

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held October 22, 2025 at 5:30pm Pool View Room

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

Absent: D. Sample and C. Gerrits

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:

Add Wifi access to New Business

MOTION #1 – Moved by R. Plowright seconded by R. Stinson. Be it resolved we approve the agenda dated October 22, 2025 as circulated and amended. Carried

Discussion & Approval of Minutes of Previous Meeting held September 24, 2025:

MOTION #2 – Moved by V. Paan seconded by R. Moore. That the minutes of the CDRC Board of Management previous board meeting held on September 24, 2025 be approved as circulated and presented. Carried

Financial Report:

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

MOTION #3 – Moved by W. Benotto seconded by R. Plowright. That the CDRC Board of Management receives the financial reports and paid accounts in the amount of \$67,118.72, as presented by the Facility Administration Manager. Carried

CDRC 2026 Draft Budget Review:

Staff asked to prepare an expression of interest for concession booth operations.

Municipal increase of 8%

Send draft budget to funding municipalities for comment

Facility Administration Manager and Recreation Program Coordinator Reports:

Summer 2025 End of Season Report presented for review at next meeting.

See Schedule A

See Schedule B

MOTION #4 – 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

Prepare tender for 2025-2026 snow removal contract

Review UGDSB Agreement regarding winter snow removal

MOTION #5 - Moved by V. Paan seconded by W. Benotto. That we receive the report from the Facility Maintenance Manager. Carried

Old Business:

Liquor Licencing of Facility:

After discussion, staff would first like the current CDRC Alcohol Risk Management Policy to be reviewed to ensure it supports the concept of having the entire facility fully licenced. Along with other policies, the Alcohol Risk Management Policy is in queue for review.

New Business:

Additional WiFi Access:

After discussion, staff asked to look into the cost of additional access points for better coverage.

Closed Session:

Emily and Rick leave at 7:20pm

MOTION #6 – Moved by W. Benotto 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):

Personnel matters about an identifiable individual, including a municipal or local board employee. Carried

MOTION #7 Moved by W. Benotto seconded by V. Paan. That the CDRC Board of Management rise from closed session meeting with no report at 7:47pm.

Carried

Confirmation by By-law:

MOTION #8 – Moved by R. Stinson seconded by R. Plowright. Be it resolved that leave be given for the reading and enacting of by-law #07-2025 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held October 22, 2025. Carried

Adjournment:

MOTION #9- Moved by R. Moore seconded by W. Benotto. That we now adjourn at 7:48pm to meet again on Wednesday, November 26, 2025 at 5:30pm or at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'
Facility Administration Managers Report – October 22, 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	Ice Rental Hrs	SMHA Portion	Event/Room Oth Rentals
Week: Sept 8-14	10	7	2
Week: Sept 15-21	13.5	6	2
Week: Sept 22-28	53.5	7.5	3
Week: Sept 29-Oct 5	38.5	16	2
Week: Oct 6-12	38.5	21.5	3
Week: Oct 13-19	39.5	14.5	3

- Prepared offers of employment and onboarding new seasonal operations and concession staff
- Preparing CDRC 2026 draft budget
- Olympia advertising – Olympia will soon have new wrap with Muskies and SMHA design
- Seasonal ice rental contract complete
- Ice rental changes:
 - o Skate Canada Shelburne (SCS) – will not host BOTF event in November due to lack of enrollment. Have requested consideration for an alternate date in March 2026
 - o SMHA – anticipating less than expected ice rentals this season, approx 2-3 hours less per week than last season (10%-12%) - down two teams, no U15 division
 - o CDDHS boy varsity will not ice a team this season
 - o Regular 4-5pm weekly Thursday men’s group – taking a hiatus this season - lack of commitment.
- Plug’n Drive EV test drive is tentatively scheduled Saturday, February 28, 2026
- Received \$3k donation from KTH for wifi
- After reviewing the request from Trevor Reid to have a daytime lacrosse camp in July 2026, this will conflict with the CDRC summer day camp program. Trevor will be asked to reschedule using available evenings or weekends
- Dufferin County IT will be decommissioning older model computer devices, as they are out of warranty and not scheduled for replacement.
- Concession booth POS system is outdated and is no longer supported. Looking at new options
- Will attend Fall COFCO meeting in Oakville on November 13, 2025

New Business

- Canada Summer Jobs (CSJ) 2026 program Call for Applications will launch on November 4, 2025 and will close on December 11, 2025

Kim Fraser,
Facility Administration Manager

SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: October 22, 2025

Subject: Recreation Program Coordinator Report

October 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.
- Completed the ORFA Public Skate Monitor Training. The CDRC is going to use the knowledge from that to build a training session for the staff that will be monitoring public skating.
- Instead of our typical community sports and recreation registration day this season, local clubs and groups have been invited to set up a booth at our public skating throughout the season. One group will be selected per evening to ensure maximum exposure.
- Attended two virtual demonstrations of POS systems to replace the cash register in the Concession Booth. See attached quotes.
- Attended a Recreation Meeting in Mount Forest on October 16, 2025 to recap from the summer of 2025, review policies, job descriptions and prepare for 2026.
- Organized and set up all mandatory WHIMIS/Health and Safety training for CDRC Staff to complete. To ensure that we are compliant with required trainings, all CDRC staff from all departments were required to complete all training. Followed up with emails to ensure that everyone was completed by the deadline of October 17.
- 2026 Budget preparation
- Ordered new uniforms for our Concession Booth and Maintenance staff as our stock is limited.
- Communication with employees at the Dundalk Arena on program offerings.
- Continuing to work on completing the first course Legal Awareness 1, of the Recreation Professionals designation.
- Preparing and planning for upcoming programs including Holiday Break Camps and programs.
- Reviewing the summer of 2025, working through the budget process and beginning to prepare for 2026.
- Collecting information to put together information on next steps for developing a Hall of Fame Committee.

Upcoming programs

- Weekly skating schedule is available at Shelburne.ca/cdrc
 - o Offerings include Family Skate, Adult Skate, Adult Stick and Puck, Public Skate
 - o New offering: Hockey Skills
 - This is a chance for parents to practice on the ice with their children.
- Babysitting Course – Friday October 24, 2025
- Power Skating Clinics with Susan Ritchies Power Skating Techniques scheduled for Friday October 24 and Friday November 28, 2025.

- Weekly 55+ shinny began on Friday October 17, 2025. We are teaching our regular players to register prior to arrival using our Active Net Software.
- Our next Youth Night is scheduled for Friday November 7, 2025, this month's theme is Craftopia.

Exploring new options

- The CDRC has received inquiries about incorporating multi week recreation programs in addition to our 1-day programs. Some ideas include:
 - o Badminton For Fun (Skills and Drills in the Town and Country Room) – 4-6 week program
 - o Youth Craft Club – 4 – 6 week program

Incorporating fitness classes that instructors are hired by the CDRC and registrations conducted through the CDRC. Exploring the idea of a job posting to hire fitness instructors with expertise in certain areas to run fitness classes.

SCHEDULE 'C'

Facility Maintenance Managers Report – October 22, 2025

As requested the total sq. footage of our parking lots is approximately 57,000 sq feet
During pick up and drop off the school uses approximately 40,000 sq feet of parking lot

Snow plowing break down

Martain services	sunshine
150.00 per hour for plowing	180.00 per hour per machine
520.00 per salt front and back lots	325.00 per salt front and back lots
Straight salt	salt and sand mix
Will not do sand salt mix due to insurance	425.00 per salt front and back lots
	Straight salt
42,000.00 plus HST total winter contract	54,500.00 plus HST total winter contract
Our total cost last year was 42,500.00 plus hst	

On average the parking lots take 3 hours to plow
With martain we are saving 90.00 per plow and spend 105.00 more for salting
Approximately we pay 40% to plowing and 60% to salting on our bill
I will be taking holidays from dec 12 to dec 23 2025 I will be doing plant and building checks Dec 24,25,26 Jan 1 2026 so staff can be with there families during the holidays

New boiler in main boiler room will be installed the week of Oct 20/25

Boilers and roof top units will be serviced Oct 29,30 2025
User groups seem to be happy with the condition and quality of the ice we are doing regular
Ice maintenance and keeping ice approximately 1 ¼ inches thick
The new brine pump seems to be helping to freeze the ice faster

Three new youth have been hired
Alex Bouwers
Anthony Young
Nolan Bouchard

Had to call in refrigeration electrician to fix a problem with our ammonia detector
System the exhaust would not come on and the room was reaching 28 c

Started training Ashton on operations of the plant and Olympia for a back up operator

Need to do CH-02 propane training for 4 staff members cost 300.00 each

The night of oct 14 2025 muskies team members tried to bring 3 cases of beer through the front door of the arena, they were stopped by staff.
The last case was taken out by corey allen and taken out the front door to the gravel
Parking lot and then to the back stairwell that leads to the muskie storage room
I do believe it was corey allen can not tell because on the video it was dark, corey never came back in front door
Called corey Oct 15 2025 told him we saw the video and told this could not happen again

If the president of the muskies will not follow our alcohol policy why would we grant them a liquor license for the whole facility?

Dufferin country building department wants the CDRC to get an engineer to draw up plans for connection for highway sign is this something we want to proceed with ?

Need Approval

Snow plowing contract I would like to use martin again this winter season I would like to recommend that we do the season contract, they are calling for frequent snowstorms and icy conditions this winter from lake effect storms
We have projected a 71,000.00 surplus in the budget this year
Martins season price is 42,000.00 plus HST
Last years totals was 42,5000.00 plus HST for season
I think the school board need to pay 30% of the snow plow contract for the square footage of parking lot there are using, not 15%

Prpoane training for 4 staff members of 300.00 each