Policy Statement

**MOTION #1** – Moved by J. Elliott seconded by R. Chambers. Be it resolved we approve the agenda dated January 25, 2017 as amended and presented.

Carried

**Discussion of Minutes of Previous Meetings:**

**MOTION #2** – Moved by J. Elliott seconded by H. Foster. That the minutes of the CDRC Board of Management regular board meeting held November 23, 2016 be approved as presented and circulated.

Carried

**Correspondence:**

- Thank you from Shelburne Police Services Board

**MOTION #3** – Moved by R. Chambers seconded by J. Elliott. That correspondence is received and placed on file.

Carried

**Finance Committee Report:**

**MOTION #4** – Moved by H. Foster seconded by L. Ryan. That the bills and accounts as presented in the amount of \$112,063.86 be approved and paid.

Carried

**MOTION #5** – Moved by L. Ryan seconded by R. Chambers. That effective immediately, cheque signing authorities for the CDRC chequing account be Kim Fraser, Chairman, Chris Gerrits and Vice Chairman, Laura Ryan.

Carried

**Facility Administration Manager's Report:**

See Schedule B

**MOTION #6** – Moved by C. Gerrits seconded by J. Elliott. That we receive the report from the Facility Administration Manager.

Carried

**Facility Maintenance Manager's Report:**

See Schedule C

Snow Removal: Due to additional needs for the school, the costs are higher than anticipated. This will be reviewed with the UGDSB in April.

**MOTION #7** – Moved by J. Elliott seconded by C. Gerrits. That we receive the report from the Facility Maintenance Manager.

Carried

**New Business:**

**Hearts Wide Open for Autism:**

Requesting use of the CDRC parking lot as a central meeting location for a shuttle to the event at the Golf Course on Saturday, April 1, 2017. There will be no events at the CDRC that will conflict with this request. After discussion, the request was granted.

**Ontario Sports and Recreation Communities Fund (OSRCF):**

Information was received regarding funding from this program. Deadline for submission is February 1, 2016. After discussion, it was suggested that an application be submitted based on an existing program directed to diversity and culture.

**Shelburne Kinettes-Request to use Facility:**

See Schedule D

After discussion the request was approved.

**Health and Safety Policy Statement:**

**MOTION #8** – Moved by H. Foster seconded by C. Gerrits. Be it resolved that the CDRC Board of Management adopts the Health and Safety Policy Statement as presented on January 25, 2017.

Carried

**Confirmation by By-law**

**MOTION #9** – Moved by J. Elliott seconded by C. Gerrits. Be it resolved that leave be given for the reading and enacting of by-law #01-2017 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held January 25, 2017.

Carried

**Adjournment:**

**MOTION #10**-Moved by R. Chambers seconded by J. Elliott. That we now adjourn at 6:42pm to meet again on February 22, 2017 at 6:00pm, or at the call of the chair.  
Carried

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Secretary - Treasurer

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Chairperson

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Dated

SCHEDULE 'A'

**CENTRE DUFFERIN RECREATION COMPLEX**

**BOARD OF MANAGEMENT**

**COMMITTEES FOR 2017**

PROPERTY/FINANCE COMMITTEE:	CHAIRMAN:	Randy Chambers
	Member:	Walter Benotto
	Member:	Heather Foster
	Member:	Ron Webster
	Member:	Laura Ryan
POOL COMMITTEE:	CHAIRMAN:	Dan Sample
	Member:	Ron Webster
	Member:	A.J. Cavey
	Member:	Laura Ryan
	Member:	Chris Gerrits
POLICIES & PROCEDURES:	CHAIRMAN:	Janice Elliott
	Member:	Heather Foster
	Member:	Wade Mills
	Member:	Laura Ryan
HUMAN RESOURCE:	Member:	Laura Ryan
	Member:	Janice Elliott
	Member:	Chris Gerrits
	Member:	Walter Benotto
	Member:	A.J. Cavey
HALL OF FAME:	Member:	Dan Sample
	Member:	Chris Gerrits
	Member:	Ron Webster

Chris Gerrits is the CDRC Board of Management Chairman for 2017 and is ex-officio on all committees.

Laura Ryan is the CDRC Board of Management Vice-Chairman.

SCHEDULE 'B'

Facility Administration Managers Report – January 25, 2017

Seasonal Summer Hiring:

Resumes are currently being received for summer pool and day camp employment opportunities

The 2017 Canada Summer Jobs (CSJ) application has been submitted.

Shelburne Jr C Vets

Barry Trood has announced that due to lack of player availability, the Jr. C Vets are taking a hiatus from the 2017 lacrosse season.

Kim Fraser

Facility Administration Manager

SCHEDULE 'C'

Facility Maintenance Managers Report – January 25, 2017

SAFETY:

There were no safety incidents.

ARENA:

Small roof leak in change room due to melt and ice damming.

Bleacher heaters not working. No Power to heaters, electrician repaired.

BUILDING:

During quarterly HVAC inspections minor deficiencies noticed and repaired.

POOL:

Acapulco is working on an estimate to continue to repair pool.

GROUNDS:

Lots of snow.

GENERAL INFORMATION:

Purchased a snow blower Cub Cadet 24" 2 stage \$1,124.10 from MAN Services

Also service what they sell.

Compared prices

Home Hardware 24" 2 stage yard man \$1,199.99

Home depot Ariens 24" 2 stage \$1,297.00

Marty Lamers

Facility Maintenance Manager

SCHEDULE 'D'

**DATE:** January 25, 2017  
**TO:** CDRC Board of Management  
**FROM:** Kim Fraser  
**RE:** Shelburne Kinette – Request to use 'no charge' Pool View & T&C Room

**ANALYSIS:**

As per the attached, Shelburne Kinettes are requesting use of Pool View Room at no cost on Saturday, March 25, 2017 to host Kinette Zone Conference and the T&C Room for an upcoming Craft Show.

Shelburne Kinettes and Kinsmen continue to support the CDRC upon request. Most recently:

- 2012 - \$6,795.00 Accessible Pool Lift
- 2015 - \$455.00 Pool Lap Clock
- 2016 - \$500.00 Pool Life jackets
- 2016 - \$200.00 Pool Teaching Aids (from Kinsmen)

In 2012 when the pool lift was purchased, the CDRC and Kinettes agreed to two (2) T&C Room rentals and two (2) Pool View Room rentals at no cost, over the period of 2012 and 2013. To date, one (1) Pool View Room rental was used for Zone Conference-March 2014. One (1) T&C Room rental was used for Christmas Craft Show-November 2016.

**FINANCIAL/STAFFING IMPLICATIONS:**

The CDRC will already be open for regular Saturday hockey rentals on Saturday, March 25, 2017. As well, Central Registration is scheduled in T&C Room from 10am-12:30pm. Therefore, additional staff hours will not be incurred.

**RECOMMENDATION:**

To grant request to Shelburne Kinette Club to use Pool View Room-March 25, 2017 and the T&C Room for an upcoming craft show.

Respectfully submitted,

Kim Fraser  
Facility Administration Manager