

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held June 23, 2021 via ZOOM

Attendance:	Lindsay Wegener	Shelburne
	Steve Anderson	Shelburne
	Chris Gerrits	Amaranth
	Heather Foster	Amaranth
	Darren White	Melancthon
	Margaret Mercer	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator

Absent: Geer Harvey, Dan Sample and Laura Ryan

Meeting called to order by Chair, Chris Gerrits at 6:30pm.
A quorum was present.

Declaration of Pecuniary Interests:

Chairman, Chris Gerrits 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:

Move item #10.2 to the next meeting

MOTION #1 – Moved by M. Mercer seconded by D. White. Be it resolved we approve the agenda dated June 23, 2021 as amended. Carried

Discussion & Approval of Minutes of Previous Meeting May 26, 2021:

MOTION #2 – Moved by H. Foster seconded by M. Mercer. That the minutes of the CDRC Board of Management regular board meeting held virtually on May 26, 2021 be approved as circulated and presented. Carried

Finance Committee Report:

After review of the CDRC Monthly Financial Report the following motion was presented.

MOTION #3 – Moved by H. Foster seconded by D. White. That the bills and accounts as presented in the amount of \$11,630.97 be approved and paid. Carried

CDRC 2020 Financial statements, prepared by BDO were presented to the board for review.

MOTION #4– Moved by H. Foster seconded by M. Mercer. Be it resolved that the CDRC Board of Management approves the December 31, 2020 Financial Statements as presented. Carried

S. Anderson arrives at 6:45pm

Facility Administration Manager and Recreation Program Coordinator Reports:

See Schedule A

See Schedule B

MOTION #5 – Moved by L. Wegener seconded by H. Foster. 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 #6 – Moved by D. White seconded by L. Wagener. That the CDRC Board proceeds with spring maintenance on the Olympia at the cost of \$7,752.14 plus HST, as per the quotation from Resurface Corp. Carried

MOTION #7– Moved by M. Mercer seconded by H. Foster. That we receive the report from the Facility Maintenance Manager. Carried

New Business

DEI Committee Presentation Review:

Board Chair, Chris and Kim attended the DEI Committee meeting on June 17, 2021 and presented a brief overview followed by a discussion session. Providing safe space programs and increasing awareness of services and equipment the CDRC provides, for example accessible stairs and chair lift into the pool were mentioned. The presentation went well, and the DEI Committee was extended an invitation to attend a CDRC meeting. S. Anderson would like to speak to some of suggestions at the next meeting. Set up a Policies & Procedures committee meeting for the fall.

To improve the flow, the understanding and the communication and so that the CDRC Board of Management is more aware of these requests so they can be considered and discussed, the following motion was presented.

MOTION #8– Moved by M. Mercer seconded by S. Anderson. That all requests for presentations by other organizations, be brought to the CDRC Board of Management for consideration rather than to the staff. Carried

Confirmation by By-law:

MOTION #9 – Moved by H. Foster seconded by L. Wegener. Be it resolved that leave be given for the reading and enacting of by-law #06-2021 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held June 23, 2021. Carried

Adjournment:

MOTION #10- Moved by D. White seconded by M. Mercer. That we now adjourn at 7:27pm to meet again on July 28, 2021 at 6:30pm, or at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – June 23, 2021

General Information:

- Elections Ontario will be scheduling a voting location inspection.
- Watched a short webinar presented by Payment Evolution on remote work health and safety.

Old Business:

- Chris and I attended the Diversity, Equity and Inclusion Committee meeting, on June 17th and presented an overview of the CDRC and a discussion session.
- Additional information requested from UGDSB for the Community Use of School (CUS) permit to use outdoor greenspace. The CDRC Safety Plan and CDRC Day Camp Covid-19 protocols were submitted and received the approved permit on June 21st.
- Shelburne Agricultural Society has confirmed permission to use the fair grounds and picnic tables for the day camp.
- Continuing to plan and prepare for the day camp program.
- Invoicing camp registration began May 31st and swimming lesson registration opened June 2nd. Been extremely busy invoicing. The majority of the summer programs should be invoiced before July 5th.
- Can now accept and process credit card payments with Moneris.
- Continuing the Provincial Antigen Screening Program (PASP) with the rapid test kits twice per week. At this time, approximately 75% of staff are voluntarily participating in the program.

New Business:

- Tim Hortons has agreed to sponsor free swimming on Canada Day for 2 hours.
- Scheduled to complete standard first aid and AED training on June 29th.
- So that the CDRC can plan an ice startup schedule, I will contact the ice user groups in July to see when they anticipate starting.
- As part of the CSJ agreement, I will complete the Employer and Employee Declarations online, the week of July 5th, for the eleven (11) approved jobs.

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: June 23, 2021

Subject: Recreation Program Coordinator Report

June Overview

- The outdoor pool/summer day camp: opened on Monday June 14th for public swimming, lane swim and adult/senior swim. The CDRC summer day camp is set to begin on Monday July 5th, 2021.
- Update on program registrations
 - Registrations are going strong; the camp is almost full for the entire summer and session 1 of swimming lessons is now full. The Leaders in Training and Junior Leaders programs have 10-16 participants enrolled.
- Training
 - Continuing to update training documents and resources.
 - Continuing to work through training with the seasonal summer staff (outdoor pool and day camp).
- Promotion of summer programs
 - Continuing updating social media and promoting summer programs.
- Summer program planning
 - Continuing to plan for the upcoming summer season.
 - Head Day Camp Counsellor is now working in the facility preparing for the upcoming camp season.
- Sponsored pool rentals
 - At this time, we have 4 hours of sponsored public swim throughout the summer. These hours will be free to patrons however only 35 will be admitted per hour.
- Water Safety Instructor and National Lifeguard Course
 - We would like to offer both the Red Cross Water Safety Instructor Course as well as the National Lifeguard course this upcoming summer. The Red Cross Water Safety Instructor course is a 25-hour course that certifies candidates to instructor Red Cross Swim Lessons which is offered here at the CDRC. The National Lifeguard course is a 40-hour course that certifies candidates to lifeguard any pool setting across the country. To offer both these courses in the past, we have been bringing an outside instructor into the facility, however I have completed several courses and am now certified to both instruct and examine candidates. I am interested in teaching these courses this summer; however, it would need to be done in a different role at a separate rate.

SCHEDULE 'C'

Facility Maintenance Managers Report – June 23, 2021

SAFETY

No issues

GENERAL INFORMATION:

Reviewing COVID-19 Municipal, Provincial & Regional Health restrictions updates and changes, regularly updating protocols and safety plan as needed. As of June 11, 2021, the Ontario province has moved to step one of reopening. Facility is closed for indoor use except for accessibility needs high performance athletes and day camp and blood donor clinics.

Completed Standard first Aid course and AED training. June 21, 2021

The pools 400-gallon bulk tank leaking from drain fitting into secondary bin will try to install new fitting and plug the new plug location maybe to close to bottom radius to work may send to a repair shop. Only started to leak after warmer weather which caused tank to explain may require a new tank \$1,200.00.

WDGPH Inspected pool water balance and safety equipment and protocols with no concerns good to open.

Continuing with facility repairs cleaning and painting grass cutting Pool vacuuming.

Replace 6-inch pool return line valve.

Hosted Blood donor clinic no issues.

Arena Condition assessment walk through with Engineering firm. Report will follow.

Olympia sent for a summer tune up and emission to Resurface ice. (Dealer) \$7,752.00 Quote for service.

Kore mechanical overhauling of compressors and other planned maintenance replaced safety vales repaired electrical defects Complete \$6797.00.

Street sweeper cleaned up parking lot.

Annual fire alarm inspection. complete

Olympia Quote: Separate attachment

New business



Marty Lamers

Facility Maintenance Manager
Centre Dufferin Recreation Complex