

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

**Minutes of the Regular meeting held November 27, 2024 at 5:30pm in person**

Attendance:	Dan Sample	Shelburne
	Robb Stinson	Shelburne
	Melinda Davie	Mono
	Andrew Stirk	Amaranth
	Chris Gerrits	Amaranth
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator

Absent: S. Hall, R. Plowright and R. Moore

Meeting called to order by Board Chair, Melinda Davie at 5:34pm.  
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. Stinson. Be it resolved we approve the agenda dated November 27, 2024 as circulated and presented. Carried

**Discussion & Approval of Minutes of Previous Meetings held October 23, 2024:**

**MOTION #2** – Moved by A. Stirk seconded by R. Stinson. That the minutes of the CDRC Board of Management previous board meetings held on October 23, 2024 be approved as circulated and presented. Carried

**Correspondence:**

- Shelburne EV Charger Funding – contact Town of Shelburne regarding operations and maintenance.

**MOTION #3** – Moved by C. Gerrits seconded by D. Sample. That correspondence is received and placed on file. Carried

**Financial Report:**

**CDRC 2025 Draft Budget**

Staff presented a second draft of the CDRC 2025 budget. After review and discussion the following motion was presented.

**MOTION #4** – Moved by C. Gerrits seconded by D. Sample. Be it resolved that the 2025 CDRC draft budget distributed at the November 27, 2024 board meeting with an operating and capital deficit of \$2,214.00 and a municipal contribution of \$559,330.00 be adopted. And that a copy of the budget be sent to all member municipalities.

Carried

After reviewing the CDRC financial reports and accounts the following motion was presented.

**MOTION #5** – Moved by A. Stirk seconded by D. Sample. That the CDRC Board of Management receive the financial reports and paid accounts in the amount of \$81,213.46, as presented by the Facility Administration Manager. Carried

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

See Schedule A

See Schedule B

See Schedule D – 2024 End of Season Report

See Schedule E – Seasonal Summer Employment Report

**MOTION #6** – Moved by R. Stinson seconded by A. Stirk. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator.

Carried

**MOTION #7** – Moved by C. Gerrits seconded by D. Sample. That we receive the Seasonal Summer Employment report from the Recreation Program Coordinator and proceed with the recommended changes.

Carried

**Facility Maintenance Manager's Report:**

See Schedule C

**MOTION #8** - Moved by A. Stirk seconded by R. Stinson. That we receive the report from the Facility Maintenance Manager. Carried

**Old Business:**

**Hall of Fame Update:**

On behalf of R. Plowright staff presented a verbal report on her findings. After researching various facilities, it was determined that there was no real rules or associations are doing the Hall of Fame.

**New Business:**

**Hockey Training Institute (HTI):**

After review and discussion the board suggested inviting J. Feldman to a future board meeting to discuss his project ideas further.

**SMHA Ice Usages:**

Recently a number of SMHA games have exceeded the allotted scheduled ice time and rolled into other scheduled user groups. Staff has communicated with SMHA and they will address their schedule where needed to avoid overages.

**Polar Plunge Request:**

The CDRC will be open for a Sponsored Family Day skate from 1:00-3:00pm. After discussion the board suggested inviting J. Feldman to a future board meeting to discuss his project ideas further.

**Confirmation by By-law:**

**MOTION #9** – Moved by C. Gerrits seconded by D. Sample. Be it resolved that leave be given for the reading and enacting of by-law #08-2024 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held November 27, 2024. Carried

**Adjournment:**

**MOTION #10**- Moved by A. Stirk seconded by R. Stinson. That we now adjourn at 7:00pm to meet again on Wednesday, January 22, 2025 at 5:30pm or at the call of the chair. Carried

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Secretary - Treasurer

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Chairperson

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Dated

## SCHEDULE 'A'

Facility Administration Managers Report – November 27, 2024**General Overview/Information:**

- Continual day-to-day administrative duties that include phone calls and walk-in inquiries, invoicing and collections, process payables and disbursements, bank deposits, rental contracts, bookings, monitoring the rental schedule, monthly account reconciliations and payroll administration.
- Ongoing, receiving and responding to numerous and various facility rental booking requests and walk-ins. Some site visits requested. Preparing rental contracts and insurance requirement.
- Below is a snapshot of facility rentals

Week	Ice Rental Hrs	Event/Room Oth Rentals	SMHA portion
Week: Oct 21-27	54	5	24.5
Week: Oct 28-Nov 3	52.5	2	25.5
Week: Nov 4-10	54	4	23.5
Week: Nov 11-17	69	2	32
Week: Nov 18-24	71	5	30

- Attended development charge meeting virtually with reps from the Town of Shelburne and the consultants. It was suggested the CDRC do a facility assessment for a growth and needs study.
- Prepared two offers of employment for seasonal operations and maintenance positions
- Elections Ontario conducted inspection and site visit of voting locations on November 5th
- Executing new rental opportunities that were noted in October report
- Completed and submitted insurance renewal application/questionnaire as requested by Town of Shelburne
- Attended a COFCA (Central Ontario Facility Coordinators Assoc) meeting with Emily in Barrie on November 21<sup>st</sup>
- CDRC 2025 draft budget preparation
- Wightmans completed internet installation on Nov 25<sup>th</sup>. Dufferin County IT is scheduled to complete the hook up

**New Business**

- Met with Jenya Feldman on Nov 5<sup>th</sup> to discuss the opportunity for HTI to return to Shelburne
- CSJ (Canada Summer Jobs) 2025 application process closes December 19<sup>th</sup>
- Invoice annual wall signs and rink board advertising for Dec 1<sup>st</sup>
- Program concession booth cash register for the holiday GST/HST cut beginning December 14<sup>th</sup>

Kim Fraser,  
Facility Administration Manager

## SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: Wednesday November 27, 2024

Subject: Recreation Program Coordinator Report

**November Overview**

- Continuing to assist with day-to-day operations including phone inquiries, email inquiries, walk in inquiries.
- Continuing to update the CDRC information on the Town of Shelburne website and actively creating graphics and posting on the CDRC social media. Creating posts for our lobby tv playlist.
- Beginning to put all rentals on our Active Net Events Calendar to allow the community to see when there is ice available for rent. Eventually, we would like to move forward with bookings online.
- Communication with Honeywood Minor Hockey to share information regarding CDRC programs (Power Skating and Glow Skate).
- Writing Letter of Reference for staff members applying for scholarships with universities highlighting their impact at the CDRC.
- Creating graphics for the local LED Boards to help promote our program offerings.
- Attended a COFCA Meeting in Barrie, on Thursday November 21, 2024.
- Preparing for upcoming winter programs including creating promotional material, scheduling staff, preparing day plans etc.
- Holiday Family Skate sponsored by Main Street Family Dental, Shelburne Family Chiropractic and Shelburne Optometry scheduled for Friday December 6, 2024 from 6:00-8:00pm.
- Preparing and updating Seasonal Employment Opportunities. The 2025 Seasonal Summer Employment Opportunities will be posted early December.
- Beginning of preparation and collection of content for the Summer 2025 Recreation Guide.

**Snapshot of Drop in Program Attendance**

Below is a snapshot of the attendees for drop in CDRC programs.

# of participants on each date						
Program	Oct.16/24	Oct.23	Oct.30	Nov.6	Nov.13	Nov.19
Adult Skate	2	0	0	0	Cancelled	Cancelled
Parent/Tot	2	0	0	0	Cancelled	Cancelled
Drop In Pickleball	0	0	0	0	4	5

# of participants on each date					
Program	Oct.18/24	Nov.1/24	Nov.8/24	Nov.15/24	Nov. 22/24
Public Skate	10	30	48	51	17
55+ Shinny	14	20	19	19	17
Drop In Pickleball	0	0	0	0	0

**Snapshot of upcoming Registered programs**

<b>Program</b>	<b>Date</b>	<b># of registrations</b>
PA Day Camp	Friday November 29, 2024	15
PA Day Power Skating Clinics	Friday November 29, 2024	45
Youth Night Out: Holiday Party	Friday December 13, 2024	3
Youth Night Out: Glow Skate	Monday December 23, 2024	6
Red Cross Standard First Aid Course	Monday December 30, 2024	3
Home Alone Safety for Kids	Friday December 27, 2024	4
Holiday Break Camp	Friday December 27, 2024	3
Holiday Break Camp	Monday December 30, 2024	9
Hockey and Sports Fun Camp	Monday December 30, 2024	0
Skate and Swim Camp	Thursday January 2, 2024	5
Holiday Break Camp	Thursday January 2, 2024	5
Holiday Break Camp	Friday January 3, 2024	3
Youth Learn to Play Pickleball	Begins Wednesday January 22, 2024	2
Adult Learn to Play Pickleball	Begins Wednesday January 22, 2024	3
Adult Advanced Beginner/ Early Intermediate Pickleball	Begins Wednesday January 22, 2024	0
Youth Night Out: Beads and Bracelets	Friday January 17, 2024	1

SCHEDULE 'C'

Facility Maintenance Managers Report –November 27, 2024

GENERAL INFORMATION

Working on Budget and capital planning

Daily cleaning

Had some large events all went well SMHA hockey, Yuk Yuks and KTH Kida Xmas day went well.

Regular ice maintenance edging, flooding and scraps. 6 days of sledge hockey went well

Wall advertising install

Arena boiler transfer pump replaced by staff

SMHA scheduling adjustments made as time was running long

Replaced heat exchange roof top unit was red flagged cracked

1 Boiler replacement complete dressing room.

1 boiler circulating pump was replaced as well due to flow issues.

Arena dehumidifier not working properly troubleshot, change out filters, check belts called service tech topped up with freon made some adjustments. Still not functioning properly. Monitoring daily due to heat swings and found a faulty humidity sensor part to be replaced.

Teams meeting with Town of Shelburne regarding Development Charges we discuss some of our needs we discussed things like playground equipment a gymnasium the age of the building and that we would like to continue to grow. The consultants for the town had penciled in a number for CDRC as possible funding in the towns study but had no direction what it would be used for, after the meeting, they decided to leave the money in their plan and thought it would be prudent that like the fire hall and library we do a usage study to drive the direction of growth and programs. They suggested we do the study in 2025. I have made an adjustment in the capital for this purpose if we would like to proceed with that.

Dressing room hockey wall boards installed

2 new hires to help fill gaps operator and youth.

Sourcing parts pot lights for old lights Looking to be more cost effective to replace

Front door repaired November 22, 2024, complete

Saturday Morning overhead door for Olympia to enter ice broken spring broke in half middle of the night

7.49 am operator notified me service tech on site 9 am reached out to Kim to notify SMHA no floods until fix is in place

A large chain hoist Provided by Josh was put in place, and operational at 10:40 am to be replaced to begin Wednesday Nov. 27, 2024, 3:15 pm.

New business

## **SCHEDULE 'D'**

**Centre Dufferin Recreation Complex**

**Summer 2024 End of Season Report**

**Prepared by Emily Francis (Recreation Program Coordinator)**

**with input from Co Head Counsellors Alexa Dempster and Heidi Bennington**



## Centre Dufferin Recreation Complex



The CDRC summer day camp and outdoor pool were in operation for the 2024 summer season. The seasonal outdoor pool began operations on Friday June 7, 2024, and concluded on Friday August 30, 2024. The summer day camp began programming on Tuesday July 2, 2024, and concluded on Thursday August 29, 2024.

### **Registration**

Registration for all summer programming was conducted using our Active Net Software. Summer registration opened on Tuesday April 2, 2024. All registrants were required to pay for their programs at the time of registration using a Credit Card. Registrants also had the option to complete the registration at the CDRC where they could pay debit or credit.

### **Program Registration Numbers**

Below is a snapshot of our registration numbers for 2024.

### **Outdoor Pool Participant Numbers**

<b>Swim Program</b>	<b># Of Participants in 2023</b>	<b># of participants in 2024</b>
June Bronze Star	7 participants	6 participants
June Bronze Medallion	8 participants	6 participants
June Bronze Cross	3 participants	5 participants
June Group Lessons	55 swimmers	56 swimmers
June Private/Semi-Private Lessons	16 swimmers	20 swimmers
Session 1 Group Lessons	174 swimmers	215 swimmers
Session 1 Private/Semiprivate Lessons		
Session 2 Group Lessons	190 swimmers	195 swimmers
Session 2 Private/Semi-Private Lessons		
Session 3 Group Lessons	166 swimmers	182 swimmers
Session 3 Private/Semi-Private Lessons		
Session 4 Group Lessons	175 swimmers	161 swimmers
Session 4 Private/Semi-Private Lessons		
August Bronze Star	3 participants	4 participants
August Bronze Medallion	10 participants	9 participants
August Bronze Cross	9 participants	4 participants
Adult Lessons	17 participants	15 swimmers
Teen Small Group	9 participants	11 swimmers

# Centre Dufferin Recreation Complex



## Summer Day Camp Participant Numbers

Day Camp Week/Theme	# of Campers 2023	# of participants in 2024
Week One	64	64
Week Two (General + Specialty Camp)	64	77
Week Three (General + Soccer Camp)	63	72
Week Four (General + Junior Leaders)	80	82
Week Five (General + Basketball Camp)	58	66
Week Six	62	65
Week Seven (General + Ball Hockey)	58	76
Week Eight (General + Junior Lifeguard)	80	77
Week Nine (General + Junior Lifeguard)	52	53
Leaders in Training	10 campers	2 (program was cancelled due to low registration)

## Outdoor Pool

### Overview of 2024 Programs

1. Outdoor Pool Entrance
  - a. The CDRC pool continued to utilize the side pool gates for entrance and exit onto the pool deck. Fees for all drop-in programs are also collected at the side gate. Maintenance staff installed a permanent gazebo for shelter at the entrance to prevent the need to take the structure down during inclement weather.
2. June Swimming Lessons
  - a. Afterschool swimming lessons were offered in a 9 day session from Monday June 17 – Thursday June 28, 2024. Lessons were scheduled between 4:00-6:30pm. It is recommended that this session of swimming lessons continue moving forward. If there are staff available, the lessons could begin earlier to accommodate those who are at home with children. Lessons could begin at 3 or 3:30pm as well as an earlier morning session from 10:00-12:00pm. In the summer of 2024, we had minimal staff available for daytime work, therefore if there were more available we can expand our June daytime programming.
3. Weekly Adult/Teen Group Swimming Lessons

## Centre Dufferin Recreation Complex



- a. The weekly Adult/Teen Group lessons continued this summer expanding to 2 sessions. Lessons were run weekly on Tuesdays and Thursdays from 8:00-8:45pm and then participants had the option to stay and practice from 8:45-9:00pm. These lessons were a huge success and can be expanded for the summer of 2025 with more private lesson offerings. Separate classes were offered for Teens ages 12-17 and Adults ages 18+.
4. July/August Swimming Lessons
  - a. Throughout the months of July and August, swimming lessons began each session at 8:00 am and concluded at 12:30pm. Our 8:00am start has received positive feedback from the registrants, as it allows them to get there lessons done early before work and their day. These lessons are offered during the last half of the morning lane swim.
5. Drop in swim offerings
  - a. Weekday Public Swim
    - 2:30-4:30pm and 7:00-8:00pm
  - b. Weekend Public Swims
    - 2:30-4:30pm
  - c. Lane Swim
    - 7:15-8:30am (Monday-Friday)
    - 8:00-9:00pm (Monday, Wednesday)
  - d. Adult/Senior Swim
    - Monday, Wednesday, Friday 1:30-2:30pm
6. New in 2024: The CDRC partnered with Trainer Games Fitness Centre to bring Aquafit to the CDRC! There were 3, 4-week sessions that were offered throughout July and August in both the mornings and afternoons.

### Outdoor Pool: Considerations for 2024

1. Continue with using the weekends for Advanced Aquatic courses
  - a. In order to utilize the weekends more, we moved our advanced leadership courses (Bronze Star: 10 hour course, Bronze Medallion: 28 hour course and Bronze Cross: 20 hour course) to the weekends. This provided the participants with the chance to get the course done over 1-2 weekend instead of everyday for 1-2 weeks. Instructors had access to the whole pool, therefore we were able to expand our numbers as well. It is recommended that their courses continue to be offered on the weekends and if there is more demand expand to offer 1 option throughout the week days.
2. Weekly Lessons

## Centre Dufferin Recreation Complex



- a. If staffing allows, it is recommended that we explore the option of weekly swimming lessons to accommodate families that cannot commit to everyday for the 2 weeks.
3. Weekly Junior Lifeguard Club
  - a. Since we have added the Junior Lifeguard Camp, we have removed the Junior Lifeguard Club. For the summer of 2025, this club could be brought back once a week. It is an hour slot for swimmers to come and participant in lifeguard related activities. This program would run in a quiet portion of the day.
4. On Deck Monitor (During swimming lessons)
  - a. In 2022, we made the adjustment to add in an on-deck monitor. This individual is a qualified lifeguard on staff who is responsible for checking in all swimmers for lessons, ensuring they find their instructor/class and monitoring the pool deck throughout lessons. This person tidies up the pool deck, completes necessary cleaning/pool tests and monitors swimming lessons assisting where need be. On Wednesdays, this individual is responsible for guarding the Early On Words n Water program for 30 minutes. It is recommended that we continue to move forward with an on-deck monitor to ensure there is efficiency on the pool deck during programs.

### **Overview of 2024 Summer Day Camp**

1. Use of E Pact Software
  - a. The CDRC day camp, continues to utilize the Epact Emergency Management Software. Prior to attending camp, all families were required to create a profile on their camper. This profile included all information regarding allergies, medical, interests, pick up contacts eliminating the use of paper camper information forms. CDRC Staff used facility iPads to view this information. The use of the epact software and iPad have streamlined the sign in and out process making mornings and evenings significantly more efficient. This program is user friendly and efficient for our summer staff to view information needed for a day at camp.
2. Sign in and sign out:
  - a. Sign in and sign out was conducted inside the front doors of the facility between 8:00-9:00am and 4:00-5:00pm. This summer, we had 1 of our Head Camp Counsellors greeting all families at the entrance. Once campers had been signed in on the EPact software, they were walked to their camp headquarters. The use of one main sign in/out area allowed for parents to build connections with our Head Camp Counsellors.

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3. Before care 7:00-8:00am After care 5:00-6:00pm
  - a. Before care from 7:00-8:00am and aftercare from 5:00-6:00pm was offered for the summer of 2024. This addition was a huge success and appreciated by many families. Campers attending before and after care entered and exited the facility through the back staircase near the pool entrance gates. This process made it easy for staff to sign in and out campers rather than needing additional staff in the front lobby.
4. Group sizes
  - a. The campers were split into 3 groups based on age: Green Gators (4-5 years), Blue Badgers (6-8 years), and Red Rhinos (9-12 years).
  - b. Groups sizes were adjusted based on the space they were utilizing and ratios.
  - c. Each group was assigned to a space within the facility as their “home base”, utilizing all 3 room spaces in the CDRC.
5. Outdoor space
  - a. We were fortunate to have access to a variety of outdoor spaces for day camp operations. The following spaces were used for outdoor activities:
    1. Glenbrook tarmac and field
    2. CDRC Parking Lot: barricades were put up to block the parking lot off between the facility and the berm for the duration of the summer season. An outdoor lunch space was set up for campers with picnic tables to allow for distancing.
6. Daily Private Camp Swim
  - a. The CDRC summer day campers swim daily from 12:30-1:30pm. This swim time is designated for the CDRC day camp only and is a highlight of our program.
7. Camp Swimming Lessons from 12:00-12:30pm
  - a. In the past summers, we have had various families register for swimming lessons after camp. Camp staff were required to bring campers down to their lesson after the camp program. This summer we added in “Camp Swimming Lessons” that were offered from 12:00-12:30pm. Campers were required to be registered for the 2 weeks of camp in which the lessons aligned with and then they had the option to add the Camp Swimming Lessons. Campers were gathered up at 11:50 and brought down to the pool deck to attend their swimming lessons. Once the lessons were over, they would stay at the pool deck for our private camp swim. This addition was very well received from parents, they were happy that they did not have to stay around after camp and the campers had their lessons done during the day.

# Centre Dufferin Recreation Complex



## Highlight of camp activities

1. Morning Circle: Morning circle is a key component to our program year-round. This 30 minute is an opportunity for our campers and staff to come together as a whole and participate in songs and games. The morning circle was run by the 2 head camp counsellors. Some activities that took place in the morning circle include the following:
  - a. Opportunity to review camp rules and expectations.
  - b. Sing songs, play games, and participate in challenges that match with the week's themes.
  - c. Conduct Leader Challenges (i.e races, musical chairs etc): this was a huge hit with the campers, they really enjoyed cheering on their leaders.
  - d. Question of the day: campers loved to share their thoughts and ideas in the morning with the group.
2. Outdoor Activities
  - a. Active games, cool down games, use of equipment, obstacle courses, trips to the park, large group games, scavenger hunts
  - b. Trips to the park: the little campers enjoyed trips to the park just down the street and our older campers enjoyed their trek to Hyland Park for picnics.
3. Indoor Activities
  - a. Art activities, colouring, story time, jeopardy, puzzles, dance activities, stem-based activities
4. Specialty Activities
  - a. Library Visits: Our campers visited the library every Tuesday for 1 hour throughout the summer. This was an excellent opportunity for campers to visit the facility and see what the library has to offer. Campers walked to and from the library every Tuesday.
  - b. Dufferin County Ambulance Visit: Our camp had a visit from the Dufferin County Paramedics. Campers had the opportunity to tour the ambulance and check out the stretcher. Following the presentation, campers received tattoos and colouring pages from the paramedics. This was a great experience for our campers, and we look forward to bringing them back in the future.
  - c. OPP Visit: Our Day Camp was lucky to have several visits from the OPP throughout the summer. Campers had the opportunity to ask questions, tour the car and test out some of their equipment.
  - d. Party Safari Visit
    - i. Campers had the chance to interact with a variety of animals.
  - e. Splash Pad Visits: Our campers visited the splash pad several times throughout the summer months. Visits to the splash pad were planned for the morning of the camp day in hopes that it would be a quieter time as

## Centre Dufferin Recreation Complex



opposed to the hot afternoons. This also allowed us to get campers back for swimming lessons and the private camp swim in the afternoons.

- f. Visit to the FireHall: All of our campers from 4 years to our Junior Leaders up to 12 years visited the Fire Hall this summer.

### Summer Day Camp: Considerations for 2024

1. Reduce or limit the number on consecutive weeks a camper is able to register
  - a. We have found over the last 2 years that we have a large majority of campers who register for all 9 weeks of camp. We have found in some cases, that by week 7-8 those campers have had enough of the program. It is recommended that we look into how other camps structure their registration to ensure that everyone gets the opportunity to attend camp throughout the summer.
2. Additional Behaviour Management Training
  - a. Campers and their needs are becoming more diverse and camp staff require more training to meet those needs. It is recommended that we explore how other camps are training their staff on managing behaviour.
3. Weekly Hot Lunches
  - a. Introduction of weekly hot lunches for campers at camp. Parents will be required to purchase the hot lunch at the time of registration or prior to the week of camp. This lunch could be prepared in the CDRC concession booth and include a juice box for each camper. Examples of lunch ideas include:
    - i. Chicken Tenders and Fries
    - ii. Hot Dog
    - iii. Hamburger
4. Explore trip-based camps: Opening up a weekly camp trip or trip based camp would draw in a different crowd of campers who are looking for something different to do.
5. Implementation of a camp staff level between the Head Camp Counsellor and Camp Counsellor
  - a. Introduction of a “Assistant Supervisor or Group Lead” position that is the leader per group. This position will be the go-to head leader of the group
6. Review Specialty Camps
  - a. In the summer of 2024, we explored the option of adding in 4 new specialty camps. There is a need for programming for the 10-13 year old age group that is not the general day camp program.
7. Explore the Camp module in Active Net: compare the features and cost. Explore if it is an option to move from Epack all into Active Net to make things more efficient.
8. Staff Appreciation/Team Building Activities:
  - a. Introduce a mid-summer staff appreciation event. We did many impromptu ice cream sundae days and slushies for staff. It would be beneficial to arrange

## Centre Dufferin Recreation Complex



an offsite staff appreciation/team building activity in the middle of the summer to reconnect all staff.

- b. Introduce a bi weekly or weekly staff meeting.

### **Concluding Remarks**

Overall, the CDRC was a busy place throughout the summer of 2024 with the operations of the outdoor pool and summer day camp. We received very positive feedback from the community about all programs that were operating and the hard work off our CDRC staff team. We were very fortunate to have such a dedicated, hardworking staff team.

### **Next Steps**

- Increase advertising for better promotion of all programs. A logo would be helpful to unify our programs and facility.
- Explore the costs of busing to confirm how it would impact the pricing of our programs. We are planning to test out a Bus trip over the Christmas break to the Orangeville pool in the afternoon.
- Begin brainstorming for the 2025 season.



## *Centre Dufferin Recreation Complex*

### ***REPORT***

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<b>Meeting Date:</b>	<b>November 27, 2024</b>
<b>To:</b>	<b>CDRC Board of Management</b>
<b>From:</b>	<b>Emily Francis</b>
<b>Subject:</b>	<b>Seasonal Summer Employment</b>

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#### **Recommendation**

The Centre Dufferin Recreation Complex make the following adjustments to our current Seasonal Summer Employment Opportunities.

1. Change job title of Head Day Camp Counsellor to Summer Camp Supervisor.
2. Add level in camp staff pyramid to include Summer Camp Assistant Supervisor position.

#### **Background/Analysis**

Change Head Day Camp Counsellor to Summer Camp Supervisor: The current name is outdated; the Head Day Camp Counsellor is responsible for the supervision of a staff team and the overview of the day camp program. The job duties will not be changed for this position; however, the title will better reflect their duties.

After researching and reviewing the staffing structure within the day camps of other municipalities, it is recommended that the CDRC add level in camp staff pyramid to include Summer Camp Assistant Supervisor. This position will fall between the Summer Camp Supervisor and Day Camp Counsellor.

As our camp program continues to grow and expand it is important that our staffing model also reflects this growth.

With the introduction of Summer Camp Assistant Supervisor this will provide each of our camp groups with a designated leader who is responsible for the specific group they are assigned to. This position will be trained to fill in when the Summer Camp Supervisor is away or sick.

## Financial Impact

1. Summer Camp Supervisor – no financial impact, budgeted for 2025.
2. Assistant Camp Supervisor - These individuals will move from a Level 1 to a Level 2 (In line with our Lifeguard/Instructors). This position will be added onto our Canada Summer Jobs Application in hopes to receive funds to cover 50% of the wages. Has been budgeted for 2025.

## Supporting Documentation and Information

Appendix 1: Copies of all Camp Job Postings

Respectfully Submitted: Emily Francis



**EMPLOYMENT OPPORTUNITY**  
CENTRE DUFFERIN RECREATION COMPLEX  
Applications are being received for the position of:

## **SUMMER CAMP – Camp Supervisor**

**Posted:** Monday December 2, 2024

**Closing:** Friday January 31, 2025 at 4:00pm

**Job Category:** Seasonal Summer Employment

**Wage Range:** Under review

Dependent on experience and qualifications

**Work week:** Mid May-June: Approx. 20-30 hours per week

July and August: Approx. 35-40 hours per week

The CDRC Board of Management is seeking positive, team-oriented individual(s) to join the 2025 summer staff team. Under the direction of the Recreation Program Coordinator, the successful candidate(s) will be involved in a diverse range of job activities to provide successful summer day camp programs. This position takes place in a physically active environment requiring running, walking, lifting, standing etc. A background in child supervision and recreation an asset.

### **Employment period:**

The successful candidates must be available to work scheduled weekdays and attend weeknight/weekend scheduled training sessions. Hours may start as early as 6:30am and end as late as 6:30pm depending upon program registrations. Accommodating multiple days' vacation may not be possible. All time off requests are required to be submitted at the start of the season or at minimum two (2) weeks in advance.

**Position start date:** Mid May 2025

**Position end date:** Friday August 29, 2025

### **Duties & Responsibilities:**

- Plans, assists, coordinates, and implements the delivery of safe camp programming with assistance of the Recreation Program Coordinator. Duties include daily camp and parent management, preparation of program plans, completion of program documentation, overseeing camper pick up and drop off etc.
- Observes and manages camp programs to ensure safe and effective delivery of programming and ensures all CDRC policies and procedures are always followed.
- Responds to emergency situations including performing minor first aid and/or arranging for medical assistance, completion of accident/incident forms.
- Assist with the planning and facilitation of camp staff training and attend all staff meetings prior to and during the summer season. Attend all scheduled staff meetings and trainings.
- As the on-site lead, assists with overseeing and support of staff. Provide continuous direction and leadership to summer day camp staff.
- Work closely with parents/guardians, campers, staff, and management to ensure a quality summer camp experience.

- Ensure the continuing safety of all participants and staff while at the program. Lead EAP (Emergency Action Plan) when required. Provide first aid when needed and ensure incident reports are completed when necessary.
- Provide direction to camp staff to ensure proper maintenance and cleanliness of camp area.
- Performs administrative duties related to summer day camp program.
- Provide a comprehensive report to supervisor on camp activities after the close of the season along with performance evaluation of camp staff for employee files.
- Actively participate in the pool setting assisting with supervision during camp swim time.
- Other duties as assigned by Recreation Program Coordinator.

### **Qualifications/Skills & Abilities:**

If you have not yet taken the course, but intend to, please note the course on your application.

- Currently completing college or university level studies in Education, Recreation, Early Childhood Education, or related program is considered an asset.
- Current Standard First Aid with CPR-C certification (must be obtained prior to June 6, 2025). Other qualifications and certifications an asset.
- Completed High Five Principles of Healthy Childhood Development certification or willing to obtain prior to June 6, 2025.
- Previous experience working with children, including one (1) to two (2) years in a camp/recreation/program or similar setting considered an asset.
- Microsoft applications & computer skills required.
- Strong customer service & interpersonal communication skills both verbally & written to ensure positive interaction with campers, counsellors, parents/guardians etc.
- Various skills that may relate to crafts, sports, aquatics, arts etc. for camp programming
- Successful candidates will be required to complete a background check, including but not limited to a Vulnerable Sector Check/Criminal Record Check in accordance with the duties of this position.

**Hiring Day** will be held on Saturday February 22, 2025 (time to be confirmed) for successful applicants. You will be contacted if you are invited to attend this day. This day requires mandatory attendance to be considered for the position.

### **Standard First Aid with CPR-C/AED Certification (Blended Learning)**

- To register for upcoming full course and recertification course at the CDRC, visit the link below:
  - <https://anc.ca.apm.activecommunities.com/cdrc>
- Upcoming course dates:
  - Monday December 30, 2024

### **High Five Principles of Healthy Childhood Development (PHCD)**

- To register for upcoming High Five Principles of Health Childhood Development (PHCD) Certification at the link below.
  - <https://www.highfive.org/events>

Qualified candidates are invited to submit their resume to Emily Francis, Recreation Program Coordinator no later than Friday January 31, 2025, at 4:00pm. Applications may be submitted via **email or in person** addressed to:

**Emily Francis, Recreation Program Coordinator**

Centre Dufferin Recreation Complex

200 Fiddle Park Lane, Shelburne, ON L9V 3C9

Centre Dufferin Recreation Complex, 200 Fiddle Park Lane, Shelburne, ON L9V 3C9

Phone: (519) 925-2400

[cdrc@shelburne.ca](mailto:cdrc@shelburne.ca)

Please note the position you are applying for in the subject line. We thank all those applicants who apply and advise that only those selected for an interview will be contacted.

The Centre Dufferin Recreation Complex promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The CDRC encourages applications from women, aboriginal peoples. Persons of all races, ethnic origins, religions, abilities, sexual orientations and gender identities and expressions. The CDRC will provide accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted to proceed to the selection process, please advise us if you require any accommodation. Personal information is being collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only for candidate selection.



**EMPLOYMENT OPPORTUNITY**  
CENTRE DUFFERIN RECREATION COMPLEX  
Applications are being received for the position of:

## **SUMMER CAMP - Assistant Supervisor**

**Posted:** Monday December 2, 2024

**Closing:** Friday January 31, 2025 at 4:00pm

**Job Category:** Seasonal Summer Employment

**Wage Range:** Under review

Dependent on experience and qualifications

**Work week:** Mid May-June: Approx. 20-30 hours per week

July and August: Approx. 35-40 hours per week

The CDRC Board of Management is seeking positive, team-oriented individual(s) to join the 2025 summer staff team. Under the direction of the Recreation Program Coordinator and Summer Camp Supervisor, the successful candidate(s) will be involved in a diverse range of job activities to provide successful summer day camp programs.

The Summer Camp Assistant Supervisor serves as an onsite coordinator of the Summer Day Camp Group, managing day to day operations, providing supervision to summer camp counsellors, assisting with leading activities, supporting the overall camp environment. This position takes place in a physically active environment requiring running, walking, lifting, standing etc. A background in child supervision and recreation an asset.

### **Employment period:**

The successful candidates must be available to work scheduled weekdays and attend weeknight/weekend scheduled training sessions. Rotating shift schedules, may start as early as 6:30am and end as late as 6:30pm depending upon program registrations. Accommodating multiple days' vacation may not be possible. All time off requests are required to be submitted at the start of the season or at minimum two (2) weeks in advance.

**Position start date:** Friday June 27, 2025

**Position end date:** Friday August 29, 2025

### **Duties & Responsibilities:**

- Directly supervises Summer Day Camp Counsellors, acting as a leader role model, fostering positive, creative and open learning environments where people feel included as members of a team and are motivated toward common goals.
  - Ensure Summer Day Camp Counsellors initiate, develop and maintain positive relationships with campers and are always engaged and interacting with campers.
  - Assist with mentoring and providing direction to all day camp volunteers.
- Assists with planning, facilitating and delivery of camp programming. Ensure activities are fun, safe, diverse and age appropriate. Modify daily and special activities as directed by the Summer Camp Supervisors. Provides feedback to assist with the evaluation of various programs. Assists with camp wide events, day trips and offsite walking trips.

- Prioritizes participant wellbeing, safety and protection throughout the program. Evaluate situations for potential risks to the safety, protection and well being of participants and staff, proactively taking mitigating actions to address such risks.
  - Responsible for administering medications to the campers at appropriate time.
  - Demonstrates the confidence and ability to make decisions independently of peers and supervisors in the best interests of the program participants. Resolves problems and conflicts effectively as they arise.
  - Attend all staff meetings, training to ensure understanding of the organization and program policies, emergency procedures and their application.
  - Be aware of all participant needs (dietary, medical, behavioral) and all relevant action plans.
  - Maintain accurate records and reports of all incidents promptly and thoroughly, using incident report forms and processes.
  - Responsible for ensuring program attendance is completed and submitted to Recreation Program Coordinator.
  - Supervising and being visible in the camp setting, ensuring program supplies and equipment are set up and put away daily
  - Actively participating in camp with the daily delivery of programming
- Ensure cleanliness and safety of the program area and proper use of program facilities and equipment. Evaluating situations for potential risks and proactively taking action to address such risks and reporting all incidents/concerns/actions or sit to supervisor.
- Performs other related duties as assigned by Recreation Program Coordinator. May be required to perform tasks assigned to other seasonal staff.

#### **Qualifications/Skills & Abilities:**

If you have not yet taken the course, but intend to, please note the course on your application.

- Previous experience in a day camp setting and working with children ages 4-13 years.
- Strong customer service & interpersonal communication skills both verbally & written to ensure positive interaction with campers, counsellors, parents/guardians etc.
- Able to problem solve effectively.
- Strong teamwork skills.
- Various skills that may relate to crafts, sports, aquatics, arts etc. for camp programming
- Current Standard First Aid with CPR-C/AED certification (must be obtained prior to June 6, 2025).
- Completed High Five Principles of Healthy Childhood Development certification or willing to obtain prior to June 6, 2025.
- Microsoft applications & computer skills required.
- Successful candidates will be required to complete a background check, including but not limited to a Vulnerable Sector Check/Criminal Record Check in accordance with the duties of this position.

**Hiring Day** will be held on Saturday February 22, 2025 (time to be confirmed) for successful applicants. You will be contacted if you are invited to attend this day. This day requires mandatory attendance to be considered for the position.

#### **Standard First Aid with CPR-C/AED Certification (Blended Learning)**

- To register for upcoming full course and recertification course at the CDRC, visit the link below:
  - <https://anc.ca.apm.activecommunities.com/cdrc>
- Upcoming course dates:
  - Monday December 30, 2024

#### **High Five Principles of Healthy Childhood Development (PHCD)**

Centre Dufferin Recreation Complex, 200 Fiddle Park Lane, Shelburne, ON L9V 3C9  
Phone: (519) 925-2400

- To register for upcoming High Five Principles of Health Childhood Development (PHCD) Certification at the link below.
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Qualified candidates are invited to submit their resume to Emily Francis, Recreation Program Coordinator no later than Friday January 31, 2025, at 4:00pm. Applications may be submitted via **email or in person** addressed to:

**Emily Francis, Recreation Program Coordinator**

Centre Dufferin Recreation Complex

200 Fiddle Park Lane, Shelburne, ON L9V 3C9

[cdrc@shelburne.ca](mailto:cdrc@shelburne.ca)

Please note the position you are applying for in the subject line. We thank all those applicants who apply and advise that only those selected for an interview will be contacted.

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## **EMPLOYMENT OPPORTUNITY**

### **CENTRE DUFFERIN RECREATION COMPLEX**

Applications are being received for the position of:

## **SUMMER DAY CAMP COUNSELLOR**

**Posted:** Monday December 2, 2025

**Closing:** Friday February 7, 2025 at 4:00pm

**Status:** Seasonal Summer Employment

**Wage Range:** Under review

Dependent on experience and qualifications

**Work week:** July and August: Approx. 15-40 hours per week (dependent on registration numbers)

The CDRC Board of Management is seeking positive, team-oriented individuals to join our 2025 summer staff team. Under the direction of the Recreation Program Coordinator and Summer Camp Supervisor, the successful candidates will be involved in a diverse range of job activities to provide successful summer day camp programs. This position takes place in a physically active environment requiring running, walking, lifting, standing etc. A background in child supervision and recreation considered an asset.

### **Employment period:**

The successful candidates must be available to work scheduled weekday shifts and attend weeknight/weekend scheduled trainings. Hours may start as early as 6:30am and end as late as 6:30pm dependent on day camp registrations. Accommodating multiple day vacation may not be possible. All time off requests must be submitted at the start of the season or at minimum two (2) weeks in advance.

**Position start date:** Monday June 30, 2025 (with meetings and trainings scheduled prior to June 2025)

**Position end date:** Friday August 29, 2025

### **Duties & Responsibilities:**

- Attend and participate in all staff meetings and trainings prior to and throughout the 2025 summer season. Staff training is considered MANDATORY. Demonstrate and maintain all skills relevant to the position. Read, acknowledge, and abide by the current CDRC Day Camp Manual
- Ensure the safety, enjoyment, and care of registered participants in the CDRC Day Camp program. Actively lead, engage, and participate in all program activities. Facilitates daily camp activities such as sports, games, crafts, swimming, and special events. Help ensure programming is inclusive and adapted to camper needs with regards to safety, hygiene, weather, etc.
- Closely monitor camper conduct and provide in-water supervision during swim times. Camp staff are required to be in the water with campers. Ensure safe practice and policies of the camp areas are adhered to by all participants.
- Prepare and organize program equipment and supplies, reporting any inventory shortages/damages to the Summer Camp Supervisor/Assistant Camp Supervisor.
- Maintain positive, constructive relationship with staff and volunteers with the goal of meeting camper needs.
- Provides regular updates and feedback to the Summer Camp Supervisor and Recreation Program Coordinator.

Centre Dufferin Recreation Complex, 200 Fiddle Park Lane, Shelburne, ON L9V 3C9

Phone: (519) 925-2400

- Ensure prompt attendance and decorum including dress code. Arrive at the facility on time for the start of shifts to prepare for the day and start the program according to schedule.
- Maintain a clean and safe environment of the camp facility, change rooms and washrooms on a regular basis.
- Work co-operatively as a part of a team with all CDRC staff, campers, volunteers, and general public.
- Actively participate in the pool setting assisting with supervision during camp swim time.
- Other duties as assigned by the Summer Camp Supervisor/Assistant Supervisor and Recreation Program Coordinator.

### **Qualifications/Skills Requirements**

If you have not yet taken the course, but intend to, please note the course on your application.

- Experience in child supervision and/or volunteer experience in a camp or similar recreational setting is an asset.
- High energy, self starter, strong teamwork skills.
- Strong customer service & interpersonal communication skills both verbally & written with patrons, supervisors, and colleagues.
- Current Standard First Aid with CPR-C certification required.
- Completed High Five Principles of Healthy Childhood Development certification required.
- Successful candidates will be required to complete a background check, including but not limited to a Vulnerable Sector Check/Criminal Record Check in accordance with the duties of this position.

**Hiring Day** will be held on Saturday February 22, 2025 (time to be confirmed) for successful applicants. You will be contacted if you are invited to attend this day. This day requires mandatory attendance to be considered for the position.

### **Standard First Aid with CPR-C/AED Certification (Blended Learning)**

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- Upcoming course dates:
  - Monday December 30, 2024

### **High Five Principles of Healthy Childhood Development (PHCD)**

- To register for the upcoming High Five Principles of Health Childhood Development (PHCD) Certification, visit the link below:
  - <https://www.highfive.org/events>

Eligible candidates are invited to submit their resume to Emily Francis, Recreation Program Coordinator no later than Friday February 7, 2025, at 4:00pm by **email or in person** addressed to:

### **Emily Francis, Recreation Program Coordinator**

Centre Dufferin Recreation Complex  
200 Fiddle Park Lane, Shelburne, ON L9V 3C9  
(519) 925-2400  
[cdrc@shelburne.ca](mailto:cdrc@shelburne.ca)

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## **CENTRE DUFFERIN RECREATION COMPLEX**

### **BOARD OF MANAGEMENT**

#### **Minutes of Special Meeting held December 4, 2024 at 4:30pm via Zoom**

Attendance:	Dan Sample	Shelburne
	Chris Gerrits	Amaranth
	Andrew Stirk	Amaranth
	Ruth Plowright	Melancthon
	Ralph Moore	Melancthon
	Melinda Davie	Mono

Absent: Shane Hall and Robb Stinson

Meeting called to order by Board Chair, Melinda Davie at 16:31pm.

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 D. Sample seconded by A. Stirk. Be it resolved we approve the agenda dated December 4, 2024 as circulated and presented. Carried

#### **Resolution to Enter a Closed Session:**

**MOTION #2** – Moved by C. Gerrits seconded by R. Moore. That the CDRC Board of Management move into a closed session at 16:34pm in accordance with subsection 239(2) of the Municipal Act to discuss personal matters about identifiable persons.  
Carried

#### **Resolution to Rise from a Closed Session:**

**MOTION #3** – Moved by D. Sample seconded by A. Stirk. That we rise and report at 17:30pm. The board chair will communicate with the individuals as directed.  
Carried

**Confirmation by By-law:**

**MOTION #4** – Moved by D. Sample seconded by A. Stirk. Be it resolved that leave be given for the reading and enacting of by-law #08-2024 being a by-law to confirm certain proceedings of the CDRC Board of Management for its special board meeting held December 4, 2024. Carried

**Adjournment:**

**MOTION #5**- Moved by D. Sample seconded by R. Moore. That we now adjourn at 17:33pm. Carried

\_\_\_\_\_  
Secretary - Treasurer

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Dated

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

**Minutes of the Regular meeting held January 29, 2025 at 5:30pm held virtually**

Attendance:	Dan Sample	Shelburne
	Robb Stinson	Shelburne
	Melinda Davie	Mono
	Andrew Stirk	Amaranth
	Chris Gerrits	Amaranth
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator

Absent: S. Hall, R. Plowright and R. Moore

Meeting called to order by Facility Administration Manager, Kim Fraser at 5:30pm.  
A quorum was present.

Kim Fraser welcomes all board members

**Land Acknowledgement:**

Land Acknowledgement read by Administration Manager, Kim Fraser

**Elections:**

The floor is opened to nominations for Board Chair

Chair: Moved by C. Gerrits, seconded by R. Stinson to nominate Melinda Davie for CDRC Board Chair. Carried

Melinda Davie accepts nomination.

Hearing no further nominations:

Moved by A. Stirk, 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 C. Gerrits, seconded by M. Davie to nominate Andrew Stirk for CDRC Board Vice-Chair. Carried

Andrew Stirk accepts the nomination.

Hearing no further nominations:

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

Andrew Stirk accepts the position of CDRC Board Vice-Chair.

**Committees for 2025:**

The group agreed to keep the same appointments of the subcommittees for 2025.

**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 D. Sample seconded by R. Stinson. Be it resolved we approve the agenda dated January 29, 2025 as circulated and presented. Carried

**Discussion & Approval of Minutes of Previous Meetings held November 24, 2024:**

**MOTION #2** – Moved by A. Stirk seconded by D. Sample. That the minutes of the CDRC Board of Management previous board meeting held on November 27, 2024 be approved as circulated and presented. Carried

**Correspondence:**

- Pickin in the Park-request to use CDRC entrance to access Fair Grounds for event July 21-28, 2025.

**MOTION #3** – Moved by C. Gerrits seconded by A. Stirk. That correspondence is received and placed on file. Carried

**Financial Report:**

After reviewing the CDRC financial reports and accounts the following motion was presented.

**MOTION #4** – Moved by C. Gerrits seconded by A. Stirk. That the CDRC Board of Management receive the financial reports and paid accounts in the amount of \$165,921.16, as presented by the Facility Administration Manager. Carried

Review 2025 Capital Budget Option A or B. After discussion, the Board agrees and gives direction to select Option B.

Short term investment options. The board discussed possible investment options. D. Sample will have a conversation with the Town of Shelburne Treasurer and report back.

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

See Schedule A

See Schedule B – H&S: D. Sample will speak with Town of Shelburne reps and report back.

**MOTION #5** – Moved by D. Sample seconded by R. Stinson. 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 #6** - Moved by R. Stinson seconded by A. Stirk. That we receive the report from the Facility Maintenance Manager. Carried

**New Business:**

**Dufferin Country request to host an EV test drive event at CDRC:**

Members were all in favor of following up with the request

**Change of CDRC Bank Authorities:**

**MOTION #7** – Moved by R. Stinson seconded by D. Sample. Be it resolved that the signing authorities for all CDRC bank accounts be Administration Manager-Kim Fraser; Board Chair-Melinda Davie and Vice-Chair-Andrew Stirk.

Carried

**CDRC 2025 Board Meetings:**

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

February 26, 2025	March 26, 2025	April 23, 2025	May 28, 2025
June 25, 2025	July 23, 2025	August 27, 2025	September 24, 2025
October 22, 2025	November 26, 2025		

**Confirmation by By-law:**

**MOTION #8** – Moved by D. Sample seconded by C. Gerrits. Be it resolved that leave be given for the reading and enacting of by-law #01-2025 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held January 29, 2025.

Carried

**Adjournment:**

**MOTION #9-** Moved by A. Stirk seconded by D. Sample. That we now adjourn at 6:35pm to meet again on Wednesday, February 26, 2025 at 5:30pm or at the call of the chair.

Carried

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Secretary - Treasurer

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Chairperson

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Dated



## SCHEDULE 'A'

Facility Administration Managers Report – January 29, 2025**General Overview/Information:**

- Continual day-to-day administrative duties that include phone calls and walk-in inquiries, invoicing and collections, process payables and disbursements, bank deposits, rental contracts, bookings, monitoring the rental schedule, monthly account reconciliations and payroll administration.
- Working at closing 2024 financial year end and reconciling year end reports to HST, source deductions, 2024 t-4's, OMERS, WSIB, etc.
- 2025 Canada Summer Job application completed and submitted through the GCOS (Grants and Contributions Online Services) account on December 19, 2024.
- Ongoing, receiving and responding to numerous and various facility rental booking requests and walk-ins. Some site visits requested. Preparing rental contracts and insurance requirement.
- Below is a snapshot of facility rentals

Week	Ice Rental Hrs	Event/Room Oth Rentals	SMHA portion
Week: Nov 25-Dec 1	60.5	4	25.5
Week: Dec 2-8	53	6	26.5
Week: Dec 9-15	53.5	4	27.5
Week: Dec 16-22	50	-	26.5
Week: Dec 23-29	12	1	1
Week: Dec 30-Jan 5	37	-	17
Week: Jan 6-12	54	5	29
Week: Jan 13-19	56	2	27.5

- Invited Jenya Feldman to an upcoming meeting, he has requested to attend February 26, 2025 meeting
- Met with Dufferin Country Community Services (DCCS) staff to review childcare fee subsidy program
- Invoice received for the final 2% warranty holdback on the roof project. Grant reports will be submitted once the cheques clear.
- KTH confirmed reimbursement for annual cost of the new fibre internet
- Seasonal summer employment opportunities posted and will soon close.
- Telephone system went down December 16<sup>th</sup>. Technician set up 2 temporary phones until the system is restored.
- Outlook was not working on my computer the week of December 30<sup>th</sup>, until Dufferin Country IT was available on January 3<sup>rd</sup>.
- Orangeville Girls Tigers – tournament held Jan 24, 25 & 26 with 23 games played

- Continuing to communicate with seasonal ice user groups and potential new rentals:
  - o SMHA – ongoing schedule changes and accommodating private ice rental requests
  - o SMHA – beginning to schedule playoffs
  - o CDDHS boys varsity – 1 regular season home game remaining
  - o Skate Canada Shelburne (SCS)-confirmed Bring On the Fun (BOTF) event for end of March, dates to be confirmed
  - o Hyland Heights ES – scheduled 3 skating rentals (Jan/Feb)
  - o Glenbrook ES – scheduled 12 kindergarten and primary skating rentals (Jan/Feb/Mar)
- Upcoming event rentals:
  - o Free Yoga (sponsored) on Monday nights in T&C room to resume February 24<sup>th</sup>.
  - o Orangeville Blitz – home game scheduled February 15<sup>th</sup> and T&C room
  - o Shelburne Skating Club (SCS) – carnival March 1<sup>st</sup>
  - o MacDougall Hockey skills - skills clinics March 10-14 from 10am-12pm each day
  - o Town of Shelburne – Job Fair scheduled April 24<sup>th</sup>
  - o Scheduling facility rentals into 2026

### **New Business**

- As there is a demand and need for any additional ice, next season I would like to consider starting Sunday mornings rentals 30 minutes earlier, from 8:30am to 8:00am. This will affect the 2-Sunday morning men's groups and ladies broomball.
- I would like to look into setting up EFT payments and move away from cheques
- Will submit community use application to UGDSB for summer use of Glenbrook outdoor space once the application process is open
- Dufferin County IT requesting a review of the MOU for services

Kim Fraser,  
Facility Administration Manager

## SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: Wednesday January 29, 2025

Subject: Recreation Program Coordinator Report

### December/January Overview

- Continuing to assist with day-to-day operations including phone inquiries, email inquiries, walk in inquiries.
- Continuing to update the CDRC information on the Town of Shelburne website and actively creating graphics and posting on the CDRC social media. Creating posts for our lobby tv playlist.
- Planned our first CDRC Staff Holiday Party on Monday December 30, 2024. Staff were invited for a Glow in the Dark Skate followed by dinner in the Town and Country Room.
- Preparation for the upcoming summer 2025 season. Collecting and preparing content for the 2025 Spring and Summer Recreation Guide.
- Beginning to build all our summer programs into the Active Net Software,
- **2025 Seasonal Summer Employment Opportunities**
  - The CDRC is currently hiring to fill the following positions:
    - Summer Day Camp Supervisor
    - Assistant Camp Supervisor
    - Summer Day Camp Counsellor
    - Deck Supervisor
    - Lifeguard/Instructors
  - Applications close between Friday January 24, 2025 – Friday February 7, 2025.
- Attended a meeting at the Mount Forest Community Complex with 3 fellow municipalities to discuss upcoming recreation programs. We spent the duration of the meeting reviewing camp programming, sharing ideas, reviewing policies and procedures etc.
- Joined a group called the SCRA (Simcoe County Recreation Alliance) that meets virtually once a month. The first meeting attended on Thursday January 16, 2025.
- Met with Aimee and Jenna in the Community Services department at the County of Dufferin to discuss the upcoming 2025 summer and the process for families utilizing the childcare fee subsidy program.
- Communicating with the County of Dufferin Health and Safety Advisor regarding training for the CDRC staff.

### Programming Updates

- **Camp Offsite Bus Trip:** On Thursday January 2, 2025, our Day Camp took the first offsite trip via bus. Campers and staff visited the Alder Street pool for a 1-hour swim. Campers had access to both the leisure pool, splash pad and water slide. This was a test run to explore if it is something to add into our summer day camp program. The trip went amazing, both staff and campers are excited about offsite bus trips in the future. I have been contacting local trip options to explore any opportunities we may have for the summer.
- **New drop-in schedule published for the remainder of the ice season.**
  - Parent and Tot/Adult Skate has been combined and is now Leisure Skate on Wednesday's from 9:30-11:00am. Due to lack of participation, we have combined this skate and extended it in hopes to get some skaters out.
  - Public skating continues Friday afternoons from 4:30-5:50pm. Additional skates will be offered when there is availability.

- Drop in pickleball continues Wednesday's weekly from 9:30-11:30am. Those interested in booking the pickleball court can do so online. Bookings available based on facility availability.
- **4 Week Pickleball Sessions** in partnership with Taylored Pickleball Academy have been rescheduled due to lack of registration. Sessions will be held in April on the arena floor. Participants will be offered a refund if they prefer not to join the April session.
- **Registration is now open for:**
  - March Break Camp
  - PA Days (April and June)
  - Upcoming Youth Nights
  - Babysitter Training Course
- **Summer Day Camp and Outdoor Pool Program registration set to open for viewing the week of March 18.**
  - Camp registration opens Tuesday March 25, 2025 online at 8:00am
  - Outdoor pool registration opens April 1, 2025 online at 8:00am

SCHEDULE 'C'

Facility Maintenance Managers Report –Jan 2025

GENERAL INFORMATION

Working on Facility managers job description

Updating details in capital

Staff schedule updates

Dressing rooms cold had come by went over system air lock and pump bearing assembly failure. Also gain further understanding of the heating system.

Compressor failure over heating trouble shoot called tech found electric contactor faulty for pump replaced contact.

Dehumidifier # 1 sensor replaced

Dehumidifier # 2 stopped working trouble shoot replace fuse

New fibre installed and running.

Memorial program found an individual seeking the same information will be following up if he has had better luck from the town of Caledon.

Water flow issues dressing rooms tech to help troubleshoot

Semiannual fire snack bar inspection

Information webinar ORFA

Auxiliary heaters motors have quit waiting on quote.

Overhead door repair \$625.00 emergency repair day, replace parts 1658.00 total

EV charger I have not made any inquiry yet, as the town was going to pass on information as they received it. But I will ask shortly.

Phone system down quick fix, seeking prices and options after viewing options have decided to repair system that is in place.

Modulating gas valve has failed roof top unit waiting on price

Certificate of final acceptance and payment of holdback for roof was completed.

Capital details

2500 Marketing Agency develop a logo design

5000 Bring hydro to road sign and check MTO needs produce a tender for the project.

10000 Get a quote for all doors to be replaced that need replacing.

4250 Cost of a Sea can and the location that it would be placed at and what would go into it.

4500 Replacement of the overhead door mechanism to electric for safety and convenience.

3000 Walking track around the arena need to redesign the layout of the player bench area different mating side modifications to timekeepers' box, etcetera.

3000 T&C kitchen updates cupboard hardware to basic supplies knives & forks.

12000 boiler replacement #2 dressing room  
pipe reworking

5000 Arena sound system determine needs what upgrades do we want.

2500 basketball nets, balls and line markings, court side to side.

6000 install brine pumps

12000 new 100 folding and 100 stackable chairs T&C

6000 pool program replacement items wear and UV

5000 landscape pool outside of gate to remove mud

2000 additional deep fryer speed up orders

5000 roller skates 100 rentals @ \$20.00 per pair (see detail note)  
2000 lighting for arena special events  
1200 Table replacement T&C  
1200 staff fridge with water ice dispenser hydrate lifeguard's  
2000 Phone system up grade

Draft roller skate plan

### Roller Skating CDRC

Like public skating

Helmets highly recommended above certain age bring your own.

Any helmet

Separate line item to follow all cost for equipment, space and all staffing requirements to support.

Furniture — storage units for skates

Equipment — skates to rent, digital waivers, online registration, regarding helmets, extra floor cleaning, staff to monitor, maintenance cost,

In house Marketing

Old-school-style nostalgic - skating birthday parties, scripted for DJ style for staff to use can be computer.

Arena floor may move up to T&C for special occasions.

Copyright license to play music for events.

Guest feedback collection tools

Teens and young adults — book a DJ on Saturday after 8 pm. Play top 40 hits and alter the lighting to feel more like a nightclub

Nostalgia seekers — host a “classics” or “oldies” night, where the music represents the most popular songs from particular eras

Families with children — keep the lights bright on weekend afternoons through early evenings. Play modern songs mixed with classic hits that are appropriate for all ages. Mix in fun songs encouraging participation on the skating floor, like the Chicken Dance and the Hokey Pokey

Beginners — offer skating lessons on weekend mornings for those looking to brush up on their skating skills

Toddlers — block times that are exclusive for toddlers and young kids to skate without having to worry about older kids who may be more aggressive

Like public skating

Helmets recommended above certain age

Any helmet

100 Plus rental skates purchase through the global market? Verses \$100.00 plus Canadian cost.