

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the Regular meeting held March 23, 2022 via ZOOM

Attendance: Lindsay Wegener Shelburne
Dan Sample Shelburne
Chris Gerrits Amaranth
Heather Foster Amaranth
Margaret Mercer Melancthon
Melinda Davie Mono

Kim Fraser Facility Administration Manager
Marty Lamers Facility Maintenance Manager
Emily Francis Recreation Program Coordinator

Absent: Geer Harvey, Steve Anderson and Darren White

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

Declaration of Pecuniary Interests:

Chair, 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 M. Mercer seconded by M. Davie. Be it resolved we approve the agenda dated March 23, 2022 as circulated and presented. Carried

Discussion & Approval of Minutes of Previous Meeting February 23, 2022:

MOTION #2 – Moved by H. Foster seconded by M. Mercer. That the minutes of the CDRC Board of Management regular board meeting held virtually on February 23, 2022 be approved as circulated and presented. Carried

Finance Committee Report:

After review of the CDRC financial reports and accounts, the following motion was presented.

MOTION #3 – Moved by D. Sample seconded by M. Davie. That the CDRC Board of Management receive the financial reports and paid accounts in the amount of \$49,965.64, as presented by the Facility Administration Manager. Carried

L. Wegener arrives at 6:40pm

Facility Administration Manager and Recreation Program Coordinator Reports:

See Schedule A

See Schedule B

MOTION #4 – Moved by M. Mercer seconded by L. Wegener. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator. Carried

MOTION #5 – Moved by M. Davie seconded by D. Sample. That the CDRC Board of Management accepts the recommendation in report #04-2022 from the Facility Administration Manager and move to Head Day Camp Counsellor position up from Level 2 to Level 3 on the CDRC Pay Grid. Carried

MOTION #6 – Moved by L. Wegener seconded by M. Mercer. That the CDRC Board of Management accepts the recommendation for the implementation of ePACT software at a cost of \$1,800.00 plus HST. Carried

Old Business

Green and Inclusive Community Building (GICB) Fund Recommendation

See Schedule C

Steve Burnett from SBA attended the meeting to review the recommendations outlined in a summary for the GICB funding program as well as potential upgrades to the CDRC. After discussion the following motion was presented.

S. Burnett leaves at 7:25pm

MOTION #7– Moved by H. Foster seconded by D. Sample. That the CDRC Board of Management accepts the recommendations from SBA and move forward with applying to the GICB funding program and the estimated cost to complete the application is \$3,500.00 plus HST. Carried

Facility Maintenance Manager's Report:

See Schedule D

MOTION #8– Moved by D. Sample seconded by M. Mercer. That we receive the report from the Facility Maintenance Manager. Carried

Old Business

Replacement Boiler RFP #01-2022

Six (6) RFP's were received. The criteria was reviewed earlier with the Board Chair and Vice Chair and recommends that RFP #01-2022 is awarded to Tradium Mechanical Inc. After board discussion the following motion was presented.

MOTION #9– Moved by M. Davie seconded by L. Wegener. That the CDRC Board of Management accepts the quotation from Tradium Mechanical Inc. for the Replacement Boiler RFP #01-2022 in the amount of \$12,699.00 plus HST. Carried

New Business

Dufferin County Outdoor Recreation Plan

See Schedule E

To help share the information, the bulletin will be displayed in the arena lobby and shared on CDRC social media.

Confirmation by By-law:

MOTION #10 – Moved by M. Davie seconded by D. Sample. Be it resolved that leave be given for the reading and enacting of by-law #03-2022 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held March 23, 2022. Carried

Adjournment:

MOTION #11- Moved by H. Foster seconded by M. Mercer. That we now adjourn at 7:38pm to meet again on April 27, 2022 at 6:30pm, or at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – March 23, 2022

General Information:

- Finishing up the BDO review and continuing 2022 budget preparation.
- Ongoing, receiving and responding to various facility rental booking requests.
- Formatted, edited and submitted the questions and answers addendum for the boiler replacement RFP, participating in opening and logging the RFP information on March 8th.
- Reviewing policies for review
- Communicating with summer floor rental users including Vets lacrosse and Shooters ball hockey to start up last week of April. Also received interest for men's and ladies ball hockey.
- Working on offers of employment for summer staff
- Successful March break day camp week. Very busy with approx. 45 campers daily

Old Business:

- Participated in three sessions of summer camp and pool staff interviews held virtually on Feb 23, 24 and March 3, as well as an in-person group interview session for camp staff on Feb 26th.
- Attended an ePACT overview and demonstration session on March 3rd.
- Proofread and edited the summer 2022 recreation guide, finalized on March 16th

New Business:

- Reviewing storage and space options to grow and expand programs.
- Report #04-2022 Adjustment to Pay Grid

Kim Fraser
Facility Administration Manager

Centre Dufferin Recreation Complex
REPORT

Meeting Date: March 22, 2022
To: CDRC Board of Management
From: Kim Fraser
Subject: #04-2022 Adjustment to Pay Grid

Recommendation

To move the Head Day Camp Counsellor position from Level 2 to Level 3 on the CDRC Pay Grid

Background and Analysis

In October 2018 the CDRC Board of Management approved a compensation review report completed by Ward & Uptigrove and it was implemented on January 1, 2019. The report is subject to review after 5 years.

The Head Day Camp Counsellor position was placed on Level 2 of the pay grid. As this position has since developed and now requires a stronger level of responsibility, like the Deck Supervisor position, I am seeking approval to move the Head Day Camp Counsellor position from Level 2 to Level 3 on the CDRC Pay Grid.

Since the pay grid was implemented in 2019, the Head Day Camp Counsellor position will now oversee double the size of the staff team, from approx 6-7 to 11-12 daily, as well as oversee the operations of the day camp program that we intend on increasing by approx. 25% this year, from 45 to 60 campers daily. This position may also be responsible for opening and closing the facility to accommodate the before and after care option.

Additional Information

2021 PAY GRID					
%	80%	85%	90%	95%	100%
Step	Step 1	Step 2	Step 3	Step 4	Step 5
3	\$15.77	\$16.76	\$17.75	\$18.73	\$19.72
2	\$14.15	\$15.03	\$15.92	\$16.80	\$17.69
1			\$14.10	\$14.88	\$15.66

CURRENT

3	Concession Booth Manager
	Deck Supervisor
2	Lifeguard / Instructor
	Head Day Camp Counsellor
1	Concession Booth Attendant
	Youth Maintenance Attendant
	Day Camp Support

PROPOSED

3	Concession Booth Manager
	Deck Supervisor
2	Head Day Camp Counsellor
	Lifeguard / Instructor
1	Concession Booth Attendant
	Youth Maintenance Attendant
	Day Camp Support

* General minimum wage \$15.00, Student Mimum wage \$14.10 - Effective January 1, 2022

Respectfully Submitted:
 Kim Fraser
 Facility Administration Manager

SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: Wednesday March 23, 2022

Subject: Recreation Program Coordinator Report

March Overview

- Continuing to assist with day-to-day operations including phone inquiries, email inquiries etc.
- Continuing to make updates to the CDRC information on the Town of Shelburne website and actively creating graphics and posting on the CDRC social media.
- **2022 Recreation Guide**
 - The 2022 Recreation Guide has been sent to the printer and is expected to be circulated in the Shelburne Free Press on Thursday March 31st, 2022.
- **CDRC Recreation Programs**
 - **March Break Camp (March 14-18):** The March Break Day Camp was a huge success with 45 campers attending each day. Campers participated in a wide variety of activities including outdoor games, crafts and skating daily.
 - **PA Day Camp (Friday June 3):** Planning and preparing for the PA Day Camp on Friday June 3, 2022.
 - **Summer Day Camp:** The summer day camp registration opened on Friday March 18th, 2022, at 9:00am and is well underway. New this summer we have added the option for families to register for before care from 7:00-8:00am to accommodate anyone who leaves town or starts work earlier in the morning. Below is a snapshot of our registration numbers as of Tuesday March 22nd, 2022.
 - **Week 1 (Hello Summer):** 33 registrations received
 - **Week 2 (Nature Unleashed):** 38 registrations received
 - **Week 3 (Passport to Fun):** 40 registrations received
 - **Week 4 (CDRC Athletes):** 35 registrations received
 - **Week 5 (Super Science):** 35 registrations received
 - **Week 6 (Artrageous):** 43 registrations received
 - **Week 7 (Mystery Week):** 33 registrations received
 - **Week 8 (Backyard Shenanigans):** 33 registrations received
 - **Week 9 (Splashtacular):** 30 registrations received
 - **Junior Lifeguard Camp:** 7 registrations received
 - **Junior Leaders:** Began advertising Tuesday March 22, 2022
 - **Leaders in Training:** Began advertising Tuesday March 22, 2022
 - **Outdoor Pool:** Swimming lesson registration is expected to open on Friday April 1st. Returning this summer is the June afterschool swimming lessons running June 13th – June 24th from 4:30-6:30pm.
 - **New program ideas:**
 - Youth Multi Sport
 - Youth/Teen Paint Nights
 - Youth Movie and Games night
 - Roller Skating on the Arena Floor (I have reached out for some quotes from Roller Skate Rental companies)

- **CDRC Easter Skate Eggstravaganza**

- The CDRC will be hosting an Easter Skate Event sponsored by Tim Hortons and the Local Home Finder Team. This event is scheduled to take place on Saturday April 16th from 1:00-3:00pm and will include the following:
 - Skate with the Easter Bunny
 - Easter Colouring Contest
 - Balloon Animals
 - Complimentary Hot Chocolate or Popcorn
 - Easter treat bags for the children
- Those interested in attending are required to register. Registration is being done using Eventbrite and is now open. To register visit the CDRC on social media. We are hoping that having people visit the CDRC social media pages will also increase our following.



- **Webinars/ Meetings/ Conferences**

- Registered for the ORFA Spring Forward webinar about preparing recreational spaces for warm weather on Tuesday April 12th from 12:00-1:30pm.
- Ontario Camps Association OC ReConnects 2022 conference set to take place virtually on March 29 and March 30. See attachment for more details.
- Attended a meeting with a representative from ePact. See attached report.

Centre Dufferin Recreation Complex
REPORT

Meeting Date: March 23, 2022

To: CDRC Board of Management

From: Emily Francis

Subject: Implementation of ePact Software

Recommendation

To move forward with the ePact software for the operations of the CDRC recreation programs.

Background

What is ePact? Epact is a Health and Emergency Forms automation platform.

The CDRC Day Camp (and similar programs) require all participants to complete and submit a paper copy of a Camper Information Form each camp week they attend. This form includes information about the camper including allergies, medical information, birthdate etc. This information is then kept on file while they are in the program, in case it is needed. Specific information (i.e Allergies) is transferred to an additional document so that all camp counsellors are aware.

Analysis

Utilizing ePact for the Summer Day Camp and similar programs would help streamline and organize all confidential information in one central hub. This information can be easily accessed and organized for those who require access.

- Epact supports green initiatives and reduces the administrative workload.
- 100% digital – delivering peace of mind and member satisfaction
- Innovating together across emergency preparedness, health and waiver management development.

This program also provides:

- Digital Waiver management
- Acts as an attendance tool for camp counsellors (once they take attendance it is automatically saved into the system)
- This program provides a contactless sign in and sign out tool which records all information digitally
- Conducts health screenings including COVID-19 screenings if required at the time of camp.
- Offline access to mobile app
- Advanced filtering and reporting to divide information based on group and camp week

Utilizing EPACT will help the CDRC streamline all camper information into one central location that is easy to locate and update. It eliminates the use of paper copies and filing information for the

required 5 years. The ePact software will increase the efficiency within the facility as we continue to grow our programs.

To have this program active for the summer of 2022 we would have to move forward as soon as possible to ensure that staff are trained, and information is loaded.

Financial Impact

The pricing structure is based on an annual fee contract. Pricing consists of an annual member fee + a one time set up fee.

Annual Contract:

The per member fee is charged per unique member, so you are only paying once per year per program participant, regardless of how many times they register in the year.

ePACT does require a minimum purchase amount of 500 members or \$2,500 annually (whichever applies first).

Initial Setup

The initial setup fee is based on how many dashboards you will use within ePACT. Pricing starts at \$800* for one dashboard and includes form creation, training, access to webinars, support team and marketing materials.

However as discussed on March 3rd, 2022, ePact is willing to drop the minimum to 200 members and will provide a 50% discount off the one time set up fees, so for 1 dashboard it will only be \$400.00.

Total Cost: \$400.00 (one time set up fee) + \$1400.00 (at minimum \$7.00 per member X 200 members)

Supporting Documentation and Information

Attachment 1: ePact Pricing Document

Attachment 2: Email correspondence with Cecilia Lu Account Executive at ePact Network

Respectfully Submitted:

Emily Francis

Recreation Program Coordinator

SCHEDULE 'D'

Facility Maintenance Managers Report – March 23, 2022

SAFETY

GENERAL INFORMATION:

Covid-19 updated guidelines March 21, 2022. No restrictions. Staff if you feel sick stay at home.

Opening of RFP for boiler

RFP evaluation of tenders for NTI boiler replacement.

Review evaluation with Chris and Melinda and select evaluation of boiler RFP#01-2022

Safety Fire plan approved by SDFD, and site inspection complete with fire chief. Will follow up with SDFD for building familiarization with fire department trainer. Also, throughout the year SDFD may perform some fire training on arena grounds or building.

Trillium Community building fund no update March 18, 2022

Flooding from floor drain freezing up Kim's office. Researching options for cost to repair short term verses long term.

Co-op student not accepted. Not vaccinated as per policy.

New business

RFP evaluation for **RFP# 01-2022** boiler replacement present winner.

Steve Burnett from SBA to discuss summary of the GICB program and what we recommend in terms of the funding application also to discuss Roof grant and update. Attached is a summary of the GICB program

Marty Lamers

Facility Maintenance Manager

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held April 27, 2022 via ZOOM

Attendance: Lindsay Wegener Shelburne
Chris Gerrits Amaranth
Heather Foster Amaranth
Margaret Mercer Melancthon
Melinda Davie Mono

Kim Fraser Facility Administration Manager
Marty Lamers Facility Maintenance Manager
Emily Francis Recreation Program Coordinator

Absent: Geer Harvey, Steve Anderson, Dan Sample and Darren White

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

Declaration of Pecuniary Interests:

Chair, 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 M. Davie. Be it resolved we approve the agenda dated April 27, 2022 as circulated and presented. Carried

Discussion & Approval of Minutes of Previous Meeting March 23, 2022:

MOTION #2 – Moved by L. Wegener seconded by H. Foster. That the minutes of the CDRC Board of Management regular board meeting held virtually on March 23, 2022 be approved as circulated and presented. Carried

Correspondence:

- Hogie’s Skate Shop-exercising option to renew pro shop lease extending term September 1, 2022 to March 21, 2023

MOTION #3 – Moved by M. Mercer seconded by M. Davie. That correspondence is received and placed on file. Carried

Finance Report:

Due to delays the CDRC draft budget will be presented ASAP.
After review of the CDRC financial reports and accounts, the following motion was presented.

MOTION #4 – Moved by M. Mercer seconded by L. Wegener. That the CDRC Board of Management receive the financial reports and paid accounts in the amount of \$75,524.60, as presented by the Facility Administration Manager. Carried

Human Resource Report-Hire Seasonal Summer Staff

After review of the candidates that were interviewed and offers of employment issued and accepted, the following motion was presented.

MOTION #5 – Moved by L. Wegener seconded by M. Mercer. **BE IT RESOLVED** that the CDRC Board of Management hires the following for the 2022 seasonal summer contract positions:

- Deck Supervisor: Ashton MacDonald, Laura Wagstaff and Madeline Smith
 - Lifeguard/Instructor: Maggie Brash, Jamie Smith, Annie Cameron, Kaitlyn Hunt, Patrick Baird, Rhiannon Woodall, Ethan Josephson, Hannah Post, Rachel Houghton, Laura Mcleod, Addison Millsap, Naomi Cameron, and Georgia Mountjoy; Casual-Allison Whitten and Emma Ward
 - Head Day Camp Counsellor: Bailey Parkes and Alexa Dempster
 - Camp Counsellor: Emma Timmins, Alyiah Davis, Jordan Smith, Leah Bennington, Hannah Foulger, Jenna Purchase, Lauren King, Malcolm Fradette, Heidi Bennington, Autumn Nicholson, Abigail Abbott, Keymar Lewis and Anna Camilleri
- Carried

Facility Administration Manager and Recreation Program Coordinator Reports:

See Schedule A

See Schedule B

MOTION #6 – Moved by M. Davie 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

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

New Business

Memorials, Plaques and Special Displays

A request has been received from SMHA to display a banner for a SMHA member and hockey coach who has passed. Shelburne Muskies organization also has a special banner that they would like to display. Staff has requested the CDRC Board develop a policy for memorial banners, plaques, or special displays which includes a process to apply, display and allow the CDRC to evaluate the conditions, term or the removal or relocation.

The purpose of the policy would establish the process, criteria and cost for memorial banners, plaques, or special displays within the CDRC for user groups and/or individuals. And suggest the Hall of Fame Committee oversee and review the applications as there is already duplication of banners in the arena and the Hall of Fame wall.

After discussion the Board agreed that this will be reviewed by the Policies and Procedures Committee.

Confirmation by By-law:

MOTION #8 – Moved by M. Mercer seconded by M. Davie. Be it resolved that leave be given for the reading and enacting of by-law #04-2022 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held April 27, 2022. Carried

Adjournment:

MOTION #9- Moved by L. Wegener seconded by M. Davie. That we now adjourn at 7:30pm to meet again on May 25, 2022 at 6:30pm, or at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – April 27, 2022

General Information:

- Finishing up the BDO review and continuing 2022 budget preparation.
- Ongoing, receiving and responding to various facility rental booking requests. The following are current reservations.
 - o Blue Mountain & McDonalds job fairs
 - o Zumba fitness class (8 weeks)
 - o T&C Room, Pool View, Party Package and floor rentals for family celebrations
 - o Pool party rental packages
 - o Commercial kitchen rental
 - o Religious celebration
- Public Health stopped in on March 25th to inspect the concession booth and T&C room kitchen.
- Completed the RFP process-sent letter awarding the RFP and sent regret letters
- Minor lacrosse and ball hockey are scheduled to begin this week. Adult (mens & ladies) ball hockey did not generate enough interest this season. I anticipate a mens pickup group to rent the floor weekly..
- Completed and sent all the summer employment contracts.
- Completed rental information for the upcoming Provincial Elections. Advanced polls May 21-28 and Election Day June 2
- Melancthon Township recently asked for information regarding the number of Melancthon residents using CDRC programs in 2021. This was a difficult task as we were not collecting this information. We are now tracking this information to report the details at the end of the year for all funding partners.
- Since day camp and swimming lesson registration opened this month, we have invoiced and processed over \$127k in revenue and the majority of day camp is full.

Old Business:

- Policies for reviewing and establish
 - o Personnel Policy
 - o Purchasing Policy
 - o Alcohol Risk Management Policy
 - o Health and Safety Policy Statement
 - o Advertising Space Policy
 - o Ice Allocation Policy
 - o Memorial Banners, Plaques or Special Display policy
 - o Surveillance Policy

New Business:

- Received acknowledgement on April 22, 2022 that the Canada Summer Jobs (CSJ) application for funding has been approved in the amount of \$30,712.50. Based on thirteen (13) jobs at 50% of minimum wage.
- I will be away for vacation from May 14-30th

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: Wednesday April 27th, 2022

Subject: Recreation Program Coordinator Report

April Overview

- Continuing to assist with day-to-day operations including phone inquiries, email inquiries etc. Completing daily invoices for summer 2022 programs.
- Continuing to make updates to the CDRC information on the Town of Shelburne website and actively creating graphics and posting on the CDRC social media.
- **2022 Recreation Guide**
 - The 2022 Recreation Guide was distributed on Thursday March 31st, 2022.
- **Spring/Summer CDRC Recreation Programs/Preparation**
 - **PA Day Camp (Friday June 3):** Planning and preparing for the PA Day Camp on Friday June 3, 2022.
 - **Outdoor pool:** Registration is now open for the CDRC outdoor pool programs. The pool is scheduled to open for Friday June 3rd, 2022 (weather permitting). I am continuing to brainstorm with other outdoor pools and develop new program opportunities to best utilize the facility throughout the summer months.
 - **Some new programs that will be available at the CDRC pool this summer include:**
 - Adult group swimming lessons (weekly Thursday evenings 8:00-8:45pm)
 - June afterschool swimming lessons
 - Teen group swimming lessons (weekly Tuesday evenings 8:00-8:45pm)
 - **Summer Day Camp:** Below is a snapshot of our registration numbers as of Monday April 25th, 2022. We have increased our numbers for the 2022 summer season. The CDRC summer day camp will be visiting the library once a week throughout the summer months for programming.

Program	Registrations as of April 27 th , 2022
Week 1: Hello Summer	60 (FULL)
Week 2: Nature Unleashed	60 (FULL)
Week 3: Passport to Fun	60 (FULL)
Week 4: CDRC Athletes	60 (FULL)
Week 5: Super Science	60 (FULL)
Week 6: Artrageous	60 (FULL)
Week 7: Mystery Week	55
Week 8: Backyard Shenanigans	59
Week 9: Splashtacular	40 (FULL)
Junior Lifeguard Camp	21
Leaders in Training	3
Junior Leaders	7

○

- **EPACT:** In the discussions with E PACT representatives to have the CDRC set up using the emergency management software for the hopefully for the PA Day Camp on Friday June 3rd, 2022.
- **Pickleball:** Now that the ice is out of the facility, pickleball will be moving onto the arena floor beginning Wednesday April 27th, 2022. Saturday morning pickleball is beginning again on Saturday April 30th, 2022 from 9:30am-12:00pm.
- Continuing to explore new program options.
- **Preparation for summer 2022 programs**
 - Scheduling programs and staff accordingly.
 - Planning and preparation for staff trainings and meetings.
 - Planning and preparing programming.
- **CDRC Easter Skate Eggstravaganza**
 - The CDRC Easter Skate Eggstravaganza held on Saturday April 16th from 1:00-3:00pm was a huge success. There were approximately 300 guests in attendance and 7 volunteers who donated their time to this event. This event was sponsored by Tim Hortons in Shelburne and the Local Home Finder Team. Event activities included the following:
 - Skate with the Easter Bunny
 - Balloon Animals
 - Complimentary Hot Chocolate or Popcorn
 - Treat bags for the children
 - Easter colouring contest
 - On Saturday April 16, 2022 we also held a community sport and recreation central registration. Local clubs and groups were invited to promote their program offerings and conduct registration. The following groups were in attendance.
 - Shelburne Cricket Club
 - Shelburne Shocks Basketball
 - Shelburne Soccer Club
 - Shelburne Golf Course
 - Shelburne Minor Baseball
 - Vets Minor Lacrosse
 - Shelburne Minor Ball Hockey
 - Information was also displayed for the CDRC programs, Shelburne Minor Hockey and Skate Canada Shelburne.



- **Webinars/ Meetings/ Conferences**

- Attended the OCA Camps Conference on Tuesday March 29 and Wednesday March 30th, 2022.
- Attended several meetings with other municipalities to discuss summer programming.

- **2021 Orangeville Banner Readers' Choice Award Winner**

- The CDRC Pool is a 2021 Orangeville Banner Readers Choice Diamond Award winner for Best Swimming Instruction.

- **Advertising/Promotion**

- Exploring advertising opportunities for the CDRC to spread the word about upcoming programs and facility information. Advertising options include:
 - Facility Logo/Recreation Logo to brand and connect the facility. The current logo is outdated representing the old facility.
 - Door to door advertising campaign (as discussed at previous meeting).
 - Stand up banner (similar to Family Transition Place banner) that would have information about the CDRC on it as well as pictures.

- **Equipment Purchase:**

- We are looking to purchase a 3rd pickleball net as the pickleball program is growing now that they are playing on the arena floor.
- Select pieces of outdoor pool equipment will need to be replaced this summer as it has been worn and torn throughout the years. With the increase in programs and enrollment numbers, the equipment we have will not withstand. Examples of equipment that need to be updated include:
 - Flutter Boards
 - Replace pool noodles
 - Lifejackets (Infant, Child, Youth, Adults)

SCHEDULE 'C'

Facility Maintenance Managers Report – April 27, 2022

SAFETY

GENERAL INFORMATION:

Roof repair 4 areas leaking.

Scissor lift annual inspection performed found lifting mechanism bearing and rollers worn replaced.
\$1,100.00

Trillium Community building fund no update.

Tender for roof proceeding

Replace cracked safety clear panels over stairway tunnel.

Ice removal, cleaning, minor floor repair, installing lacrosse shot clocks and painting lines.

Kore mechanical shut down ice plant.

Pool water line tile damage staff to replace.

Suspect main drain may have small leak have asked town to scope pipe. Will scope Thursday April 28, 2022, the main drain line was not totally addressed during last repair as it goes under the pool and building.

Boiler schedule for Wed April 27, 2022

Participated in a webinar: **Preparing Recreational Spaces for Warm Weather**

Put on by Intact insurance company reminder to check and maintain grounds as well as the facility is the grounds used for just green space or is there activities ran there how often is it checked for broke or loose items, discarded needles, broken glass, dog poo, or any safety concerns, etc. is the area being used for what it was designed for, Signage for approved activities. Does insurance provider know of your additional or new activities you are running on the grounds.

Meant more for playgrounds, trails and splashpads. Documentation of checks is important for liability and a software sales pitch.

Removal of ice, arena floor painting lacrosse and ball hockey lines

Ice plant shut down

Center District Dufferin High School I have accepted a Co-op student at the arena began on Friday April 18th

New life jackets needed at a cost of \$30-\$40 will need approx. 20 to 25 \$800-\$1000

Would like to have arena operator Josh Oatman who has been with us several years to participate in a CPO training course as he does pool maintenance, backwashing, and manual spot vacuuming to ensure repairs can be made if quality of water is in question. \$450.00 plus taxes.

New business

Memorial banner policy: See New Business

Marty Lamers

Facility Maintenance Manager