

**CENTRE DUFFERIN RECREATION COMPLEX**

**BOARD OF MANAGEMENT**

**Minutes of the Regular meeting held February 26, 2025 at 5:30pm Pool View Room**

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

Absent: S. Hall

Meeting called to order by Board Chair, Melinda Davie at 5:30pm.  
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 D. Sample. Be it resolved we approve the agenda dated February 26, 2025 as circulated and presented. Carried

**Discussion & Approval of Minutes of Previous Meetings held December 4, 2024 and January 29, 2025:**

**MOTION #2** – Moved by D. Sample seconded by R. Moore. That the minutes of the CDRC Board of Management previous board meetings held on December 4, 2024 and January 29, 2025 be approved as circulated and presented. Carried

**Enter a Closed Session:**

Staff step out at 5:40pm

**MOTION #3** – Moved by D. Sample seconded by C. Gerrits. That the CDRC Board of Management move into a closed session meeting at 5:40pm pursuant to subsection 239(2) of the Municipal Act, 2001, as amended for the following reason: Personal matters about an identifiable individual, including a municipal or local board employee. Carried

**Rise from a Closed Session:**

Staff return at 6:00pm

**MOTION #4** – Moved by C. Gerrits seconded by A. Stirk. That we rise from closed session at 6:00pm. Carried

**Old Business:**

**Hockey Training Institute:**

Further to the email presented at the November 27, 2024 meeting, Jenya Feldman and Rob Cordeiro from HTI addressed the CDRC Board to further discuss the opportunity of making the CDRC and Shelburne their future home.

**Enter a Closed Session:**

Staff step out at 6:23pm

**MOTION #5** – Moved by C. Gerrits seconded by D. Sample. That the CDRC Board of Management move into a closed session meeting at 6:23pm pursuant to subsection 239(2) of the Municipal Act, 2001, as amended for the following reason: Personal matters about an identifiable individual, including a municipal or local board employee. Carried

**Rise from a Closed Session:**

Staff return at 6:33pm

**MOTION #6** – Moved by A. Stirk seconded by C. Gerrits. That we rise from closed session at 6:33pm. Carried

**New Business:**

**Shelburne Muskies Intent to Return for 2025-2026 Season:**

After discussion of the email submitted by Shelburne Muskies representative, Corey Allen the following motion was presented:

**MOTION #7** – Moved by C. Gerrits seconded by D. Sample. That the CDRC Board of Management supports home game and practice ice rentals to the Shelburne Muskies if a team is formed for the 2025-2026 season. And further, staff is directed to provide a letter of confirmation for their application. Carried

**DCCS Service Contract for Fee Subsidy 2025**

**MOTION #8** – Moved by R. Moore seconded by R. Stinson. 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 2025.

Carried

**Financial Report:**

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

**MOTION #9** – Moved by R. Plowright seconded by D. Sample. That the CDRC Board of Management receive the financial reports and paid accounts in the amount of \$88,228.87, as presented by the Facility Administration Manager. Carried

**Correspondence:**

- Interest in establishing a rollerblade hockey club

**MOTION #10** – Moved by C. Gerrits seconded by D. Sample. That correspondence is received and placed on file. Carried

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

See Schedule A

See Schedule B

**MOTION #11** – Moved by R. Stinson seconded by R. Moore. 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 #12** - Moved by R. Stinson seconded by C. Gerrits. That we receive the report from the Facility Maintenance Manager. Carried

**Confirmation by By-law:**

**MOTION #13** – Moved by D. Sample seconded by R. Moore. Be it resolved that leave be given for the reading and enacting of by-law #02-2025 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held February 26, 2025. Carried

**Adjournment:**

**MOTION #14**- Moved by D. Sample seconded by R. Moore. That we now adjourn at 6:40pm to meet again on Wednesday, March 26, 2025 at 5:30pm or at the call of the chair. Carried

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

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Dated

SCHEDULE 'A'

Facility Administration Managers Report – February 26, 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.
- Continuing to work on closing 2024 financial year end and reconciling year end reports to HST, source deductions, 2024 t-4's, OMERS, WSIB, etc.
- 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: Jan 20-26	57.5	5	14
Week: Jan 27-Feb 2	50	1	26.5
Week: Feb 3-9	58.5	2	29
Week: Feb 10-16	53	2	23.5
Week: Feb 17-23	52	4	25.5

- Submitted application and received approval and permit from UGDSB to use Glenbrook outdoor space for summer day camp program
- Sitting in on individual summer staff interviews
- Employment opportunity posted for Recreation Administration & Customer Service Assistant. Posting is closed and will review and schedule interviews.
- Mail delivery is extremely slow, I posted cheques middle of January and finally started to see cheques clearing at the end of the first week of February. Two cheques have not reached their destination and will need to be cancelled and reissued.
- Telephone system went down December 16<sup>th</sup>. Technician set up 2 temporary phones until the system is restored.
- Free Family Day Skate (sponsored) – well attended event
- 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 – teams are beginning to get eliminated from next round of playoffs
  - o SMHA – spoke with vice-president regarding CDRC curfewing games. I suggested they send a letter explaining OMHA requirements as well as staff meet with SMHA to discuss further.
  - o CDDHS girls varsity – Championship game scheduled at CDRC on February 27<sup>th</sup>
  - o CDDHS jr. boys – tentative tournament scheduled March 20<sup>th</sup>
  - o SCS – Bring on the Fun (BOTF) event. I've requested confirmation on dates and times as other rental inquiries are coming in

- Free Yoga (sponsored) on Monday nights in T&C room has resumed
- Upcoming event rentals:
  - Polar Plunge event was cancelled on Feb 17 due to weather – rescheduled for March 30<sup>th</sup>

**New Business**

- Received information from RLB auditors to begin 2024 financial review

Kim Fraser,

Facility Administration Manager

SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis  
To: CDRC Board of Management  
Date: Wednesday February 26, 2025  
Subject: Recreation Program Coordinator Report

**February 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.
- **Hiring Update:** We are working through completing all our interviews for the 2025 seasonal summer positions. Individual interviews have been conducted for the Camp Supervisor and Assistant Camp Supervisor positions. Interviews are booked for the remaining positions. Conducted 2 Summer Day Camp Counsellor Group Interviews on Tuesday February 18 and Thursday February 20, 2025. Utilized the Bookings app on Microsoft Office for candidates to book their own interviews in a time slot that works for them.
- **2025 Spring/Summer Recreation Guide:** Content has been submitted for the Spring/Summer Recreation Guide. Over the coming weeks we will receive a draft to be reviewed with the opportunity to make adjustments and changes.
- **2025 Summer Program Registration:** Continuing to build all summer programs into our Active Net Registration Software.
- Attending an in-person recreation meeting on Thursday February 27, 2025 with the Simcoe County Recreation Alliance in Barrie. Discussions scheduled around upcoming summer programming.
- Preparing for upcoming March Break Camp. Campers will be attending the events put on by the Shelburne Public Library on Tuesday, Wednesday and Thursday.
- **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
- Beginning to receive requests for upcoming School Pool Rentals. Both Centennial Hylands and Grand Valley Public Schools have booked multiple dates.
- Meeting with OPP Community Liaison Officer on Friday to discuss the opportunity to partner and offer a Junior Police Summer Camp.
- Preparing and reviewing documents for Seasonal Summer Staff Training. Planning our multi municipality training with Township of Wellington North, Town of Minto and Township of Mapleton. Meeting in person in Mount Forest on Tuesday March 4, 2025 to discuss summer programs and finalize our details for training day.
- Continuing to update our content on the Town of Shelburne website to prepare for the upcoming website change.

**Centre Dufferin Recreation Complex – 2025 Sponsorship Opportunities**

The Centre Dufferin Recreation Complex (CDRC) is excited to announce our 2025 sponsorship opportunities. Throughout July-August, the CDRC operates a seasonal outdoor pool and 9-week summer day camp program. By partnering with local businesses and organizations, we can continue to enhance the program offerings and provide new opportunities to our community.

**Public Swim Sponsorship Program**

The Seasonal Aquatics team at the Centre Dufferin Recreation Complex is offering you a chance to sponsor FREE public swimming for the 2025 pool season. Public swims take place daily, Sunday – Saturday from 2:30-4:30pm.

Your sponsorship will assist in providing recreation and enjoyment for our community. Your business will be listed on our website, facility calendar, social media and will receive advertising at the pool on the day of the sponsored swim. Businesses/organizations interested in being present on the day of the event and interacting with the participants may be required to provide a Certificate of Insurance.

**Cost Per Swim:**

**Day Camp Sponsorship Program**

The Centre Dufferin Recreation Complex (CDRC) runs a 9-week summer day camp program. This program offers unique experiences for children in the community to meet new friends, participate in a variety of activities and enjoy their summer break in a fun, engaging environment.

The CDRC is seeking sponsorship to enhance our current program by funding various aspects of our camp including transportation for excursions, special guest visitors and program supplies. A donation of any dollar amount will make a huge difference on our 2025 summer day camp program. Sponsors' logo will be included in our Summer Day Camp Parent Package and newsletter, on our camp promotional material and promoted on our CDRC social media channels.

Thank you for taking the time to consider sponsoring the Centre Dufferin Recreation Complex (CDRC) summer recreation programs.

Sincerely,

**Emily Francis**

Recreation Program Coordinator  
Centre Dufferin Recreation Complex

**Please return this form and your payment to:**

Centre Dufferin Recreation Complex  
 200 Fiddle Park Lane, Shelburne ON L9V 3C9  
 Phone: 519-925-2400 Email: cdrc@shelburne.ca

**CDRC Summer Program: Sponsorship Agreement**

BUSINESS NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**Public Swim Sponsorship**

Preferred Date	x	COST: \$	=	Total
				\$
				\$
				\$

**Day Camp Sponsorship**

X	Sponsorship	Financial Contribution	Total
	Guest Visitor (Magic Show, Animal Shows, Face Painter etc.)	\$	\$
	Excursion Costs (Admission fees, bussing)	\$	\$
	Program supplies (arts and crafts, sports equipment etc.)	\$	\$
	General Donation – Funds will be applied where they are most needed.	\$	\$
Total Financial Contribution			\$

**Don't forget to submit your company logo! Acknowledging your support is important to us. Logos will be highlighted in our weekly camp information throughout the summer as well as posted on CDRC social media and website content.**

**Method of Payment (Circle method of payment)**

- Invoice
- Cheque
- Cash
- Etransfer ([kfraser@shelburne.ca](mailto:kfraser@shelburne.ca))

**THANK YOU FOR YOUR SUPPORT!**

SCHEDULE 'C'

Facility Maintenance Managers Report –Feb 26 2025

GENERAL INFORMATION

Staff schedule updating

More than usual snow, ice removal and salting.

PT Olympia driver quit no notice given short staff I'm filling in for shifts That other staff are not able to be covered. Have begun to increase an occasional PT staff (Cal) to run the Olympia.

TSSA compressor room inspection NOTES: B52- 5.11.1 Signs (all systems) Each refrigeration system shall be provided with a permanent sign that is securely attached KORE Mechanical is providing a permanent sign for compressor room

Auxiliary heaters motors have been replaced.

Phone system repaired some phone sets upgraded (Item was budgeted)

Modulating gas valve roof top HVAC replaced.

Great turnout for the BLIZ hockey game despite the weather Feb 15 snack booth busy, booster upstairs with a band.

Advance poll for elections went well.

Arena lobby door hinge weld failed to make a solid temporary repair. Will require new door. Will include these

doors with the other door replacement that is in the 2025 budget

Arena ice surface, centre speaker failed took down trouble shoot rewired to remove shorted speakers.

New

required it is a 2025 budgeted item

North end auxiliary dehumidifier for ice surface serviced while Kore mechanical was in to installing above

signage for the compressor room.

**CENTRE DUFFERIN RECREATION COMPLEX**

**BOARD OF MANAGEMENT**

**Minutes of the Special meeting held March 31, 2025 at 2:30pm held Virtually**

Attendance:	Melinda Davie	Mono
	Ralph Moore	Melancthon
	Ruth Plowright	Melancthon
	Andrew Stirk	Amaranth
	Chris Gerrits	Amaranth
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator
	Roseann Knechtel	Mulmur Township

Absent: S. Hall, D. Sample and R. Stinson

Meeting called to order by Board Chair, Melinda Davie at 2:30pm.  
A quorum was present.

**Request from Mulmur Township to Move the Kraft Hockeyville events to the CDRC:**

Due to power outages caused by the recent ice storm, Mulmur Township reached out to the CDRC on March 31<sup>st</sup> asking if the Kraft Hockeyville events planned for April 4<sup>th</sup> and 5<sup>th</sup> could be moved to the CDRC. Roseann Knechtel from Mulmur Township, was in attendance to provide information and answer Board members questions.

The CDRC was scheduled to take the ice out on April 1<sup>st</sup> for the spring/summer floor rental season. Staff are confident that the schedule can be pushed a few days without causing too much inconvenience to the spring floor rentals and confident in taking on this event.

After discussion the following motion was presented:

**MOTION** – Moved by C. Gerrits seconded by A. Stirk. The CDRC Board of Management provide full support to Mulmur Township and provide the facility at not cost for the Kraft Hockeyville events scheduled April 4<sup>th</sup> and 5<sup>th</sup>, 2025. Carried

**Adjournment:**

**MOTION #14-** Moved by R. Moore seconded by R. Plowright. That we now adjourn at 3:00pm to meet again on Wednesday, April 23 2025 at 5:30pm or at the call of the chair. Carried

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

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Chairperson

\_\_\_\_\_  
Dated

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

**Minutes of the Regular meeting held April 23, 2025 at 5:30pm Pool View Room**

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

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

Absent: S. Hall, C. Gerrits and R. Stinson

Meeting called to order by Board Chair, Melinda Davie at 5:30pm.  
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 April 23, 2025 as circulated and presented. Carried

**Discussion & Approval of Minutes of Previous Meetings held February 26, 2025 and March 31, 2025:**

**MOTION #2** – Moved by R. Moore seconded by A. Stirk. That the minutes of the CDRC Board of Management previous board meetings held on February 26, 2025 and March 31, 2025 be approved as circulated and presented. Carried

**Correspondence:**

- Thank you from Help the Honeydome Hockey Tournament
- CDDHS Gr12 Leadership class-request to coordinate a used sports equipment drive at the CDRC
- Canada Summer Jobs 2025 Grant Approval
- Letter regarding SMHA banners

**MOTION #3** – Moved by D. Sample seconded by A. Stirk. That is received and placed on file. Carried

**Financial Report:**

For review, draft financial statements, year ended December 31, 2024 prepared by RLB were presented. Board members were asked to send any comments or questions before the next meeting. Report to be approved at the next meeting.

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

**MOTION #4** – Moved by R. Plowright seconded by D. Sample. That the CDRC Board of Management receives the financial reports and paid accounts in the amount of \$84,370.14, as presented by the Facility Administration Manager. Carried

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

See Schedule A

See Schedule B

**MOTION #5** – Moved by D. Sample seconded by R. Moore. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator. Carried

**MOTION #6** – Moved by R. Plowright seconded by A. Stirk. That the Board of Management approves a budget of \$2,000.00 for the off-site Day Camp training day on May 31<sup>st</sup> and the Staff Appreciation/Bonding request. Carried

**MOTION #7** – Moved by R. Moore seconded by R. Plowright. That the Board of Management approves the professional development request from the Recreation Program Coordinator in the amount of \$1,100.00 plus HST for Legal Awareness Part 1 and Part 2 offered by ORFA. Carried

**Facility Maintenance Manager's Report:**

See Schedule C

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

**New Business:**

**TR's Lacrosse Camp 2025 Request:**

So not to interfere with the CDRC Day Camp program, TR's Lacrosse Camp will be offered other available floor rental options.

**Lifesaving Society-Swim Program License Agreement Renewal:**

**MOTION #9** – Moved by R. Moore seconded by R. Plowright. Be it resolved the CDRC Board of Management authorizes the Facility Administration Manager to sign the attached Swim Program License Agreement between Lifesaving Society and the Centre Dufferin Recreation Complex for the 2025 season. Carried

**Citation Canada:**

Staff reviewed options for WHMIS/H&S training to employees. After Board review and discussion, the following motion was presented.

**MOTION #10** – Moved by D. Sample seconded by A. Stirk. Be it resolved the CDRC Board of Management approves the Citation Canada quotation for employee training in the amount of \$3,544.20 plus HST for 1-year. Carried

**New CDRC Logo Presentation:**

After the presentation of the new logo design, the following motion was presented.

**MOTION #11** – Moved by R. Plowright seconded by A. Stirk. Be it resolved the CDRC Board of Management accepts the new logo design as presented. Carried

**Confirmation by By-law:**

**MOTION #12** – Moved by R. Moore seconded by R. Plowright. Be it resolved that leave be given for the reading and enacting of by-law #03-2025 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held April 23, 2025. Carried

**Adjournment:**

**MOTION #13-** Moved by R. Moore seconded by R. Plowright. That we now adjourn at 6:38pm to meet again on Wednesday, May 28, 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 – April 23, 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.
- Completed 2024 financial review with auditors and year end HST, source deductions, 2024 t-4's, OMERS, WSIB, etc submitted.
- 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: Feb 24-Mar 2	61.5	2	27
Week: Mar 3-9	36	5	17
Week: Mar 10-16	38.5	3	16.5
Week: Mar 17-23	46	8	19.5
Week: Mar 24-30	46.5	4	7
Week: Mar 31-Apr 6	6.5	4	1
Week: Apr 7-13	0	1	0
Week: Apr 14-20	5	5	0

- Continuing to communicate with seasonal user groups and facility rentals:
  - o SMHA – ongoing schedule changes and accommodating private ice rental requests
  - o SMHA – 2 SMHA teams won their division championship
  - o SMHA - season end awards night held April 15<sup>th</sup>
  - o CDDHS girls varsity – finished 1<sup>st</sup> in regular season and moved onto competing at CWOSSA
  - o Shelburne Skating Club (SCS) – Bring on the Fun held a successful event March 29<sup>th</sup> & 30<sup>th</sup>
  - o MacDougall Hockey skills - skills clinics March 10-14 from 10am-12pm each day
  - o Polar Plunge event rescheduled for March 30<sup>th</sup> was cancelled due to ice storm
  - o Kraft Hockeyville-Apr 4<sup>th</sup> and 5<sup>th</sup>. Huge successful event. CDRC concession generated \$8,100.00 in sales
  - o Arena floor rentals and programs, including pickleball began Apr 16
  - o GLK Gold appraisal-March 23. Has booked 2 additional events on June 14 and Sept 26
  - o CDDHS Commencement ceremonies – booked Wednesday June 26 on arena floor
  - o Elections Ontario-Advance Polls: 3-days Feb 20-22, Election Day: Feb 27

- Elections Canada-completed and submitted lease agreement. Advance Polls: 4-days Apr 18-21, Election Day: Apr 28
- Communicating with Vets lacrosse, Shooters ball hockey leagues and weekly pickup ball hockey groups to complete season schedules and rental contracts. Ball hockey scaled back 2-hours to 6 hours on Sunday from 8-hours previous seasons
- Shelburne, Dufferin & Area Job Fair – Thursday April 24<sup>th</sup> from 1:00pm-5:30pm
  
- Upcoming event rental inquiries:
  - Arena floor-Summer Collector Convention 2025 on June 21<sup>st</sup>
  - T&C kitchen rentals in the fall for Community Cooking Challenge
  
- Throughout February and March, sessions of interviews (50+) for seasonal summer Pool and Day Camp positions were conducted and employment offers sent
- Conducted 3-interviews and prepared employment offer for Recreation Administration & Customer Service Assistant position
- Reviewed and proofread the Spring/Summer Recreation Guide prior to submitted for print
- Responding to advertising space inquiries
- Canada Summer Jobs (CSJ) 2025 – the application is approved for 16 positions in the amount of \$38,184.00
- 1<sup>st</sup> quarter HST and WSIB reports and payments due April 30<sup>th</sup>
- Roof project-need to submit proof of payments for next claim report
- Reviewed options for employee WHMIS/H&S training. Joined a conversation with Citation Canada

**New Business**

- Office organization and purge old files
- Prepare for ice scheduling meeting
- Review policies
- Review EFT payments for vendors

Kim Fraser,  
Facility Administration Manager

## SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis  
 To: CDRC Board of Management  
 Date: Wednesday April 23, 2025  
 Subject: Recreation Program Coordinator Report

**March/April 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.
- **Hiring Update:**
  - Completed interviews and hiring for both the CDRC Summer Day Camp and Outdoor Pool. Offers were prepared and accepted by applicants. Our summer staff team is expected to meet at the beginning of May for a welcome meeting.
  - We successfully hired for the Recreation Administration and Customer Service Assistant. We are in our third week of having our new team member.
- Summer Day Camp registration opened online on Tuesday March 25, 2025, and the Swimming Program registration opened on Tuesday April 8, 2025, online. Several hours were dedicated to building our programs into the Active Net software over the course of March. We look forward to offering the following new and returning specialty camps this summer:
  - JR Offer Camp in partnership with OPP
  - Ultimate Sports Camp
  - Creative Campers
  - Ball Hockey Mania JR and SR
  - Junior Leaders
  - Leaders in Training
- Community Sports and Recreation Registration Day was scheduled for Sunday March 30, 2025. It was cancelled due to unsafe conditions from the ice storm and rescheduled to Tuesday April 15, 2025, from 4:00-6:30pm. Next year, I am planning to invite the local clubs and groups to set up a table in the arena lobby during our public skates throughout the season to promote their programs.
- Beginning to book school swim bookings for June. We look forward to welcoming back the local schools in the area.
- The Spring and Summer Recreation Guide was distributed via the Shelburne Free Press on Thursday March 27, 2025. Final approval and review of the guide was completed on Thursday March 6, 2025.
- March break camp was well attended and received. Our campers had the opportunity to attend all events put on by the Shelburne Public Library and closed of the week with a Glow in the Dark Skate.
- Pickleball has begun on the area floor. We have expanded to include a second day per week that they are available to play. Exploring the option of offering a Saturday morning based on interest.
- Met with **Citation Cananda** regarding WHIMIS/Health and Safety Training. After discussions with the Town of Shelburne HR, they had put me in contact with the company they are currently using. Citation will allow us to assign mandatory training to each employee and track completion in one spot.
- **Summer program preparation**
  - Summer Day Camp Supervisors are scheduled to begin on Tuesday May 13, 2025.
  - Reviewing registration and transferring information to its designated locations.
  - Beginning to plan training dates for both the outdoor pool and summer day camp.

- Organizing bus trips and guest speakers for our summer day camp program.
- Beginning to purchase items needed for the summer.
- 4 free family swims are scheduled for the upcoming summer season. I am circulating information within the community for those interested in sponsorship opportunities.
- Received approval from Canada Summer Jobs Grant Application.
- Attended two in person meetings with SCRA (Simcoe County Recreation Alliance). We are planning two training dates in May for Summer Day Camp Staff.

**Summer Day Camp: Snapshot of registration**

Day Camp Week/Theme	# of Campers 2023	# of participants in 2024	#of Participants registered to date
Week One	64	64	56
Week Two	64	77	80
Week Three	63	72	74
Week Four	80	82	68
Week Five	58	66	61
Week Six	62	65	61
Week Seven	58	76	69
Week Eight	80	77	67
Week Nine	52	53	42
Leaders in Training	10 campers	2 (program was cancelled due to low registration)	5

**Day Camp Training Day Request**

- I would like to take all our summer day camp staff to a group training in Orillia on Saturday May 31<sup>st</sup>, 2025. Due to the length of the drive, I have been looking into a bus to transport our staff as a group. This bus ride will double as bus training for our upcoming offsite trips this summer. I have reached out to the Town of New Tecumseth to inquire about sharing the bus costs for next summer, 2026. Multi municipal training days have been a huge benefit to our camp staff in the past and allow municipalities to share resources. This training day includes the following topics:
  - Stress and Resiliency training for staff
  - Leading large group activities
  - Inclusion Training
  - Conflict and De-escalation training
  - How to make the most of your down times

**Cost Break Down:**

- \$30.00 per staff member
- Bus cost: \$750 plus tax
- Total Cost: \$1660.00 (Approx.)

### **Staff Appreciation/Bonding Budget Request**

One goal I have for the upcoming years is to introduce team building/staff bonding events into our summer staff training to foster team collaboration. With the CDRC team growing, it is important that staff have a chance to bond and build connections in different environments. We are planning to have a staff team of 60 throughout the summer months.

#### **Funds will be used to/for:**

- Celebrate staff achievements and recognize success amongst the team. Examples: staff member of the week, ice cream sundae Fridays.
- Offsite team building activities

### **Professional Development Request**

I would like to begin to further my education by obtaining the Ontario Recreation Facilities Professional Certificate through the Ontario Recreation Facility Association. This certificate is combined of the following 6 courses:

- Leadership Skills for Recreation Facility Professionals
- Legal Awareness 1 – Supervising in a Recreation Environment
- Legal Awareness 2 – Managing in a Recreation Environment
- Event Planning and Management
- Recreation Facilities Business Management 1 (explores project management, strategic planning, budgeting, policy and procedure development/implementation)
- Recreation Facilities Business Management 2 (explores Social Media strategy Public/private partnerships, customer service and patron relations, human resource management)

All courses are offered in a variety of methods including online self-study, virtual over Zoom and in person learning. Costs vary depending on the method the course is offered:

1. Legal Awareness 1: \$550.00 plus HST (Self Study)
2. Legal Awareness 2: \$550.00 plus HST (Self Study)

As the summer is quickly approaching, I would like to plan ahead, and register complete the above two courses over the course of the Fall/Winter.

SCHEDULE 'C'

Facility Maintenance Managers Report Apr 2025

GENERAL INFORMATION

Regular Maintenance throughout building

Thinning of ice before removal

Snow removal more snow than normal

Complete energy statistics survey

Prep for Figure skating Carnival and BRING ON THE FUN event

Plan, Prep, staff, monitor and clean up after Hockeyville

Staff schedule updating.

Prep for polar plunge cancelled two times weather.

30 min power lost due to ice storm some tree branches on the west side of property yet to be cleaned up.

Arena Ice removal went well.

Advanced poll over Easter weekend staff continued to paint and clean.

Clean the arena floor, paint lines for hockey ball, box lacrosse, pickle ball and a practice basketball court layout.

Shot clocks up and broomball net stored.

Arena bleachers, Dasher boards, dressing room tunnels all painted and more.

2 x Dehumidifier annual check and lube and air filters changed.

Ice plant shut down, plan summer maintenance with Kore Mechanical

March break activities clean facility and Ice maintenance

Discussed with SMHA banner placement and hanging plan. Banner housekeeping needs to be c first.

Sourcing and researching supplies for maintenance repairs and summer program.

Ordering pool supplies.

Bottom of pool discolored pool epoxy paint, or a pool rubber paint will be conferring with a paint specialist.

New Logo input

Marty Lamers

Facility Maintenance Manager



**MOTION #4-** Moved by R. Stinson seconded by R. Plowright. That the CDRC Board of Management rise from closed session meeting with no report at 6:10pm.  
Carried

**Financial Report:**

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

**MOTION #5** – Moved by R. Stinson seconded by R. Plowright. That the CDRC Board of Management receives the financial reports and paid accounts in the amount of \$86,439.16, as presented by the Facility Administration Manager. Carried

After review of the financial statements, year ended December 31, 2024 prepared by RLB the following motion was presented.

**MOTION #6-** Moved by A. Stirk seconded by R. Stinson. Be it resolved that the CDRC Board of Management approves the December 31, 2024 Financial Statements as presented and that the Board Chair be authorized to sign them. Carried

**Correspondence:**

- Letter and Certificate of Appreciation from Mulmur Township in support of the Kraft Hockeyville celebrations

**MOTION #7** – Moved by L. Wegener seconded by A. Stirk. That correspondence is received and placed on file. Carried

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

See Schedule A

See Schedule B

**MOTION #8** – Moved by A. Stirk 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 #9** - Moved by L. Wegener seconded by R. Plowright. That we receive the report from the Facility Maintenance Manager. Carried

**Confirmation by By-law:**

**MOTION #10** – Moved by R. Stinson seconded by R. Plowright. Be it resolved that leave be given for the reading and enacting of by-law #04-2025 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held May 28, 2025. Carried

**Adjournment:**

**MOTION #11-** Moved by A. Stirk seconded by L. Wegener. That we now adjourn at 6:44pm to meet again virtually on Wednesday, June 25, 2025 at 5:30pm or at the call of the chair. Carried

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

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Dated

SCHEDULE 'A'

Facility Administration Managers Report – May 28, 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.
- 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	Floor Rental Hrs	Event/Room Oth Rentals
Week: Apr 21-27	20	5
Week: Apr 28-May 4	14	4
Week: May 5-11	19	2
Week: May 12-18	11	2
Week: May 19-25	20	-

- Upcoming event rentals:
  - o Arena floor-RC 164 Air Cadets 50<sup>th</sup> Anniversary parade on June 14<sup>th</sup>
  - o Arena floor-Summer Collector Convention 2025 on June 21<sup>st</sup>
  - o Arena floor-CDDHS Commencement ceremony on June 25<sup>th</sup>
- Working with hiring committee at filling the Maintenance Manager position: prepared and posted job opportunity, collected resumes, met with committee to establish short-list, scheduled and sat in on interviews.
- Working at onboarding summer staff into payroll system
- Working at EFT payments for vendors
- Canada Summer Jobs (CSJ) 2025 – working at completing and submitting employee declarations for the approved 16 jobs. Must be completed by the end of June
- Roof project-submitted information required for the final claim
- Attended ORFA webinar presentation on May 7<sup>th</sup> titled: Importance of Good Cyber Hygiene
- Attended OEA webinar presentation on May 22<sup>nd</sup> titled: Completing the Form 7 (re: WSIB)

**New Business**

-

Kim Fraser,  
Facility Administration Manager

## SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: Wednesday May 28, 2025

Subject: Recreation Program Coordinator Report

### May Overview

- Continuing to assist with day-to-day operations including phone inquiries, email inquiries, walk in inquiries.
- 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. Creating posts for our lobby tv playlist.
- **Preparation for the upcoming summer season**
  - o Planning and booking summer day camp off site bus trips. The Camp Supervisors and myself are visiting each trip location prior to the start of the summer to ensure smooth transition in July/August
  - o Scheduling guest visitors for our summer day camp including Zoo to You and Knights in the Classroom.
  - o Planning and leading seasonal summer staff training. We have conducted a full staff welcome meeting, new staff orientation and 1 day camp staff training. On Saturday May 31<sup>st</sup>, our camp staff heads to Orillia for a multi camp training day. Reviewing all seasonal summer staff manuals.
  - o Building staff schedules and reviewing time off requests.
  - o Preparing and ordering staff uniforms for our summer day camp and pool staff.
  - o Attended several meetings with various municipalities preparing for our upcoming combined camp training dates.
  - o New this summer we are offering a Camp Try It day for our new summer staff to get hands on experience working in camp prior to our first day. Campers have been invited to attend a half day from 12-4pm. They will participate in camp activities at the CDRC to simulate a camp day.
  - o Scheduled our 6-week Aquafit session in partnership with Trainer Games Fitness beginning in July!
- Seasonal Camp Supervisors began working on Tuesday May 12, 2025 to prepare for the upcoming summer day camp season.
- Travelled to Orillia with our Camp Supervisors and Assistant Camp Supervisors on Thursday May 13, 2025 for a supervisor training date. Topics covered including providing feedback to staff, evaluating staff and boundaries with staff.
- Implementation of Citation Canada for training staff on required topics including WHMIS and Health and Safety. Our seasonal summer staff have began
- Completed my Standard First Aid CPR-C AED recertification on Sunday May 4.
- Met with Graphic designer regarding the final stages of the logo.

**Summer Day Camp: Snapshot of registration**

Day Camp Week/Theme	# of Campers 2023	# of participants in 2024	#of Participants registered to date
Week One	64	64	55
Week Two	64	77	83
Week Three	63	72	74
Week Four	80	82	68
Week Five	58	66	65
Week Six	62	65	64
Week Seven	58	76	69
Week Eight	80	77	70
Week Nine	52	53	50
Leaders in Training	10 campers	2 (program was cancelled due to low registration)	6

**Upcoming Spring/Summer Programs**

- Babysitter Training course scheduled for Friday June 6, 2025.
- PA Day Camp scheduled for Friday June 6, 2025.
- Weekly drop in pickleball scheduled with minimal attendance. It appears players are beginning to use the outdoor courts with the nice weather.
- Upcoming Roller Skating is scheduled for Friday June 6, 2025. We had 10 skaters in attendance on May 21.
- Youth Night Out June is a Pool Party and scheduled for Thursday June 26, 2025.

SCHEDULE ‘C’

Facility Maintenance Managers Report May 28 2025

GENERAL INFORMATION

Regular Maintenance throughout building

- Staff schedule adjusting due to short notice changes and some vacation time as Tyler is now a dad.
- Outside grounds maintenance Raking leaves, branches and dirt.
- Major decluttering of office and files
- Repair shot clocks light segment burnt out.
- Boiler pump controller failure Contractor trouble shoot part is on order (It is running now)
- Pool cold wet weather has not helped.
- Pool cleaning, acid wash parts of pool floor and walls
- Clean and repair pool D.E. filters
- Replace loose pool water line tile
- Clean out pool filter room
- Fill pool
- Balance water
- Repair Tote Docks new skirting and stainless braces

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

**Minutes of the Regular meeting held June 25, 2025 at 5:30pm held Virtually**

Attendance:	Lindsay Wegener	Shelburne
	Dan Sample	Shelburne
	Melinda Davie	Mono
	Ruth Plowright	Melancthon
	Ralph Moore	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator

Absent: C. Gerrits, A. Stirk and R. Stinson

Meeting called to order by Board Chair, Melinda Davie at 5:40pm.  
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 R. Moore seconded by D. Sample. Be it resolved we approve the agenda dated June 25, 2025 as circulated and presented. Carried

**Discussion & Approval of Minutes of Previous Meeting held May 28, 2025:**

**MOTION #2** – Moved by M. Davie seconded by R. Moore. That the minutes of the CDRC Board of Management previous board meeting held on May 28, 2025 be approved as circulated and presented. Carried

**Correspondence:**

- Letter of resignation from CDRC board member Andrew Stirk
- 2024 Final Financial Statements

**MOTION #3** – Moved by R. Moore seconded by D. Sample. 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 R. Moore. That the CDRC Board of Management receives the financial reports and paid accounts in the amount of \$31,875.92, as presented by the Facility Administration Manager. Carried

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

See Schedule A

See Schedule B

**MOTION #5** – Moved by D. Sample seconded by L. Wegener. That we receive the verbal 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. Moore seconded by L. Wegener. That we receive the report from the Facility Maintenance Manager. Carried

**New Business:**

**Facility Maintenance Manager's Report:**

Administration Manager, Kim Fraser brought forward information to set up credit services with Accept/Pay Global for paying vendors electronically. After discussion the following motion was presented.

**MOTION #7** - Moved by R. Moore seconded by R. Plowright. Further to the information received, the CDRC Board of Management authorizes the bank signing authorities to move forward and set up credit services with Accept/Pay Global for electronic payments to suppliers. Carried

**Closed Session:**

Marty and Emily leave at 6:20pm

**MOTION #8** – Moved by D. Sample seconded by R. Moore. Be it resolved that the Board move into a closed session meeting pursuant to section 239 of the Municipal Act, 2001, as amended for the following reason(s):  
Personal matters about an identifiable individual, including a municipal or local board employee. Carried

**MOTION #9**- Moved by R. Moore seconded by R. Plowright. That the CDRC Board of Management rise from closed session meeting with no report at 6:42pm. Carried

**Confirmation by By-law:**

**MOTION #10** – Moved by R. Moore seconded by R. Plowright. Be it resolved that leave be given for the reading and enacting of by-law #05-2025 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held June 25, 2025. Carried

**Adjournment:**

**MOTION #11-** Moved by R. Plowright seconded by R. Moore. That we now adjourn at 6:44pm to meet again on Wednesday, August 27, 2025 at 5:30pm or at the call of the chair. Carried

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

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Dated

SCHEDULE 'A'

Facility Administration Managers Report – June 25, 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.
- 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	Floor Rental Hrs	Event/Room Oth Rentals
Week: May 26-June 1	20	-
Week: June 2-8	19	1
Week: June 9-15	19	6
Week: June 16-22	20	3

- Event rentals:
  - o Arena floor-RC 164 Air Cadets 50<sup>th</sup> Anniversary parade on June 14<sup>th</sup>
  - o Arena floor-Summer Collector Convention 2025 on June 21<sup>st</sup>
  - o Arena floor-CDDHS Commencement ceremony on June 25<sup>th</sup>
- Continuing to work with hiring committee to fill the Maintenance Manager position: prepared and sent offers of employment.
- Canada Summer Jobs (CSJ) 2025 – working at completing and submitting employee declarations for the approved 16 jobs. Must be completed by the end of June
- Processing payroll bi-weekly for approx. 50 seasonal summer staff
- Beginning to receive ice rental inquiries for September

**New Business**

-

Kim Fraser,  
Facility Administration Manager

SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis  
To: CDRC Board of Management  
Date: Wednesday June 25, 2025  
Subject: Recreation Program Coordinator Report

**Pre-Summer Overview**

- Continuing to assist with day-to-day operations including phone inquiries, email inquiries, walk in inquiries.
- 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. Creating posts for our lobby tv playlist.
- **Preparation for the upcoming summer season**
  - o Camp and Pool trainings underway.
  - o Working on final prep, set up and scheduling for the next session of swim lessons and day camp that begin July 2<sup>nd</sup>
  - o Toured all day camp bus trip locations to be familiar
  - o OPP are providing 2-hours of programming daily for the CDRC Junior Officer camp running twice this summer. The Optimist Club of Orangeville will bring a bike rodeo.
  - o Partnering with Make it Sweat for the summer

SCHEDULE 'C'

Facility Maintenance Managers Report June 25, 2025

GENERAL INFORMATION

Regular Maintenance throughout building  
Staff schedule adjusting due to short notice changes  
Outside grounds maintenance Grass trimming  
Front bollards painted  
TSSA arranged a Pressure vessel inspection for an insurance certificate.  
ESA walks through no concerns  
Annual roof top clean and PM to improve AC performance  
Annual facility complex fire system inspection  
Semiannual snack bar fire suppression inspection  
Major decluttering of office and files on going  
Brine pump replacement in process (capital)  
The boiler pump controller has been replaced  
Pool maintenance on going. Back wash and pool vacuuming  
Cleaning of pool dressing rooms  
Prep for larger events on the arena floor, Cadet parade, collector convention, and CDDHS commencement.

**CENTRE DUFFERIN RECREATION COMPLEX**

**BOARD OF MANAGEMENT**

**Minutes of the Regular meeting held September 24, 2025 at 5:30pm Pool View Room**

Attendance:	Dan Sample	Shelburne
	Walter Benotto	Shelburne (Alternate)
	Robb Stinson	Shelburne
	Melinda Davie	Mono (virtual)
	Ruth Plowright	Melancthon
	Ralph Moore	Melancthon
	Chris Gerrits	Amaranth
	Victor Paan	Amaranth
	Kim Fraser	Facility Administration Manager
	Rick Thompson	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator

Meeting called to order by Board Chair, Melinda Davie at 5:30pm.  
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. R. Plowright will declare a Pecuniary interest during discussion of the road sign.

**Agenda:**

**MOTION #1** – Moved by D. Sample seconded by V. Paan. Be it resolved we approve the agenda dated September 24, 2025 as circulated and amended. Carried

**Discussion & Approval of Minutes of Previous Meeting held June 25, 2025:**

**MOTION #2** – Moved by R. Moore seconded by R. Stinson. That the minutes of the CDRC Board of Management previous board meeting held on June 25, 2025 be approved as circulated and presented. Carried

**Election for Vice-Chair Position:**

The floor is opened to nominations for Vice-Chair.

Vice-Chair: Moved by R. Moore, seconded by V. Paan to nominate Chris Gerrits for CDRC Board Vice-Chair.

C. Gerrits was not present to accept the nomination

Moved by D. Sample, seconded by W. Benotto to nominate Dan Sample for CDRC Board Vice-Chair.  
D. Sample accepts the nomination.

R. Moore revokes his nomination for C. Gerrits

Hearing no further nominations:

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

Dan Sample accepts the position of CDRC Board Vice-Chair.

C. Gerrits arrives at 5:40pm

**Correspondence:**

- Brittany Hooker – email providing feedback on SMBHL email
- Trevor Reid – email requesting arena floor time for 2026 lacrosse camp
- Township of Amaranth – appointment of Victor Paan to the CDRC Board of Management
- Town of Shelburne – roof grant process complete and reconciled
- Dufferin County Waste – changes to recycling program

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

**New Business - Delegations:**

**Shelburne's Friendly Freezer Project:**

Sabine Rohner-Tensee and Adelle Barr-Klouman addressed the CDRC Board to present their Shelburne's Friendly Freezer Project and explore the possibility for a freezer to be placed in the CDRC foyer. After brief discussion the following motion was presented.

**MOTION #4** – Moved by W. Benotto seconded by D. Sample. That the CDRC Board receive the information and staff will report back. Carried

**Shelburne Muskies Liquor Licence and Dressing Room Renovations to add Stalls:**

Shelburne Muskies President, Corey Allen addressed the CDRC Board and presented two proposals. The first requesting approval for the issuance of a liquor licence for the entire Centre Dufferin Recreation Complex. Second, a proposal seeking approval for renovations to Dressing Room #1, with the goal of upgrading the change room to include individual player stalls. After discussion the following motions were presented.

**MOTION #5** – Moved by D. Sample seconded by W. Benotto. That the CDRC Board receive the proposal for the liquor licence approval and staff will report back. Carried

**MOTION #6** – Moved by C. Gerrits seconded by R. Stinson. That the CDRC Board receives the proposal and approves the renovation work in dressing room #1. Carried

**Polar Plunge 2026 for Special Olympics:**

OPP Constable, Jeff McLean addressed the CDRC Board and presented a proposal requesting the opportunity to host the 2026 Polar Plunge for Special Olympics Ontario at the Centre Dufferin Recreation Complex. After discussion the following motion was presented.

**MOTION #7** – Moved by W. Benotto seconded by C. Gerrits. That the CDRC Board receive the proposal and approves the use of the CDRC for the 2026 Polar Plunge on Sunday, March 29, 2026 Carried

**Financial Report:**

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

**MOTION #8** – Moved by R. Moore seconded by V. Paan. That the CDRC Board of Management receives the financial reports and paid accounts in the amount of \$164,305.34, as presented by the Facility Administration Manager. Carried

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

See Schedule A

See Schedule B

**MOTION #9** – Moved by R. Stinson seconded by R. Plowright. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator. Carried

**Facility Maintenance Manager's Report:**

See Schedule C

See Schedule D

**MOTION #10** – Moved by W. Benotto seconded by C. Gerrits. As per the report from the Facility Maintenance Manager, the CDRC Board of Management gives authorization to move forward with the following:

Boiler replacement in Main Boiler Room – Don's Heating & Cooling \$15,800.00

Preventative Maintenance HVAC Agreement - Don's Heating & Cooling \$4,900.00

Facility Sound System upgrades – MassiveAV \$8,521.00 plus HST

Man doors for Compressor Room and Shop – Shelburne Home Hardware \$7,419.86

Floor Power Scrubber – Barclay \$7,150.00

Total of \$43,790.86 plus HST

Carried

**MOTION #11** – Moved by C. Gerrits seconded by R. Moore. That the CDRC Board of Management approves compensation for mileage reported by the Facility Maintenance Manager in the amount of 476 km. Carried

**MOTION #12** - Moved by V. Paan seconded by C. Gerrits. That we receive the August and September reports from the Facility Maintenance Manager. Carried

**New Business:**

**Hall of Fame:**

A Hall of Fame nomination request has been received. As the Hall of Fame Committee has not been active for some time, staff will work towards establishing a new committee and advertise for interested members.

**Closed Session:**

Deferred to next meeting

**Confirmation by By-law:**

**MOTION #13** – Moved by D. Sample seconded by W. Benotto. Be it resolved that leave be given for the reading and enacting of by-law #06-2025 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held September 24, 2025. Carried

**Adjournment:**

**MOTION #14-** Moved by V. Paan seconded by R. Plowright. That we now adjourn at 7:38pm to meet again on Wednesday, October 22, 2025 at 5:30pm or at the call of the chair. Carried

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

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Dated

SCHEDULE 'A'

Facility Administration Managers Report – September 24, 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.
- 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	Floor Rental Hrs	Event/Room Oth Rentals
Week: June 23-29	15.5	2
Week: June 30-July 6	5	1
Week: July 7-13	9	1
Week: July 14-20	14	4
Week: July 21-27	10	4
Week: July 28-Aug 3	14	1
Week: Aug 4-10	2	-
Week: Aug 11-17	2	2
Week: Aug 18-24	-	4

- Processed biweekly payroll for approximately 50-54 summer staff
- Onboarding of newly hired Maintenance Manager
- Seasonal fall/winter employment ads posted for operators, maintenance and concession attendants. Preparing offers of employment.
- Olympia advertising – Muskies and SMHA are interested in advertising together on the Olympia
- Working with seasonal ice rental user groups to establish schedules and prepare rental contracts
- Ice rental scheduling – communicating with other groups to maximize rental potential
  - o Oville MHA tournament Sept 26-28 – 29 hours rented
  - o Girls Tigers tournament Jan 23-25, 2026 (tbc)
- Event rental inquiry – had a site visit with Dufferin Piecemakers Quilting Guild to consider a quilt show in May 2026
- Party Rockers Fundraising youth dances may not return in September 2026, due to declining attendance. Five dances scheduled this season (Sept-June) vs usually 10 dances scheduled
- Prepare Pro Shop lease agreement for Sept 2025-Mar 2026 season

- Vendor payments now processed with Accept/Pay Global (EFT).
- Canada Summer Jobs (CSJ) 2025 – the final claim process is completed and submitted for the 16 approved jobs
- Preparation for the CDRC 2026 draft has started

**New Business**

-

Kim Fraser,  
Facility Administration Manager

## SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: September 24, 2025

Subject: Recreation Program Coordinator Report

### July-September Overview

- Continuing to assist with day-to-day operations including phone inquiries, email inquiries, walk in inquiries.
- 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. Creating posts for our lobby tv playlist. The new Town of Shelburne Website launched mid July. The CDRC is currently sharing photos of the fun our staff had this past summer on social media. This has increased our following and interactions on our social media channels and been enjoyed by staff and community members.
- We had an amazing summer at the CDRC. Full report with details on the Outdoor Pool and Summer Day Camp Program will be provided on the Agenda for the October Board Meeting. As the summer 2025 is wrapped up, preparation begins for 2026.
- I have continued to meet once a month with the **Simcoe County Recreation Alliance**. This has been an incredible networking opportunity. As the CDRC continues to grow and expand, our vision and goals align with these municipalities.
- In the process of ordering new uniforms through Marks for our Maintenance Staff.
- Assisted with preparation for the Facility Maintenance interviews including reviewing and adding interview questions and preparing an Employee Supplementary Interview Form to gather more information on employee availability. Completion of set up through Citation Canada for Maintenance staff to complete their online Health and Safety Training.
  
- **Planning/Preparation for Fall and Winter Programming**
  - o Publishing our public skate schedule on the CDRC Events Calendar, public skates to begin the week of October 1, 2025.
  - o Scheduled upcoming Power Skating Clinics with Susan Ritchies Power Skating Techniques.
  - o Babysitting Course scheduled for Friday October 24, 2025.
  - o Free Skate sponsored by the Shelburne and District Fire Department this coming Sunday from 1:00-1:50pm for National Test your Smoke Alarm Day.
  - o Preparation for upcoming camp programs including PA Day Camps and Winter Break Camps.
  - o Scheduled an upcoming Standard First Aid CPR-C Course with Rural Rescue.
  - o Meeting with other municipalities to discuss their winter programs and operation
  - o Planning for upcoming Youth Nights at the CDRC.
- Circulated an email to COFCA (Central Ontario Facilities Association) to gather information on criteria and processes for the CDRC Hall of Fame. A report will be included at an upcoming meeting with the findings from this research.
- Registered to complete the Public Skate Monitor Training through ORFA (Ontario Recreation Facilities Association) to develop a training module for CDRC staff who will be monitoring public skate this season.
- Completion of Childcare Fee Subsidy Attendance for the 2025 summer season. The CDRC works closely with the County of Dufferin to execute the Childcare Fee Subsidy Program. The County of Dufferin Community Services department had the chance to visit our camp program in July.

- Make It Sweet visited the CDRC weekly throughout the summer on Tuesday afternoons from 3:45-8:30pm. Our program participants had the chance to purchase a sweet treat after camp or their swimming lessons. Make it Sweet sponsored the CDRC Staff MVP of the Week, providing free ice cream to our weekly winners.
- Preparation for the 2026 Budget, including updated our Wage Template and looking at 2026 programming as I review 2025.

SCHEDULE 'C'

Facility Maintenance Managers Report – August, 2025

Purchased wifi thermostats for town and country and new section will install week of July 21/25  
Thermostats installed we are saving 200 kwh a day  
Savings of approximately \$ 25.00 a day pay back is 36 days  
Savings for 4 summer months is \$ 3000.00  
Completed Cpo course (passed)

Working on Hwy sign if we move some capital money around it is possible this year

Realled 19,888.00

Signzn 26,555.00

Nummax 43,213.46

We have budgeted 5,000.00 for electrical hook up in capital budget

We have 24,250.00 in capital expenses for items I feel we do not need

4250.00 seacan

4500.00 olympia door opener

3000.00 player benches , we need one mat can take that out of operations budget

2500.00 basketball nets

5000.00 pool bleachers we need to replace some boards we can do in spring pool closing soon

5000.00 skates & roller blades

We have also 12,000.00 for new tables and chairs in budget, we only need a couple of tables I can take that out of operations budget

Quotes in for boiler replacement dressing room # 3 in floor heat 12,000.00 in capital budget

Tradium 14,885.00 plus hst, plus extras

Wellington 13,160.00 plus hst no extras

Dons 11,780.00 plus hst no extras

Rubber at front door will be replaced first week of sept/25 while putting ice in

And pool deck warranty work will be done at same time cost is 1600.00 plus hst

Room in capital budget as non identified

Picking up new deep fryer for booth cost 1370.00 Plus hst in capital budget

Booked ice plant start up aug 28/25 for first day of ice sept 12 2025

Booked repairs for asphalt patches in back fire lane 1700.00 plus hst

Coppertone 1700.00 plus hst

Pave it 3750.00 plus hst

We have room in capital budget as not identified

Scissor lift needs safety done at a cost of \$ 3000.00 for structural inspection every 5 years and a drive motor is leaking and needs to be replaced to pass safety

Out dated by one year

Working on updating MSDS

Starting working on Fire safety plan

Working on 5 year capital plan

Olympia going in for service week of Aug 11/25

Passed TSSA inspection for refrigeration plant for insurance purposes

Prices for dressing rooms showers to get painted, has not been done since 2010 it is a epoxy paint and I do not want staff to do this project

Industrial care 3400.00 plus hst

Future painting 11,400.00 plus hst

We have room in capital budget as not indentified

Parking lot lines painted and potholes fixed by staff

Boiler # 2 in main boiler room is being flushed to put it back on line \$ 1480.00 plus hst

Wellington 1480.00 plus hst

Tradium 3045.00 plus hst

Work completed on aug 6 2025 boiler is back on line

I would like to offer josh oatman full time hours it would help with operations

I need to cover 4 weekend shifts and 5 night time shifts per week

I need tyler or josh to be in 1 or 2 day time shifts a week to do blade changes, ice maintenance, close pool grass cutting and projects.

Between tyler and josh there will be a total of 10 shifts a week I would just need to hire 1 part time operator to cover 1 or 2 shift a week and holidays.

Tyler has 5000.00 of unused vacation pay that has to be used up

Working with colin from the town of Shelburne, the portable generator we use at the cdrc it has a broken axel and can not be towed to the cdrc. Have a price of 3000.00 to fix it at reinhart trailers I will approach steve murphy at dufferin county to see if they will pay for repairs

	Spending		Capital
General budget			
Boiler flush	1672.00	paving	1921.00
Thermostats	900.00	deep fryer	1370.00
Scissor lift	3000.00	rubber front door	1600.00
Pool vacuum	900.00	shower painting	3400.00
Esa insp	1932.00		
Fire equipment update	906.00		
Total	9310.00	total	8291.00

We have 13500.00 in budget as non identified capital that is were I would like to take the capital projects from

**I need approval for some projects**

Dressing room # 3 boiler replacement I would like to use dons heating at a cost of 11,780.00 plus hst

Painting of dressing rooms showers I would like to use industrial care at a cost of 3400.00 plus hst

Scissor lift repairs at a cost of 3000.00

Thank you for your time

Rick Thompson

CDRC

SCHEDULE 'D'

Facility Maintenance Managers Report – September 24, 2025

Quotes for boiler replacement in main boiler room

Budgeted 15,000.00 in capital

Wellington	19,906.00 plus hst
Dons	15,800.00 plus hst
Tradium	17,998.00 Plus hst

Working on maintenance agreement for boilers and rooftop units

Wellington	6782.15 plus hst
Tradium	4,221.35 plus hst
Dons	4,900.00 plus hst

Signed maintenance agreement with jutzi for water testing and maintenance for our boilers and cooling tower at a cost of 2,100.00 a year. We were using chem-a-aqua they quoted us 4,000.00

Working on sound system for arena,lobby and town & country we have budgeted 5,000.00  
For this project

Massive AV	8,521.00 plus hst
Apex Sound	21,502.00 plus hst
Nevco	61,884.00 plus hst

Pool deck has been sealed by staff cost of 1,300.00

I think we have to renegotiate the current agreement with the school board for snow plowing and salting they currently pay 15 % of the bill I think it should be around 30 %

It was costing us 520.00 for front and back lots to be sanded per time last year

We only use a 1/4 of the back parking lot on a daily basis for CDRC operation

Weekends we use about 1/2 of the back parking lot

Martin 150.00 per hr. plus salt or 42,000.00 salt inc flat rate for season

Tried other companys no one would bid

Peel landscaping,allto and ground guys

Ice went in real good ready two days early, start up cost 2,084.00 plus hst

Cost for Olympia service and repairs was 3,917.15 plus hst

Dressing rooms have been painted by staff

Dressing room showers have been painted by contractor

Quotes for compressor room and shop man doors we have 10,000.00 capital budget

Macewen glass	7,600.00 plus hst
Shelburne home hardware	7,419.86 plus hst
Industrial care	8,900.00 plus hst

Could we have the amount the managers can spend without approval raised from

1000.00 to 2000.00 and the amount that can be spent with the board chair approval  
 Raised from 2000.00 to 4000.00

We need a new floor power scrubber for the facility the one we have is approximately 8 years old and has several leaks and battery does not hold charge, we can use the capital money marked for table and chairs 12,000.00

Uline 7,910.00 plus hst  
 Barclay 7,150.00 plus hst  
 Eric Cox 7,748.00 plus hst

Boiler in dressing room # 3 was installed sept 4-5 and up and running on sept 8/25

Spending

Operations budget			capital	
Jutzi	2,100.00 year	175.00 month	new range t&c	1,017.00
a/c repair	1496.00		doors	
7,420.00				
Olympia service	4,330.00		boiler	
15,800.00				
Ice plant start up	2,084.00		sound system	8,521.00
Blades for Olympia	896.00		Floor scrubber	7,150.00
Plug for pool	940.00			
Sealer for pool deck	1,300.00			

Mileage

Kitchener	cpo course	147 km
Kitchener	cpo course	147 km
SIm recycling	scrap metal	16 km
SIm recycling	scrap metal	16 km
Nella	deep fryer	150 km
Total		476 km

Town & Country Bathroom

I would like to replace the sinks, taps and urinal flush control valves in Town & Country Mens bathroom, we have 3,000.00 budgeted for this project

Sgm mechanical 3,543.88 plus hst  
 Manax 4,185.38 plus hst  
 Sgr plumbing 2,927.10 plus hst

I would like to use SRG plumbing for this project

Need approval for

Boiler in main boiler room I would like to use dons heating for this project cost is 15,800.00 plus hst

New floor power scrubber I would like to purchase from Barclay cost 7,150.00 plus hst

I would like to enter a Pm agreement with dons heating for our heating and cooling needs  
Cost is 4,900.00 a year 1,225 a quarter plus hst

Would like to book massive av to put new sound system in arena,lobby and town & country  
Cost is 8,521.00 plus hst we have 5,000.00 in the capital budget for this project

Would like direction how to proceed with highway sign, one or two screens  
One screen 15,225.00 two screens 26,555.00 with signzn designz

Snow plowing and salting contract, yearly contract price or per hour

Outside doors I would like to use Shelburne home hardware cost 7,419.86 plus hst

Mileage approval 476 km

Hire 3<sup>rd</sup> full time operator

Thank you  
Rick Thompson