

**CENTRE DUFFERIN RECREATION COMPLEX**

**BOARD OF MANAGEMENT**

**Minutes of the Regular meeting held December 2, 2025 at 6:00pm held Virtually**

Attendance: Lindsay Wegener      Shelburne  
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 6:00pm

A quorum was present.

Due to members prior meeting commitments, a 7:00pm finish is required

**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 V. Paan seconded by R. Stinson. Be it resolved we approve the agenda dated December 2, 2025 as circulated and presented. Carried

**Discussion & Approval of Minutes of Previous Meeting held October 22, 2025:**

**MOTION #2** – Moved by R. Plowright seconded by R. Moore. That the minutes of the CDRC Board of Management previous board meeting held on October 22, 2025 be approved as circulated and presented. Carried

**New Business:**

**Snow Removal and Salting Tender:**

Two (2) tenders were received and opened on November 21, 2025. After discussion the following motion was presented.

**MOTION #3** – Moved by R. Moore seconded by V. Paan. That the CDRC Board of Management accepts the Snow Removal and Salting Tender from Sunshine Agro for the 2025-2026 season. Carried

**DCCS Service Contract for Fee Subsidy 2026**

**MOTION #4** – Moved by R. Stinson seconded by V. Paan. 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 Board Chair to sign the attached Funding Agreement and Schedule D-Service Description Schedule 2026.

Carried

**Old Business:**

**Additional Wifi Access Points:**

Information from Dufferin County IT was presented to provide two (2) additional access points that will extend the facility coverage. The estimated cost in the \$5,250.00-\$5,650.00 range. After discussion the following motion was presented.

Will reach out to request support/sponsorship from KTH for to cover the cost of the additional access points.

**MOTION #5** – Moved by V. Paan seconded by R. Stinson. Based on the information provided by Dufferin County IT on November 14, 2025, the CDRC Board of Management will move forward with adding two (2) additional access points.

Carried

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

Summer 2025 End of Season Report

See Schedule A

See Schedule B

**MOTION #6** – Moved by R. Moore seconded by V. Paan. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator. And further that the Summer 2025 End of Summer Report be accepted as presented by the Recreation Program Coordinator.

Carried

**Facility Maintenance Manager's Report:**

See Schedule C

**MOTION #7** - Moved by R. Plowright seconded by R. Moore. That we receive the report from the Facility Maintenance Manager.

Carried

**Financial Report:**

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

**MOTION #8** – Moved by V. Paan seconded by R. Stinson. That the CDRC Board of Management receives the financial reports and paid accounts in the amount of \$113,551.14 as presented by the Facility Administration Manager. Carried

**Confirmation by By-law:**

**MOTION #9** – Moved by R. Moore seconded by R. Stinson. Be it resolved that leave be given for the reading and enacting of by-law #08-2025 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held virtually December 2, 2025. Carried

**Adjournment:**

**MOTION #10-** Moved by L. Wegener seconded by R. Plowright. That we now adjourn at 6:59pm to meet again on Wednesday, January 28, 2026 at 5:30pm or at the call of the chair. Carried

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

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Dated

SCHEDULE 'A'

Facility Administration Managers Report – December 2, 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.
- Assisting with ongoing, receiving and responding to numerous and various facility rental booking requests and walk-ins. Review rental contracts and insurance requirements.
- Below is a snapshot of facility rentals

Week	Ice Rental Hrs	SMHA Portion	Event/Room Oth Rentals
Week: Oct 20-26	51	25.5	4
Week: Oct 27-Nov 2	51	22.5	3
Week: Nov 3-9	50	23.5	5
Week: Nov 10-16	52	28.5	5
Week: Nov 17-23	46.5	22	4
Week: Nov 24-30	54	26	3

- Per Rick’s invitation, we met with Denyse Morrissey and Will Thomson from the Town of Shelburne to discuss future capital plans for the CDRC
- Prepare 2025 Snow Removal and Salting Tender and scheduled opening of tenders
- Completed and submitted insurance renewal application/questionnaire as requested by Town of Shelburne
- Sent the CDRC 2026 draft budget to funding municipalities for comment.
- Olympia advertising – Olympia has new wrap completed with Muskies and SMHA design
- Facility/Ice rental changes:
  - o Party Rocker dances are cancelled, as they cannot secure groups to chaperone
  - o Have filled seven (7) 5-6pm ice times on Tuesday and Thursday during Nov/Dec
- Prepared offer of employment and onboarding for part-time seasonal operations staff
- Attended Fall COFCO (Central Ontario Facility Coordinators Assoc) meeting on Nov 13, 2025 in Oakville
- Met with Dufferin County Child Care Services (DCCS) regarding service delivery for 2026
- Canada Summer Jobs (CSJ) 2026 application in progress, submission deadline is December 11, 2025
- Working on requests for expression of interests for concession booth operations

**New Business**

- New TOAST POS system:
  - For concession booth and CDRC programs. Existing cash register is outdated and no longer supported
  - Dufferin County IT approved for compliance and set-up
  - Hardware, onboarding and installation – one time \$906.60 plus HST
  - Recurring monthly charge - \$192.50 plus HST. Est annual cost \$2,300.00 plus HST
  - Current Moneris and Clover monthly service and account fees – \$103.95 plus HST – Est YTD \$1,100.00
  - Current Sling monthly service fees average \$280.00. Based on \$6.00/month per active employee per month – Est YTD \$2,800.00
  - Transaction processing fees: Toast \$0.10; Moneris \$0.11 and Clover \$0.08
  - Training session scheduled Thursday, December 4<sup>th</sup>

Kim Fraser,  
Facility Administration Manager

## SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: December 2, 2025

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 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 Legal Awareness 1 Course towards the Recreation Professional Designation.
- Attended an ORFA meeting in Oakville on Thursday November 13, 2025.
- Working on completing the Canada Summer Jobs grant for 2026 seasonal summer employee wage subsidy.
- Conducted a staff training for the staff that will be working our upcoming programs.
- Met with Dufferin County Childcare Services to discuss our service delivery for 2026.
- Working with Maintenance to clean up a storage unit above the bleachers. We are hoping to move some of our camp equipment up there and utilize shelves and hooks to hang supplies.
- Finalizing the 2026 Seasonal Summer Employment Opportunities to be posted online on the week of December 1, 2025.
- Youth Hockey Skills has been a huge hit at the CDRC. Parents and children are invited to come out Thursday and Friday from 4:00-4:50pm to practice their hockey skills. Youth must be wearing full equipment, parents must be wearing a helmet and gloves. We will add additional sessions over the holiday break.
- Preparing and scheduling for upcoming Holiday Break Programs including planning for Holiday Break Camps.
- Community Sports and Recreation Promotion at CDRC public skating has begun. This is an excellent opportunity for local clubs and groups to promote their program offerings.
  - o Friday November 7, 2025 – Shelburne Public Library
  - o Friday November 14, 2025 – LP Stage Productions
  - o Upcoming Friday December 12, 2025 – Shelburne Golf and Country Club

### **Upcoming programs**

- Weekly skating schedule is available at [Shelburne.ca/cdrc](http://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.
- 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.
- Babysitting Course – Tuesday December 30, 2025
- Home Alone Safety for Kids Course – Monday December 22, 2025

- Our next Youth Night is scheduled for Friday December 12, 2025, this month's theme is Very Merry Holiday Party.
- Holiday Break Camps registration is now open

SCHEDULE 'C'

Facility Maintenance Managers Report – December 2, 2025

Boilers , rooftop units and tube heaters were serviced Oct 29,30,31  
There is no concerns with equipment at this time

Heat recovery units were serviced by staff

Met with Denyse and Will from town of Shelburne to discuss future capital plans for the CDRC they would like us to do a recreation facility audit approx. cost 250,000.00  
In Oct 2021 we had a facility audit done at a cost of 7,900.00 for the whole building

Scissor lift passed structural inspection and repairs are complete

Sop have been created for arena operations

Electrical consumption is down this month compared with the same time last year

Sept/oct 2024	2540 kwh		
Sept/oct 2025	2377 kwh		
Savings	163 kwh	=	\$ 2,882.00 for the month

Marty will be coming back as a casual part time operator