

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the Regular meeting held March 24, 2021 via ZOOM

Attendance:	Lindsay Wegener	Shelburne
	Steve Anderson	Shelburne
	Dan Sample	Shelburne
	Chris Gerrits	Amaranth
	Heather Foster	Amaranth
	Laura Ryan	Mono
	Darren White	Melancthon
	Margaret Mercer	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator
	Aletha Stephenson	Chair, Anti-Black Racism, Anti-Racism & Discrimination Task Force

Absent: Geer Harvey

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

A quorum was present.

Declaration of Pecuniary Interests:

Chairman, Chris Gerrits stated that if any member of the board had a disclosure of pecuniary interest that they could declare the nature thereof now or at any time during the meeting.

Agenda:

MOTION #1 – Moved by D. White seconded by L. Ryan. Be it resolved we approve the agenda dated March 24, 2021 as circulated. Carried

Discussion & Approval of Minutes of Previous Meeting February 24, 2021:

MOTION #2 – Moved by M. Mercer seconded by D. White. That the minutes of the CDRC Board of Management regular board meeting held virtually on February 24, 2021 be approved as circulated and presented. Carried

Old Business

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

Aletha Stephenson was invited to attend the CDRC Board meeting to share and touch on highlights recommended in the report from the Anti-Black Racism, Anti-Racism & Discrimination Task Force. The report was previously circulated and received at the February 24, 2021 board meeting.

Some highlighted areas are lack of representation in the community. The report recommends that organizations and groups that the Town of Shelburne is affiliated, support the notion of anti-black racism, are supportive of an inclusive community and create a safe space for groups and individuals.

L. Wegener arrives at 6:50pm

New Business

Hiring Practices from a Diversity, Inclusion and Equity Lens:

S. Anderson spoke to being mindful and looking through the appropriate lens to ensure hiring practices are also reflected and represented to the needs of the community. Comments suggested that future recruitment advertisements include a sentence stating the CDRC is committed to equality and welcome candidates who represent diversity. As well, the board will consider composing the interview team to ensure there is a level playing field.

Finance Committee Report:

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

MOTION #3 – Moved by H. Foster seconded by L. Ryan. That the bills and accounts as presented in the amount of \$ 24,048.53 be approved and paid. Carried

Pool/Camp Committee Report:

It was reported that a record number of resumes were submitted this year and as the bronze programs leading up to lifeguard courses continue to grow, there will be a strong group of new lifeguards coming up. It was noted that many of the lifeguard and day camp applicants have participated in CDRC swimming and/or camp programs in the past. After review of the candidates that were interviewed and offers of employment issued and accepted, the following motion was presented.

MOTION #4 – Moved by D. White seconded by L. Ryan. **BE IT RESOLVED** that the CDRC Board of Management hires the following for the 2021 seasonal summer contract positions, provided these programs operate:

- Deck Supervisor: Shauna Staveley, Ashton MacDonald and Laura Wagstaff
 - Lifeguard/Instructor: Maggie Brash, Madeleine Smith, Jamie Smith, Annie Cameron, Kaitlyn Hunt, Patrick Baird, Rhiannon Woodall, Ethan Josephson and Hannah Post; Casual-Josie Wicks, Malcolm Fradette, Kaitlyn Woodall and Allison Whitten
 - Head Day Camp Counsellor: Sydney Burns
 - Camp Counsellor: Sierra Davis, Emma Timmins, Alexa Dempster, Alyiah Davis, Jordan Smith, Hannah Abbott, Hannah Foulger, Jenna Purchase, Lauren King, Evelyn Kooblal and Leah Bennington
- Carried

Facility Administration Manager and Recreation Program Coordinator Reports:

See Schedule A

See Schedule B

MOTION #5 – Moved by D. White seconded by L. Ryan. 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 2021.

Carried

MOTION #6 – Moved by D. White seconded by M. Mercer. That the CDRC Board of Management approves moving forward with 2021 spring and summer programs, following guidelines released by the Town of Shelburne, Ontario Ministry of Health and WDGPH.

Carried

MOTION #7 – Moved by M. Mercer 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 #8 – Moved by L. Ryan seconded by D. Sample. That we receive the report from the Facility Maintenance Manager.

Carried

MOTION #9 – Moved by M. Mercer seconded by L. Ryan. Be it resolved that the Facility Administration Manager be authorized to register for the Advanced Recreation Facilities Business Management 2 instructor-led online course offered by the ORFA from May 3 to May 23 at a cost of 1,450.00 plus HST;

And further that the Facility Maintenance Manager be authorized to register for the Legal Awareness 1-Supervising in a Recreation Environment (OLSS) course offered by the ORFA until December 31, 2021 at a cost of \$550.00 plus HST;

And further that the Facility Maintenance Manager and the Full-time Arena Operator be authorized to register for Certified Pool Operator (CPO) course at a cost of \$450.00 plus HST each;

And further that the Facility Administration Manager, the Facility Maintenance Manager and the Full-time Arena Operator be authorized to register for Standard First Aid (full course) at a cost of \$135.00 plus HST each.

Carried

New Business

Discussion of Board Dissolution:

Town of Shelburne representatives were asked to provide some clarity to a resolution that was passed at a Special Council meeting on March 15, 2021 regarding a Service Delivery Review. S. Anderson commented that Shelburne Council and staff are looking to see if there are ways to streamline and deliver services more efficiently. Reviewing all options and considerations whether to continue to move forward in the current arrangement or pursue other options. A decision has not been made.

Further discussion and comments from members hope the Town of Shelburne will engage the boards early into the process that could be altered. As the other members municipalities financially contribute to the CDRC capital projects, how long will the process take? There is public confusion regarding the resolution and would like clarification of its intent. The Service Delivery Review will take time and collaborative discussion. If Shelburne decides to dissolve the board, will there be compensation to the other municipalities for their share of capital investment? Concern how service will be provided to the rural municipalities.

Confirmation by By-law

MOTION #10 – Moved by L. Ryan seconded by D. White. Be it resolved that leave be given for the reading and enacting of by-law #03-2021 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held March 24, 2021. Carried

Adjournment:

MOTION #11 - Moved by H. Foster seconded by D. White. That we now adjourn at 7:53pm to meet again on April 28, 2021 at 6:30pm, or at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – March 24, 2021

General Information:

- Continuing to work and finish up with BDO, providing information for the 2020 financial year end audit
- Continuing to work on converting and upgrading the Payment Evolution payroll program and ePay information
- Submitted requested information to Elections Canada
- The 2021 Heritage Music Festival (HMF) is postponed to 2022.

Old Business:

- Received acknowledgement from Hydro One that the CDRC was not selected to receive financial support from the Hydro One Community Fund
- Received the Service Description Schedule 2021 (attached) from Dufferin County Community Services to be signed as part of the service agreement in place to provide funding of childcare services through the CDRC Day Camp program.
- I contacted Crewson Insurance and asked for clarification regarding liability coverage for CDRC programs that require outside instructors. In conclusion, if an instructor is not a volunteer or CDRC staff, and will be paid, they must have their own insurance and there are no endorsements to policies that will provide coverage to uninsured contractors.
- Continuing to review all CDRC staff orientation and health & safety training to ensure all training is more uniform for all staff and standardized.
- Continue to streamline office space. Archiving and organizing records.

New Business:

- I would like to enroll in the ORFA Advanced Recreation Facilities Business Management II – Online instructor-led course. The course is scheduled to start Monday, May 3rd through to Thursday, May 13th with online instruction daily from 9am-12noon and finishing off with a two-hour exam that will be open from May 17th to May 23rd. The cost is \$1,450 plus HST. The five modules include Customer Service and Patron Relations, Human Resources Management, Supply Chain Management, Public-Private Partnerships and Social Media Strategy. I am working towards an ORFA Certified Recreation Facilities Professional (CRFP) designation. This course is the last needed to complete and achieve the designation.
- I require Standard First Aid & CPR C certification. The course is blended with online training prior to the one-day in-class training. The cost is \$135.00 plus HST and the certification is valid for 3 years.

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: Wednesday March 24th, 2021

Subject: Recreation Coordinator Report

March Overview

- Created and circulated a feedback questionnaire to gather information on what types of programs the funding and surrounding municipalities would like to see offered at the CDRC.
 - o At this time, I have received a total of 162 responses.
 - o The community was asked the following question: **The CDRC is looking to expand our recreation program offerings. Are there any recreation activities that you or members of your household would like to see offered at the CDRC? List as many as you would like.** Below are some of the responses to the above question:
 - Youth All Sports Program (Combination of baseball, tennis, basketball, soccer, volleyball etc)
 - Youth recreational dance classes
 - Youth gymnastics programs
 - Soccer
 - Youth social nights
 - Zumba (Adults and Kids)
 - Adult and youth culture craft nights
 - Adult dance and fitness classes
 - Salsa
 - Swing
 - Ballroom dance
 - Yoga
 - Kangoo bounce fitness
 - Pilates
 - Tai Chi
 - Chair exercise for seniors
 - Martial art classes
 - Programs that are not sport related for example photography, baking, craft workshops etc.
 - Camp Counsellor learning opportunities, leadership training programs
 - Affordable skating lessons
 - Basketball
 - Tennis
 - Badminton
 - Volleyball
 - Track and Field
 - Ball Hockey
 - Tween fitness programs
 - Walking Club
 - Indoor swimming

- I will provide a report at the April Board meeting with an overview of the results as I would like to collect more responses from the community.
- To run specialty programs, the CDRC will need to acquire instructors who are knowledgeable in that specific area. For example, fitness programs we would need a fitness instructor to run the classes. Through discussions with Crewson Insurance regarding liability insurance for program operation, we have concluded that any instructor who is a volunteer (not being paid for services) or employed with the CDRC is covered under the CDRC insurance policy. If the instructor is being paid for their services and is not a CDRC employee, they are required to provide a proof of liability insurance prior to the start of the program.
- Explored virtual Home Alone and Red Cross Babysitting Course options for March Break.
 - Observed a session ran by the SOS Safety for Kids Program.
 - If we remain in the Orange Zone, this program can operate in an in class setting.
 - Completed the Home Alone Safety for Kids updated program Facilitator Self Study to continue to provide the SOS Home Alone Safety for Kids program.
- Designed a Pool Rental Request Form to begin tentative bookings for pool rentals.
- Continued working on developing the Training for all seasonal summer staff.
 - Updates to the Pool Manual.
 - Updates to the Camp Manual.
 - Development of general (all staff) training.
 - Began planning for summer staff training days.
 - Looked into incorporating the B.R.A.V.E (Behaviour Transformation) Training into the camp staff orientation.
- Creating graphics for upcoming programs and frequent updates to social media platforms.
- Continued to develop the Spring/Summer 2021 program information and registration details.
 - Aim to have registration for Day Camp open on April 1st. A Day Camp Registration form has been created to accept registration online.
 - Pool registration will open later.
 - Created a Contact List for mass emails regarding upcoming programs.
 - Now that we have moved to the Orange Zone on Monday March 22nd, 2021, I am exploring program options for the interim before the summer season.
- Covid-19 Screening
 - Created an online Covid-19 screening form for staff to complete prior to arriving at the facility for their scheduled shift. This form will be actively used for all seasonal summer staff throughout May-September.
 - Updated the Covid-19 Screening for outside visitors entering the facility. Visitors are to complete a covid-19 screening form that includes answering Covid-19 screening questions, the date/time of entry, name, and contact information for contact tracing purposes.

SCHEDULE 'C'

Facility Maintenance Managers Report – March 24, 2021

SAFETY

No issues

GENERAL INFORMATION:

HVAC repair defective recirculating pump, also a defective electrical contactor and overload for a return pump items repaired.

Reviewing COVID-19 government updates and changes, regularly updating protocols and safety plan as needed. Continuing with facility checks and snow removal.

Continuing to update operating procedures to go along with the pool and day camp manuals.

ESA inspection all deficiencies repaired.

Power scrubbing arena floor removing powder white pigment. Repair power scrubber trouble shoot (blown fuse).

Fabricate dasher board scrubber. From old floor scrubber, cleaning dasher boards and board advertisement a long process

Remove old advertising, hang ball hockey nets deep cleaning dressing power washing ever square inch to prep for paint were needed so much disinfectant residue on walls paint not sticking well until cleaned.

Comprise a comprehensive refrigeration service providers information questionnaire for competitive pricing.

Multiple walks through with sales rep for ice plant service provider.

Upstairs boiler service required. Heat exchanger plugged chemical flush needed. Flushed Mar 15 /21

Infrastructure roof grant required signage if approved would like to add this onto the engineering companies' responsibility as it can be included in the total overall grant cost.

HVAC inspection and quarterly filter change March 22, 2021. Found faulty pump \$560.00 plus labour approx. 1 hr, Water feed valve needs replacing \$768.00, bearing assembly required beginning to leak \$1294.50.

Applied for funding for an energy efficient water conditioning/treatment system for the arena ice.

New business

Enrolling in the ORFA online study Legal Awareness I - Supervising in a Recreation Environment (OLSS) online cost \$550.00 the online course has a 30-day window to finish course. **Monday, March 01, 2021** end Friday, December 31, 2021 <https://www.orfa.com/event-4155180>

Tyler and myself require a CPO (certified pool operator) course, ORFA is not offering a CPO course at this time, Suggested I find a PHTA industry partner. Acapulco pool not online currently \$450.00, An online course available through Clear aquatics \$425.00

I require a CPR & Standard First Aid and AED training would like to train while arena is slow within next month or so before new programs start up, through the county's first aid provider they are offering online courses available at approx. \$150.00 as my first aid has expired for over a year. Kim, Tyler, and other staff can be trained later this year.

Marty Lamers

Facility Maintenance Manager

Centre Dufferin Recreation Complex