

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

**Minutes of the Regular meeting held February 24, 2021 via ZOOM**

|             |                 |                                 |
|-------------|-----------------|---------------------------------|
| Attendance: | Lindsay Wegener | Shelburne                       |
|             | Dan Sample      | Shelburne                       |
|             | Geer Harvey     | Shelburne                       |
|             | Chris Gerrits   | Amaranth                        |
|             | Heather Foster  | Amaranth                        |
|             | Darren White    | Melancthon                      |
|             | Margaret Mercer | Melancthon                      |
|             | Kim Fraser      | Facility Administration Manager |
|             | Marty Lamers    | Facility Maintenance Manager    |
|             | Emily Francis   | Recreation Program Coordinator  |
|             | Randy Chambers  |                                 |

Absent: Laura Ryan and Steve Anderson

Meeting called to order by Chair, Chris Gerrits at 6:30pm.

A quorum was present.

Melancthon councillor, Margaret Mercer was welcomed to the CDRC Board of Management

**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 H. Foster seconded by D. Sample. Be it resolved we approve the agenda dated February 24, 2021 as circulated.

Carried

**Discussion & Approval of Minutes of Previous Meeting January 27, 2021:**

**MOTION #2** – Moved by D. White seconded by H. Foster. That the minutes of the CDRC Board of Management regular board meeting held virtually on January 27, 2021 be approved as presented and circulated.

Carried

**Correspondence:**

- Email from Melancthon Township appointing Councillor Margaret Mercer to the CDRC Board
- Town of Shelburne COVID Safety Plan

**MOTION #3** – Moved by M. Mercer seconded by D. Sample. That correspondence is received and placed on file.

Carried

**Finance Committee Report:**

**CDRC 2021 Draft Budget and Review of Accounts**

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

**MOTION #4** – Moved by L. Wegener seconded by M. Mercer. That the bills and accounts as presented in the amount of \$ 34,339.43 be approved and paid.

Carried

Follow up on the CDRC 2021 Draft Budget that was presented at the January 27, 2021 meeting, suggesting consideration be given for municipalities to provide “Covid Relief Funding” in the amount of \$150k and board members asked to clarify the availability of the funds from their municipality.

During discussion, the board requested the \$150k be included in the 2021 budget. Staff is directed to forward the budget to the municipalities along with a letter of explanation, highlighting the COVID related portion and the regular municipal assessment. If budgeted programs are highly impacted, additional relief may be requested. After discussion, the following motion was presented.

**MOTION #5** – Moved by H. Foster seconded by M. Mercer. Be it resolved that the 2021 CDRC draft budget distributed at the January 27, 2021 Board Meeting with a deficit of \$403,646, a municipal contribution of \$336,815 be adopted. And further, that the municipal Covid contribution of \$150,000 included in the budget, be approved and that a copy of the budget be sent to all member municipalities. Carried

**Pool/Camp Committee Report:**

Interviews were scheduled and conducted within two virtual sessions on February 16 and February 18 for the season summer pool and day camp programs. Thirty-eight (38) candidates were interviewed to fill twenty-eight (28) seasonal employment positions. The committee will

**Facility Administration Manager and Recreation Program Coordinator Reports:**

See Schedule A

See Schedule B

- CDRC Covid policies and procedures to forwarded to the summer floor rental groups so they have the information and expectations while they make their plans for returning to play.
- The annual ORFA Professional Development Event that Marty and Kim attend has not resumed.
- The annual performance reviews for the Administration and Maintenance managers typically held in March were delayed due to Covid and completed in September 2020. Discussion agreed to continue and schedule them for September 2021.

**MOTION #6** – Moved by H. Foster seconded by L. Wegener. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator Carried

**Facility Maintenance Manager's Report:**

See Schedule C

- While the CDRC remains closed, snow removal maintenance has been reduced to minimum requirements and the back gravel parking lot will not be fully cleared. As the needs of the CDRC increase, snow removal maintenance will be increased.

**MOTION #7** – Moved by D. Sample seconded by L. Wegener. That we receive the report from the Facility Maintenance Manager. Carried

G. Harvey arrives at 7:15pm

**Old Business**

**End of season - Ice Removed:**

The CDRC is now allowed to open under the guidelines of “Red Zone” The ice has been taken out, but the facility is open for certain room rentals. The minor lacrosse and ball hockey clubs have been contacted and informed that the floor is available should they proceed with a program.

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

Suggested the report be reviewed by the Policies & Procedures and the Human Resource Committees and invite the task force to attend an upcoming board meeting.

**MOTION #8** – Moved by M. Mercer seconded by L. Wegener. That we receive the report from the Town of Shelburne and invite the task force to the next board meeting  
Carried

**New Business**

**Access to Persons with Disabilities to Sports/Recreation Facilities during Covid-19:**

An AMO Policy Update was shared with staff, that sport and recreational facilities may open to enable individuals of all ages with a disability to access public or private indoor and/or outdoor facilities for physical therapy. Staff will review and report back.

**Confirmation by By-law**

**MOTION #9** – Moved by H. Foster seconded by G. Harvey. Be it resolved that leave be given for the reading and enacting of by-law #02-2021 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held February 24, 2021. Carried

**Adjournment:**

**MOTION #9** - Moved by M. Mercer seconded by L. Wegener. That we now adjourn at 7:28pm to meet again on March 24, 2021 at 6:30pm, 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'

Facility Administration Managers Report – February 24, 2021

General Information:

- Continuing to work with BDO preparing and submitting information for the financial year end audit.
- Preparation and completion of employee 2020 t-4's
- Will begin the process next week to change the current version of Payment Evolution payroll program to Business Plus.
- Received a request to provide Elections Canada Polling information.
- Provided information to Marty and Emily for the Statistic Canada Survey and Hydro One Community Fund
- Attended webinar hosted by the Ministry of Heritage, Tourism, Culture and Sport regarding the new reopening Ontario plans and how they impact the industry.
- Invoiced the first quarter municipal funding to the member municipalities.
- Participated in the 2021 seasonal summer staff interviews, held virtually, along with Emily, Chris and Laura

Old Business:

- Since the province wide lockdown was lifted and WDGPH unit was moved to Red Zone on February 16<sup>th</sup>, we have reinstated a few small room rentals. A karate class, three nights per week is renting the Town & Country (T&C) room and Tim Hortons has rented the meeting room for staff orientation and training. The next Canadian Blood Services donor clinic is scheduled in the T&C room on Thursday, March 18<sup>th</sup>.
- I reached out to Shelburne Minor Lacrosse (SML) and Minor Ball Hockey on February 9<sup>th</sup> to ask if the groups have any intentions or plans to provide their sport this spring. Lacrosse replied and indicated that its dependent on the advice from the medical officer of health, the CDRC Board and the Ontario Lacrosse Association (OLA) for direction. SML executive do not want to see another season go by without lacrosse in our area even if its in a modified form.
- Continuing to review all CDRC staff orientation and health & safety training to ensure all training is more uniform for all staff and standardized.
- Continue to streamline office space. Archiving and organizing records.

New Business:

- Will be contacting Dufferin County Community Services regarding the agreement to provide subsidy for the CDRC Day Camp program

Kim Fraser  
Facility Administration Manager

## SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: Wednesday February 24<sup>th</sup>, 2020

Subject: Recreation Coordinator Report

### **February Overview**

- Attended a webinar put on by the Ministry of Heritage, Tourism, Culture and Sport regarding how the new reopening Ontario plans impact the industry.
- Created a new Centre Dufferin Recreation Complex Facebook page as there was a glitch in our old page.
- **2021 Seasonal Summer Staff Interviews**
  - o Conducted the 2021 Seasonal Summer Staff Interviews virtually for the following positions:
    - Pool Deck Supervisor
    - Lifeguard/Instructor
    - Head Day Camp Counsellor
    - Day Camp Counsellors
  - o Corresponded with all candidates to confirm attendance, Zoom information and any additional details regarding the interview.
  - o Created interview packages and schedules for the interviewers.
- **CDRC Staff Training Documents (Recreation Staff)**
  - o Continued with developing the training for our Recreation Staff specifically the Seasonal Summer Staff.
    - Updating the Outdoor Pool and Day Camp manual.
    - Continued creating/gathering documents for staff meetings and trainings.
- **Online Registration**
  - o Discussions with other municipalities sharing how they operate their online registration without the use of a Recreation Software.
  - o Began preparing forms that will be used to collect information for program registrations.
  - o Ongoing discussions with Kim regarding accepting payments for all programs.
- **Spring/Summer Recreation Program Planning**
  - o Outdoor pool and recreation program schedule planning.
  - o Began developing a layout for how the summer day camp will operate (themes, activities, spacing).
  - o Continued planning for additional recreational programs.
  - o Continued to explore and research grant opportunities.
  - o Began creating advertising graphics for social media.
- **COVID-19 guidelines and protocols**
  - o Lifesaving Society has released a series of documents to outline how pools can operate in all colour zones including all changes.
  - o Continue to ensure that I am up to date with all COVID-19 protocols that impact recreation.
  - o Began gathering all COVID-19 guidelines and protocols that pertain to recreation programs including the summer day camp and the operations of the outdoor pool.
- **Hydro One Community Fund**
  - o Applied for the Hydro One Community Fund grant to expand our programs to train Instructors/Lifeguards and promote Water Safety to the community. This money would be used to buy resources and equipment to enhance our current program offerings from swimming lessons through to lifeguard training and CDRC staff training.

SCHEDULE 'C'

Facility Maintenance Managers Report – February 24, 2021

SAFETY

No issues

GENERAL INFORMATION:

Reviewing COVID-19 government updates and changes, regularly updating protocols and safety plan as needed.  
Updating operating procedures to go along with the pool and day camp manuals.  
Facility checks and snow removal.  
Repair Heater outlet.  
Completed survey for statistic Canada. (Energy consumption.)  
Provide information for Emergency Management Ontario (capacity, size, plans)  
Pump assembly leaking, mechanical room replace pump assembly.  
ESA inspection minor issues ordered parts. (receptacles and light fixture).  
Boiler quit trouble shoot replace with ignition kit.  
Monthly fire equipment inspections replacing emergency lighting batteries that fail and 1 emergency lighting unit.  
Continuing to declutter clean and paint and organize.  
Online pre ordering for minor supplies can be a time-consuming process and then you find out its not even available at this time.  
Pricing and research for needed and upcoming items once budget is passed.

New business



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**Marty Lamers**

Facility Maintenance Manager  
Centre Dufferin Recreation Complex