

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held February 25, 2026 at 5:30pm held Virtually

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

Meeting called to order by Board Chair, Melinda Davie at 5:30pm
A quorum was present.

Land Acknowledgement:

Land Acknowledgement read by Administration Manager, Kim Fraser

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 V. Paan. Be it resolved we approve the agenda dated February 25, 2026 as circulated and presented. Carried

Discussion & Approval of Minutes of Previous Meeting held January 28, 2026:

MOTION #2 – Moved by V. Paan seconded by R. Moore. That the minutes of the CDRC Board of Management previous board meeting held on January 28, 2026 be approved as circulated and presented. Carried

Correspondence:

- Pickin in the Park – re: access to fairgrounds from CDRC parking area for July 2026 event
- Staff stated there have been events held at the fairgrounds using shared access to the CDRC parking area without informing the CDRC. A letter will be sent to the Shelburne Agricultural Society advising that a certificate of insurance must be issued to the CDRC for all events that will use the CDRC parking area
- Shelburne Council Resolution re: appointing Councillor Gouchardi to the CDRC board for the remainder of the 2022-2026 term of council

MOTION #3 – Moved by C. Gerrits seconded by V. Paan. 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 R. Moore seconded by R. Stinson. That the CDRC Board of Management receives the financial reports and paid accounts in the amount of \$75,085.60 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 R. Moore seconded by V. Paan. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator. Carried

Facility Maintenance Manager's Report:

See Schedule C

Added to report: Replaced a sheet of ice rink glass that broke this morning during a rental. Security camera system is not working, called for service.

New Business agenda items - 11.1, 11.2 and 11.3 were reviewed during the Maintenance Managers report. Don's Heating found incorrect solvent used on three boilers as well as stacks are not to code, and tagged out the boilers. Don's quoted \$8,814.00 to replace venting on the two boilers they did not install. Recommend getting another quote to compare. Repairs must be completed by March 12, 2026.

Three (3) tube heaters in bleachers (x2) and shop (x1) are not functioning and tagged out. Will obtain quotes and report back.

RFP 2026-01 was presented for board review. It will be published on February 27, 2026

MOTION #6 - Moved by C. Gerrits seconded by L. Wegener. That we receive the report from the Facility Maintenance Manager. Carried

Old Business:

Dufferin County IT-Support Structure:

After a recent discussion with Dufferin County IT, staff received support structure information for IT services.

New Business:

Updated CDRC Management Agreement:

The Township of Amaranth has requested an updated agreement be prepared at Board level, to present to participating councils. During discussion, Amaranth will take this back to their council and report back to the next board meeting to either rescind or confirm their direction.

L. Guchardi leaves meeting at 6:38pm

Confirmation by By-law:

MOTION #7 – Moved by V. Paan seconded by L. Wegener. Be it resolved that leave be given for the reading and enacting of by-law #02-2026 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held February 25, 2026. Carried

Adjournment:

MOTION #8- Moved by C. Gerrits seconded by V. Paan. That we now adjourn at 6:53pm to meet again on Wednesday, March 25, 2026 at 5:30pm or at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – February 25, 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.
- Preparing the financial year end and working with RLB on the audit review. Reconciling year end HST, source deductions, 2025 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: Jan 19-25	60	13	4
Week: Jan 26-Feb 1	40	15.5	5
Week: Feb 2-8	44.5	14	10
Week: Feb 9-15	11	2	8
Week: Feb 16-22	28	14	7

- Discussion w/Dufferin County IT on Feb 5th to review support structure
- Concession booth review
- Prepared and sent letter to adult groups regarding vacating change rooms in a timely manner.
- Rental events:
 - o CDDHS girls varsity – play championship final on Feb 26th
 - o Shelburne Muskies – begin a series this weekend vs Saugeen Shores
 - o Polar Plunge – March 29th. A planning site visit next week
- Upcoming event rentals:
 - o Orangeville Minor Hockey Fall Classic tournament – reserved September 2026
 - o EDC Breakfast cancelled
- Training – Ashton completed JHSC Part 1
- Rink Boards and Wall sign advertising – Ashton following up on inquiries

New Business

- Training – 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 February 25, 2026
Subject: Recreation Program Coordinator Report

February Overview

- **Seasonal Summer Employment**

- Interviews are currently being conducted for all seasonal summer staff employment opportunities. There were 2 group interviews held for the Day Camp Counsellor position. This group interview gave candidates the opportunity to demonstrate the skills they would bring to our summer day camp. All candidates successful during this process were invited to attend an individual interview. We had our largest number of applicants for the summer day camp counsellor position this summer with approximately 50 total applicants.
- Part of the interview process for candidates is to also submit a Supplementary Interview Form which gives us an idea of what candidates are looking at for hours and what their availability is in the summer months.
- Offers of Employment are currently being drafted and will be sent out over the coming weeks in hopes to secure our 2026 staff team.

- **Preparation for summer 2026**

- Bookings for June School Swim Rentals have begun. We have several local classes that are interested in visiting the CDRC in June. Over the coming weeks, we will be communicating with them regarding more information and securing their rental slots.
- I attended a meeting with Officer Amy from OPP who ran our Jr Officer camp last summer to discuss options for the 2026 summer season. We have secured 2 weeks of Jr Officer camp for the summer season. This program was a huge hit in 2025. We look forward to bringing it back to our upcoming camp line up.
- I have a meeting scheduled with the Dufferin County Community Service Department regarding the 2026 Words and Water Program. We are looking at dates and times to offer this program.
- Communication with Hyland Day Care regarding their scheduled visits to the CDRC pool this summer.
- Communication with Wonder Box, a company that provides Steam/Steam based programming visits to summer day camps.
- Sign In/Sign Out – Discussions with fellow municipalities regarding their camp sign in and sign out process.
- Shelburne Fair Board – The CDRC Summer Day Camp will be collaborating during our Farm week with the Shelburne Fair Board. We were lucky enough to have them run fair themed programming during our camp week last summer.
- Registration is set to open ONLINE for the Summer Day Camp on March 24, 2026 and the Outdoor Pool on March 31, 2026. We have split up our registration dates again this year to minimize the stress it causes families when they are trying to book for both programs. All information will be available to view prior to our opening dates. I am currently working on preparing then will be building all programs into our Active Net Software,
- Preparing for our upcoming March Break Camp. Our numbers are looking great with approximately 30 campers each day. Families had the opportunity to register for single days or

the full week. We will be attending the Shelburne Public Library March Break show at the CDRC on Wednesday.

- **Spring/Summer Recreation Guide**
 - o All content has been submitted for the creation of the Spring/Summer Recreation Guide. Once a draft guide is created, we will review the content and approve by Thursday March 5, 2026.
 - o We have been sent draft cover options for the 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.
 - o Attended the Quest 2 Course on Thursday February 19, 2026. This certification is required for the pathway and to conduct assessments on our programs.
- **Summer Staff Training**
 - o Beginning to prepare and gather information for our upcoming summer staff training.
 - o Once all Offers of Employment are signed and returned, I will be arranging all online training for staff to complete prior to our first in person staff meeting.
 - o The CDRC Summer Day Camp has been invited back to the Simcoe County Recreation Alliance Camp Training in May. This training day was extremely beneficial for our 2025 staff team and received great feedback from all staff in attendance. This training day gave us the opportunity to also train staff on our Bus procedures as we travelled to our destination.
- **Drop-in Programs:**
 - o Our drop-in programs have had great attendance over the last few weeks. Hockey Skills has been a huge hit; we look forward to offering more session throughout the March Break.
- The Annual Free Family Day Skate sponsored by Shelburne Family Chiropractic, Main Street Dental and Shelburne Optometry, was very successful. Approximately 300 tickets were redeemed for complimentary hot chocolate or popcorn.
- I have worked to create a CDRC One Drive to store files that are accessed by multiple employees throughout the facility. This will allow us to update the most recent files and share what needs to be shared, increasing the efficiency within the CDRC.

SCHEDULE 'C'

Maintenance Manager's report February 25, 2026

Don's Heating quarterly maintenance

Don's Heating technicians were in Jan 28, 29, and Feb 4 for regularly scheduled quarterly Maintenance.

Boilers safety violation

On Jan 29, during quarterly maintenance by Don's Heating, a problem was found with the three boilers in the main boiler room. I will be addressing that as an agenda item later in the meeting.

Tube heaters safety violation

On Feb 4, during quarterly maintenance by Don's Heating, a problem was found with some of the tube heaters in the bleacher and rear workshop areas. I will be addressing that as an agenda item later in the meeting.

No heat condition Roof Top Unit 1

On Jan 30 we had an issue with roof top unit #1 not producing heat for the Pool View room, Meeting room and upper hallway. Don's Heating was called and promptly came to assess the situation. It was found that a belt had come off of the fan. This issue was quickly fixed at no cost to us.

Upstairs boiler (#6) no heat

On February 20 it was noticed that there was no boiler supplied heat in the front lobby and pool changerooms. Upon investigation, it was found that even though the boiler was operating, there was an issue with a pump that feeds the heating system. Don's Heating was called, they came to inspect it Monday February 23. It was found that a pump was leaking and therefore wasn't maintaining adequate water flow. It was also found that a connector had broken away from the control board. A new board is needed, but since the entire system is being replaced it seems pointless to spend the money to repair it in my opinion.

Upstairs boiler (#6) RFP

I have completed the RFP for the upstairs boiler, water heater, etc. It will be sent out as soon as it is approved.

Scoreboard

I have two quotes for scoreboard replacement, waiting on a third.

Gas bills

I have been reviewing and comparing gas bills. There was a spike in usage in November that I haven't been able to find a reason for. We did have two new boilers installed so 4-5 boilers operating at all times vs 3-4 previously, as well as a second deep fryer, that could have an effect but I'm not sure of it. I did notice that November usage was 6226 m3 higher in 2025 than in 2024 but December usage was 2224 m3 lower in 2025 than in 2024. I also noted that although total usage for the year 2025 was 5009 m3 higher than 2024, the cost was \$4605.32 lower in 2025 than in 2024.

Refrigeration room control panel quotes

I have reached out to Kore Mechanical regarding the control panel, I am waiting for a response.

Front desk heaters

On Jan 23, new heaters were installed by Lighten Up Electrical under the desks in the front office/reception area. These heaters were found to be improper for the space as they caused the wood of the desks and anything on top of them to get very hot. Lighten Up Electrical came in on February 3 and replaced them with baseboard heaters that seem to be better suited to the space.

Toilet tank

On February 7 I had to replace a toilet tank in the upstairs accessible washroom as the plastic tank had ruptured.

Quote for painting change room showers

Desmond from Industrial Coatings is going to get me a quote to paint the pool changeroom showers with epoxy paint as the paint is peeling. Painting with epoxy will increase the durability and longevity of the paintwork and the underlying concrete block wall. Desmond is the one that recently painted the dressing room showers.

Scoreboard quotes

I have two quotes for scoreboard replacement, waiting on a third.

Outdoor sail for camp

The previously purchased outdoor sail for day camp was located in the shop. Still looking into whether it is sufficient or if we need to purchase more or something different, and still have to decide on a suitable location for it. It will be easier to figure out once the snow is gone.

Sound system installation

Still working on the installation. Conduit was purchased and will be installed by me beforehand to lessen the cost of the installation. We are looking at March for an install date as we need 2-3 days with no on-ice activity to accomplish the installation.

Concession booth exhaust hood

I received one quote for professional cleaning of the exhaust hood and filters. \$450. We have tried to keep them clean but they are in need of professional cleaning.

Josh Oatman,
Interim Facility Maintenance Manager