

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held December 1, 2020 via ZOOM

Attendance:	Steve Anderson	Shelburne
	Lindsay Wegener	Shelburne
	Geer Harvey	Shelburne
	Chris Gerrits	Amaranth
	Heather Foster	Amaranth
	Laura Ryan	Mono
	Darren White	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator

Absent: Dan Sample

Meeting called to order by Chair, Chris Gerrits at 6:30pm.
A quorum was present.

Declaration of Pecuniary Interests:

Chairman, Chris 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 L. Ryan seconded by D. White. Be it resolved we approve the agenda dated December 1, 2020 as circulated and presented.
Carried

Discussion & Approval of Minutes of Previous Meetings October 29, 2020 and November 12, 2020:

MOTION #2 – Moved by L. Wegener seconded by D. White. That the minutes of the CDRC Board of Management board meetings held virtually on October 29, 2020 and November 12, 2020 be approved as presented and circulated.
Carried

Finance Committee Report:

After review of the accounts and YTD financial report, the following motion was presented.

MOTION #3 – Moved by D. White seconded by L. Wegener. That the bills and accounts as presented in the amount of \$ 43,689.43 be approved and paid.
Carried

Facility Administration Manager and Recreation Program Coordinator Reports:

See Schedule A

See Schedule B

MOTION #4 – Moved by L. Ryan seconded by G. Harvey. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator
Carried

Facility Maintenance Manager's Report:

See Schedule C

MOTION #5 – Moved by D. White seconded by L. Ryan. That we receive the report from the Facility Maintenance Manager.
Carried

Old Business

2020-2021 Seasonal Ice Rates:

Further from the September 23, 2020 meeting, letters from SMHA, SCS and CDDHS requested the 2019-2020 ice rental rates be maintained for the 2020-2021 season and the scheduled increase not be implemented. Staff was asked to provide information on the financial impact of the request.

After discussion it was suggested that a letter be sent from the Board Chair acknowledging receipt of the requests and advising the Board is budget figures and is aware and mindful of their requests.

D. White leaves at 7:00pm

H. Foster leaves at 7:00pm

Town of Shelburne-MOU for server access and support:

Item 5. Responsibilities of CDRC: Discussion recommends the CDRC request the payment terms be changed to be within 30 days of receipts, rather than within 14 days of receipt due to the CDRC board meeting schedule may not allow for payment of invoices for server access to be made within 14 days of receipt. After discussion, the following motion was presented.

MOTION #6 – Moved by L. Wegener seconded by G. Harvey. That the CDRC Board of Management approves the MOU with the Town of Shelburne for the purpose of the Town of Shelburne providing access to their internal server to the CDRC.
Carried

Continuing ice rentals into 2021:

Previous discussions in September recommended that we revisit and review if the CDRC will keep the ice in and continue ice rentals into 2021. SMHA is interested in continuing with an eight (8) week program that will finish at the end of February. SCS is interested in continuing with a ten (10) week session that will finish mid-March. Additional group ice rentals will add to facility use. After discussion it was concluded that ice rentals will continue in 2021 unless there are any new lockdown requirements to consider.

New Business

Rental Protocols during COVID:

Staff is seeking clarification on what protocols to follow when receiving rental inquiries that are from “hot zone” areas. Bench marking was conducted to see what other municipalities are doing that included some arenas only servicing their local minor hockey and others renting to those that reside in an equivalent zone or better. Discussions agreed this is difficult to manage and a lot will depend on the honor system. Staff could be open to criticism. Staff will need to be confident and do their best to continue and keep the facility open and users safe as possible. In conclusion there will be no changes to protocols, recommend posting addition signage, use discretion and/or contact Board Chair for support.

In Camera Session:

At 7:30pm

E. Francis leaves the meeting at 7:58pm

MOTION #7 – Moved by L. Wegener 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:

Personal matters about an identifiable individual, including a municipal or local board employee. Carried

MOTION #8 – Moved by L. Wegener seconded by S. Anderson. That the CDRC Board of Management rise from closed session with a report at 8:23pm.

Carried

MOTION #9 – Moved by L. Ryan seconded by L. Wegener. That the CDRC Board of Management offer a second one-year contract to Emily Francis for the position of Recreation Program Coordinator. Carried

Confirmation by By-law

MOTION #10 – Moved by S. Anderson seconded by G. Harvey. Be it resolved that leave be given for the reading and enacting of by-law #08-2020 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held December 1, 2020. Carried

Adjournment:

MOTION #11 - Moved by L. Ryan seconded by S. Anderson. That we now adjourn at 8:24pm to meet again at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – December 1, 2020

General:

- During 55+ shinny on November 27th a skater fell ill. Paramedics were called to take care of him.
- The returning officer for Elections Canada called on November 27th to confirm the CDRC facility is an option if an election is called.

Old Business:

- Staff met with Dufferin County IT on October 21st to review the project and the remaining items left to complete. One item to complete is an MOU for the purpose of the Town of Shelburne providing access to their internal server to the CDRC. The MOU was on the February 26, 2020 CDRC Board Meeting agenda, but the meeting was cancelled due to weather. Then COVID hit and we did not get back to it. This item is noted under Old Business.
- SCS would like the ice until March 12 for 10 week program (20 skates).

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Submitted by: Emily Francis
To: CDRC Board of Management
Date: Tuesday December 1st, 2020
Subject: Recreation Update

CDRC Trick or Treat Drive Thru

When: Saturday October 31st, 2020

The first ever CDRC Trick or Treat Drive Thru was a huge success. The preparation for this event began on Monday October 5, 2020 as majority of the CDRC Board of Management concurred with this idea to move forward. A total of 200 children, 8 vendors, 22 volunteers attended this event and 4 additional businesses donated candy. Children were registered prior to the event for entrance to the drive thru at 1:00, 2:00 or 3:00pm. All attendees were required to bring their tickets with them and check in prior to entering.

Below are the businesses/groups who supported the CDRC Trick or Treat Drive Thru:

- Shelburne Fair Board/Fair Ambassador
- Sylvia Jones's Office and Sylvia herself
- Lennox Farms
- Ken Bennington RCR Realty
- Streams Hub
- Tim Hortons Shelburne
- The Littles (Haunt in Town)
- Dizzi Cati (Hula Hoop Performer)
- IDA Shelburne (Donated Candy)
- Tim and Heather's No Frills (Donated Candy)
- Rise Physio (Donated Candy)
- Marg McCarthy Realty/McCarthy Signs (Donated Candy)
- Shelburne Police Service (Donated pencils and stickers)

The goal I had set out for this event was to involve as many volunteers as possible to remove the jobs from my task load to ensure there were minimal costs occurred from running a free community event. I developed the idea, coordinated the event, delegated the tasks to volunteers and lead/oversaw the execution on event day.

Hours:

- 4 hours preparation including the tasks below between October 5th, 2020 – October 30th, 2020
- Event Day: 5 hours

Tasks that I completed prior to the event

- Mass email to local businesses and follow up emails to those who were interested in participating.
- Collection of Event Waivers and Insurance Certificates
- Discussions with WDP Public Health and local municipalities running similar events to ensure that protocols were developed properly.
- Social Media Posts (Event poster designed by Carol Maitland at the Town of Shelburne)

- Registration was done through a free registration platform Eventbrite. This registration platform was simple to set up. Once the event details are provided, the registration platform collects all the information needed and generates reports and attendee lists.
- Answering any phone or email inquiries regarding the event.
- Creation of event layout (map of parking lot).
- Lead and directed volunteers to complete tasks prior to the event and on event day.
- Following the event, thank you cards were sent out to all volunteers and businesses.

There was an abundance of help from volunteers to make this event a huge success. The week prior to the event, several volunteers donated their time to ensure we were all ready for Saturday. **Below is a list of tasks that were delegated to volunteers to complete:**

- All event signage (creation of signs)
- Candy organization (volunteers bagged at the candy the week before the event)
- Carved pumpkins
- Laminated all COVID signage that was posted
- Provided decorations and their own costume for the event.
- Assisted with set up and tear down on event day including decorating.

Event Day

COVID-19 protocols were followed by all volunteers and vendors. Each vendor chose a unique way to hand out the candy to the participants. For example, using a shovel, garbage picker, gloves and tongs, lifeguard equipment. All vendors/volunteers wore masks for the entire duration of the event from set up to tear down and gloves were worn by all who were distributing candy. COVID-19 signage was posted throughout the event area as a reminder for all.

The Shelburne Free Press, Country 105 and the Shelburne Police all made an appearance at the event to take photos and check in to see how things were going.

After going through the list of attendees who registered for the event, it was evident that many of the participants were not our regular pool or camp participants. This is great for the future recreation programs at the CDRC as this event acted as a hook to have people checking out our future programs. It brought people up to the facility and hopefully will have them paying attention to what the CDRC has to offer.

Recreation and events rely on volunteers to be successful and it was evident through the execution of this event. All volunteers showed enthusiasm throughout the planning process as well as on event day even though they were cold. Overall, a great day was had by all who were involved.

Community Comments

Below are some comments that were received from the community:

“It was amazing, thank you so much for planning this event” Tania

“Thank you to help keep the spirit in our community” Angela

“Thank you so much for what you set up. All protocols were being followed, the people were friendly, the drivers were safe. We have two happy kiddos right now” Stacey

“What a blast! Thank you, Centre Dufferin Recreation Complex, for putting on an amazing Drive Through Trick or Treat Event today. Beautifully decorated, well organized and the kids loved it”

January

Event Poster



Event Photos







Public Skating

Offered the following programs on Friday November 27th, 2020. Overall, all programs were a success and all participants followed COVID-19 guidelines while participating in the program and throughout the facility.

Activity	Date	# of participants
Figure Skating Ticket Ice	Friday November 27 th , 2020	12
Public Skating	Friday November 27 th , 2020	27
Public Skating	Friday November 27 th , 2020	9

General

- Men's 55+ Shinny began weekly Friday November 6th, 2020 from 10:00-10:50am. The CDRC is considering expanding this program to include an additional hour of ice for 65+ men.
- Meeting conducting with the Town of Shelburne and Crewson insurance to further discuss insurance requirements for future recreational programs.
- New advertising inquiry for both the wall signs and 2 bench signs.
- Began investigating how the Town of Shelburne website could be utilized for booking a space in a drop-in program.
 - Would not accept payment ahead of time.
 - Would allow participants to read all protocols and guidelines ahead of arriving at the facility.
- Began creating an updated CDRC Summer Day Camp manual as it is outdated. This manual will reflect changes due to COVID-19 and can be adapted as a manual for any recreational programs.
- Pickleball is still running Monday and Thursday's from 9:30-12:30pm.

SCHEDULE 'C'

Facility Maintenance Managers Report – December 1, 2020

SAFETY

No issues

GENERAL INFORMATION:

Prepping for OSJL and meeting.

Review government updates and changes regularly update protocols as needed.

Power outage Nov 15, 2020 3:30 to 8:30 1 phase still running in building reset some drives when hydro came back on.

ESA (Electrical Safety Inspection) Nov 11 2020

Olympia maintenance greased, fluids, new serpentine belt, and light replacement.

High school program running well.

New business

Marty Lamers
Facility Maintenance Manager
Centre Dufferin Recreation Complex