

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held January 28, 2026 at 5:30pm Pool View Room

Attendance:	Lindsay Wegener	Shelburne
	Melinda Davie	Mono
	Ruth Plowright	Melancthon
	Ralph Moore	Melancthon
	Chris Gerrits	Amaranth
	Victor Paan	Amaranth
	Kim Fraser	Facility Administration Manager
	Josh Oatman	Facility Maintenance Manager-Interim
	Emily Francis	Recreation Program Coordinator

Absent: D. Sample and R. Stinson

Meeting called to order by Facility Administration Manager, Kim Fraser at 5:33pm.
A quorum was present.

Kim Fraser welcomes all board members

Josh Oatman was introduced to the Board. After the Board received a letter of resignation from Rick Thompson on January 4, 2026, Josh accepted an interim role as Facility Maintenance Manager.

Land Acknowledgement:

Land Acknowledgement read by Administration Manager, Kim Fraser

Elections:

The floor is opened to nominations for Board Chair

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

Melinda Davie accepts nomination.

Hearing no further nominations:

Moved by C. Gerrits, seconded by R. Moore to close nominations for CDRC Board Chair. Carried

Melinda Davie accepts the position of CDRC Board Chair.

Chair, M. Davie assumes chair of the meeting. M. Davie thanks the members and continues with the meeting.

The floor is opened to nominations for Vice-Chair.

Vice-Chair: Moved by C. Gerrits, seconded by V. Paan to nominate Ralph Moore for CDRC Board Vice-Chair. Carried

Ralph Moore accepts the nomination.

Hearing no further nominations:

Moved by V. Paan, seconded by C. Gerrits to close nominations for CDRC Board Vice-Chair. Carried

Ralph Moore accepts the position of CDRC Board Vice-Chair.

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 L. Wegener. Be it resolved we approve the agenda dated January 28, 2026 as circulated and presented. Carried

Discussion & Approval of Minutes of Previous Meeting held December 2, 2025:

MOTION #2 – Moved by V. Paan seconded by L. Wegener. That the minutes of the CDRC Board of Management previous board meeting held virtually on December 2, 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 C. Gerrits seconded by R. Moore. That the CDRC Board of Management receives the financial reports and paid accounts in the amount of \$125,491.48 as presented by the Facility Administration Manager. Carried

CDRC 2026 Draft Budget

Staff presented a second draft of the CDRC 2026 budget. After review and discussion, the following motion was presented.

MOTION #4 – Moved by V. Paan seconded by C. Gerrits. Be it resolved that the 2026 CDRC draft budget distributed at the January 28, 2026 board meeting with an operating and capital deficit of \$609,000.00 and a municipal contribution of \$604,075.00 be adopted. And that a copy of the budget be sent to all member municipalities. Carried

Facility Administration Manager and Recreation Program Coordinator Reports:

See Schedule A

See Schedule B

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

New Business:

Shelburne Muskies Request for Fundraising Support:

A request for fundraising support was received from Shelburne Muskies for their upcoming Cancer Fundraising Game on January 16, 2026. Discussion suggested that Muskies redirect their request, individually to the funding municipalities.

During the discussion, the Board was informed that some adult ice rental groups are not vacating their change room in a timely manner after their rental. Leaving operations staff to stay longer past their scheduled work shift. Staff will prepare and send a letter to the adult groups.

Change of CDRC Bank Authorities:

MOTION #6 – Moved by C. Gerrits seconded by V. Paan. That the banking and cheque signing authorities for all CDRC accounts will be changed to Administration Manager-Kim Fraser; Board Chair-Melinda Davie and Vice-Chair-Ralph Moore.

Carried

CDRC 2026 Board Meetings:

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

February 25, 2026	March 25, 2026	April 22, 2026	May 27, 2026
June 24, 2026	July 22, 2026	August 26, 2026	September 23, 2026
October 28, 2026	November 25, 2026		

Confirmation by By-law:

MOTION #7 – Moved by L. Wegener seconded by R. Moore. Be it resolved that leave be given for the reading and enacting of by-law #01-2026 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held January 28, 2026.

Carried

Adjournment:

MOTION #8- Moved by C. Gerrits seconded by V. Paan. That we now adjourn at 7:09pm to meet again on Wednesday, February 25, 2026 at 5:30pm or at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – January 28, 2026

General Overview/Information:

- Continual day-to-day administrative duties that include phone calls and walk-in inquiries, invoicing and collections, process payables and disbursements, bank deposits, rental contracts, bookings, monitoring the rental schedule, monthly account reconciliations and payroll administration.
- Working at closing 2024 financial year end and reconciling year end reports to HST, source deductions, 2024 t-4's, OMERS, WSIB, etc.
- Assisting with 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: Dec 1-7	51.5	19	8
Week: Dec 8-14	45	24	9
Week: Dec 15-21	44.5	14	8
Week: Dec 22-28	11	2	3
Week: Dec 29-Jan 4	28	14	2
Week: Jan 5-11	55	23	9
Week: Jan 12-18	54.5	25	9

- Offboarding Maintenance Manager
- Accepting resumes for the PT Operator/Maintenance position
- Cabling for Toast and the additional AP's completed on January 5th. Installation of AP's to be scheduled.
- Toast installation completed on January 6th
- Don's Heating – January 7th service to repair heating in front entrance
- Heaters installed in reception desk area on January 23rd
- Rental events:
 - o CDDHS girls varsity - January 8th tournament
 - o Orangeville Girls Tigers – tournament held Jan 23, 24 & 25 with 28 games
 - o Glenbrook ES – kindergarten and primary skating rentals throughout Jan/Feb/Mar
 - o Weekly Wednesday morning ice rental before school – continuing into Feb/Mar
 - o Some cancelations due to inclement weather and power outages ie: SCS-Dec 10th and Muskie game-Dec 19th
 - o Fitness class rentals in T&C room– Zumba and KICK wellness

- Upcoming event rentals:
 - o Shelburne Skating Club (SCS) – carnival February 28th
 - o Polar Plunge March 29th
 - o CDDHS Commencement ceremony June 24, 2026
 - o Town of Shelburne – Job Fair scheduled April 23rd
- Training - Attended ORFA webinar January 14 re: Risk Management Awareness Manual

New Business

- Training – OMERS refresher webinar February 19th and JHSC recertification March 5th

Kim Fraser,
Facility Administration Manager

SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis
To: CDRC Board of Management
Date: Wednesday January 28, 2026
Subject: Recreation Program Coordinator Report

December/January Overview

- **Seasonal Summer Employment**

- o Seasonal Summer Employment Opportunities are posted on the Town of Shelburne website, Shelburne Free Press, within the CDRC and at CDDHS. The CDRC is currently hiring for the following positions.
 - Outdoor Pool Deck Supervisor – closed Friday January 23, 2026
 - Camp Supervisor – closed Friday January 23, 2026
 - Assistant Camp Supervisor – closed Friday January 23, 2026
 - Camp Counsellor – closing Friday January 30, 2026
 - Lifeguard/Instructor – closing Friday January 30, 2026
- o Interviews will be scheduled in the middle of February for both the summer day camp and outdoor pool with plans to have Offers of Employment sent out prior to the end of February.
- The Christmas Break Camp registrations were very low; we ended up cancelling 1 day of camp. It is recommended to review the program offerings for 2026 as the registrations have been low for 2 years based on the dates of Christmas and New Years.
- Shelburne Public Library will be using the Town and Country Room on Wednesday March 18, 2026, for one of their March Break shows. The CDRC March Break campers will be attending this show.
- **Employee Criminal Records Checks** – Organizing and executing the update of all employee Criminal Record Checks. Prepared and circulated Employment Letters for each of them to begin the process. Following up inquiries about the checks and contacting Triton (external company that conducts the check for Opp) to discuss any discrepancies.
- **Preparation for summer 2026**
 - o Contacting guests, trip location and bus companies for our camp program.
 - o Scheduling Interviews and collecting Supplementary Interview forms from staff planning to return to a position at the CDRC.
 - o Communicated with Trainer Games Fitness regarding the return of Aquafit this upcoming summer season.
 - o Meeting with Amy from the OPP in February to discuss the return of the Junior Officer Camp for summer 2026.
 - o Planning and preparing for upcoming summer staff training.
 - o Communication with the County of Dufferin regarding the Childcare Fee Subsidy Program and preparation for the upcoming summer. At this time, many of our families that typically utilize this service are placed on the waitlist and will be notified prior to the start of the summer if there is funding available.
- **Spring/Summer Recreation Guide**
 - o The 2026 Spring/Summer Recreation Guide is scheduled to be circulated in the Shelburne Free Press on Thursday April 2, 2026.
 - o Currently preparing and collecting content to be included in this guide.
- **High Five Accreditation Pathway**
 - o The CDRC is working toward accreditation with High Five. Each month I attend a Mastery Hub hosted by High Five where we discuss the next step.

- Beginning to work on the assignments needed to become accredited.
- We launched the use of our Toast Pos System on Wednesday January 8, 2026. It has made tracking our sales in the concession booth as well as programs streamlined into one system with quick access to what we are selling.
- Make It Sweet reached out to the CDRC to see if we would be willing to have them visit throughout the summer months. Last summer, they set up every Tuesday in the CDRC parking lot selling ice cream to patrons visiting the facility. It was a huge hit, staff and participants looked forward to it every week. They also sponsored our Staff Member of the Week. Each week 1 camp staff and 1 pool staff were awarded free ice cream for their efforts at the CDRC.
- The Annual Free Family Day Skate sponsored by Shelburne Family Chiropractic, Main Street Dental and Shelburne Optometry, is scheduled for Monday February 16 from 1:30-3:00pm.
- We have had several local clubs and groups join us during our Friday evening public skate to promote their programming. Our next group is the Shelburne Cricket Club who are scheduled to join us on Friday February 6, 2026.