

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held January 25, 2023 via ZOOM

Attendance:	Shane Hall	Shelburne
	Dan Sample	Shelburne
	Chris Gerrits	Amaranth
	Andrew Stirk	Amaranth
	Melinda Davie	Mono
	Darren White	Melancthon
	Ralph Moore	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator

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 Chair

Chairman: Moved by C. Gerrits, seconded by D. White to nominate Melinda Davie for CDRC Board Chair. Carried

Melinda Davie accepts nomination.

Hearing no further nominations:

Moved by M. Davie, seconded by D. Sample to close nominations for CDRC Board Chair. Carried

Melinda Davie accepts the position of CDRC Board Chair

Chair, M. Davie assumes chair of the meeting. M. Davie thanks the members and continues with the meeting.

The floor is opened to nominations for Vice-Chair.

Vice-Chair: Moved by S. Hall, seconded by C. Gerrits to nominate Darren White for CDRC Board Vice-Chair. Carried

Darren White accepts nomination.

Hearing no further nominations:

Moved by D. Sample, seconded by C. Gerrits to close nominations for CDRC Board Vice-Chair. Carried

Darren White accepts the position of CDRC Board Vice-Chair

Committees for 2023:

The sub-committee schedule was presented. After review and discussion, the Board requested terms of reference of each committee for the next meeting.

Land Acknowledgement:

Board Chair, Melinda Davie read the land acknowledgement.

Declaration of Pecuniary Interests:

Board Chair, Melinda Davie 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 C. Gerrits seconded by A. Stirk. Be it resolved we approve the agenda dated January 25, 2023 as circulated and presented. Carried

Discussion & Approval of Minutes of Previous Meeting November 3, 2022:

MOTION #2 – Moved by C. Gerrits seconded by S. Hall. That the minutes of the CDRC Board of Management regular board meeting held virtually on November 3, 2022 be approved as circulated and presented. Carried

Correspondence:

- Emails from Melancthon, Amaranth, Mono and Shelburne to appoint CDRC Board members
- Request from County of Dufferin to engage CDRC patrons regarding a Corporate Strategic Plan

MOTION #3 – Moved by A. Stirk seconded by S. Hall. That correspondence is received and placed on file. Carried

Financial Report:

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

MOTION #4 – Moved by D. Sample seconded by D. White. That the CDRC Board of Management receive the financial reports and paid accounts in the amount of \$309,540.87, as presented by the Facility Administration Manager. Carried

Human Resource – Job Placement Interviews:

After acceptance of employment offers the following candidates were hired.

MOTION #5 - Moved by C. Gerrits seconded by D. White. Be it resolved that the CDRC of Management hires the following for the 2022-2023 seasonal contract positions:

- Operator-Maintenance Attendant: Megan Goulding
- Maintenance Attendant (Youth): Hailey Copeland Burchell Carried

Facility Administration Manager and Recreation Program Coordinator Reports:

See Schedule A

See Schedule B

MOTION #6 – Moved by S. Hall seconded by D. White. 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 C. Gerrits seconded by D. Sample. That we receive the report from the Facility Maintenance Manager.

Carried

New Business:

Extension of Ice Rental Season:

On January 16th Skate Canada Shelburne (SCS) requested consideration to extend the ice season one week to April 9th to host a "Bring on the Fun" (BOTF) event. As well as the daily cost to keep the ice in with no rentals for five days, the CDRC already has mid-April floor schedule commitments. After discussion the Board supports to not extend the ice season.

Arena Floor Rental Request:

Received a July arena floor rental request that will conflict with the CDRC Day Camp program. Staff will work with inquiry to try and reach an amicable and successful outcome. After discussion the board supports to decline the rental, if needed so that it will not interfere with the CDRC program.

Change of CDRC Bank Authorities:

MOTION #8 – Moved by D. Sample seconded by C. Gerrits. Be it resolved that the signing authorities for all CDRC bank accounts be Administration Manager-Kim Fraser; Board Chair-Melinda Davie and Vice-Chair-Darren White; and further that previous signing authorities C. Gerrits and Lindsay Wegener be removed.

Carried

CDRC 2023 Board Meetings:

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

February 22, 2023	March 22, 2023	April 26, 2023	May 24, 2023
June 28, 2023	July 26, 2023	August 23, 2023	September 27, 2023
October 25, 2023	November 22, 2023		

Confirmation by By-law:

MOTION #9 – Moved by C. Gerrits seconded by D. White. Be it resolved that leave be given for the reading and enacting of by-law #01-2023 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held January 25, 2023. Carried

Adjournment:

MOTION #10- Moved by D. Sample seconded by D. White. That we now adjourn at pm to meet again on February 22, 2023 at 6:30pm. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – January 25, 2023

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.
- Working at closing 2022 financial year end. Reconciling year end reports to HST, source deductions, 2022 t-4's, OMERS, WSIB, etc and preparing 2023 budget info.
- 2023 Canada Summer Job application completed and submitted through the GCOS (Grants and Contributions Online Services) account on January 12th
- Ongoing, receiving and responding to numerous and various facility rental booking requests.
- Fielding numerous rink board and sign advertising inquiries and sponsorship opportunities.
- Working on CDRC Spring/Summer 2023 Recreation Guide with Emily

Old Business:

- Started ActiveNet training virtually on January 16th with weekly training sessions scheduled throughout February and March with weekly assignments to complete.
- Prepared and sent offers of employment to fill openings for Arena Operator-Maintenance Attendant and Youth Maintenance Attendant. Both offers were accepted.
- CDRC was contacted the morning of December 24th by Steve Murphy from Dufferin County requesting the CDRC open and operate as storm shelter for stranded motorists. A CDRC operator opened the facility and Jennifer Willoughby and Mayor Wade Mills sat at the facility to receive people. I participated in two virtual Storm Response Coordination calls at 9:00am and 1:30pm.

New Business:

- SMHA has expressed interest in replacing the white boards in all dressing rooms.
- I've contacted Futuresign to have an inactive monitor in the arena lobby updated and relocated to the front entrance to use for posting upcoming events and scheduled events in the facility.
- On January 16th Skate Canada Shelburne (SCS) requested consideration to extend the ice season 1-week to April 9th to host a "Bring on the Fun" (BOTF) event (as per email). This event could be 1 or 2 days, April 8th & 9th. As previously requested and communication from Shelburne Ball Hockey league on Dec 2nd, the CDRC has already committed to start floor rentals on April 16th. Therefore, the CDRC has currently scheduled April 2nd as the last day for ice rentals. We also reached out to SMHA and they are not interested in additional ice rentals the week of April 3-6th. Staff recommends not to extend the ice.

Kim Fraser
Facility Administration Manager

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: Wednesday January 25, 2022

Subject: Recreation Program Coordinator Report

November/December/January Overview

- Continuing to assist with day-to-day operations including phone inquiries, email inquiries etc.
Completing invoices for upcoming 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.
- **Drop In Ice Programs**
 - **Public Skating (\$3.00 per skater) has had great success.**
 - Fridays 5:30-6:20pm or 5:00-5:50pm
 - Additional days added when there is availability.
 - **Family Day sponsored skate on Monday February 20, 2023 from 2:00-4:00pm.**
 - Sponsored by Go with Crowe Realty, Shelburne Family Chiropractic, Main Street Family Dental and Shelburne Optometry.
 - **Parent and Tot Skate:** Wednesday's 10:00-11:00am
 - **Weekly Adult Skate:** Wednesday's 11:00-12:00pm
 - **New Adult Shiny** beginning on Wednesday February 1, 2023 from 12:00-1:00pm
- **Seasonal Summer Employment Opportunities** have now been posted on the Town of Shelburne website. Applications for the Head Camp Counsellor and Deck Supervisor positions are due on Friday January 27, and the Lifeguard/Instructor and Camp Counsellor positions are due on Friday February 3.
 - Employment Opportunities
 - Head Day Camp Counsellors (2)
 - Day Camp Counsellors (15-18)
 - Outdoor Pool Deck Supervisors (3)
 - Lifeguard/Instructors (12-15)
 - Where have they been posted?
 - Town of Shelburne Website
 - Sent to the CAO's of our funding municipalities (Shelburne, Melancthon, Mono and Amaranth)
 - Circulated throughout the CDRC social media channels (Instagram and Facebook)
 - Sent to Centre Dufferin District High School
 - Posted in the CDRC on bulletin board
 - Sent to the Georgian College Career Centre
 - Dufferin County Employment Resource Centre
- **2023 Spring and Summer Recreation Guide**
 - Scheduled to be distributed throughout Dufferin County on Thursday March 30, 2023 with the Shelburne Free Press.
 - Beginning to collect and update all information that will be going into this guide.
 - Editorial Content must be finished and submitted by Thursday February 24 at 5:00pm.
 - Final Approval on Wednesday March 10, 2023 by 12:00pm.
 - In the process of contacting local clubs and groups to collect information that they would like added into the guide as well as the 4 funding municipalities.

- **Red Cross to Lifesaving Society Transition for summer 2023**
 - Beginning in the summer of 2023, the CDRC will be offering the Lifesaving Society Swim for Life program as the Red Cross Swim program has now be discontinued.
 - Ongoing meetings with the Lifesaving Society to review the changes for the 2023 summer program.
 - All Red Cross certification holders were required to complete a Swim Instructor Update course prior to December 31, to transfer their certifications to Lifesaving Society.
 - I have a scheduled meeting with the Town of Orangeville Recreation Supervisor to assist with this transition. We will be following the same swim program as the Town of Orangeville to make the transition easier for swimmers who participate in lessons throughout the winter months.
- **Swim Gen:** looking to use a digital software for our swimming lesson report cards instead of written report cards. Swim Gen offers an online system that emails report cards to the participants at the end of the swim session.
 - Benefits
 - Tracks the swim progress of our swimmers instead of a manual system.
 - All reports can be printed to distribute to swimmers.
 - Pay per report no subscription required.
- **Sponsorship Opportunities**
 - Looking to expand our sponsorship opportunities. In the process of gathering information from other municipalities to compare and develop program related sponsorship opportunities.
- **Day Camp**
 - PA Day Camp on Friday December 23 was cancelled due to the inclement weather.
 - Winter Break Day camp ran from Monday January 2 – Friday January 6, 2023.
 - Preparing for upcoming PA Day Camp on Friday March 3, 2023 and March Break Camp Monday March 13 – Friday March 17, 2023.
- **Red Cross Standard First Aid CPR-C with AED Course scheduled for Friday March 3, 2023**
 - This is a blended learning course which includes 7-8 hours on self-study online work prior to attending the 8 hour in class session.
 - The CDRC is partnering with Rural Rescue to offer this course. The CDRC collects registrations and payments, and Rural Rescue teaches the course.
 - Time: 9:00-5:00pm
- **Recreation Software: Active Network Update**
 - Beginning on January 16, we will have scheduled weekly training with an Active Net consultant. There is assigned work and training to be completed prior to the next session.
 - Each weekly session is an online virtual meeting scheduled for up to 8 hours.
- **Easter Skate Event**
 - Beginning to plan an Easter Skate event tentatively for Sunday April 2, 2023. There are 2 local businesses that are interested in sponsoring this event.

Facility Maintenance Managers Report – January 25, 2023

GENERAL INFORMATION

HVAC Circulating pump replaced in dressing room 7 leaking. \$1888.65 (replaced Nov 7, 2022)

Scheduling of operation staff.

Kore mechanical diagnosing and troubleshooting ammonia alarm sensor fault, life of sensor head depleted, replacement recommended part on order. Dec 8 replaced.

Snack bar Fire arrest system semiannual inspection complete

Quarterly service on HVAC Jan 5, 2023, no issues.

Wilson electrics install new receptacle for a monitor front entrance and replaced light fixture Jan 10, 2023

Repaired pool exterior lighting as camps is using stairway early mornings retrofit to a LED bulb.

Removal of infrastructure grant sign.

Replace section rubber floor mat home player bench,

Install post for snow fence.

Replace thermostat # 7,

Working on operation budget for 2023 and capital

Reviewing grant opportunity Green and Inclusive Community Buildings looking at more efficient heating and cooling arena floor hot in summer

New youth Nov 8, 2022,

Training new Operator starting Nov 18, 2022

HVAC repair troubleshooting roof top Nov 5, 2022, intermittent power surges causing, Transformer power drop down unit to not function, power was disconnected until faulty combustion venter motor was replaced.

7am repairing unit Nov 18, 2022,

Condensers disconnect broken Jan 18, 2023

Legionnaire disease and arena condensers, Due to recent issues in Ontario arenas and supply issues for chlorine the method of delivering chemicals to the condensers will need to change at an additional cost.

Roof issues.

Recap of CDRC arena roof replacement summer 2022 new roof was installed and 1 truss was identified as needing repair.

At the last board meeting trusses was discussed as there is some trusses with old bends in the braces that were probably from the original build. We had 2 roof truss site visits. Waiting for quote for repair. SBA brought their own structural engineer who had more reasonable repairs plans than the THR roofing company sub-contractors, Discussed with Lisa Johnson SBA what options do we have. Waiting on report from SBA Nov 14, 2022. Jan 4, 2023, discussed with SBA to move ahead with assessment using Criterium engineering firm to evaluate roof trusses and necessary repairs.

January 9, 2023

Deficiency final site inspection. Roof now complete. SBA to discuss truss repair.

Some correspondence with SBA.

The CDRC Roof Replacement project is ending and is already into the warranty phase. As part of the scope of work, a review of the bent brace within the truss structure has been performed. Upon an inspection by T. Hamilton & Sons' subcontractor, Nusens Niche Contracting, SBA was notified of nine (9) other locations of damage to the brace structures along the steel trusses. A separate inspection by SBA, THR and CDRC representatives was performed, and it was confirmed that there were further locations of damage to the truss structure.

At this time, SBA has secured a quotation from Criterium Jansen to complete the necessary 3rd party inspection, and a recommendation report at an estimated cost of \$3,700. With the extra effort in coordinating Criterium Jansen and the CDRC, SBA is requesting a total reallocation of budget in the amount of \$10,000.00. SBA will then prepare cost estimates for the necessary repairs and will assist the CDRC with prioritization and next steps. The cost associated with the inspection and SBA's scope of work will be covered

through the remaining budget available through the ICIP funding program. Based on the funding project total, there remains roughly \$40k available to complete the assessment and reporting.

We have move forward and Criterium Jansen will be inspecting the trusses February 13, 2023

I would like to suggest we wait on the assessment to see what the repair cost will be and if it is within the funded grant amount we proceed with the repair.

Pool leak noticed.

Pool information Outdoor pool 85x44 11 feet deep Built in 1977 major repairs done 2009,2016 and 2017 pool shell work jets and skimmers replaced, main drain was not a concern 7 years ago.

As requested On Nov 15, 2022, Canadian leak detection came to the CDRC pool to perform pressure testing and locating areas of concerns. Inserted camera through pipes and sensitive hearing devises were used for locating leaks they were here for approx. 5 hours. When the detection was complete, refilling pool part way a requirement for the winterization of the pool. (Never leave a concrete pool empty) It was followed up with a report.

Report from Canadian Leak detection: at least two areas confirmed having leaks a third is possible depending on repair.

Areas of concern

1 During pressure test inside the pump room leak noticed bubbles beside pit.

North main drain bottom of pool water movement and noise detected.

? North wall mid-way down deep end obstruction noticed possible leak.

2 Hydro static valves to be installed in different manner.

3 Pool tile falling off, repair required. Tile falling off from high water table from previous leaks 2016 and age.

3 Areas of hollow pool shell should be repaired.

4 Rubberized pool decking is deteriorating from age and UV.

Options for solution capital and operational purposes this is for reference.

\$5,500,000 New Indoor Pool like Collingwood a **Sprung structure**

\$2,100,000 Full Outdoor pool replacement **Acapulco Pools**

\$155,000 Install 60 mil Commercial Grade pool liner **Acapulco pools**

\$ 116,000.00 Repairing of main drain (dig holes) and by installing side wall main drain Acapulco

\$ 65,000 replastering of pool **Acapulco Pools**

\$???? Painting of pool and repairing hollows in pool repainting as necessary **Acapulco pool**

\$85,000 Water line pool tile replacement **Acapulco Pools**

\$16,770 Water line pool tile replacement **Toms pool Tile**

\$?????? Have Acapulco pool repair pool tile in immediate areas of concern **Acapulco Pool**

\$3,000 Spot repair as needed 20 feet water line pool tile **Staff?**

\$150,000 Acapulco pool comment regarding the rubber decking, highly recommend removing it. As you've seen, it will keep deteriorating and getting into the pool filtration system and causing problems. Do you know if the pool piping has ever been replaced? If not, it may be a good time to do that, and then you can do a new deck at the same time. Budget cost to replace the piping and deck would be about \$150-170k. **Acapulco pool**

\$35,000.00 original cost for rubber decking

\$4,000.00 Rubber deck repair spot repairs 200 square feet \$20.00 a sq ft **Elite Surfacing 2019 price**

\$1,279.00 plus labour rubber deck repair spot repairs 200 square feet \$6.00 a sq ft **Staff??**

Options

1) No pool 2023

2) Shorter season

3) Run with the leak but by continuing to run with the leak it will continue to damage the pool shell by causing cavities under the pool shell and increase moisture under decking and cause further pool tile damage at the minimum. Will also increase maintenance cost more chemical more vacuuming more heating required and water.

4) Proper leak repair new main drain and main drain water line.

As Canadian leak detection does some repairs work, I asked if they would like to put a quote in and they replied was too large of a repair for them. Contact someone like Acapulco pools.

Acapulco Pools is pleased to offer the following proposal.

1.0 Main Drain Replacement

1.1 Cut pool deck as shown on sketch, remove and dispose of concrete from those areas.

1.2 Cut pool mechanical room floor from entrance to filter pit tank to allow for new piping to be installed.

1.3 Excavate as required from far side of pool deep end, out into grassed area along fence line, along shallow end deck into pool mechanical room (This option is much easier than going along pool deck in between pool and building as it is too narrow along that route even though it is shorter).

1.4 Excavate as required in mechanical room using hydrovac daylighting to avoid damaging. Buried pipes, etc.

1.5 Core drill pool wall at two (2) locations in deep end wall to allow for new main drain installation.

1.6 Core drill concrete pool filter tank to allow for new main drainpipe to enter the pit, properly sealed with link seals.

1.7 Supply and install new main drainpipe along that route using schedule 40 rigid PVC.

1.8 Supply and install two (2) new sumpless main drains including VGBA compliant frames and grates, 2" delineation around each drain as required by code.

1.9 Pressure test all new piping, provide written report to owner.

1.10 Backfill and properly compact all excavated areas with sand and topsoil as required.

1.11 Provide gravel base and wire mesh under areas to receive new concrete (pool deck and mechanical room floor)

1.12 Pour new concrete for pool deck and mechanical room floor, broom finish for deck, smooth finish for mechanical room floor.

1.13 Properly cap and fill in existing main drains with concrete leaving 3" of depth in each to allow for submersible pump to sit in in the event the pool needs to be completely drained (Each existing main drain will still have its existing grate reinstalled).

1.14 Core drill pool floor at deepest location, supply and install new hydrostatic relief valve.

1.15 Remove debris, leave broom clean.

2.0 By Owner

2.1 Provide electricity & water for the purpose of construction.

2.2 Draining and refilling of pool.

2.3 Sod/grass remediation.

2.4 Rubber deck finish repairs.

2.5 Security of pool area.

2.6 Start-up, chemical balance.

2.7 All existing mechanical equipment to remain.

3.0 Warranty

3.1 One-year labour and materials.

4.0 Schedule

4.1 TBD, Spring 2023.

4.2 3-4 weeks on site.

Jan 25, 2023, Acapulco would like to start in March or April, basically as soon as weather permits. We understand the importance of being open in June for the school etc. and will get it done in time for you for sure. We can price any tile work etc. once we get in there and see how it looks after winter.

My Recommendations for the pool

As this is time sensitive would like Acapulco pool to be the sole source for the leak repair. I feel comfortable with the previous work that they done on the pool in 2016 and 2017 the quality and ability to complete repair in a timely manner they are a reputable commercial pool company. This type of work is exposing the old pipe and making the best judgement to repair at that time, RFPs need details to be able to compare I don't have enough of that information to provide the type of materials and methods of repair.

\$5,000? Spot repair the water line tile yearly 20 feet water line pool tile and repair hollow pool shell.?

\$2,000 \$1,279.00 Rubber deck repair spot repairs 200 square feet \$6.00 a sq ft Would like to test a minimum patch to see if this is a route we can go. **Staff??**

\$500 to \$1000 Sod/grass remediation depending on size of area .80 cents a square foot.

Marty Lamers

Facility Maintenance Manager

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held March 22, 2023 via ZOOM

Attendance:	Shane Hall	Shelburne
	Lindsay Wegener	Shelburne (alternate)
	Randy Chambers	Shelburne
	Robb Stinson	Shelburne
	Melinda Davie	Mono
	Ralph Moore	Melancthon
	Chris Gerrits	Amaranth
	Andrew Stirk	Amaranth
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator

Absent: D. Sample and D. White

Meeting called to order by Board Chair, Melinda Davie at 6:32pm.
A quorum was present.

Land Acknowledgement:

Board Chair, Melinda Davie read the land acknowledgement.

Declaration of Pecuniary Interests:

Board Chair, Melinda Davie 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 C. Gerrits seconded by R. Moore. Be it resolved we approve the agenda dated March 22, 2023 as circulated and presented. Carried

Discussion & Approval of Minutes of Previous Meeting February 22 2023:

MOTION #2 – Moved by S. Hall seconded by C. Gerrits. That the minutes of the CDRC Board of Management regular board meeting held virtually on February 22, 2023 be approved as circulated and presented. Carried

New Business:

CDRC Community Use Proposal:

See Schedule D

Alton Stephenson introduced himself and presented his plan to expand and provide a basketball program to youth at the CDRC. Alton asked if there is arena floor space available at the CDRC and seeking financial assistance. During discussion C. Gerrits suggests that staff prepare a report for the next meeting and the board set aside \$7,500 in this year's budget.

MOTION #3 - Moved by C. Gerrits seconded by L. Wegener. Be it resolved that staff prepare a report for the next meeting and that the board set aside \$7,500.00 in this year's budget for the purchase of two (2) basketball nets. Carried

Lesson Up-Morning & After School Childcare Program:

Yasmine Stephens introduced herself and explained the current program operating with rented space at the CDRC. Lesson Up is an after-school program for children aged 4-12 providing homework help and interactive play. She has a staff member who chaperones children from the Glenbrook school to the CDRC from 3:00pm until 5:30pm. Yasmine is seeking space to expand to a before school program in September and for reduced rental rates. It was suggested that staff prepare report by the June board meeting.

Correspondence:

- Email received from the Town of Shelburne appointing Randy Chambers and Robb Stinson as members of the CDRC Board of Management

MOTION #4 – Moved by C. Gerrits seconded by L. Wegener. That correspondence is received and placed on file. Carried

Financial Report:

Appointment of Finance Committee:

Chair: Randy Chambers

Members: Andrew Stirk, Shane Hall, Ralph Moore and Melinda Davie

A meeting will be scheduled for the finance committee to review the CDRC 2023 draft budget.

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

MOTION #5 – Moved by R. Moore seconded by C. Gerrits. That the CDRC Board of Management receive the financial reports and paid accounts in the amount of \$90,102.55, as presented by the Facility Administration Manager. Carried

Human Resource:

After acceptance of employment offer the following candidate was hired.

MOTION #6 - Moved by S. Hall seconded by L. Wegener. Be it resolved that the CDRC Board of Management hires the following for the remainder of the 2022-2023 seasonal contract position:

- Maintenance Attendant (Youth): Evan Cotterell Carried

Facility Administration Manager and Recreation Program Coordinator Reports:

See Schedule A

See Schedule B

MOTION #7 – Moved by A. Stirk seconded by C. Gerrits. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator.

R. Chambers leaves at 7:35pm. Randy sent a message that he will call a Finance Committee meeting and will return to the Board with a report.

Facility Maintenance Manager's Report:

See Schedule C

MOTION #8 - Moved by R. Moore seconded by L. Wegener. That we receive the report from the Facility Maintenance Manager. Carried

Confirmation by By-law:

MOTION #9 – Moved by R. Moore seconded by L. Wegener. Be it resolved that leave be given for the reading and enacting of by-law #03-2023 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held March 22, 2023. Carried

Adjournment:

MOTION #10- Moved by C. Gerrits seconded by A. Stirk. That we now adjourn at 8:04pm to meet again on Wednesday, April 26, 2023 at 6:30pm or at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – March 22, 2023

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.
- Ongoing, receiving and responding to numerous and various facility rental booking requests.
- Working with RLB auditors to complete the year-ended December 31, 2022 financial review. I received a preliminary list of questions to work on
- Completed 2022 T-4' and Omers reconciliations
- Reviewed and submitted the CDRC Spring/Summer 2023 Recreation Guide with Emily on March 10th.
- Completed and submitted the information to CRA for the HST examination on March 14th
- Completed 52 seasonal summer Pool/Day Camp interviews with Emily. The preparation of employment offers will now begin
- Continuing the ActiveNet training sessions along with Emily
- Continuing to work on 2023 draft budget
- Contacted Hogie's Pro Shop regarding intension to renew Pro Shop lease agreement for 2023/2024 season
- To-do's: review Red Cross Training Partner Agreement and submit permit application to UGDSB for summer use of Glenbrook outdoor space and field

Old Business:

- SCS's "BOTF" event has been downsized to a 1-day event on Saturday, April 1st
- CDDHS Jr Boys had hoped to run a tournament on Friday, March 31st but it's been cancelled

New Business:

- Sponsor plaques from 2010 renovation. We've received a couple of inquiries to update and refresh a couple of sponsor plaques from the 2010 renovation. These are businesses that have been sold and changed names.
- ActiveNet processing fees 2.95%. Would like direction whether to absorb the fees into the costs or pass along to the customer. Will have report as to what other municipalities do at the meeting.

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: Wednesday March 22, 2023

Subject: Recreation Program Coordinator Report

March Overview

- Continuing to assist with day-to-day operations including phone inquiries, email inquiries etc. Completing invoices for upcoming 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.
- **Seasonal Summer Day Camp and Outdoor Pool 2023 Employment**
 - Conducted all seasonal summer staff interviews for the 2023 outdoor pool and summer day camp. Interviews were held in person and virtual beginning Friday February 24, 2023.
- **Active Net Recreation Software:** Continuing weekly Active Net meetings and trainings to prepare and develop our Recreation Software. We are currently building all our programs, facilities rentals and point of sale options into this program. Weekly meetings are 4-8 hours in length and include weekly homework. Our registration for summer programs is set to open Monday April 10, at 8:00am.
- Planning for the upcoming **Easter Skate Eggstravaganza** on Sunday April 2, 2023 sponsored by Local Home Finder Team, Select Mortgages and Tim Hortons. This event will include free popcorn or hot chocolate, face painting, family skate and treat bags for the kids. More activities to be added.
 - Event is being held Sunday April 2, 2023, from 12:00-3:30pm
 - Planning upcoming Registration Day for local clubs and groups at the CDRC during this event.
- **2023 Spring/Summer Recreation Guide is now completed.** It will be circulated in the Shelburne Free Press on Thursday March 30, 2023.
- The CDRC partnered with Rural Rescue on Friday March 3, 2023 to offer a **Red Cross Standard First Aid CPR-C/AED** course. This course was a huge success with 15 registered participants.
- **Free Family Swim Sponsorships**
 - Communication with some local businesses regarding interest in sponsoring Free Family swims this upcoming summer season. We are hoping to have every Sunday from June-August sponsored.
- **CDRC PA Day/March Break Day Camps**
 - The CDRC held a PA Day Camp on Friday March 3, 2023 and a March Break camp Monday March 13 – Friday March 17, 2023. Families had the option to register for the whole week or single days. Throughout the week campers participated in indoor games, daily skating, crafts and outdoor fun.
- **Additional March Break activities**
 - Public Skate on Wednesday March 15 and Friday March 17, 2023 from 2:30-3:30pm.
 - Parent and Tot Skate Wednesday March 15, 2023 10:00-11:00am
 - Adult Skate Wednesday March 15, 2023 from 11:00-12:00
 - Adult Shinny Wednesday March 15, 2023 from 1:30-2:30pm
 - Men's 55+ Shinny Friday March 17, 2023
- **Spring/Summer 2023 Preparation/Planning**
 - Dominos Pizza Shelburne has offered to sponsor a free pizza lunch for our campers and staff this upcoming summer season.
 - Preparing and planning for the upcoming summer season.

SCHEDULE 'C'

Facility Maintenance Managers Report – March 22, 2023

GENERAL INFORMATION

Looking at technologies and options for pool maintenance such as digital testing and type of chemicals and cost.
Planning summer maintenance activities.

Scheduling of operation staff daily adjustments.

HVAC unit failure unit above pool view blown when fuse replace all fuses for unit. Had HVAC tech check and electrician.

Snow removal Town pushing back piles again.

Olympia maintenance inspect and lube some areas.

Boiler blower fan unit failure \$1800.00 going to hold off as this is the end of heating season.

Also one of the many circulation pumps seized and freed up for short term needs to be replaced quoting \$1900.00.

Daily facility and ice maintenance and snow removal minor repairs.

Fire safety plan – annual review approved by fire department

Will have a CDDHS co-op student for the remainder of the school year

Roof

Criterium Jansen inspecting the roof trusses February 13, 2023, waiting on recommendations for repair.

Pool

Waiting for weather to break so repairs can begin. No start date confirmed.

Marty Lamers

Facility Maintenance Manager

SCHEDULE 'D'



CDRC COMMUNITY USE PROPOSAL 2023

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EXECUTIVE SUMMARY

We are a group of community leaders and volunteers seeking support from the CDRC to invest in the community by providing access and the opportunity for our youth to not only use the space for Lacrosse and Hockey, but to another popular sport – basketball.

This can be done by converting the CDRC arena into a basketball area during the none winter hockey months when there is no ice surface.

The reason for this request is due to the increased need for recreation activities for our youth and the lack of facilities to offer these opportunities. School facilities are no longer accessible during the months that schools are closed, therefore, we would like to use the facility for basketball training and practice. This will not conflict with the Lacrosse training, practice or games if there is proper scheduling.

This will be as Basketball training for both Boys and Girls at different level and age. In addition to this program, we would also like to provide the opportunity for local basketball rep teams the opportunity to practice during basketball spring/Summer season. Interest has been shown by those not only from Shelburne, but also from Dundalk, Melancthon, Primrose, Alliston, Mono, Amaranth and surrounding area whose only other option is Athlete Institute.

We already know that we have top talent in our community when it comes to basketball and we want to ensure we continue to nurture and grow this talent. This is evident by the fact that our CDDHS Junior and Senior teams for the 2022/2023 went undefeated. This was due in part to training that was conducted outside the school by community volunteers and coaches. There are volunteers with over 20 years each of experience who would like to dedicate their time to training and teaching the best parts/points of Basketball to those who are interested.

The drop-in program run time will be in afternoons between 6pm to 9pm, from April to August based on the age group and the days that access is granted. There will be a nominal fee to the participants, however the fee can be negotiated with the CRDC as part of the Towns ongoing commitment to the recreation and development. The fee will be used to help with the maintenance and upkeep of the facility.

In addition, this can be a valuable position for the community, through the school board, student can work as volunteer leadership roles for the program and the city/director of the program can provide letter of volunteer towards the community hour that is required for graduation.

We have discussed this initiative with the DCCBA, who is very much in favor of assisting in any way possible through grant funding request specifically to help offset cost. DCCBA is currently exploring possible grant options for us. In Addition, our intention is to approach the various businesses and builders as to providing some type of relief/funding to help the growing community.

We see that there is a need to grow recreation programs with not only Shelburne, but with the community of Dufferin. Thus, two organization with the help of the community of Dufferin and DCCBA is looking to bridge the need by combining their effort (**Tri Sport Appreciation Shelburne and The Shelbourne Shocks Basketball organization**) to bring together this reality.

Before starting this venture, we would like to confirm the availability of the space at CDRC and CDRC's willingness to help us help the youth. Greenwood Park does not have enough space to support the growing population. **We have outgrown the space.**



- **Opportunity:** Youth Engagement and Development
- **Mission:** To provide youth development, skill development and leadership for our youth.
- **Your Solution:** Provide access to sports for our youth at a nominal fee (fee to help offset maintenance of space)
- **Market Focus:** Youth Development – Specifically the development of our local basketball talent
- **Expected Returns:** Increased community engagement, Investment in the health and wellness of our youth. Volunteer and leadership opportunities for our youth. Increased traffic to the CDRC



ABOUT US

COACH PROFILES

Alton Stephenson-Director of sports for Tri-SAS (Tri Sports Appreciation Shelburne)

- Various level of team leadership and experience in professional field (Manager, Supervisor)
- 40+ years of Sports experience (High School, College, Clubs, Drop-in Community Program)
- Ontario Certified Basketball Coach level 2
- Volunteer recognition Award Shelburne
- Youth Drop-in program Glenbrook Public school (Tuesday & Thursdays) 5 Yrs. for public school, 7 Yrs. CDDHS for High School & Youths (Saturdays)
- advocate for youth since 1985 (International Youth Year Task Force), Royal Canadian Air Cadets- (110 Squadron Scarborough)
- Past Survival & Leadership camp counsellor/Participant at risk community group-Oinner city
- Past Social Mentor, Community supporter of Youth initiatives, culture and growth
- Coach Orangeville Hawks Boys Basketball 5 years plus, Volunteer with Orangeville Hawks House League training of youths
- Currently (2022/2023 season) Orangeville Hawks U16/U17 Boys AA Basketball Head Coach

Sherwin Stephens

- Founder/Director/Head Coach Shelburne Shocks since 2021
- 35+ years of Sports experience (High School, College, Clubs, Drop-in Community Program)
- Youth Social Mentor, Community supporter of Youth initiatives, culture and growth
- Shelburne Shocks house League program instructor/trainer

OUR HISTORY

Over the past 8 years, the Tri-SAS (Tri-Sport Appreciation Shelburne) Team ran a drop-in program at both Glenbrook and CDDHS for the primary age (grade 4 to 8) and young adult (grade 9 plus) for both Shelburne Youth and those from the surrounding area. Prior to the pandemic the program had grown from 15 youth in the first week on Tuesday and Thursday night to 40 plus attendees by the second week until the start of the pandemic. We had several high school students volunteering their time as mentors and leaders. Due in part to Covid, over the past 2 years, the youth component of the drop-in program was cancelled, however, the program for the young adult had a 1-year break (again due to covid) but has returned with a continuous high turnout on Saturdays at CDDHS (30 participants average).

There have been multiple inquiries from the town of Shelburne residents to restart the program for the younger group (grade 4 to 8 group). We have sat down with DCCBA to investigate the feasibility of restarting this group in September 2023.

Over the past 7 years, the Glenbrook program has brought in community leaders to not only speak to, but to also greet the program participants and answer questions. Leaders such as Mayor, Deputy mayor,

Police officers and chief, Fire Fighters have visited the program. Also offer the parents to join in some of the activities with their children to show the children that they care about what they are doing and the type of fun they were having. **All the kids want is for their parents to play and have fun with them when get the opportunity.**

It takes a community to teach, feed, protect, discipline, clothes and instruct the youth for the future



FINANCIAL PLAN

We would look at 2 options that would fit the CDRC.

Option One:

An in-ground structure that is removable during Hockey season. The cost is **\$3,700 each** plus additional cost which will enable installation when used and removal when not in use (some construction will have to be done to the floor foundation to accommodate).

We would like CDRC to help us to determine the feasibility of this as well as getting the costs.

Zoom



Titan CVX2 Basketball System

Item # 80474

★★★★★
WRITE A REVIEW

PRICE \$3,700.00

Prices are in CDN Dollars



QUANTITY:

[ADD TO CART](#)

[ADD TO WISH LIST](#)

Ships in 2 week(s) directly from the manufacturer!

DESCRIPTION

A colossal achievement in high performance hoops! Heavy-duty adjustable steel system for indoor/outdoor play.

Features:

- 4' Offset at regulation height
- Adjustable Height of 5.5' to 10'
- 6" x 6" Heavy Gauge Steel Upright
- Upright & extension arms are constructed out of heavy gauge steel Duplex Coating, "hot dip" galvanized plus black powder coat finish
- Tempered Glass Backboard with Black Edge Padding - 42" x 72"
- Heavy Duty Actuator with Dual Assist Springs
- Breakaway Rim with Nylon Net and Stainless Steel Hardware included
- 2" Padding for Pole and Base Pad

Option Two:

The Second option is folding (portable) structure that can be removed and stowed away. Which will be the responsibility of the organizers. This option is adjustable that different age levels can use. The cost for this option is **\$3,841 each** and there are no additional cost or construction that will be involved due to fold and stow away. **(Best option)**



Gared® Micro-Z Portable Backstop

Item # 18253



PRICE \$3,841.00

Prices are in CDN Dollars



QUANTITY:

1

[ADD TO CART](#)

[ADD TO WISH LIST](#)

Ships in 2 week(s) directly from the manufacturer!

DESCRIPTION

This roll around basketball hoop with wheels travels where you need it! Spring-loaded support posts adjusts easily from 7' to 10', and a flip of the lever locks the four transport wheels in place for play or releases them for easy transport. Fully padded welded-steel frame and base folds up to 54"W x 62"L x 80.5"H - for compact storage. Comes with 32" x 54" acrylic backboard and TitanPower breakaway goal. Requires 250 lbs. ballast weight (not included). Wt. 380 lbs.

Yes, there are others out there that are not as expensive, However, based on safety, accessibility, quality, storage and durability. This would be the best option.

Option Three:

FLAGHOUSE IS NOW PART OF



CLICK TO LEARN MORE

[Home](#) / [Sports](#) / [Basketball](#) / [Basketball Systems](#) / [Outdoor Portable](#) / [Spalding® The Beast - Portable Basketball System](#)

Zoom



Spalding® The Beast - Portable Basketball System

Item # 17500



WRITE A REVIEW

PRICE \$2,953.00

Prices are in CDN Dollars



QUANTITY:

1

ADD TO CART

ADD TO WISH LIST

Ships in 2 week(s) directly from the manufacturer!

DESCRIPTION

The 1st and only 60" glass portable on the market! This one-of-a-kind system features a ¼" tempered glass backboard on a heavy-duty steel aluminum trimmed frame. 4-point, welded Z-arm board mount for increased stability and strong Pro Image® breakaway rim. Institutional style lift provides infinite height adjustment from 7.5' to 10'. Comes with 2-piece, 5" square angled pole with screw-in water level gauge base caps and 4 strut pole/base mount for superior system rigidity. Portable, multi-wheel 55-gallon base with casters makes transport easy and safe.

Option Four: [First Team OmniSlam Eclipse Portable Adjustable Basketball Hoop](#)
[sportsunlimitedinc.com](#)),

First Team OmniSlam Eclipse Portable Adjustable Basketball Hoop



[Click to Zoom](#)

[View Full Screen](#)

US\$ (\$ 3,554.75 CDN\$ Mar 10th)

Be the first to Review

[Q&A \(0\)](#)

\$2,569.00

✓ free shipping (click for details)

Qty:

Leaves warehouse in 1-2 business days

This item requires special shipping [\[> See Details \]](#)

 **Add to Cart**

Ⓢ This item is excluded from all discounts and coupons.
[See more info](#)

Excellent  ★ Trustpilot

FEATURES:

- Premium quality portable hoop with better performance and durability than other hoops
- Easy slide-pin height adjustment for quick changes to rim height
- Height adjusts from 10' down to 7 1/2' in 6" increments
- Rugged 4" one-piece square post will not wobble or separate like sectional posts
- Large poly base designed to hold up to 500 lbs of sand for maximum hoop stability
- Cam lever handle located on front to make for easy one-person portability
- 36" x 60" smoked tempered glass backboard
- 24" safety setback from pole to backboard with rim at 10' playing height
- Heavy duty flex goal rim for solid dunking action
- Indoor or outdoor use
- Made in the USA
- Lifetime Limited Warranty: Covers any damage caused by normal basketball activity and normal player contact with the goal. "Normal basketball activity" and "Normal player contact" shall be described as any action that is necessary for participation in the game of basketball. Deliberate hanging on the rim, multiple player hanging, and vandalism are not covered under the Limited Warranty.
- Approx weight (without sand): 417 lbs.

SPECIFICATIONS:

- **Type:** Residential
- **Style:** Portable
- **Backboard Size:** 36" x 60"
- **Backboard Material:** Tempered Glass
- **Installation:** Portable
- **Safety Setback:** 24" at 10'
- **Rim:** Heavy Duty Flex
- **Weight:** 417 lbs
- **Brand:** First Team

COST SUMMARY

Option 1	Inground Removable Basketball System	\$7,400 (3700 each)	
	Construction	TBD (required)	
	Padding	N/A	
	Ball/Jersey	In-kind donation	
	Total Cost	\$4700 plus construction	
	Insurance	\$1400 (to be confirmed)	

Option 2	Inground Removable Basketball System	\$7,682 (3841 each)	
	Construction	N/A-Not Required	
	Padding	300 each Approx.	
	Ball/Jersey	In-kind donation	
	Total Cost	\$8282 plus insurance	
	Insurance	\$1400 (to be confirmed)	

Option 3	Inground Removable Basketball System	\$6,906 (2953 each)	
	Construction	N/A- Not Required	
	Padding	TBA each Approx.	
	Ball/Jersey	In-kind donation	
	Total Cost	\$ 6906 plus insurance	
	Insurance	\$1400 (to be confirmed)	

Option 4	Inground Removable Basketball System	\$7,109.50 (3554.75 each) converted from \$2569 US (Mar 10 rate)	
	Construction	N/A	
	Padding	300 each Approx.	
	Ball/Jersey	In-kind donation	
	Total Cost	\$7, 709.54 plus insurance	
	Insurance	\$1400 (to be confirmed)	