

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held June 22, 2022 via ZOOM

Attendance:	Lindsay Wegener	Shelburne
	Steve Anderson	Shelburne
	Dan Sample	Shelburne
	Chris Gerrits	Amaranth
	Heather Foster	Amaranth
	Margaret Mercer	Melancthon
	Darren White	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator

Absent: Geer Harvey and Melinda Davie

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. Mercer. Be it resolved we approve the agenda dated June 22, 2022 as circulated and presented. Carried

Discussion & Approval of Minutes of Previous Meeting April 27, 2022:

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 April 27, 2022 be approved as circulated and presented. Carried

Old Business

CDRC Roof Replacement-Summary of Bids and Recommendations

Lisa Johnson from SBA attended the meeting and reviewed a report regarding the Summary of Bids and Recommendations. With the project increase and municipal portion of HST included the CDRC portion of the project will increase approximately \$13K from \$189K to \$203K.

MOTION #3 – Moved by D. White seconded by D. Sample. Based on the recommendation presented in the report provided by SBA, be it resolved that the CDRC Board of Management award the tender to T. Hamilton & Sons Roofing Inc. in the amount of \$619,620.00 plus HST. Carried

Lisa Johnson leaves at 6:55pm

Correspondence:

- SMHA upcoming Equipment swap in back parking lot.

MOTION #4 – Moved by M. Mercer seconded by L. Wagener. That correspondence is received and placed on file. Carried

New Business

Town of Shelburne Parks & Recreation Master Plan-Engagement Session

On behalf of the Town of Shelburne, consultants Jennifer Reynolds and Terry Alyman from MGA Group attended the meeting for an engagement session to discuss the CDRC's roll in the community and what facility are available and programs offered.

H. Foster leaves at 7:30pm

L. Wegener leaves at 7:40pm

D. Samples leaves at 8:00pm

H. Foster returns at 8:08pm

J. Reynolds & T. Alyman leave at 8:10pm

As the meeting ran long and members needed to leave, no further business was discussed.

Confirmation by By-law:

MOTION #5 – Moved by S. Anderson seconded by M. Mercer. Be it resolved that leave be given for the reading and enacting of by-law #05-2022 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held June 27, 2022. Carried

Adjournment:

MOTION #6- Moved by H. Foster seconded by D. White. That we now adjourn at 8:15pm to meet again on July 27, 2022 at 6:30pm, or at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

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

Attendance:	Lindsay Wegener	Shelburne
	Steve Anderson	Shelburne
	Chris Gerrits	Amaranth
	Heather Foster	Amaranth
	Melinda Davie	Mono
	Margaret Mercer	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator

Absent: Geer Harvey, Darren White and Dan Sample

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

Land Acknowledgement:

Chair, Chris Gerrits read the land acknowledgement

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:

Remove item 6.1 as it was reviewed at the previous meeting

MOTION #1 – Moved by H. Foster seconded by S. Anderson. Be it resolved we approve the agenda dated July 27, 2022 as circulated and amended. Carried

Discussion & Approval of Minutes of Previous Meeting June 22, 2022:

MOTION #2 – Moved by M. Mercer seconded by S. Anderson. That the minutes of the CDRC Board of Management regular board meeting held virtually on June 22, 2022 be approved as circulated and presented. Carried

Old Business

Town of Shelburne-Land Acknowledgement

After review and discussion of the Shelburne Land Acknowledgement the following motion was presented. It was suggested that the in the last paragraph “educate oneself” be changed to “information”.

MOTION #3 – Moved by H. Foster seconded by M. Mercer. That the CDRC Board of Management adopts and uses the Town of Shelburne Land Acknowledgement.

Carried

Financial Report:

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

MOTION #4 – Moved by M. Davie seconded by L. Wegener. That the CDRC Board of Management receive the financial reports and paid accounts in the amount of \$167,975.92, as presented by the Facility Administration Manager. Carried

CDRC 2021 Financial statements, prepared by BDO were presented to the board for review.

MOTION #5– Moved by H. Foster seconded by M. Mercer. Be it resolved that the CDRC Board of Management approves the December 31, 2021 Financial Statements as presented. Carried

CDRC 2022 Draft Budget was presented for review and discussion. The budget will be reviewed and discussed further at the next meeting. Further, the Board was reminded that the CDRC will require front end funding and cash advances for the capital roof expenditures.

Facility Administration Manager and Recreation Program Coordinator Reports:

See Schedule A

See Schedule B

MOTION #6 – Moved by M. Davie seconded by L. Wegener. BE IT RESOLVED that the CDRC Board of Management hires the following for the 2022 seasonal summer contract positions - Camp Counsellor: Peyton Rutledge and Lauren Smith. Carried

MOTION #7 – Moved by M. Mercer seconded by M. Davie. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator. Carried

MOTION #8 – Moved by M. Mercer seconded by H. Foster. Whereas Dufferin County Community Services and the CDRC are in an agreement for the funding of childcare services through the CDRC Summer Day Camp Program;

Be it resolved the CDRC Board of Management authorize the Facility Administration Manager to sign the attached Schedule D-Service Description Schedule 2022.

Carried

Facility Maintenance Manager's Report:

See Schedule C

MOTION #9 Moved by S. Anderson seconded by M. Davie. That we receive the report from the Facility Maintenance Manager. Carried

Old Business

Roller Skating on Arena Floor

L. Wegener inquired about having roller skating available on the arena floor as something new to look into next season. After brief discussion, staff will review and schedule in the spring.

Confirmation by By-law:

MOTION #10 – Moved by L. Wegener seconded by M. Davie. Be it resolved that leave be given for the reading and enacting of by-law #06-2022 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held July 27, 2022. Carried

Adjournment:

MOTION #11- Moved by H. Foster seconded by L. Wegener. That we now adjourn at 7:42pm to meet again on August 24, 2022 at 6:30pm, or at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – July 27, 2022

General Information:

- Continual day-to-day administrative duties that include phone calls and walk-in inquiries, invoicing and collections, payables and disbursements, rental contracts, bookings, monitoring the rental schedule and payroll administration.
- Completed and submitted thirteen (13) Canada Summer Jobs (CSJ) Employer and Employee Declarations
- Ongoing, receiving and responding to various facility rental booking requests. The following are recent or upcoming reservations.
 - o Pool and party package rentals: 20+ rentals and 3+ sponsored free public swims
 - o T&C Room-Aug 21 public discussion parents and school trustees about actions taking place in the schools in town
 - o Heritage Music Festival: Friday, August 5th with Dan Davidson
- Minor lacrosse wraps up at the end of July and ball hockey finished the first week of July
- Received an email from the Town of Shelburne Master Plan consultant requesting information
- Will begin reviewing the ice schedule next week
- Will begin posting for fall/winter staff

Old Business:

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New Business:

- As the day camp program reached targeted registrations, the demand for additional registrations continued. To accommodate additional registrations, a job posting for camp counsellors was placed in early June. The committee interviewed two (2) candidates on June 10, 2022.

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: Wednesday June 22, 2022

Subject: Recreation Program Coordinator Report

May/June 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.
- **Spring/Summer CDRC Recreation Programs/Preparation**
 - **PA Day Camp (Friday June 3):**
 - **Outdoor pool:** The outdoor pool opened on Thursday June 9th 2022 for advanced courses and began public swim operations on Monday June 13th. Our June swimming lesson session began on Monday June 13th and is full. We have added in
 - **Teen Swimming Lessons Session 1: 5**
 - **Adult Swimming Lessons Session 1: 9**
 - **Local School Swims:** School rental swims are back and booking for June. At this time we have 3 groups booked over the next two weeks, each coming twice.
 - **Summer Day Camp:** Below is a snapshot of our registration numbers as of Tuesday June 21, 2022. We have increased our numbers for the 2022 summer season from the original 60 to allow more campers into the program. With the increase in numbers, we have brought on 2 more staff members to assist with the summer day camp operations. The CDRC summer day camp will be visiting the library once a week throughout the summer months for programming. Our Head Camp Counsellors began preparing for the upcoming camp season on Monday May 16th, 2022.

Program	Registrations as of April 27 th , 2022
Week 1: Hello Summer	64
Week 2: Nature Unleashed	65
Week 3: Passport to Fun	62
Week 4: CDRC Athletes	65
Week 5: Super Science	66
Week 6: Artrageous	62
Week 7: Mystery Week	59
Week 8: Backyard Shenanigans	62
Week 9: Splashtacular	45
Junior Lifeguard Camp	21
Leaders in Training	4
Junior Leaders	12

- **EPACT:** We have began setting up our E Pact software for use this upcoming day camp season. All registrants are now uploaded and

assigned to their groups. Staff will use this to sign campers in and out as well as attendance. Registrants will be receiving their links over the coming week to complete all emergency information.

- **Pickleball:** Pickleball is now operating on the Arena floor.
- National Lifeguard Course and Advanced Swimming Certifications: A National Lifeguard Course, Bronze Star and Bronze Cross were ran throughout the beginning of June utilizing the pool time on the weekends.
 - Bronze Star: 4
 - Bronze Cross: 10
 - National Lifeguard: 11
- Placed and received order for our Summer Day Camp Staff uniforms.
- Standard First Aid CPR-C Certification: the CDRC Partnered with Rural Rescue to offer a Red Cross Standard First Aid course on Sunday June 5, 2022. This course had 18 participants that attended a 1 day in class training as well as 7 hours of online training to be done prior.
- **Seasonal Summer Staff Trainings**
 - Ongoing seasonal summer staff trainings.
 - On Tuesday June 28, our camp staff will be headed to Arthur to participate in a training day with 3 other camps (Town of Minto, Wellington North and Mapleton). Camp staff will have the opportunity to network with other camps and learn new activities that can be brought back to our program. We will have 2 guest speakers that day; CMHA presenting on Children's Mental Health and Family and Childrens Services of Guelph and Wellington.
 - One Wednesday June 29 we will be running a full day training in house for our camp staff. Dufferin Child and Family Services has volunteered to present at this training. This is our final training day prior to the start of the summer season.
- 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.
- **Advertising/Promotion**
 - Exploring advertising opportunities for the CDRC to spread the word about upcoming programs and facility information. Advertising options include:

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: Wednesday July 27, 2022

Subject: Recreation Program Coordinator Report

July 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.
- **Spring/Summer CDRC Recreation Programs/Preparation**
Below is a snapshot of our registration numbers at this time as well as a comparison from 2019 during a pre covid summer.

Program	Registrations as of April 27th, 2022	Registrations as of July 25, 2022
Week 1: Hello Summer	64	63
Week 2: Nature Unleashed	65	66
Week 3: Passport to Fun	62	65
Week 4: CDRC Athletes	65	66
Week 5: Super Science	66	66
Week 6: Artrageous	62	62
Week 7: Mystery Week	59	60
Week 8: Backyard Shenanigans	62	65
Week 9: Splashtacular	45	43
Junior Lifeguard Camp	21	27
Leaders in Training	4	10
Junior Leaders	12	15

Swim Program	2019	2022 (as of July 25, 2022)
June Swim Lessons	3	65
Session 1 (Total enrolled)	127	213
Session 2 (total enrolled)	185	184
Session 3 (Total enrolled)	149	175
Session 4 (Total enrolled)	131	118
Bronze Star	3	10
Bronze Medallion	11	13
Bronze Cross	7	15

- **Seasonal Summer Staff Trainings:**
 - Continuing with our summer staff trainings.
- **Recreation Software:** We have experienced a large volume of registrations in our summer programs this summer. It is recommended that we investigate possible recreation software's beginning in the fall to increase the efficiency within the facility. At this time, registration is a very manual process and with the increase in registrations it is now hard to keep up with.
- **Epact:** We have began using our E Pact software and it has eliminated the use of paper for our camper information forms as well as our check in check out.
- We have had **2 sponsored free swims** this summer and 1 more scheduled for Sunday August 14, 2022.
 - Tim Hortons Canada Day Free Swim: July 1, 2022
 - Go with Crowe Free Swim: July 17 and August 14, 2022

SCHEDULE 'C'

Facility Maintenance Managers Report – July 27, 2022

GENERAL INFORMATION

Broken arena tempered glass unknown cause arena was closed 2 days (Probably heat related)

Replace water meter for pool

Fabricate wall brackets for a couple of industrial fans that were lying around for years to improve circulation of air in arena. for extra hot days

Pool maintenance and daily facility maintenance.

Replace and repair canopy for pool not meant to be a permanent structure or to be left out at night.

Need a more permanent structure. (Will price and budget for next year)

Was looking for parts for toilet repair and noticed recall on the 27 Pressure-Assisted-Flushing toilets that were installed during 2010 renovation the toilets tanks can blow up ordered recall solution from manufacturer June 22, 2022 (Pressure regulator and bands around tanks)

Repaired pool tiles separating from pool wall after hours drain pool 10" fill void hydraulic cement glue tile back in place fill pool back wash and restart pump

Arena clock failure trouble shoot and repaired; rodent chewed through wires. Only effected at restarting after power loss

Removing unused duct work old smoke eater from the 80s (part of roof project)

Roof July 25, 2022, waiting on contracts to be signed off roofing company signing authority on was holidays.

HMF needs were discussed with Rotary and now planning and scheduling operation staff for event.

Sending out Olympia for summer tune up and check.

FYI:

Front siding door: Showing age sagging moving slower worn parts made some temporary repairs but have requested a quote for repair first quote \$7,962.93 parts only will be getting additional quotes these doors are oversized industry standards. This company states door does not meet up to date safety standards will proceed with additional quotes and research safety standards hopefully will last until 2023.

Marty Lamer

Facility Maintenance Manager