

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held January 27, 2021 via ZOOM

Attendance:	Steve Anderson	Shelburne
	Lindsay Wegener	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
	Randy Chambers	

Absent: Dan Sample and Geer Harvey

Meeting called to order by Facility Administration Manager, Kim Fraser at 6:30pm.
A quorum was present.

Kim Fraser welcomes all board members.

Elections:

The floor is opened to nominations for Board Chairman

Chairman: Moved by L. Ryan, seconded by H. Foster to nominate Chris Gerrits for Chairman.

Carried

Chris Gerrits accepts nomination.

Hearing no further nominations:

Moved by L. Ryan, seconded by S. Anderson to close nominations for Chairman. 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 H. Foster, seconded by L. Wegener to nominate Laura Ryan for Vice-Chairman. Carried

Laura Ryan accepts nomination.

Hearing no further nominations:

Moved by D. White, seconded by L. Wegener to close nominations for Vice-Chairman. Carried

Laura Ryan accepts the position of Vice-Chairman

Committees for 2021:

See Schedule A

The sub-committee schedule was reviewed. Remove David Thwaites from the schedule until Melancthon fills the position. The remainder of the committees will remain the same.

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:

Move In-Camera Session ahead of Committee Reports.

Add to New Business, Town of Shelburne report-Anti Black Racism, Anti-Racism & Discrimination Task Force Recommendations.

MOTION #1 – Moved by L. Ryan seconded by D. White. Be it resolved we approve the agenda dated January 27, 2021 as circulated and amended.

Carried

Discussion & Approval of Minutes of Previous Meeting December 1, 2020:

MOTION #2 – Moved by H. Foster seconded by L. Wegener. That the minutes of the CDRC Board of Management board meeting held virtually on December 1, 2020 be approved as presented and circulated.

Carried

Correspondence:

Email from SMHA advising that the board has voted to formally shut down operations for the rest of the season.

MOTION #3 – Moved by L. Ryan seconded by H. Foster. That correspondence is received and placed on file.

Carried

In Camera Session:

At 6:41pm

E. Francis leaves the meeting at 6:41pm

R. Chambers leaves the meeting at 6:47pm

MOTION #4 – Moved by L. Ryan seconded by D. White. 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:

A matter in respect of which a Board, Committee or other body may hold a closed meeting under another Act.

Carried

MOTION #5 – Moved by L. Ryan seconded by L. Wegener. That the CDRC Board of Management rise from closed session with no report at 6:49pm. Carried

E. Francis and R. Chambers return to the meeting at 6:50pm

Finance Committee Report:

CDRC 2021 Draft Budget and Review of Accounts

See Schedule B

For discussion, the Board was presented the 2020-2025 Financial Forecast report prepared by Randy Chambers. The report reflected three scenarios, 2020 Actual vs 2020 Budget, 2021 Draft Budget and 2022-2025 Estimate. After review, it was suggested that consideration be given for municipalities to provide "Covid Relief Funding" in the amount of \$150k and the board members will clarify the availability of the funds from their municipality. Staff will forward the report the member municipalities.

After review of the accounts, the following motion was presented.

MOTION #6 – Moved by H. Foster seconded by L. Ryan. That the bills and accounts as presented in the amount of \$ 80,804.76 be approved and paid.

Carried

R. Chambers leaves the meeting at 7:20pm

D. White leaves the meeting at 7:20pm

Facility Administration Manager and Recreation Program Coordinator Reports:

See Schedule C

See Schedule D

Requested that links to CDRC recreation information and programing be shared with the member municipalities.

MOTION #7 – Moved by L. Wegener seconded by L. Ryan. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator

Carried

Facility Maintenance Manager's Report:

See Schedule E

MOTION #8 – Moved by H. Foster seconded by S. Anderson. That we receive the report from the Facility Maintenance Manager.

Carried

Old Business

End of season - Ice Removed:

Due to the current province wide shut down and enhanced public health and workplace safety measures, the CDRC facility is closed until further notice. Further to the uncertainty of the remainder of the ice season, the difficult decision to begin the ice removal process is underway. The ice plant was shut off on January 18 and allowing the ice to melt so there is no additional costs to run heaters and the Olympia. The active user groups have been consulted and notified. The Free Press contacted Chris for an interview, his comments reflected on how the user groups and staff worked and cooperated to provide as much programming as possible.

New Business

CDRC 2021 Board Meetings:

The CDRC regular Board Meetings will continue to be the fourth Wednesday of the month.

February 24, 2021	March 24, 2021	April 28, 2021	May 26, 2021
June 23, 2021	July 28, 2021	August 25, 2021	September 22, 2021
October 27, 2021	November 24, 2021		

Town of Shelburne report-Anti-Black Racism, Anti-Racism & Discrimination Task Force Recommendations:

The report was received today from the Town of Shelburne and circulated to the board members. Members are asked to review the report prior to the next meeting and discussion will be deferred to the next board meeting.

Confirmation by By-law

MOTION #9 – Moved by H. Foster seconded by L. Ryan. Be it resolved that leave be given for the reading and enacting of by-law #01-2021 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held January 27, 2021. Carried

Adjournment:

MOTION #10 - Moved by S. Anderson seconded by L. Ryan. That we now adjourn at 7:40pm to meet again on February 24, 2021 @ 6:30pm, or at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

COMMITTEES FOR 2021

PROPERTY/FINANCE COMMITTEE:	CHAIRMAN:	Heather Foster
	Member:	Steve Anderson
	Member:	Geer Harvey
	Member:	Darren White
	Member:	Laura Ryan
POOL COMMITTEE:	CHAIRMAN:	Chris Gerrits
	Member:	Darren White
	Member:	Lindsay Wegener
	Member:	Dan Sample
	Member:	Laura Ryan
POLICIES & PROCEDURES:	CHAIRMAN:	Laura Ryan
	Member:	Heather Foster
	Member:	Steve Anderson
	Member:	
HUMAN RESOURCE:	Member:	Laura Ryan
	Member:	
	Member:	Chris Gerrits
	Member:	Steve Anderson
	Member:	Lindsay Wegener
	Member:	Geer Harvey
HALL OF FAME:	Member:	Lindsay Wegener
	Member:	Chris Gerrits
	Member:	Darren White

Chris Gerrits is the CDRC Board of Management Chairman for 2021 and is ex-officio on all committees.

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

SCHEDULE 'B'

To: CDRC Board of Management**From: Randy Chambers****Date: January 23, 2021****Subject: 2020 -2025 Financial Forecast****2020 Actual vs 2020 Budget**

As detailed in Schedule "A" (attached), the CDRC is expected to have a \$52k loss, versus a \$22k budgeted gain in fiscal 2020. This loss of \$76k was primarily driven by the impact of Covid (\$70k) on rentals and facility programs. The impact of this variance to the financial position at year end is as follows:

Year	2020	2020
Scenario	Budget	Actual
Opening Surplus/Reserves	\$183	\$183
+ Municipal Contribution	\$327	\$327
- Operating Loss	-\$256	-\$347
- Capital Cost	-\$49	-\$32
= Closing Surplus/Reserves	\$205	\$131

2021 Draft Budget

Staff has prepared a draft budget for 2021 (Schedule "A") based upon the following base assumptions:

- No rentals from January - March
- Normal operations starting April 1
- 3% increase from municipalities (as per past budgets)
- No rental rate increases
- 2% wage increase
- Roof project grant application is approved and \$42k of engineering design is completed

The \$368k operating loss shown on Schedule "A" (which is \$100k higher than the 2020 budget), is primarily a result of the impact of COVID (\$90K) on 2021 ice rentals. The impact of the 2021 draft budget on the 2021 year end position will be:

Year	2020	2021
Scenario	Actual	Budget
Opening Surplus/Reserves	\$183	\$131
+ Municipal Contribution	\$327	\$337
- Operating Loss	-\$347	-\$368
+ Capital Grants		\$31
- Capital Roof Cost		-\$42
- Capital Cost	-\$32	-\$25
= Closing Surplus/Reserves	\$131	\$64

2022- 2025 Estimate

Looking forward, the major impact to finances will be the loss of \$160k due to Covid in 2020 and 2021, along with the delay of the roof repairs to from 2021 to 2022. With the inclusion of roof repairs in 2022, and assuming “normal” operating losses and municipal contributions, the following is an estimate of the CDRC’s financial position up until 2025:

Year	2022	2023	2024	2025
Scenario	Estimate	Estimate	Estimate	Estimate
Opening Surplus/Reserves	\$64	-\$89	-\$77	-\$181
+ Municipal Contribution	\$347	\$357	\$368	\$379
- Operating Loss	-\$276	-\$276	-\$276	-\$276
+ Capital Grants	\$489			
- Capital Roof Cost	-\$668			
- Capital Cost	-\$45	-\$69	-\$196	-\$270
= Closing Surplus/Reserves	-\$89	-\$77	-\$181	-\$348

As you will note, based upon these assumptions the CDRC will not have sufficient funds to operate in 2022. Compounding this issue, is the fact that a condition of the roof capital grant stipulates, that the grant money will not be received until proof of the expenditure is provided. This will generate a cash flow issue, the size of which, is dependent on the speed in which grant money is received after the expenditure.

For comparison purposes, below was the estimate at the time of the 2020 budget (pre-covid) that provided the confidence that we could adequately fund the roof repairs.

Year	2020	2021	2022	2023	2024
Scenario	Budget	Estimate	Estimate	Estimate	Estimate
Opening Surplus/Reserves	\$183	\$205	\$18	\$67	\$136
+ Municipal Contribution	\$327	\$337	\$347	\$357	\$368
- Operating Loss	-\$256	-\$263	-\$267	-\$273	-\$279
+ Capital Grants		\$520			
- Capital Roof Cost		-\$710			
- Capital Cost	-\$49	-\$71	-\$30	-\$16	-\$199
= Closing Surplus/Reserves	\$205	\$18	\$67	\$136	\$27

Recommendations:

To properly plan for the financing of the roof repairs and to ensure adequate cash flow to operate the facility, it is suggested that consideration be given for municipalities to provide "Covid Relief Funding" in the amount of \$150k (re: \$160k actual loss) prior to April 1, 2022, the estimated start date of roof construction. This will allow for the front ending funding of the roof repair and provide a reasonable cash flow cushion.

Also, that consideration be given for the Board to consider working proactively with funding municipalities to secure "cash advances" to address the issue of cash flow in 2022 as it pertains to front end funding of capital roof expenditures. Discussions have commenced with the Town of Shelburne and the construction engineers (SBA) to minimize this exposure.

SCHEDULE 'C'

Facility Administration Managers Report – January 27, 2021

General Information:

- Closing 2020 financial year end. Reconcile year end reports to HST, source deductions, OMERS, WSIB, etc. Working with Randy and Marty preparing 2021 budget
- Received information from BDO. Preparing reports and information to send to BDO next week, audit scheduled to begin week of February 8th
- 2021 Canada Summer Job application submitted. Participated in an information webinar January 21st
- Preparation of employee 2020 t-4's
- Reviewing the process to change the current version of Payment Evolution payroll program to Business Plus. The current version has a limit of processing 25 active employees and payroll is deposited into employees account set up at Pace Credit Union in Shelburne. The cost is \$22 per month for the program plus \$1 per deposit transaction. The Business Plus version cost is \$1.50 per employee per pay period. This includes the program, has no processing limit and allows deposit into any chartered bank account, as well as a few other processing and merging enhancements. Minimum charge is \$50 per month. Overall, the cost difference will be neutral. Set up and training cost is \$99.

Old Business:

- Due to the current province wide shut down and enhanced public health and workplace safety measures, the CDRC facility is closed until further notice. Further to the uncertainty of the remainder of the ice season, the difficult decision to begin the ice removal process is underway. Our active user groups have been consulted and notified.

New Business:

- Reviewing all CDRC staff orientation and health & safety training to ensure all training is more uniform for all staff and standardized. Will require review and development of some policies.
- Continue to streamline office space. Archiving and organizing records.

Kim Fraser
Facility Administration Manager

SCHEDULE 'D'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: Wednesday January 27th, 2021

Subject: Recreation Coordinator Report

Overview of December

- Answered daily phone inquiries/emails, daily dressing room assignments, screening sheet preparation for all rentals, posted updates/posts to social media platforms, updates to the website content.
- Booked several ice rentals for the month of December. With COVID-19 announcements we had several rentals booked the day before.
- Men's 55+ and 65+ shinny was very popular throughout December. Each skate had 15-22 participants who skated Wednesday and Friday mornings. The Men's 65+ shinny was new to the CDRC in December 2020.
- Supervised all programs utilizing the ice surface including Public Skate, Adult Skate, Figure Skating Ticket Ice. Each participant was required to book their spot ahead via phone. All program participants were screened at the entrance and made aware of all Covid-19 protocols.
- The seasonal summer employment opportunities were posted on the Town of Shelburne website on Friday December 18th, 2020. The job posting closed Wednesday January 20th at 3:00pm for the Seasonal Outdoor Pool Deck Supervisor, Lifeguard/Instructor, Head Day Camp Counsellor and Day Camp Counsellor position.

January/Tasks Going Forward

- Answer daily phone inquiries/emails, posted updates/posts to social media platforms, updates to the website content.
- Updating and developing **CDRC Staff Training** (Specifically Recreation Staff) and **Documents/Resources** needed for Recreation Programs (including Camp and Pool)
 - o Updating the Pool and Camp Manual as they are outdated and do not reflect current procedures (the Camp manual will act as a guide for all recreation programs).
 - o Exploring the County Health and Safety Share point to gather documents that are required to be included in training.
 - o Compiling Health and Safety resources for topics that are to be reviewed annually with all staff members.
 - o Communication with Dufferin County Health and Safety to gather any additional information needed regarding training new and returning staff.
 - o Gathering information from other Recreation Coordinators to enhance the quality of training that is provided to staff. Documents include manuals, registration forms, recreation training outlines.
 - o Collaboration with Kim and Marty to ensure all Operating Procedures applicable to recreation staff are up to date for training.
 - o Preparation for **2021 Summer Staff Training** days
 - Meetings for both outdoor and camp staff begin in May and run until August. Ongoing staff training is an important aspect to a successful program. With COVID-19, we need to be prepared to adapt to protocols when they are available therefore, I would like all planning done for trainings early. Both the pool and day camp require training prior to the operation of the program.

- **Recreation Program Planning**
 - o Planning out the pool schedule and programs for 2021.
 - o Layout of how the day camp will operate (themes, activities, spacing).
 - o Plan for additional recreational programs.
 - o Explore and research grant opportunities for the CDRC recreation.
 - o Create advertising graphics for social media platforms.
 - o **Program Supplies:** creating a list of the current supplies for programs and working at a list of what is needed for programs as well as comparing prices. Following the summer of 2019, the day camp closet was left with very minimal.
- Completed and submitted the **Canada Summer Jobs Grant** for the summer of 2021 on Tuesday January 12th, 2020.
 - o Tuned in to a Canada Summer Jobs Briefing Seminar put on by Service Canada on Wednesday January 20th, 2020
- Ongoing updates to 2021 budgeted recreation programs.
- Exploring how the CDRC could offer **Virtual Programs**. I sent out an email to the COFCA (Ontario Municipal Facilities) and have received phone calls and great resources as to how operations work at other facilities.
 - o Majority of municipalities who responded are offering predominately fitness classes.
 - o May be an option to begin advanced aquatics courses to begin prior to June pool opening.
 - o Many municipalities were required to purchase new equipment such as microphones, tripods, and proper webcams to ensure the program was high quality.
 - o Worked best for many who pre recorded the program ahead of time.
- **Summer 2021 Employment Opportunities**
 - o 2021 Seasonal Employment opportunities closed on January 20th at 3:00pm. Since December 18th, 2020 when the jobs were posted I have been answering email inquiries regarding the posted positions and accepting applications. Following the posting of the employment opportunities, emails were sent to 2020 staff and recruits to let them know that we are accepting applications.
 - o Plan interviews for summer 2021 employment opportunities.
 - o Update to all interview questions.
- Compiling **COVID-19 guidelines and protocols** for camps/additional recreation opportunities and how they would apply to the CDRC to ensure that they are prepared prior to the future go ahead. All protocols have changed for operations of camps since June of 2020.
- Review Recreational Water Facility COVID-19 protocols to update outdoor pool guidelines.
- Discussions with the Free Press in regard to the Spring/Summer Recreation Guide. Touching base at the end of January to decide if a recreation guide will be printed. If so, all information will be due by the end of March, if not we will be utilizing social media and the website to relay all information for the summer. Graphics will need to be designed for advertising on social media and the website will need to be updated frequently.
- **Online Registrations:** Explore/develop how programs will accept registrations online for 2021 and create forms that will be used. Online registration was utilized for the summer of 2020, but it was not efficient. Interested participants were to submit a registration request form, once the form was received swim classes were developed based on the interest levels. Once a class was created participants were emailed another form to complete and payment was received via cash/debit or e transfer. Following the receipt of payment, participants then received an electronic receipt and reminder email. I am currently working with Melissa from the Town of Shelburne to see what tips and tricks they have for accepting payments and completing forms in an efficient manner.

I am utilizing this time preparing for future recreation programs so that the CDRC is ready when recreation facilities are permitted to open back up. It is recommended that the summer 2021 seasonal staff interviews be conducted as if all programs are running in June-August so that we are prepared, and applicants have not found new jobs elsewhere. In 2020, we were fortunate to have had all staff hired to make the quick transition opening the outdoor pool. Interviews in 2020 were conducted the end of February in person and this year we have the option to offer them virtually via Zoom.

SCHEDULE 'E'

SAFETY

No issues

GENERAL INFORMATION:

Reviewing Covid government updates and changes regularly updating protocols and safety plan as needed.

Providing budget information for Kim and Randy

Working with Town of Shelburne to complete application for roof and asset management information.

Upstairs boilers quit troubleshoot faulty connection (oxidation.)

In floor heating issues in dressing rooms air lock bled system.

Due to lock down temporary layoff operators effective Jan 14, 2021

Shut ice plant off Jan 18 just allowing to melt a cost savings, not running heaters, brine pump or running Olympia for 12hrs straight very slow as colder outside than April.

Working on operating procedures.

Providing Emily with information for a **Kraft Hockeyville** contest

Declutter shop paint and sort.

Paint men's lobby rest room touch up women rest room.

Facility checks and snow removal from doors.

Pump assembly leaking mechanical room isolate Jan 22 ordered part.

Staff had provided an excellent job at maintaining a safe environment by making sure the facility was fully clean, disinfected and protocols and guidelines were being followed.

New business



Marty Lamers

Facility Maintenance Manager

Centre Dufferin Recreation Complex